



# Finance Department Budgets

2021

## Table of Contents

1.	4140 – Town Clerk	Page	1 - 3
2.	4150 – Finance & Tax Collector		3 - 6
3.	4152 - Assessing		7

### **Town Clerk – 4140**

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

Appropriated in 2020	\$54,500
Requested for 2021	\$56,000

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 2020	\$5,250
Requested for 2021	\$5,700

Cost of Clerkworks, the Town Clerk software system.

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

Appropriated in 2020	\$1,050
Requested for 2021	\$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 2020	\$900
Requested for 2021	\$900

Costs of dog tags and miscellaneous office supplies.

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

Appropriated in 2020	\$3,300
Requested for 2021	\$3,300

Monthly stipends paid to the Supervisors of the Checklist.

**1.4140.20.301 Voting Machine Updates**

Appropriated in 2020 \$300

Requested for 2021 \$320

Cost for annual maintenance of the ballot machine.

**1.4140.20.540 Advertising**

Appropriated in 2020 \$50

Requested for 2021 \$50

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

**1.4140.30.100 Ballot Clerks Salaries**

Appropriated in 2020 \$2,400

Requested for 2021 \$1,000

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

**1.4140.30.310 Minutes Transcription**

Appropriated in 2020 \$250

Requested for 2021 \$250

Costs pertaining to preparation of the deliberative session minutes.

**1.4140.30.550 Election Printing**

Appropriated in 2020 \$5,000

Requested for 2021 \$3,000

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 2020 \$1,500

Requested for 2021 \$1,000

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 2020 \$1,400

Requested for 2021 \$1,400

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 2020 \$1,000

Requested for 2021 \$700

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

**1.4140.31.100 Moderator Salary**

Appropriated in 2020 \$1,500

Requested for 2021 \$1,000

Amount paid to the moderator who is paid per event worked. 2020 had four elections and 2021 will have one election.

**FINANCE AND TAX COLLECTOR - 4150**

**1.4150.10.110 Finance Director**

Appropriated in 2020 \$71,000

Requested for 2021 \$73,000

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 2020 \$4,500

Requested for 2021 \$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 2020	\$7,000
Requested for 2021	\$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 2020	\$500
Requested for 2021	\$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 2020	\$50
Requested for 2021	\$100

Miscellaneous bank fees & supplies

**1.4150.20.330 Audit**

Appropriated in 2020	\$20,000
Requested for 2021	\$20,000

Plodzic & Sanderson is our audit firm.

**TAX COLLECTOR – 4150**

**1.4150.40.110 Tax Collector Salaries**

Appropriated in 2020	\$24,500
Requested for 2021	\$25,500

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 2020	\$1,800
Requested for 2021	\$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 Tax Mortgagee Research**

Appropriated in 2020	\$4,700
Requested for 2021	\$5,000

Cost to have mortgagee research done by an outside vendor prior to the town’s 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 2020	\$2,800
Requested for 2021	\$2,850

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

**1.4150.40.345 Tax Billing Service**

Appropriated in 2020	\$1,450
Requested for 2021	\$1,400

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

**1.4150.40.560 Tax Dues/Subscriptions/Conferences**

Appropriated in 2020	\$1,050
Requested for 2021	\$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 2020	\$200
Requested for 2021	\$200

Cost for office supplies needed by the Tax Collector.

**1.4150.40.611 Tax Postage**

Appropriated in 2020	\$5,200
Requested for 2021	\$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 2020	\$3,600
Requested for 2021	\$3,400

Annual stipend paid to the Town Treasurer.

**ASSESSING**

**1.4152.30.330 Contracted Services**

Appropriated in 2020	\$32,900
Requested for 2021	\$35,000

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

**1-4152.10-341 Computer Software**

Appropriated in 2020	\$9,500
Requested for 2021	\$9,600

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

**1.4152.10.611 Assessing Postage**

Appropriated in 2020	\$200
Requested for 2021	\$100

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