



# Finance Department Budgets

2020

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## Town Clerk – 4140

### 1.4140.10.110 Town Clerk Salaries

Appropriated in 2019 \$52,100

Requested in 2020 \$54,500

Cost of the salaries for the Town Clerk and Deputy Town Clerk. The salaries are split with the Tax Collector positions 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 2019 \$5,250

Requested in 2020 \$5,250

Cost of Clerkworks, the Town Clerk software system.

### 1.4140.10.560 Dues/Conferences

Appropriated in 2019 \$1,000

Requested in 2020 \$1,050

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 2019	\$900
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Requested in 2020	\$900
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Costs of dog tags, perforated paper & miscellaneous supplies to process dog licenses.

## **1.4140.20.110 Supervisors of the Checklist**

Appropriated in 2019	\$3,250
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Requested in 2020	\$3,300
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Monthly stipend paid to the Supervisors of the Checklist.

## **1.4140.20.301 Voting Machine Updates**

Appropriated in 2019	\$250
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Requested in 2020	\$300
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Cost of annual maintenance of the ballot machine.

## **1.4140.20.540 Advertising**

Appropriated in 2019	\$50
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Requested in 2020	\$50
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Cost of advertising that may be needed, relating to elections.

## **1.4140.30.100 Ballot Clerks Salaries**

Appropriated in 2019	\$1,800
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Requested in 2020	\$2,400
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Annualized compensation paid to the ballot clerks for working the elections.

## **1.4140.30.310 Minutes Transcription**

Appropriated in 2019	\$250
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Requested in 2020	\$250
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Costs pertaining to preparation of the deliberative session minutes.

## **1.4140.30.550 Election Printing**

Appropriated in 2019	\$5,000
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Requested in 2020	\$5,000
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Costs of printing ballots for the elections.

## **1.4140.30.610 Election Supplies**

Appropriated in 2019	\$1,200
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Requested in 2020	\$1,500
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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 2019	\$1,400
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Requested in 2020	\$1,400
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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 2019	\$1,000
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Requested in 2020	\$1,000
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Rental of St. John's Parish Hall for the elections and for booth replacement, as needed.

## **1.4140.31.100 Moderator Salary**

Appropriated in 2019	\$600
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Requested in 2020	\$1,500
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Amount paid to the moderator who is paid per event worked. 2019 had one election and 2020 will have four elections.

## **FINANCE AND TAX COLLECTOR - 4150**

### **1.4150.10.110 Finance Director**

Appropriated in 2019 \$69,920

Requested in 2020 \$71,000

Cost for the Finance Director who performs the accounting functions for the Town & Sewer Department. This is split with the Sewer Department, 10% is reimbursed to the Town.

### **1.4150.10.341 Computers/Software**

Appropriated in 2019 \$4,640

Requested in 2020 \$4,500

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 2019 \$7,000

Requested in 2020 \$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/Subscriptions/Conferences**

Appropriated in 2019 \$500

Requested in 2020 \$500

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

### **1.4150.17.000 Bank Fees**

Appropriated in 2019 \$100

Requested in 2020 \$50

Miscellaneous bank fees

**1.4150.20.330 Audit**

Appropriated in 2019	\$20,000
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Requested in 2020	\$20,000
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Plodzik & Sanderson is our audit firm.

**TAX COLLECTOR – 4150**

**1.4150.40.110 Tax Collector Salaries**

Appropriated in 2019	\$22,400
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Requested in 2020	\$24,500
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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 on a percentage share of the Town Clerk/Tax Collector costs. The cost share is 70% Town Clerk / 30% Tax Collector

**1.4150.40.320 Tax Lien Releases**

Appropriated in 2019	\$1,800
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Requested in 2020	\$1,800
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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 Mortgagee Research**

Appropriated in 2019	\$4,700
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Requested in 2020	\$4,700
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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 2019	\$2,800
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Requested in 2020	\$2,800
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Costs of the annual license for the Avitar Tax Collection Software Module.

## **1.4150.40.345 Tax Billing Service**

Appropriated in 2019	\$1,400
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Requested in 2020	\$1,450
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Costs incurred to produce the tax bills for semi-annual billing cycles.

## **1.4150.40.560 Tax Dues/Subscriptions/Conferences**

Appropriated in 2019	\$1,000
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Requested in 2020	\$1,050
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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 Tax Office Supplies**

Appropriated in 2019	\$200
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Requested in 2020	\$200
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Cost for office supplies needed by the Tax Collector.

## **1.4150.40.611 Tax Postage**

Appropriated in 2019	\$5,900
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Requested in 2020	\$5,200
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Tax Collector mailings, for instance: 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 2019	\$3,600
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Requested in 2020	\$3,600
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Annual stipend paid to the Town Treasurer.

## **ASSESSING**

### **1.4152.30.330 Contracted Services**

Appropriated in 2019	\$32,900
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Requested in 2020	\$32,900
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Assessing services based on a 4-year contract with Avitar Associates.

### **1-4152.10-341 Computer Software**

Appropriated in 2019	\$9,500
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Requested in 2020	\$9,500
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This line, Assessing Software includes CAI Mapping & Internet Access for residents and the Avitar Assessing Software including the on-line program.

### **1.4152.10.611 Assessing Postage**

Appropriated in 2019	\$200
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Requested in 2020	\$200
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For mailing notices to property owners and certified letter notices when required.



Account	Function	Description	2017 Actuals	2018 Actuals	FY 2019 Adopted	2019 Actuals	2020 Proposed Budget	\$\$ Inc(Dec)	% Inc(Dec)
01.4140.10.110	4140	ER Town Clerk Salaries	5,155	4,742	52,100	40,674	54,500	2,400	4.61%
01.4140.10.130	4140	ER Town Clerk Overtime	0	0	0	50	0	0	0.00%
01.4140.10.341	4140	ER Computer/Software	0	0	5,250	5,118	5,250	0	0.00%
01.4140.10.560	4140	ER Dues/Conferences	333	968	1,000	45	1,050	50	5.00%
01.4140.10.610	4140	ER Supplies	875	500	900	543	900	0	0.00%
01.4140.20.110	4140	ER Supervisors of the Checkl	3,244	3,244	3,250	2,433	3,300	50	1.54%
01.4140.20.301	4140	ER Voting Mach Updates	225	225	250	287	300	50	20.00%
01.4140.20.540	4140	ER Advertising	0	0	50	0	50	0	0.00%
01.4140.30.100	4140	ER Ballot Clerks Salaries	600	2,175	1,800	750	2,400	600	33.33%
01.4140.30.310	4140	ER Minutes Transcription	250	0	250	260	250	0	0.00%
01.4140.30.550	4140	ER Election Printing	2,784	3,977	5,000	2,737	5,000	0	0.00%
01.4140.30.610	4140	ER Election Supplies	0	1,044	1,200	638	1,500	300	25.00%
01.4140.30.611	4140	ER Postage	117	0	1,400	994	1,400	0	0.00%
01.4140.30.750	4140	ER Booths & Polling Place	0	200	1,000	100	1,000	0	0.00%
01.4140.31.100	4140	ER Moderator Salary	450	600	600	900	1,500	900	150.00%
01.4150.10.110	4150	FIN Finance Director Salary	60,852	55,852	69,920	55,593	71,000	1,080	1.54%
01.4150.10.130	4150	FIN Finance Director Overtim	3,762	0	0	0	0	0	0.00%
01.4150.10.330	4150	FIN Contracted Services	10,421	9,249	0	0	0	0	0.00%
01.4150.10.341	4150	FIN Computers/Software	5,788	3,944	4,640	4,216	4,500	-140	-3.02%
01.4150.10.342	4150	FIN Payroll Processing	6,848	6,414	7,000	4,942	7,000	0	0.00%
01.4150.10.560	4150	FIN Dues/Subscription/Confer	424	180	500	225	500	0	0.00%
01.4150.17.000	4150	FIN Fees & Office supplies	0	392	100	28	50	-50	-50.00%
01.4150.17.611	4150	FIN Postage	245	175	300	0	0	-300	-100.00%
01.4150.20.305	4150	FIN PR Yr Audit Adjustments	0	0	0	0	0	0	0.00%
01.4150.20.330	4150	FIN Audit	23,909	15,420	20,000	15,000	20,000	0	0.00%
01.4150.40.110	4150	FIN TAX Collector Salaries	6,423	7,906	22,400	17,432	24,500	2,100	9.38%
01.4150.40.130	4150	FIN TAX Collector Overtime	0	0	0	21	0	0	0.00%
01.4150.40.320	4150	FIN TAX Lien Releases	1,291	1,411	1,800	826	1,800	0	0.00%
01.4150.40.330	4150	FIN TAX Mortgage Research	3,570	3,802	4,700	4,704	4,700	0	0.00%
01.4150.40.341	4150	FIN TAX Computers/Software	2,901	2,673	2,800	2,742	2,800	0	0.00%
01.4150.40.345	4150	FIN TAX Billing Services	650	1,302	1,400	656	1,450	50	3.57%
01.4150.40.560	4150	FIN TAX Dues/Subscrip/Conf	819	860	1,000	923	1,050	50	5.00%
01.4150.40.605	4150	FIN TAX Office Supplies	932	202	200	586	200	0	0.00%
01.4150.40.611	4150	FIN TAX Postage	4,556	4,942	5,900	4,870	5,200	-700	-11.86%
01.4150.50.100	4150	FIN Treasurers Salaries	3,292	3,292	3,600	2,469	3,600	0	0.00%
01.4152.10.330	4152	FIN ASG Contracted Services	84,406	37,969	32,900	25,162	32,900	0	0.00%
01.4152.10.341	4152	FIN ASG Computer Software	2,514	7,836	9,500	9,345	9,500	0	0.00%
01.4152.10.611	4152	FIN ASG Postage	97	34	200	31	200	0	0.00%
					262,910	205,301	269,350	6,440	2.45%