

# TAX DEPARTMENT BUDGET

## Tax Department 2016 Annual Budget Notes

- 7770-52100 Personal Service – 2015 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 II retired September 30, 2015. New hire started August 3, 2015 as an Account Clerk I. In 2016, there is a vacancy in the Account Clerk II position. Costs in 2016 reflect a 2% wage increase. **Goal I (A) and Goal II (A), (B), (C), (D)**
- 7771-52120 Hospitalization – Includes rates for Finance Officer/Tax Commissioner (single), Account Clerk II (employee with spouse), Account Clerk 1 (employee with spouse), Account Clerk I (employee with child), and Administrative Secretary (single). Each plan year begins August 1. Costs reflect a 5% increase starting in August of 2016.
- 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 – 2015 includes CMI software support (\$2,836); Accurint lookup service (\$850); postage meter rental (\$828); document shred services (\$202); and tax return mailing service (\$1,312). 2016 includes CMI software support (\$2,900); Accurint lookup service (\$900); postage meter rental (\$828); 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 – 2015 includes replacement of one credit card terminal (\$599) and replacement chair for account clerk (\$295). Nothing projected for 2016.

## EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	Tax Department			
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2014	2015	2015	2016
7770-52100	Personal Service - Tax	310,742	282,011	303,221	264,900
7771-52110	PERS Pension	39,011	39,410	39,681	37,086
-52112	Medicare	4,447	4,082	4,274	3,841
-52120	Hospitalization	52,609	63,623	53,593	51,038
-52130	Life Insurance	371	390	377	385
-52150	Travel and Lodging	78	75	100	100
-52160	Seminars - Conventions - Training	40	100	210	100
-52170	Dues - Subscriptions - Memberships	25	25	25	25
-52210	Supplies	2,137	3,000	3,400	2,800
-52240	Printing	2,973	3,500	4,000	3,500
-52250	Petty Cash	200	200	200	200
-52260	Postage	9,454	10,300	12,400	10,000
-52261	Prepaid Postage	(3,183)	-	-	-
-52350	Equipment Maintenance/Repair	972	1,374	1,952	1,750
-52450	Utilities	22,293	22,500	21,800	22,000
-52610	Other Contractual	5,787	6,200	6,028	6,100
-52710	Credit Card Fees	3,023	2,700	3,700	3,200
-52790	Refunds	388,130	400,000	375,000	375,000
-52800	Capital Improvements	5,241	-	894	-
-53200	Miscellaneous Tax	321	-	-	-
<b>TOTAL</b>	<b>TAX DEPARTMENT</b>	<b>844,671</b>	<b>839,490</b>	<b>830,855</b>	<b>782,025</b>