



Finance Department Budgets

2024

Table of Contents

1.	4140 – Town Clerk	Page	1 - 3
2.	4150 – Finance & Tax Collector		3 - 6
3.	4152 - Assessing		6

Town Clerk – 4140

1.4140.10.110 Town Clerk Salaries

Appropriated in 2023	\$68,940
Requested for 2024	\$60,247

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.

1.4140.10.330 Contracted Services

Appropriated in 2023	\$0
Requested for 2024	\$2,000

Cost for MRI services as needed.

1.4140.10.341 Computer/Software

Appropriated in 2023	\$5,900
Requested for 2024	\$5,900

Cost of Clerkworks, the Town Clerk software system.

1.4140.10.560 Dues/Conferences

Appropriated in 2023	\$1,400
Requested for 2024	\$2,000

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 2023	\$1,000
Requested for 2024	\$1,300

Costs of dog tags and miscellaneous office supplies.

1.4140.20.110 Supervisors of the Checklist

Appropriated in 2023	\$3,800
Requested for 2024	\$4,100

Monthly stipends paid to the Supervisors of the Checklist.

1.4140.20.301 Voting Machine Updates

Appropriated in 2023	\$350
Requested for 2024	\$6,400

Cost for annual maintenance of the ballot machine. \$6,000 to upgrade voting machines.

1.4140.20.540 Advertising

Appropriated in 2023	\$50
Requested for 2024	\$50

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

1.4140.30.100 Ballot Clerks Salaries

Appropriated in 2023	\$600
Requested for 2024	\$3,800

Annualized compensation paid to the ballot clerks for working the elections. Increase due to 4 elections this year.

1.4140.30.310 Minutes Transcription

Appropriated in 2023	\$250
Requested for 2024	\$250

Costs pertaining to preparation of the deliberative session minutes.

1.4140.30.550 Election Printing

Appropriated in 2023	\$2,500
Requested for 2024	\$6,000

Costs of printing ballots for elections and for coding ballot machine to read the ballots. The state pays for federal election ballots. Increase due to 4 elections this year.

1.4140.30.610 Election Supplies

Appropriated in 2023	\$500
Requested for 2024	\$1,300

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 2023	\$1,500
Requested for 2024	\$2,500

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 2023	\$600
Requested for 2024	\$5,200

Rental of St. John’s Parish Hall for the elections and for booth replacement, as needed. Increase is due to 4 elections.

1.4140.31.100 Moderator Salary

Appropriated in 2023	\$500
Requested for 2024	\$1,700

Amount paid to the moderator who is paid per event worked. Increase due to 4 elections this year.

FINANCE AND TAX COLLECTOR - 4150

1.4150.10.110 Finance

Appropriated in 2023	\$83,370
Requested for 2024	\$88,936

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

1.4150.10.330 Contracted Service

Appropriated in 2023	\$0
Requested for 2024	\$3,000

MRI services as needed.

1.4150.10.341 Computers/Software

Appropriated in 2023	\$3,500
Requested for 2024	\$3,000

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 2023	\$7,000
Requested for 2024	\$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 2023	\$400
Requested for 2024	\$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 2023	\$100
Requested for 2024	\$800

Miscellaneous bank fees & supplies

1.4150.20.330 Audit

Appropriated in 2023	\$14,330
Requested for 2024	\$15,000

Plodzic & Sanderson is our audit firm.

TAX COLLECTOR – 4150

1.4150.40.110 Tax Collector Salaries

Appropriated in 2023	\$29,550
Requested for 2024	\$25,820

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 2023	\$1,200
Requested for 2024	\$1,100

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 2023	\$5,000
Requested for 2024	\$7,000

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 2023	\$5,800
Requested for 2024	\$6,100

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

1.4150.40.345 Tax Billing Service

Appropriated in 2023	\$1,400
Requested for 2024	\$1,400

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

1.4150.40.560 Tax Dues/Subscriptions/Conferences

Appropriated in 2023	\$1,400
Requested for 2024	\$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 2023	\$200
Requested for 2024	\$200

Cost for office supplies needed by the Tax Collector.

1.4150.40.611 Tax Postage

Appropriated in 2023	\$5,500
Requested for 2024	\$5,000

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 2023	\$3,430
Requested for 2024	\$3,664

Annual stipend paid to the Town Treasurer.

ASSESSING

1.4152.30.330 Contracted Services

Appropriated in 2023	\$46,000
Requested for 2024	\$46,500

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

1-4152.10-341 Computer Software

Appropriated in 2023	\$11,000
Requested for 2024	\$11,000

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

1.4152.10.611 Assessing Postage

Appropriated in 2023 \$50

Requested for 2024 \$50

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

Account	Town Clerk	2023 Adopted Budget	2023 Actuals	2024 Proposed Budget	Budget Diff
01.4140.10.110	ER Town Clerk Salaries	68,940.00	47,757.03	60,247.00	-8,693.00
01.4140.10.330	ER Contracted Services			2,000.00	
01.4140.10.341	ER Computer/Software	5,900.00	500.00	5,900.00	0.00
01.4140.10.560	ER Dues/Conferences	1,400.00	691.00	2,000.00	600.00
01.4140.10.610	ER Supplies	1,000.00	570.13	1,300.00	300.00
01.4140.20.110	ER Supervisors of the Checkl	3,800.00	2,631.08	4,100.00	300.00
01.4140.20.301	ER Voting Mach Updates	350.00	0.00	6,400.00	6,050.00
01.4140.20.540	ER Advertising	50.00	0.00	50.00	0.00
01.4140.30.100	ER Ballot Clerks Salaries	600.00	450.00	3,800.00	3,200.00
01.4140.30.310	ER Minutes Transcription	250.00	0.00	250.00	0.00
01.4140.30.550	ER Election Printing	2,500.00	2,972.80	6,000.00	3,500.00
01.4140.30.610	ER Election Supplies	500.00	581.29	1,300.00	800.00
01.4140.30.611	ER Postage	1,500.00	222.00	2,500.00	1,000.00
01.4140.30.750	ER Booths & Polling Place	600.00	508.00	5,200.00	4,600.00
01.4140.31.100	ER Moderator Salary	500.00	150.00	1,700.00	1,200.00
		\$87,890.00	\$57,033.33	\$102,747.00	\$12,857.00
Account	Finance and Tax Collector	2023 Adopted Budget	2023 Actuals	2024 Proposed Budget	Budget Diff
01.4150.10.110	FIN Finance Director & Multi AA Salary	83,370.00	58,946.46	88,936.00	5,566.00
01.4150.10.330	FIN Contracted Services		328.70	3,000.00	
01.4150.10.341	FIN Computers/Software	3,500.00	11,485.40	3,000.00	-500.00
01.4150.10.342	FIN Payroll Processing	7,000.00	4,217.03	7,000.00	0.00
01.4150.10.560	FIN Dues/Subsription/Confer	400.00	0.00	400.00	0.00
01.4150.17.000	FIN Fees & Office supplies	100.00	788.00	800.00	700.00
01.4150.20.330	FIN Audit	14,330.00	3,400.00	15,000.00	670.00
01.4150.40.110	FIN TAX Collector Salaries	29,550.00	19,885.15	25,820.00	-3,730.00
01.4150.40.320	FIN TAX Lien Releases	1,200.00	719.51	1,100.00	-100.00
01.4150.40.330	FIN TAX Mortgage Research	5,000.00	6,875.00	7,000.00	2,000.00
01.4150.40.341	FIN TAX Computers/Software	5,800.00	0.00	6,100.00	300.00
01.4150.40.345	FIN TAX Billing Services	1,400.00	687.24	1,400.00	0.00
01.4150.40.560	FIN TAX Dues/Subscrip/Conf	1,400.00	60.00	1,400.00	0.00
01.4150.40.605	FIN TAX Office Supplies	200.00	57.50	200.00	0.00

01.4150.40.611	FIN TAX Postage	5,500.00	1,789.09	5,000.00	-500.00
01.4150.50.100	FIN Treasurers Salaries	3,430.00	2,560.00	3,664.00	234.00
		\$162,180.00	\$111,799.08	\$169,820.00	\$4,640.00
Account	Assessing	2023 Adopted Budget	2023 Actuals	2024 Proposed Budget	Budget Diff
01.4152.10.330	FIN ASG Contracted Services	46,000.00	31,022.00	46,500.00	500.00
01.4152.10.341	FIN ASG Computer Software	11,000.00	4,142.50	11,000.00	0.00
01.4152.10.611	FIN ASG Postage	50.00	0.00	50.00	0.00
		\$57,050.00	\$35,164.50	\$57,550.00	\$500.00

% Change	Default Budget
-12.6%	
0.0%	
42.9%	
30.0%	
7.9%	
1728.6%	
0.0%	
533.3%	
0.0%	
140.0%	
160.0%	
66.7%	
766.7%	
240.0%	
14.6%	\$0.00
% Change	Default Budget
6.7%	
-14.3%	
0.0%	
0.0%	
700.0%	
4.7%	
-12.6%	
-8.3%	
40.0%	
5.2%	
0.0%	
0.0%	
0.0%	

-9.1%	
6.8%	
2.9%	\$0.00
% Change	Default Budget
1.1%	
0.0%	
0.0%	
0.9%	\$0.00