

TAX DEPARTMENT
BUDGET

Tax Department 2015 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. 2014 reflects almost two months between when a new Account Clerk I was hired (March 10) and the retiring Account Clerk I last day of employment (April 30). 2015 reflects a 2% wage increase. **Goal I (A) and Goal II (A), (B), (C), (D)**
- 7771-52120 Hospitalization – Department’s premiums to cover the employees’ medical costs associated with the City’s High Deductible Health Insurance Program. Costs consist of coverage for (2) single, (1) employee/child, (1) employee/spouse, and (1) family plan. Each plan year begins August 1. Costs for 2015 reflect a 5% increase.
- 7771-52240 Printing – Cost associated with printing of letterhead, envelopes, tax returns, tax brochure, 1099’s, quarterly estimate forms, and other items on an as needed basis. Available inventory may dictate the schedule of when items will be 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 – 2014 includes CMI software support (\$2,651); Accurint lookup service (\$800); postage meter rental (\$828); document shred services (\$283); and tax return mailing service (\$1,225). 2015 includes CMI software support (\$2,700); Accurint lookup service (\$900); postage meter rental (\$828); shred services/records disposal (\$410); and tax return mailing service (\$1,300).
- 7771-52790 Tax Refunds – Based on the number of tax returns processed that include a refund. **Goal II (D)**
- 7771-52800 Capital Improvements – 2014 includes replacement of one desktop computer (\$1,058); letter folding machine (\$3,953); desktop printer (\$130); and a small copier for tax time volume (\$100). Nothing projected for 2015.

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	Tax Department			
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2013	2014	2014	2015
7770-52100	Personal Service - Tax	272,749	316,584	311,301	282,011
7771-52110	PERS Pension	38,443	42,909	38,000	39,410
-52112	Medicare	3,875	4,444	4,486	4,082
-52120	Hospitalization	44,774	64,919	52,609	63,623
-52130	Life Insurance	332	350	371	390
-52150	Travel and Lodging	87	100	80	75
-52160	Seminars - Conventions - Training	45	100	40	100
-52170	Dues - Subscriptions - Memberships	68	100	25	25
-52210	Supplies	3,103	3,200	2,300	3,000
-52240	Printing	3,248	4,300	2,962	3,500
-52250	Petty Cash	200	200	200	200
-52260	Postage	10,164	11,000	10,200	10,300
-52261	Prepaid Postage	5,617	-	-	-
-52350	Equipment Maintenance/Repair	361	800	972	1,374
-52450	Utilities	22,608	24,500	22,200	22,500
-52610	Other Contractual	5,753	6,000	5,787	6,200
-52710	Credit Card Fees	2,560	2,600	2,871	2,700
-52790	Refunds	368,524	400,000	410,000	400,000
-52800	Capital Improvements	5,727	5,800	5,241	-
-53200	Miscellaneous Tax	219	220	321	-
TOTAL	TAX DEPARTMENT	788,457	888,126	869,966	839,490