



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	\$69,920

Salary cost for Town Clerk, Deputy Town Clerk and part-time Assistants. 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 \$1,200

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 \$88,940

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	\$5,100

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

Plodzick & Sanderson is our audit firm.

TAX COLLECTOR – 4150

1.4150.40.110 Tax Collector Salaries

Appropriated in 2023 \$29,550

Requested for 2024 \$29,970

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	\$3,430
--------------------	---------

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.

2024 Town Clerk, Tax Collector, Finance, and Assessing Budgets

Account	Description	2023	2024	Budget		Default Budget
		Adopted	Proposed	Difference	% Change	
01.4140.10.110	ER Town Clerk Salaries	\$68,940	\$69,920	\$980	1.42%	\$68,940
01.4140.10.330	ER Contracted Services	\$0	\$2,000	\$2,000	2000.00%	\$0
01.4140.10.341	ER Computer/Software	\$5,900	\$5,900	\$0	0.00%	\$5,900
01.4140.10.560	ER Dues/Conferences	\$1,400	\$2,000	\$600	42.86%	\$1,400
01.4140.10.610	ER Supplies	\$1,000	\$1,300	\$300	30.00%	\$1,000
01.4140.20.110	ER Supervisors of the Checkl	\$3,800	\$4,100	\$300	7.89%	\$3,800
01.4140.20.301	ER Voting Mach Updates	\$350	\$6,400	\$6,050	1728.57%	\$350
01.4140.20.540	ER Advertising	\$50	\$50	\$0	0.00%	\$50
01.4140.30.100	ER Ballot Clerks Salaries	\$600	\$3,800	\$3,200	533.33%	\$600
01.4140.30.310	ER Minutes Transcription	\$250	\$250	\$0	0.00%	\$250
01.4140.30.550	ER Election Printing	\$2,500	\$6,000	\$3,500	140.00%	\$2,500
01.4140.30.610	ER Election Supplies	\$500	\$1,300	\$800	160.00%	\$500
01.4140.30.611	ER Postage	\$1,500	\$2,500	\$1,000	66.67%	\$1,500
01.4140.30.750	ER Booths & Polling Place	\$600	\$1,200	\$600	100.00%	\$600
01.4140.31.100	ER Moderator Salary	\$500	\$1,700	\$1,200	240.00%	\$500
Town Clerk		\$87,890	\$108,420	\$20,530	23.36%	\$87,890
01.4150.10.110	FIN Finance Director & Multi A	\$83,370	\$88,940	\$5,570	6.68%	\$83,370
01.4150.10.330	FIN Contracted Services	\$0	\$3,000	\$3,000	3000.00%	\$0
01.4150.10.341	FIN Computers/Software	\$3,500	\$5,100	\$1,600	45.71%	\$3,500
01.4150.10.342	FIN Payroll Processing	\$7,000	\$7,000	\$0	0.00%	\$7,000
01.4150.10.560	FIN Dues/Subscription/Confer	\$400	\$400	\$0	0.00%	\$400
01.4150.17.000	FIN Fees & Office supplies	\$100	\$800	\$700	700.00%	\$100
01.4150.20.330	FIN Audit	\$14,330	\$15,000	\$670	4.68%	\$14,330
01.4150.40.110	FIN TAX Collector Salaries	\$29,550	\$29,970	\$420	1.42%	\$29,550
01.4150.40.320	FIN TAX Lien Releases	\$1,200	\$1,100	\$100	-8.33%	\$1,200
01.4150.40.330	FIN TAX Mortgage Research	\$5,000	\$7,000	\$2,000	40.00%	\$5,000
01.4150.40.341	FIN TAX Computers/Software	\$5,800	\$6,100	\$300	5.17%	\$5,800
01.4150.40.345	FIN TAX Billing Services	\$1,400	\$1,400	\$0	0.00%	\$1,400
01.4150.40.560	FIN TAX Dues/Subscrip/Conf	\$1,400	\$1,400	\$0	0.00%	\$1,400
01.4150.40.605	FIN TAX Office Supplies	\$200	\$200	\$0	0.00%	\$200
01.4150.40.611	FIN TAX Postage	\$5,500	\$5,000	\$500	-9.09%	\$5,500
01.4150.50.100	FIN Treasurers Salaries	\$3,430	\$3,430	\$0	0.00%	\$3,430
Finance and Tax Collector		\$162,180	\$175,840	\$13,660	8.42%	\$162,180
01.4152.10.330	FIN ASG Contracted Services	\$46,000	\$46,500	\$500	1.09%	\$46,500
01.4152.10.341	FIN ASG Computer Software	\$11,000	\$11,000	\$0	0.00%	\$11,000
01.4152.10.611	FIN ASG Postage	\$50	\$50	\$0	0.00%	\$50
Assessing		\$57,050	\$57,550	\$500	0.88%	\$57,550