

TAX DEPARTMENT BUDGET

Tax Department
2018 Annual Budget Notes

- 7770-52100 Personal Service – Tax – 2017 Includes 50% of (1) Finance Officer/Tax Commissioner, (3) Account Clerk I, (1) Administrative Secretary, and (1) part-time Account Clerk I. 2018 includes possibility of one Account Clerk I being promoted to Account Clerk II and a 2% wage increase for all employees. **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 and the monthly dental administration fee. Costs associated with dental claims, COBRA administration, and employer's contribution to HSAs and HRAs are paid from the Health Insurance Trust Fund (086). 2018 includes coverages for the following: two family plans, one single plan, one employee-spouse, and one employee-child. 2018 reflects a 7% increase in the medical costs.
- 7771-52240 Printing – Cost for printing of letterhead, envelopes, tax returns, tax brochure, 1099s, 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 – 2017 includes CMI software support (\$3,168); Accurint lookup service (\$400); postage meter rental (\$828); document shred services (\$350); and tax return mailing service (\$1,373). 2018 includes CMI software support (\$3,200); Accurint lookup service (\$800); postage meter rental (\$828); tax return mailing service (\$1,400); scanning software maintenance (\$2,475); and set-up services from NextStep Networking for Tax scanning software (\$1,000).
- 7771-52790 Refunds – Based on the number of tax returns processed that include a refund. **Goal II (D)**
- 7771-52800 Capital Improvements – 2017 includes replacement copier (\$5,038) and software upgrade due to Microsoft not supporting current platform (\$2,079). 2018 includes Tax document scanning software (\$12,300) and a new file cabinet (\$500).

