

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Real Property Tax Service Agency

BUDGET ACCOUNT CODE: A.1355

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$211,149.62	\$216,048.00	\$216,048.00	\$214,636.00
200's EQUIPMENT	\$260.00	\$300.00	\$300.00	\$300.00
400's CONTRACTUAL	\$57,396.60	\$27,155.00	\$45,228.00	\$26,305.00
800's EMPLOYEE BENEFITS	\$153,266.20	\$148,481.00	\$148,481.00	\$149,482.00
TOTALS	\$422,072.42	\$391,984.00	\$410,057.00	\$390,723.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$29,444.34	\$28,300.00	\$28,300.00	\$26,970.00

SIGNED: *Kevin A. DeLaney*
 DEPARTMENT HEAD
 TITLE: Director, Real Property Tax Services
 DATE: 9/8/16

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	REVENUE					
	Department 1355 - Real Property Tax Service Agency					
	<i>Departmental Income</i>					
1250	Assessors Fee (Tax Maps)	7,012.10	6,700.00	6,700.00	2,407.53	6,500.00
1251	School Bill Process Fees	12,157.74	12,400.00	12,400.00	.00	11,200.00
1258	RPS License Fees From Towns	7,700.00	7,700.00	7,700.00	.00	7,700.00
	<i>Departmental Income Totals</i>	\$26,869.84	\$26,800.00	\$26,800.00	\$2,407.53	\$25,400.00
	<i>Intergovernmental Charges</i>					
2229	Sales Data Transmission Fee	1,272.50	1,200.00	1,200.00	654.50	1,270.00
	<i>Intergovernmental Charges Totals</i>	\$1,272.50	\$1,200.00	\$1,200.00	\$654.50	\$1,270.00
	<i>State Aid</i>					
3040	Real Property Tax Admin	1,302.00	300.00	300.00	.00	300.00
	<i>State Aid Totals</i>	\$1,302.00	\$300.00	\$300.00	\$0.00	\$300.00
	Department 1355 - Real Property Tax Service Agency Totals	\$29,444.34	\$28,300.00	\$28,300.00	\$3,062.03	\$26,970.00
	REVENUE TOTALS	\$29,444.34	\$28,300.00	\$28,300.00	\$3,062.03	\$26,970.00

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department 1355 - Real Property Tax Service Agency						
Personal Services						
110	Salaries - Regular	211,149.62	216,048.00	216,048.00	120,859.26	214,636.00
<i>Personal Services Totals</i>		<u>\$211,149.62</u>	<u>\$216,048.00</u>	<u>\$216,048.00</u>	<u>\$120,859.26</u>	<u>\$214,636.00</u>
Equipment						
210	Furniture/Furnishings	260.00	300.00	300.00	.00	300.00
<i>Equipment Totals</i>		<u>\$260.00</u>	<u>\$300.00</u>	<u>\$300.00</u>	<u>\$0.00</u>	<u>\$300.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	210	Departmental Request	Need to purchase one more chair after 2016. Estimated price around \$260 from prior chair.			
Contractual Expense						
410	Supplies	5,267.68	7,000.00	7,000.00	828.52	6,300.00
422	Repair/Maint-Equipment	1,480.00	1,650.00	1,650.00	1,480.00	1,550.00
423	Telephone	239.78	300.00	300.00	127.25	275.00
424	Postage	123.94	200.00	200.00	37.46	175.00
427	Memberships & Dues	205.00	205.00	205.00	205.00	205.00
428	Data Processing & Internet Fees	15,486.00	15,800.00	15,800.00	186.00	15,800.00
439	Misc Fees & Expenses	510.00	.00	.00	.00	.00
444	Travel/Education/Conference	1,267.28	2,000.00	2,000.00	50.00	2,000.00
470	Contract	32,816.92	.00	18,073.00	.00	.00
<i>Contractual Expense Totals</i>		<u>\$57,396.60</u>	<u>\$27,155.00</u>	<u>\$45,228.00</u>	<u>\$2,914.23</u>	<u>\$26,305.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	470	Departmental Request	Contract monies are funded through the Environmental Testing Reserve Fund, which is set up from Auction proceeds.			
Employee Benefits						
810	Retirement	33,491.43	31,266.00	31,266.00	19,897.08	29,446.00
830	Social Security	12,035.93	13,395.00	13,395.00	6,869.63	13,308.00
831	Medicare Contribution	2,814.86	3,132.00	3,132.00	1,606.60	3,112.00
860	Hospitalization	87,138.48	82,127.00	82,127.00	51,045.36	84,162.00
865	Dental Insurance	1,272.00	1,272.00	1,272.00	782.37	1,272.00
<i>Employee Benefits Totals</i>		<u>\$136,752.70</u>	<u>\$131,192.00</u>	<u>\$131,192.00</u>	<u>\$80,201.04</u>	<u>\$131,300.00</u>

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1355 - Real Property Tax Service Agency					
	<i>Other Benefits</i>					
840	Workmen's Compensation	1,115.70	1,293.00	1,293.00	1,292.25	1,547.00
861	Retirees Hospitalization	15,397.80	15,996.00	15,996.00	10,663.68	16,635.00
	<i>Other Benefits Totals</i>	\$16,513.50	\$17,289.00	\$17,289.00	\$11,955.93	\$18,182.00
	Department 1355 - Real Property Tax Service Agency Totals	\$422,072.42	\$391,984.00	\$410,057.00	\$215,930.46	\$390,723.00
	EXPENSE TOTALS	\$422,072.42	\$391,984.00	\$410,057.00	\$215,930.46	\$390,723.00
Fund A - General Totals						
	REVENUE TOTALS	\$29,444.34	\$28,300.00	\$28,300.00	\$3,062.03	\$26,970.00
	EXPENSE TOTALS	\$422,072.42	\$391,984.00	\$410,057.00	\$215,930.46	\$390,723.00
Fund A - General Totals		(\$392,628.08)	(\$363,684.00)	(\$381,757.00)	(\$212,868.43)	(\$363,753.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$29,444.34	\$28,300.00	\$28,300.00	\$3,062.03	\$26,970.00
	EXPENSE GRAND TOTALS	\$422,072.42	\$391,984.00	\$410,057.00	\$215,930.46	\$390,723.00
	Net Grand Totals	(\$392,628.08)	(\$363,684.00)	(\$381,757.00)	(\$212,868.43)	(\$363,753.00)

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PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Supplies to Towns

BUDGET ACCOUNT CODE: A.1970

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$8,182.25	\$10,000.00	\$10,000.00	\$10,000.00
TOTALS	\$8,182.25	\$10,000.00	\$10,000.00	\$10,000.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$7,238.61	\$10,000.00	\$10,000.00	\$10,000.00

SIGNED:

Rexic A. Delaney
DEPARTMENT HEAD

TITLE:

Director, Real Property Tax Services

DATE:

9/8/16

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	REVENUE					
	Department 1970 - Supplies to Towns					
	<i>Intergovernmental Charges</i>					
2226	Sales of Suppl, Other Govt	7,238.61	10,000.00	10,000.00	132.78	10,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$7,238.61</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.78</u>	<u>\$10,000.00</u>
	Department 1970 - Supplies to Towns Totals	<u>\$7,238.61</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.78</u>	<u>\$10,000.00</u>
	REVENUE TOTALS	<u>\$7,238.61</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$132.78</u>	<u>\$10,000.00</u>

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1970 - Supplies to Towns					
	Contractual Expense					
410	Supplies	8,182.25	10,000.00	10,000.00	3,780.23	10,000.00
	<i>Contractual Expense Totals</i>	\$8,182.25	\$10,000.00	\$10,000.00	\$3,780.23	\$10,000.00
	Department 1970 - Supplies to Towns Totals	\$8,182.25	\$10,000.00	\$10,000.00	\$3,780.23	\$10,000.00
	EXPENSE TOTALS	\$8,182.25	\$10,000.00	\$10,000.00	\$3,780.23	\$10,000.00
Fund A - General Totals						
	REVENUE TOTALS	\$7,238.61	\$10,000.00	\$10,000.00	\$132.78	\$10,000.00
	EXPENSE TOTALS	\$8,182.25	\$10,000.00	\$10,000.00	\$3,780.23	\$10,000.00
Fund A - General Totals		(\$943.64)	\$0.00	\$0.00	(\$3,647.45)	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$7,238.61	\$10,000.00	\$10,000.00	\$132.78	\$10,000.00
	EXPENSE GRAND TOTALS	\$8,182.25	\$10,000.00	\$10,000.00	\$3,780.23	\$10,000.00
	Net Grand Totals	(\$943.64)	\$0.00	\$0.00	(\$3,647.45)	\$0.00

2017 Salary Schedule (Position Budgeting)
Real Property Tax

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12403	Carrera, Karen	Senior Real Property Clerk	\$34,156.00	Full Time	CSEA/FT	8/5/2013
	08-03 / \$16.30	08-04 / \$16.58				
12940	Chamberlin, Kimberly	Real Property Clerk	\$27,027.00	Full Time	CSEA/FT	7/25/2016
	04-00 / \$12.99	N/A / \$12.99				
9220	Delurey, Lexie	Director Real Property	\$60,475.00	Full Time	Appointed F/T	7/19/1995
	N/A / \$33.23	N/A / \$33.23				
10056	Dixon, Ronald	Senior Tax Map Technician	\$49,469.00	Full Time	CSEA/FT	4/24/2000
	16-16 / \$23.78	16-17 / \$23.78				
11575	MacEwan, Kristen	Deputy Director Real Property	\$43,509.00	Full Time	Out of UnitFT	3/23/2009
	N/A / \$20.92	N/A / \$20.92				
		5	\$214,636.00			