

LINE ITEMS FOR 2024 YEAR BUDGET

TAX COLLECTOR

01-4150-04-4110 – Salary –	63,112
01-4150-04-4110 – Tax F/T –	46,384
01-4150-04-4154 – Buyout –	3,000
01-4150-04-4290 – Benefits –	69,125

01-4150-04-4310 – Contracts – 3,000 (\$20 per search) possible increase in 2024

Mortgagee Search Vendor	\$595.00 pre-pay Mortgagee Search & Notices for Impending Lien
	\$1,905.00 final bill Mortgagee Search & Notices for Impending Lien
	20.00 (est 1) Mortgagee Search & Notices for Impending Deed

Total 2,520.00

01-4150-04-4434 - Office Equipment Maintenance – 1

01-4150-04-4442 – Equipment Rental – 360 (increase 359)

New: Credit Card swipe \$30 x 12

01-4150-04-4443 – Copier Lease & Maintenance – 350 (decrease 50)

Seacoast Business Machines (black & white/color copies)

01-4150-04-4550 – Printing – 3,000

Mailings Unlimited – printing tax bills, approximately 9,958 tax bills annually – this includes a window envelope, a return envelope for payment and paper and ink to print bills. \$1,444. x 2 = \$2,888 (\$0.29 per piece).

Total \$2,888

01-4150-04-4460 – Conferences & Training – 1,820 (increase 820)

March New Collector’s Training 2 x \$50	100
Annual Spring Workshop – Tax Collector & Deputy	100
Certification Training for new Tax Coll (3 rd year)	260
Certification Training for Deputy (1 st year)	260
Annual TC Conference – two attending	1000
Miscellaneous Training	100
Total	\$1,820

01-4150-4570 – Dues & Fees – 90 (decrease 100)

NHTCA dues	50.00
April Spring Workshop 2 x \$20	40.00
Total	90.00

01-4150-04-4571 – Registry of Deeds – \$800 (decrease 205)

Lien Redemption recordings: (8 mos.)	69	138.00
“ “ “ (4 mos) est	28	56.00
Execution of Lien Recording fee: (June)		272.00
Deed Recordings (August)		80.00
Misc. Recordings		60.00
Total		606.00

01-4150-04-4580 – Mileage & Expenses – 1,200

Mileage expenses – allows \$.50 per mile. Tax Collector expenses mileage for trips to Post Office daily, bank and Registry of Deeds as needed.

March New Collector’s Training (2) 2 days		140
April Spring Workshop (2) 1 day		195
TC Certification Training (1) 5 days		150
DTC Certification Training (1) 5 days		150
September Annual Conference (2) 2 days		150
Trips to PO and bank		260
Total		1,045

01-4150-04-4611 – Office Supplies – 900 (increase 200)

This includes copy paper, envelopes, pens, pencils, pads of paper, ink for adding machines, paid date stamps, binders to store records - **New Tax Collector will need a Signature Stamp, Notary Certification and Notary Stamp

01-4150-04-4612 – Postage – 6,700 (decrease 800)

1 st Issue Tax Bill (regular mail 0.39 per piece)	2128	(4,979 pieces)
Delinquency Letter (regular mail)	188	(298 pieces)
Mortgagee Impending Lien Letter 2022	1,066	(125 pieces)
Impending Lien Letter (certified w/RR)	1,353	(167 pieces)
Impending Deed Letter (certified w/RR)	188	(22 pieces)
Mortgagee Notice Deed Letter 2020L w/RR	170	(20 pieces)
2 nd Issue Tax Bill (regular mail)	2128	(4,979 pieces)
Miscellaneous	100	
Total	6,340	

01-4150-04-4754 – Equipment – 1

Total Anticipated Budget for 2024 - \$ 199,843

Respectfully Submitted,

Linda Markiewicz
Tax Collector