



TREASURY

DEPARTMENT DESCRIPTION

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the city including but not limited to - Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is also responsible for the timely disbursements of all payrolls to City, School and retired (non teacher retirees) employees, and the associated Federal and State reporting requirements.

The department is responsible for the disbursement of all bill warrants for payment to vendors and the reconciliation of checks and bank accounts.

The department also issues all authorized debt for both short and long term borrowing.

The department also conducts the appeals and hearings for parking ticket disputes.

ACCOMPLISHMENTS

1. Continue to make improvements to the cash receipt system, including set up and initial implementation of the electronic receipt of home computer payments.

These payments are currently handled by individually mailed checks from a number of major vendors like Bank of America, RBS Citizens, Sovereign, & JP Morgan Chase.

2. We have begun the process of updating a Policy and Procedures manual for the Treasurer-Collectors office. We hope to continue to cross train our staff in all operations of the office to allow for the continued smooth operation of the office during vacation times.
3. Continue to Improve the accounts receivable reconciliation system by using the Munis general ledger to reconcile the city accounts receivables to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
4. Notify advertise and record the 2005 tax title taking follow during the fiscal year and begin the process for the 2006 tax title.

GOALS

1. Continue to make improvements to the cash receipt system. Continue the public education to increase the usage of the Bank of America Pay mode system. The goal is to replace thousands of individual mailed online bank checks and individually manually posted payments to a daily electronic receipts file and

corresponding single daily deposit of home computer payments.

2. Continue the progress made in the policy and procedures manual for the daily operations of the Treasurer-Collector and Parking office. The changes and improvements to all operations will be documented and be incorporated into the manual for the office. The final step is to have the manual stored in electronic form on the Treasury drive that will be backed up nightly.
3. Continue to improve the accounts receivable reconciliation process by using the Munis general ledger to reconcile the city accounts receivable to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
4. Implement the recommendations made by auditors Sullivan and Rogers and contained in the management letter to the Treasurer's Office. The main areas for improvement include the follow up on bank account reconciliation, tailings, and unauthorized accounts.
5. Notify advertise and record the 2006 and 2007 tax title taking during the fiscal year.

DEPARTMENT:

107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	502,498	529,380	489,761	-12,935	476,826	511,388	34,562	7%
52 - EXPENSES	349,592	579,657	387,569	114,000	501,569	387,569	-114,000	-23%
56 - INTERGOVERNMENTAL	5,375,365	5,512,027	5,811,358	-207,503	5,603,855	5,571,870	-31,985	-1%
58 - DEBT AND CAPITAL	6,071,188	7,061,143	8,253,127	1,758,219	10,011,346	14,327,596	4,316,250	43%
SUB-TOTALS:	12,298,643	13,682,208	14,941,815	1,651,781	16,593,596	20,798,423	4,204,827	25%
57 - FRINGE BENEFITS	97,871	104,870	94,000	-9,919	84,081	114,696	30,615	36%
SUB-TOTALS:	97,871	104,870	94,000	-9,919	84,081	114,696	30,615	36%
DEPARTMENT TOTALS:	12,396,514	13,787,078	15,035,815	1,641,862	16,677,677	20,913,119	4,235,442	25%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0110701 TREASURY	949,961	1,213,907	971,330	91,146	1,062,476	1,013,653	-48,823	-5%
0110771 DEBT MATURITIES	4,139,223	4,963,452	5,955,234	600,000	6,555,234	7,453,556	898,322	14%
0110772 INTEREST-LNG TERM DEBT	1,389,265	2,097,691	2,297,893	1,155,156	3,453,049	6,874,040	3,420,991	99%
0110773 INTEREST-TEMP LOANS	542,700	0	0	3,063	3,063	0	-3,063	-100%
0110781 STATE ASSESSMENTS	5,375,365	5,512,027	5,811,358	-207,503	5,603,855	5,571,870	-31,985	-1%
DEPARTMENT TOTALS:	12,396,514	13,787,078	15,035,815	1,641,862	16,677,677	20,913,119	4,235,442	25%

TREASURY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	502,498	529,380	489,761	-12,935	476,826	511,388	34,562	7%
52 - EXPENSES	349,592	579,657	387,569	114,000	501,569	387,569	-114,000	-23%
SUB-TOTALS:	852,090	1,109,038	877,330	101,065	978,395	898,957	-79,438	-8%
57 - FRINGE BENEFITS	97,871	104,870	94,000	-9,919	84,081	114,696	30,615	36%
SUB-TOTALS:	97,871	104,870	94,000	-9,919	84,081	114,696	30,615	36%
Element Totals:	949,961	1,213,907	971,330	91,146	1,062,476	1,013,653	-48,823	-5%

DEBT MATURITIES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
58 - DEBT AND CAPITAL	4,139,223	4,963,452	5,955,234	600,000	6,555,234	7,453,556	898,322	14%
SUB-TOTALS:	4,139,223	4,963,452	5,955,234	600,000	6,555,234	7,453,556	898,322	14%
Element Totals:	4,139,223	4,963,452	5,955,234	600,000	6,555,234	7,453,556	898,322	14%

INTEREST-LNG TERM DEBT	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
58 - DEBT AND CAPITAL	1,389,265	2,097,691	2,297,893	1,155,156	3,453,049	6,874,040	3,420,991	99%
SUB-TOTALS:	1,389,265	2,097,691	2,297,893	1,155,156	3,453,049	6,874,040	3,420,991	99%
Element Totals:	1,389,265	2,097,691	2,297,893	1,155,156	3,453,049	6,874,040	3,420,991	99%

INTEREST-TEMP LOANS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
58 - DEBT AND CAPITAL	542,700	0	0	3,063	3,063	0	-3,063	-100%
SUB-TOTALS:	542,700	0	0	3,063	3,063	0	-3,063	-100%
Element Totals:	542,700	0	0	3,063	3,063	0	-3,063	-100%

STATE ASSESSMENTS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
56 - INTERGOVERNMENTAL	5,375,365	5,512,027	5,811,358	-207,503	5,603,855	5,571,870	-31,985	-1%
SUB-TOTALS:	5,375,365	5,512,027	5,811,358	-207,503	5,603,855	5,571,870	-31,985	-1%
Element Totals:	5,375,365	5,512,027	5,811,358	-207,503	5,603,855	5,571,870	-31,985	-1%

DEPARTMENT:
107 - TREASURER/COLLECTOR

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Collector/Treasurer	H13	1	103,223	1	104,009
	Dep Treasurer/Collector	H10	1	77,350	1	78,512
	Office Manager	H06	1	54,377	1	54,377
	Prin Accounts Coord	S06	1	41,374	1	43,152
	Accts Receiv Processor	S05	1	40,014	1	41,288
	Sr Tax Commitment Clerk	S05	1	44,534	1	44,757
	Sr. Teller	S05	1	44,534	1	44,757
	Parking Ticket Clerk	S05	1	38,212	1	39,234
	Teller	S04	1	34,772	1	35,322
Account Totals:			9	478,389	9	485,409
511101	Tax Commitment Clerk	S04	0.4	16,297	0.4	16,379
Account Totals:			0.4	16,297	0.4	16,379
Report Totals:			9.4	494,687	9.4	501,788