

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
TREASURER 011450								
<i>Personnel Services</i>								
Salary Department Head	\$77,856	\$80,993	\$84,442	\$88,384	\$90,350	\$ 93,153.76	\$ 100,411.92	
Salaries Clerical	\$103,902	\$98,802	\$101,735	\$104,446	\$97,601	\$ 112,033.60	\$ 123,385.16	
Salaries Clerical OT	\$40	\$3,065	\$115	\$1,542	\$5,848	\$ 2,000.00	\$ 2,500.00	
Longevity	\$450	\$450		\$650	\$1,300	\$ 1,300.00	\$ 1,500.00	
Total	\$182,247	\$183,310	\$186,291	\$195,022	\$195,098	\$208,487	\$227,797	\$0
<i>Expenses</i>								
Services Note Certificates	\$1,500	\$250	\$250	\$376	\$2,650	\$4,000	\$4,000	
Printing	\$1,563	\$1,432	\$1,444	\$1,448	\$1,463	\$1,600	\$1,600	
Supplies and Expenses	\$3,552	\$5,038	\$5,742	\$3,222	\$4,587	\$5,000	\$5,000	
Postage	\$9,565	\$12,024	\$10,433	\$10,659	\$11,839	\$11,250	\$11,250	
Advertising	\$537	\$530	\$248	\$352	\$348	\$825	\$825	
Dues and Subscriptions	\$677	\$677	\$700	\$50	\$250	\$340	\$340	
Meetings	\$1,292	\$1,120	\$1,225	\$1,356	\$1,322	\$1,500	\$1,500	
Equipment	\$5,040	\$3,872	\$5,223	\$5,223	\$5,362	\$5,800	\$5,500	
Tax Title	\$2,059	\$228	\$304	\$303	\$608	\$760	\$4,460	
Total	\$25,786	\$25,170	\$25,570	\$22,989	\$28,429	\$31,075	\$34,475	\$0
TOTAL BUDGET	\$208,033	\$208,480	\$211,861	\$218,011	\$223,527	\$239,562	\$262,272	\$0

DEPARTMENT:

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

As the Town Treasurer/Collector, it is my responsibility as Treasurer to receive and safeguard all funds belonging to the Town of Millis, to issue all town debt authorized at the Town Meeting and to pay the bills and payrolls of the Town in an efficient and timely manner. The office works closely with the various departments in depositing and recording local receipts. It reconciles its account records to that of the various banking institutions where it does business. The office acts as a liaison between the Group Insurance Commission and Town employees.

As the Town Treasurer/Collector, it is my mission as Collector to ensure efficient and timely collection of all monies due to the Town while providing professional courteous service to all. The department will answer all inquiries in a timely manner and take all necessary steps, allowable by law, to collect on all accounts. The department works closely with tax service bureaus, attorneys, the Deputy Tax Collector and the Assessing Department.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Accomplishments

Describe the major describable accomplishments or measurable activities in FY19 or CY20. Use statistics whenever possible.

1. As of 6-30-19, the last day of 2019 fiscal year, 98% of the FY2019 real estate tax levy had been collected.