

TAX DEPARTMENT BUDGET

Tax Department 2017 Annual Budget Notes

- 7770-52100 Personal Service – Tax – 2016 Includes 50% of (1) Finance Officer/Tax Commissioner, (3) Account Clerk I, (1) Administrative Secretary, and (1) part-time Account Clerk I. 2017 includes plan that an Account Clerk 1 may be promoted to Account Clerk II. Costs in 2017 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 1 (family), 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 7% increase starting in August of 2017.
- 7771-52240 Printing – Cost for printing of letterhead, envelopes, tax returns, tax brochure, 1099's, quarterly estimate forms, and other items. **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 – 2016 includes CMI software support (\$3,033); Accurint lookup service (\$800); postage meter rental (\$828); document shred services (\$162); and tax return mailing service (\$1,300). 2017 includes CMI software support (\$3,050); Accurint lookup service (\$900); postage meter rental (\$828); and tax return mailing service (\$1,300).
- 7771-52790 Refunds – Based on the number of tax returns processed that include a refund. **Goal II (D)**
- 7771-52800 Capital Improvements – 2016 includes replacement of two monitors and two desktop printers (\$402). 2017 includes replacement copier (\$5,200) and new file cabinet (\$500).

