

TAX DEPARTMENT BUDGET

Tax Department 2014 Annual Budget Notes

- 7770-52100 Personal Service – Includes 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II, (2) Account Clerk I, (1) Administrative Secretary, and (1) part-time Account Clerk I. Account Clerk I is scheduled to retire April 2014. Costs in 2014 reflect a 2% wage increase. **Goal I (A) and Goal II (A), (B), (C), (D)**
- 7771-52120 Hospitalization – Includes rates for Account Clerk II (employee with spouse), Account Clerk 1 (family), Account Clerk I (single), and Administrative Secretary (single). Each plan year begins August 1. Costs for 2014 reflect a 10% increase.
- 7771-52240 Printing – Cost for printing of letterhead, envelopes, tax returns, tax brochure, 1099's, quarterly estimate forms, and other items. Amounts based on timing of schedule as needed. **Goal I (A) and Goal II (A), (B), (C)**
- 7771-52260 Postage – Based on the number of communications sent to taxpayer accounts and the price of postage.
- 7771-52261 Prepaid Postage – Represents the cost of supplying postage to the postage meter. The amount for postage is prepaid then the cost is distributed to the departments as postage is used.
- 7771-52450 Utilities – Cost of phone, water, and HVAC service as it relates to the Tax Department.
- 7771-52610 Other Contractual – 2013 includes CMI software support (\$2,526); Accurint lookup service (\$800); postage meter rental (\$828); shred services (\$299); and tax return mailing service (\$1,225). 2014 includes CMI software support (\$2,587); Accurint lookup service (\$900); postage meter rental (\$828); shred services/records disposal (\$460); and tax return mailing service (\$1,225).
- 7771-52790 Tax Refunds – Based on the number of tax returns processed that include a refund. **Goal II (D)**
- 7771-52800 Capital Improvements – 2013 includes replacement of five (5) desktop computers and half of a sixth (\$5,321); fax machine (\$306); and a thin monitor (\$100). 2014 includes replacement of one (1) desktop computer (\$1,000); letter folder/stuffer machine (\$4,000); and printer for specialized tax info (\$800).