



## 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 disbursement 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.

### FY07 ACCOMPLISHMENTS

1. We moved the City payroll account to the Mellon Bank July 1 saving thousands of dollars in banking fees.
2. We are currently training two new employees who started in Treasury in late October and early November. We are

also dealing with an employee with a medical issue. We hope once the employees are up to speed with their new jobs we will be able to begin 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. Initiated an improvement to the accounts receivable reconciliation process by using the Munis general ledger function 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. The consultant is currently in and working on the Munis general ledger.
4. Notified, advertised and recorded the 2005 tax title takings during the immediately following fiscal year.
5. Changed Community Development banking process, earning City approximately \$25,000 per year in additional interest at 5%.

### FY08 GOALS AND OBJECTIVES

1. Continue to make improvements to the cash receipt system, including the electronic receipt of home computer payments currently processed as individually mailed checks from major vendors like Bank of America Homelink. The law department is currently reviewing the contract; we are awaiting their approval.

2. 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 follow up on bank account reconciliation, tailings, and unauthorized accounts.
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. Expand the use of online payments to include not only real estate, personal property, excise and water/sewer taxes, but also payment of certain permits, fees and municipal lien certificates. Through February 2007, we have received over 44,000 payments totaling over \$17,000,000.
5. Notify, advertise and record the 2006 and 2007 tax title takings during the fiscal year.
6. Begin the planning phase of a 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.
7. Perform analysis of the costs to process the parking meter coin.

DEPARTMENT:

107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET  
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	512,412	507,028	518,198	-500	517,698	511,914	-5,784	-1%
52 - EXPENSES	158,591	356,201	437,569	4,968	442,537	437,569	-4,968	-1%
56 - INTERGOVERNMENTAL	0	5,209,013	5,552,691	-74,072	5,478,619	5,669,618	190,999	3%
58 - DEBT AND CAPITAL	0	6,700,570	9,631,318	0	9,631,318	7,017,121	-2,614,197	-27%
<b>SUB-TOTALS:</b>	<b>671,002</b>	<b>12,772,811</b>	<b>16,139,776</b>	<b>-69,604</b>	<b>16,070,172</b>	<b>13,636,222</b>	<b>-2,433,950</b>	<b>-15%</b>
57 - FRINGE BENEFITS	86,418	89,161	96,900	0	96,900	103,874	6,974	7%
<b>SUB-TOTALS:</b>	<b>86,418</b>	<b>89,161</b>	<b>96,900</b>	<b>0</b>	<b>96,900</b>	<b>103,874</b>	<b>6,974</b>	<b>7%</b>
<b>DEPARTMENT TOTALS:</b>	<b>757,420</b>	<b>12,861,972</b>	<b>16,236,676</b>	<b>-69,604</b>	<b>16,167,072</b>	<b>13,740,096</b>	<b>-2,426,976</b>	<b>-15%</b>

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0110701 TREASURY	757,420	952,389	1,002,667	4,468	1,007,135	1,003,357	-3,778	0%
0110771 DEBT MATURITIES	0	4,248,214	7,642,974	0	7,642,974	5,313,453	-2,329,521	-30%
0110772 INTEREST-LNG TERM DEBT	0	1,061,236	1,445,644	0	1,445,644	1,703,668	258,024	18%
0110773 INTEREST-TEMP LOANS	0	1,391,119	542,700	0	542,700	0	-542,700	-100%
0110774 TAX REFUND INTEREST	0	0	50,000	0	50,000	50,000	0	0%
0110781 STATE ASSESSMENTS	0	5,209,013	5,552,691	-74,072	5,478,619	5,669,618	190,999	3%
<b>DEPARTMENT TOTALS:</b>	<b>757,420</b>	<b>12,861,972</b>	<b>16,236,676</b>	<b>-69,604</b>	<b>16,167,072</b>	<b>13,740,096</b>	<b>-2,426,976</b>	<b>-15%</b>

TREASURY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	512,412	507,028	518,198	-500	517,698	511,914	-5,784	-1%
52 - EXPENSES	158,591	356,201	387,569	4,968	392,537	387,569	-4,968	-1%
<b>SUB-TOTALS:</b>	<b>671,002</b>	<b>863,229</b>	<b>905,767</b>	<b>4,468</b>	<b>910,235</b>	<b>899,483</b>	<b>-10,752</b>	<b>-1%</b>
57 - FRINGE BENEFITS	86,418	89,161	96,900	0	96,900	103,874	6,974	7%
<b>SUB-TOTALS:</b>	<b>86,418</b>	<b>89,161</b>	<b>96,900</b>	<b>0</b>	<b>96,900</b>	<b>103,874</b>	<b>6,974</b>	<b>7%</b>
<b>Element Totals:</b>	<b>757,420</b>	<b>952,389</b>	<b>1,002,667</b>	<b>4,468</b>	<b>1,007,135</b>	<b>1,003,357</b>	<b>-3,778</b>	<b>0%</b>

DEBT MATURITIES	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
58 - DEBT AND CAPITAL	0	4,248,214	7,642,974	0	7,642,974	5,313,453	-2,329,521	-30%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>4,248,214</b>	<b>7,642,974</b>	<b>0</b>	<b>7,642,974</b>	<b>5,313,453</b>	<b>-2,329,521</b>	<b>-30%</b>
<b>Element Totals:</b>	<b>0</b>	<b>4,248,214</b>	<b>7,642,974</b>	<b>0</b>	<b>7,642,974</b>	<b>5,313,453</b>	<b>-2,329,521</b>	<b>-30%</b>

INTEREST-LNG TERM DEBT	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
58 - DEBT AND CAPITAL	0	1,061,236	1,445,644	0	1,445,644	1,703,668	258,024	18%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>1,061,236</b>	<b>1,445,644</b>	<b>0</b>	<b>1,445,644</b>	<b>1,703,668</b>	<b>258,024</b>	<b>18%</b>
<b>Element Totals:</b>	<b>0</b>	<b>1,061,236</b>	<b>1,445,644</b>	<b>0</b>	<b>1,445,644</b>	<b>1,703,668</b>	<b>258,024</b>	<b>18%</b>

INTEREST-TEMP LOANS	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
58 - DEBT AND CAPITAL	0	1,391,119	542,700	0	542,700	0	-542,700	-100%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>1,391,119</b>	<b>542,700</b>	<b>0</b>	<b>542,700</b>	<b>0</b>	<b>-542,700</b>	<b>-100%</b>
<b>Element Totals:</b>	<b>0</b>	<b>1,391,119</b>	<b>542,700</b>	<b>0</b>	<b>542,700</b>	<b>0</b>	<b>-542,700</b>	<b>-100%</b>

TAX REFUND INTEREST	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	0	0	50,000	0	50,000	50,000	0	0%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>
<b>Element Totals:</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>

STATE ASSESSMENTS	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
56 - INTERGOVERNMENTAL	0	5,209,013	5,552,691	-74,072	5,478,619	5,669,618	190,999	3%
<b>SUB-TOTALS:</b>	<b>0</b>	<b>5,209,013</b>	<b>5,552,691</b>	<b>-74,072</b>	<b>5,478,619</b>	<b>5,669,618</b>	<b>190,999</b>	<b>3%</b>
<b>Element Totals:</b>	<b>0</b>	<b>5,209,013</b>	<b>5,552,691</b>	<b>-74,072</b>	<b>5,478,619</b>	<b>5,669,618</b>	<b>190,999</b>	<b>3%</b>

DEPARTMENT:  
107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Collector/Treasurer	H13	1	100,825	1	101,213
511001	Dep Treasurer/Collector	H10	1	83,866	1	84,188
511001	Prin Accounts Coord	S08	1	53,788	1	53,995
511001	Accts Receiv Processor	S05	1	41,186	1	41,344
511001	Sr Tax Commitment Clerk	S05	1	41,186	1	41,344
511001	Tax Commitment Clerk	S04	2	71,846	2	73,358
511001	Sr. Teller	S05	1	41,186	1	41,344
511001	Parking Ticket Clerk	S05	1	34,990	1	36,132
511001	Teller	S04	1	31,998	1	32,995
<b>Account Totals:</b>			<b>10</b>	<b>500,870</b>	<b>10</b>	<b>505,914</b>
<b>Report Totals:</b>			<b>10</b>	<b>500,870</b>	<b>10</b>	<b>505,914</b>