



# Finance Department Budgets

2023

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### **Town Clerk – 4140**

#### **1.4140.10.110 Town Clerk Salaries**

Appropriated in 2022	\$61,000
Requested for 2023	\$68,936

Salary cost for Town Clerk and Deputy Town Clerk. The salaries are split with the Tax Collector positions based on a percentage. The cost share is 70% Town Clerk / 30% Tax Collector

#### **1.4140.10.341 Computer/Software**

Appropriated in 2022	\$5,900
Requested for 2023	\$5,900

Cost of Clerkworks, the Town Clerk software system.

#### **1.4140.10.560 Dues/Conferences**

Appropriated in 2022	\$1,400
Requested for 2023	\$1,400

Cost of attending the annual Town Clerks Convention and other educational seminars throughout the year. These provide valuable information and support.

#### **1.4140.10.610 Supplies**

Appropriated in 2022	\$1,000
Requested for 2023	\$1,000

Costs of dog tags and miscellaneous office supplies.

#### **1.4140.20.110 Supervisors of the Checklist**

Appropriated in 2022	\$3,400
Requested for 2023	\$3,800

Monthly stipends paid to the Supervisors of the Checklist.

**1.4140.20.301 Voting Machine Updates**

Appropriated in 2022 \$320

Requested for 2023 \$350

Cost for annual maintenance of the ballot machine.

**1.4140.20.540 Advertising**

Appropriated in 2022 \$50

Requested for 2023 \$50

Cost of advertising that may be needed, relating to elections.

**1.4140.30.100 Ballot Clerks Salaries**

Appropriated in 2022 \$3,000

Requested for 2023 \$600

Annualized compensation paid to the ballot clerks for working the elections.

**1.4140.30.310 Minutes Transcription**

Appropriated in 2022 \$250

Requested for 2023 \$250

Costs pertaining to preparation of the deliberative session minutes.

**1.4140.30.550 Election Printing**

Appropriated in 2022 \$3,400

Requested for 2023 \$2,500

Costs of printing ballots for elections and for coding ballot machine to read the ballots. The state pays for federal election ballots.

**1.4140.30.610 Election Supplies**

Appropriated in 2022 \$800

Requested for 2023 \$200

Costs such as marking pens, tapes, folders etc. Along with an allowance for meals during the elections for the election staff.

**1.4140.30.611 Election Postage**

Appropriated in 2022	\$1,500
Requested for 2023	\$1,500

Cost of postage as related to the election process, such as mailing absentee ballots and correspondence with the State Election Office. Also includes Town Clerk mailings.

**1.4140.30.750 Booths and Polling Place**

Appropriated in 2022	\$800
Requested for 2023	\$600

Rental of St. John’s Parish Hall for the elections and for booth replacement, as needed.

**1.4140.31.100 Moderator Salary**

Appropriated in 2022	\$1,500
Requested for 2023	\$500

Amount paid to the moderator who is paid per event worked.

**FINANCE AND TAX COLLECTOR - 4150**

**1.4150.10.110 Finance**

Appropriated in 2022	\$84,000
Requested for 2023	\$83,367

Cost for the Finance Director and Multi Dept. AA to perform accounting functions for the Town.

**1.4150.10.341 Computers/Software**

Appropriated in 2022	\$3,500
Requested for 2023	\$3,500

Fees for Infinite Vision accounting software. The accounting software is also used by the Sewer Department. 35% is reimbursed to the Town.

**1.4150.10.342 Payroll Processing**

Appropriated in 2022	\$7,000
Requested for 2023	\$7,000

Costs of our payroll vendor who provides electronic timesheets and payroll processing. They also do tax reporting, NH Retirement reporting and all payroll deductions.

**1.4150.10.560 Dues/Subscriptions/Conferences**

Appropriated in 2022	\$400
Requested for 2023	\$400

Cost of attending the annual NH Government Finance Officers Association Convention, and other educational events held periodically during the year.

**1.4150.17.000 Fees & Office Supplies**

Appropriated in 2022	\$100
Requested for 2023	\$100

Miscellaneous bank fees & supplies

**1.4150.20.330 Audit**

Appropriated in 2022	\$20,000
Requested for 2023	\$14,325

Plodzic & Sanderson is our audit firm.

**TAX COLLECTOR – 4150**

**1.4150.40.110 Tax Collector Salaries**

Appropriated in 2022	\$27,000
Requested for 2023	\$29,544

Cost of the salary for the Tax Collector and Deputy Tax Collector. The salaries in this budget are split with the Town Clerk position. The cost share is 70% Town Clerk / 30% Tax Collector

**1.4150.40.320 Tax Lien Releases**

Appropriated in 2022	\$1,200
Requested for 2023	\$1,200

Amount paid to The Registry of Deeds for recording liens released from real property as the bills are paid in full. There is an offsetting revenue added to the cost of executing the lien.

**1.4150.40.330 Tax Mortgage Research**

Appropriated in 2022	\$5,000
Requested for 2023	\$5,000

Cost for mortgage research done by an outside vendor prior to the Town liening and/or deeding of property for delinquent tax payment. This is a legal requirement that would be time consuming and expensive for the town to do internally. The cost is offset by revenue received from the property owner upon the redemption of their lien or payment to avoid deeding.

**1.4150.40.341 Tax Collection Software**

Appropriated in 2022	\$3,000
Requested for 2023	\$5,800

Cost of the annual license for the Avitar Tax Collection Software Module.

**1.4150.40.345 Tax Billing Service**

Appropriated in 2022	\$1,400
Requested for 2023	\$1,400

Cost to produce the tax bills for semi-annual billing cycles.

**1.4150.40.560 Tax Dues/Subscriptions/Conferences**

Appropriated in 2022	\$1,400
Requested for 2023	\$1,400

Cost for the Tax Collector to attend the annual Tax Collectors Convention as well as other educational seminars held periodically throughout the year. These sessions provide valuable information and support.

**1.4150.40.605 Tax Office Supplies**

Appropriated in 2022	\$200
Requested for 2023	\$200

Cost for office supplies needed by the Tax Collector.

**1.4150.40.611 Tax Postage**

Appropriated in 2022	\$5,000
Requested for 2023	\$5,500

Tax Collector mailings: tax bills, certified letters for NSF payments, prospective liens, correspondence with Registry of Deeds and Allenstown residents.

**1.4150.50.100 Treasurers Salary**

Appropriated in 2022	\$3,400
Requested for 2023	\$3,432

Annual stipend paid to the Town Treasurer.

**ASSESSING**

**1.4152.30.330 Contracted Services**

Appropriated in 2022	\$35,000
Requested for 2023	\$46,000

Assessing services based on a 4-year contract with Avitar Associates.

**1-4152.10-341 Computer Software**

Appropriated in 2022	\$9,600
Requested for 2023	\$11,000

Assessing Software including CAI Mapping, Avitar & Internet Access for residents.

**1.4152.10.611 Assessing Postage**

Appropriated in 2022	\$50
Requested for 2023	\$50

For mailing notices to property owners and certified letter notices when required.

Account	Description	2021 Actuals	2022 Actuals	2022 Adopted Budget	2023 Proposed Budget	Budget Diff
01.4140.10.110	ER Town Clerk Salaries	\$56,341.88	\$47,747.03	\$61,000.00	\$68,936.00	\$7,936.00
01.4140.10.341	ER Computer/Software	\$5,804.50	\$5,654.00	\$5,900.00	\$5,900.00	\$0.00
01.4140.10.560	ER Dues/Conferences	\$40.00	\$40.00	\$1,400.00	\$1,400.00	\$0.00
01.4140.10.610	ER Supplies	\$1,830.37	\$559.35	\$1,000.00	\$1,000.00	\$0.00
01.4140.20.110	ER Supervisors of the Checkl	\$3,701.43	\$2,656.69	\$3,400.00	\$3,800.00	\$400.00
01.4140.20.301	ER Voting Mach Updates	\$300.00	\$0.00	\$320.00	\$350.00	\$30.00
01.4140.20.540	ER Advertising	\$0.00	\$62.20	\$50.00	\$50.00	\$0.00
01.4140.30.100	ER Ballot Clerks Salaries	\$525.00	\$1,425.00	\$3,000.00	\$600.00	-\$2,400.00
01.4140.30.310	ER Minutes Transcription	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00
01.4140.30.550	ER Election Printing	\$2,393.60	\$4,841.60	\$3,400.00	\$2,500.00	-\$900.00
01.4140.30.610	ER Election Supplies	\$195.64	\$536.76	\$800.00	\$200.00	-\$600.00
01.4140.30.611	ER Postage	\$1,258.46	\$457.53	\$1,500.00	\$1,500.00	\$0.00
01.4140.30.750	ER Booths & Polling Place	\$100.00	\$1,008.00	\$800.00	\$600.00	-\$200.00
01.4140.31.100	ER Moderator Salary	\$808.00	\$600.00	\$1,500.00	\$500.00	-\$1,000.00
		<b>\$73,298.88</b>	<b>\$65,588.16</b>	<b>\$84,320.00</b>	<b>\$87,586.00</b>	<b>\$3,266.00</b>
01.4150.10.110	FIN Finance Director Salary	\$73,236.80	\$59,844.68	\$84,000.00	\$83,367.00	\$633.00
01.4150.10.341	FIN Computers/Software	\$2,967.54	\$4,285.85	\$3,500.00	\$3,500.00	\$0.00
01.4150.10.342	FIN Payroll Processing	\$6,163.16	\$4,602.24	\$7,000.00	\$7,000.00	\$0.00
01.4150.10.560	FIN Dues/Subscription/Confer	\$35.00	\$170.00	\$400.00	\$400.00	\$0.00
01.4150.17.000	FIN Fees & Office supplies	\$837.10	\$0.00	\$100.00	\$100.00	\$0.00
01.4150.20.330	FIN Audit	\$16,050.00	\$15,500.00	\$20,000.00	\$14,325.00	-\$5,675.00
01.4150.40.110	FIN TAX Collector Salaries	\$24,811.78	\$20,462.90	\$27,000.00	\$29,544.00	\$2,544.00
01.4150.40.320	FIN TAX Lien Releases	\$793.55	\$622.78	\$1,200.00	\$1,200.00	\$0.00
01.4150.40.330	FIN TAX Mortgage Research	\$0.00	\$5,200.00	\$5,000.00	\$5,000.00	\$0.00
01.4150.40.341	FIN TAX Computers/Software	\$2,894.00	\$2,980.00	\$3,000.00	\$5,800.00	\$2,800.00
01.4150.40.345	FIN TAX Billing Services	\$822.26	\$679.68	\$1,400.00	\$1,400.00	\$0.00
01.4150.40.560	FIN TAX Dues/Subscrip/Conf	\$0.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00
01.4150.40.605	FIN TAX Office Supplies	\$74.49	\$0.00	\$200.00	\$200.00	\$0.00
01.4150.40.611	FIN TAX Postage	\$4,425.07	\$2,544.18	\$5,000.00	\$5,500.00	\$500.00
01.4150.50.100	FIN Treasurers Salaries	\$3,292.08	\$2,783.02	\$3,400.00	\$3,432.00	\$32.00
		<b>\$136,402.83</b>	<b>\$119,675.33</b>	<b>\$162,600.00</b>	<b>\$162,168.00</b>	<b>\$834.00</b>



01.4152.10.330	FIN ASG Contracted Services	\$37,730.00	\$22,200.00	\$35,000.00	\$46,000.00	\$11,000.00
01.4152.10.341	FIN ASG Computer Software	\$9,707.00	\$9,780.00	\$9,600.00	\$11,000.00	\$1,400.00
01.4152.10.611	FIN ASG Postage	\$10.10	\$50.88	\$50.00	\$50.00	\$0.00
		<b>\$47,447.10</b>	<b>\$32,030.88</b>	<b>\$44,650.00</b>	<b>\$57,050.00</b>	<b>\$12,400.00</b>