

Town of Derry, NH
Department Mission and Objectives
Fiscal Year 2010

DEPARTMENT: FINANCE

ACTIVITY CENTER: TAX COLLECTOR

DEPARTMENT MISSION:

To perform our duties in accordance with state law in a courteous and efficient manner. Our department provides tax, utility, revenue collection as well as motor vehicle support to citizens, the public and other Town departments. Keeping apprised of any updates or changes in statute or policy requires continuous training for the department. Such training is offered by the New Hampshire Tax Collector's Association, Town Clerk's Association (relating to motor vehicles), municipal software providers and the State Bureau of Education and Training.

To continue to collect payments through retail lockbox, drive-through, drop-off box and providing for the use of debit cards at the ATM located in the Municipal Center lobby provides the best options for the Town and our citizens.

To collect, report, and properly account for funds on behalf of the State and Town, to process other departmental accounts receivable, and all revenues received by the Town.

To record redemptions, liens and deeds at Rockingham County Registry of Deeds.

To report to the Town Council any property that can be deeded due to nonpayment of tax liens and execute Tax Collector's Deeds when necessary.

DEPARTMENT OBJECTIVES:

To continue the ongoing process of researching and evaluating methods of payment including acceptance of credit cards, bill printing and processing through retail services for Real Estate Tax, Water/Wastewater, Motor Vehicle Permits and other Revenue.

To persevere in the training of department personnel to achieve a level of professional knowledge and teamwork using all options offered by the Town and State agencies and organizations.

To encourage citizens and professionals to seek information available on the Town's webpage including motor vehicle and current year tax estimates.

To strive to keep departmental costs down as the state of the present economy increases tax balances which increases printing, mailing and recording expenses.

Town of Derry, NH
 FY 2010 Budget
 Activity Center Summary By Category

42 Department: FINANCE DEPT		Activity Center : TAX COLLECTOR						
Acct #	Account Description	FY 2007 Revised Budget	FY 2008 Revised Budget	FY 2009 Revised Budget	2009 Projected Actual	2010 Department Recommended	2010 Town Admin Recommended	2010 Town Council Adopted
Personnel Services								
110	TAX PERMANENT POSITIONS	237,234	229,722	227,310	217,310	241,307	233,432	233,432
120	TAX TEMPORARY POSITIONS	0	0	0	1,875	0	0	0
140	TAX OVERTIME	2,000	10,000	11,200	12,500	15,700	15,700	11,200
190	TAX OTHER COMPENSATION	23,182	20,717	12,600	11,449	12,325	11,187	11,187
200	TAX EMPLOYEE BENEFITS	103,066	84,532	92,925	94,669	107,398	105,806	105,051
291	TAX TRAINING & CONFERENCES	2,000	1,495	1,470	575	1,223	1,223	1,223
TOTAL Personnel Services		367,482	346,466	345,505	338,378	377,953	367,348	362,093
Operations & Maintenance								
340	TAX BANKING SERVICES	2,500	2,500	2,500	2,497	2,650	2,650	2,650
341	TAX TELEPHONE	1,044	1,381	792	749	750	750	750
342	TAX DATA PROCESSING	0	8,450	8,781	8,780	9,144	9,144	9,144
390	TAX OTHER PROFESSIONAL SVS	22,681	14,681	18,450	20,000	22,570	22,570	22,570
430	TAX REPAIRS & MAINTENANCE	0	0	0	60	0	0	0
440	TAX RENTAL & LEASES	1,877	1,260	1,488	1,131	971	971	971
550	TAX PRINTING	12,400	12,400	10,000	7,685	7,600	7,600	7,600
560	TAX DUES & SUBSCRIPTIONS	276	100	125	90	80	80	.80
610	TAX GENERAL SUPPLIES	0	0	0	32	0	0	0
620	TAX OFFICE SUPPLIES	3,000	4,000	5,000	5,000	5,500	5,500	5,500
625	TAX POSTAGE	22,000	22,000	24,200	24,257	27,300	27,300	27,300
690	TAX OTHER NON CAPITAL	1,045	350	350	2,895	0	0	0
820	TAX OTHER EXPENSES	100	100	100	121	100	100	100

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	TOTAL Operations & Maintenance	66,923	67,222	71,786	73,297	76,665	76,665	76,665
	Capital Outlay							
	Transfers							
960	TAX TFR TO TRUST/AGENCY FUND	175,500	175,500	171,000	162,000	162,000	162,000	162,000
960	TC TFR TO TRUST/AGENCY FUND	130,000	130,000	125,000	115,000	121,250	121,250	121,250
	TOTAL Transfers	305,500	305,500	296,000	277,000	283,250	283,250	283,250
	Debt Service							
980	TAX DEBT SERVICE	813	813	813	813	813	813	813
	TOTAL Debt Service	813	813	813	813	813	813	813
	TOTAL TAX COLLECTOR	740,718	720,001	714,104	689,488	738,681	728,076	722,821

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2010 2010 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:
GOV GENERAL FUND

2008
ACTUAL

2009
ORIG BUD

2009
REVISED BUD

2009
ACTUAL

2009
PROJECTION

2010
Adopted

PCT
CHANGE

TAX REVENUE	-411,050.08	-353,000.00	-353,000.00	-393,364.64	-375,000.00	-385,000.00	9.1%
LICENSE/PERMIT/FEE	-4,923,354.06	-5,074,000.00	-4,992,000.00	-4,365,433.95	-4,943,500.00	-4,690,300.00	-6.0%
SERVICE REVENUE	-675.25	-650.00	-650.00	-568.75	-530.00	-550.00	-15.4%
MISC REVENUE	-9,182.89	-10,000.00	-10,000.00	-11,299.00	-7,200.00	-7,500.00	-25.0%
OTH FINANCING SOURCE	.00	.00	.00	.00	.00	.00	.0%
TAX COLLECTOR	-5,344,262.28	-5,437,650.00	-5,355,650.00	-4,770,666.34	-5,326,230.00	-5,083,350.00	-5.1%