



Finance Department Budgets

2019

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Town Clerk – 4140

1.4140.10.110 Town Clerk Salaries

Appropriated in 2018 \$5,664

Requested in 2019 \$52,100

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

1.4140.10.341 Computer/Software

Appropriated in 2018: \$0

Requested in 2019: \$5,250

Cost of Clerkworks, the Town Clerk software system. 2018 budget was in 1.4150.17.341 a Municipal Agent line which is being inactivated. Budget amount included here for 2019

1.4140.10.560 Dues/Conferences

Appropriated in 2018: \$750

Requested in 2019: \$1,000

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 2018: \$400

Requested in 2019: \$900

Costs of materials, such as dog tags & perforated paper needed to process the licensing of dogs in Allenstown. Increase in dog registrations.

1.4140.20.110 Supervisors of the Checklist

Appropriated in 2018: \$3,245

Requested in 2019: \$3,250

Monthly stipend paid to the Supervisors of the Checklist.

1.4140.20.301 Computer Update

Appropriated in 2018: \$250

Requested in 2019: \$250

Cost of annual maintenance of the ballot machine.

1.4140.20.540 Advertising

Appropriated in 2018: \$50

Requested in 2019: \$50

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

1.4140.30.100 Ballot Clerks Salaries

Appropriated in 2018: \$1,800

Requested in 2019: \$1,800

Annualized compensation paid to the ballot clerks for working each election.

1.4140.30.310 Minutes Transcription

Appropriated in 2018: \$250

Requested in 2019: \$250

Costs pertaining to the preparation of the deliberative session minutes.

1.4140.30.550 Election Printing

Appropriated in 2018: \$5,000

Requested in 2019: \$5,000

Costs of printing ballots for the elections.

1.4140.30.610 Election Supplies

Appropriated in 2018: \$1,200

Requested in 2019: \$1,200

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 2018: \$300

Requested in 2019: \$1,400

Cost of postage as related to the election process, such as mailing absentee ballots and correspondence with the State Election Office. In 2018 this expense was shared with Finance but has been separated.

1.4140.30.750 Booths and Polling Place

Appropriated in 2018: \$1,000

Requested in 2019: \$1,000

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

1.4140.31.100 Moderator Salary

Appropriated in 2018: \$600

Requested in 2019: \$600

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

FINANCE AND TAX COLLECTOR - 4150

Finance includes financial services, payroll processing, annual audits, Town Treasurer and Tax Collection costs.

1.4150.10.110 Finance Director

Appropriated in 2018 \$66,144

Requested in 2019 \$69,920

Cost for the Finance Director who performs the accounting functions for the Town.

1.4150.10.341 Accounting Software

Appropriated in 2018 \$4,638

Requested in 2019 \$4,640

Fees for Infinite Vision accounting software. The accounting software is also used by the Sewer Department. They reimburse the Town 35% of this fee.

1.4150.10.342 Payroll Processing

Appropriated in 2018 \$9,850

Requested in 2019 \$7,000

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

1.4150.10.560 Dues and Subscriptions/ Conferences

Appropriated in 2018	\$500
Requested in 2019	\$500

Cost of attending the annual New Hampshire Government Finance Officers Association Convention, and other educational events held periodically during the year. These provide information, support, updates on new regulations, accounting changes.

1.4150.17.000 Bank Fees

Appropriated in 2018:	\$0
Requested in 2019:	\$100

Miscellaneous bank fees

1.4150.17.110 Municipal Agent Salaries

Appropriated in 2018:	\$54,174
Requested in 2019:	\$0

This budget has been included in 1.4140.10.110 for 2019. This Municipal Agent Account will be inactivated.

1.4150.17.341 MA Computer Software

Appropriated in 2018:	\$5,250
Requested in 2019:	\$0

Covers mailings done by the Finance Office, for instance, mailing vendor checks. In 2018 this

1.4150.17.611 Postage

Appropriated in 2018:	\$1,300
Requested in 2019:	\$300

Covers mailings done by the Finance Office, for instance, mailing vendor checks. In 2018 this line was shared with the Town Clerk but that has been separated. For 2019, \$1000 of this budget was added to 1.4140.30.611 – ER Postage.

1.4150.20.330 Audit Contract

Appropriated in 2018 \$27,000

Requested in 2019 \$20,000

Plodzick & Sanderson is our audit firm. There was additional expense in 2017/2018 for a Single Audit that was required, due to Federal Grant money received for the Community Center. The 2019 budget request is for the usual financial audit only.

1.4150.50.100 Treasurers Salaries

Appropriated in 2018 \$3,600

Requested in 2019 \$3,600

Annual stipend to the Treasurer and the Deputy Treasurer.

1.4150.50.605 Treasurers Office Supplies

Appropriated in 2018 \$150

Requested in 2019 \$0

This line is no longer used and will be inactivated in 2019. Any supplies will be charged to the Executive Function.

TAX COLLECTOR

1.4150.40.110 Tax Collector Salaries

Appropriated in 2018 \$6,537

Requested in 2019 \$22,400

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 amount budgeted is based upon a percentage share of the Town Clerk/Tax Collector costs. The cost share is 70% Town Clerk / 30% Tax Collector

1.4150.40.320 Lien Releases

Appropriated in 2018: \$1,800

Requested in 2019: \$1,800

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 Mortgagee Research

Appropriated in 2018: \$4,700

Requested in 2019: \$4,700

Costs paid by the Tax Collectors Office to have our mortgagee research done by an outside source prior to the town's liening and /or deeding of property for delinquent payment. This is a legal requirement that would otherwise be very time consuming and quite expensive for the town. This amount is offset by revenue received back from the property owner upon the redemption of their lien or payment to avoid deeding.

1.4150.40.341 Tax Collection Software

Appropriated in 2018: \$2,702

Requested in 2019: \$2,800

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

1.4150.40.345 Tax Billing Service

Appropriated in 2018: \$1,400

Requested in 2019: \$1,400

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

1.4150.40.560 Dues/Subscriptions/Conferences

Appropriated in 2018:	\$1,000
Requested in 2019:	\$1,000

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

1.4150.40.605 Office Supplies

Appropriated in 2018:	\$100
Requested in 2019:	\$200

Cost for office supplies needed by the Tax Collector.

1.4150.40.611 Postage

Appropriated in 2018:	\$5,900
Requested in 2019:	\$5,900

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

ASSESSING

1.4152.10.110 Assessing Salary

Appropriated in 2018	\$21,238
Requested in 2019	\$0

Being covered in 2019 under contracted services.

1.4152.30.330 Contracted Services

Appropriated in 2018 \$61,281

Requested in 2019 \$32,900

Assessing services based on a 4-year contract with Avitar Associates. In 2018 it also included software and online services which have been moved to the next line item for 2019. The 2018 budget included costs of the 2017 Revaluation. In 2019 we are proposing a separate Warrant Article to set up a Reserve Account for the costs of the 2022 Revaluation.

1-4152.10-341 Computer Software

Appropriated in 2018 \$2,600

Requested in 2019 \$9,500

See Assessing Contracted Service Line above. Assessing Service Software includes CAI Mapping & Internet Access for residents and the Avitar Assessing Software and on-line program.

1.4152.10.560 Dues and Subscriptions

Appropriated in 2018 \$100

Requested in 2019 \$0

Avitar Assessing covers this in their contract costs.

1.4152.10.611 Assessing Postage

Appropriated in 2018 \$400

Requested in 2019 \$200

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