



TOWN OF TEWKSBURY

TOWN HALL
11 TOWN HALL AVE
TEWKSBURY, MASSACHUSETTS 01876



OFFICE OF TREASURER

KELLY L. ODAMS
TREASURER/COLLECTOR

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TREASURER/COLLECTOR DEPARTMENT

To: Richard Montuori, Town Manager
From: Kelly Odams, Treasurer/Collector
Re: FY2021 Treasurer/Collector Budgets & Priorities
Date: November 20, 2019

Please find the attached FY2021 Budget Requests and Personnel Sheets for the Treasurer/Collector Department.

The Treasurer/Collector's FY2021 Budget Request is increasing by 1.70%. Total salaries are increasing by 1.65% and total operating is only increasing by .05%. The reasons for the increase in total salaries is for an employee who has been promoted to the Head Clerk position in FY2020 and will also be entitled to a step increase in FY2021. The Assistant Treasurer/Collector will be retiring in March 2020 but will continue in a Temporary Part Time position for training purposes of the new hire taking their place. The Treasurer/Collector and a Senior Clerk position have reached their maximum levels. The slight increase in total operating cost is for leased equipment contracts for our copy machine and postage meter.

At this time, the Treasurer/Collector has no unfunded priorities for FY2021.

| TREASURER/COLLECTOR | FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC | FY2021 FIN COM REC |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| <i>Salaries</i> | | | | | | | | | | |
| 5111 Regular Salaries | 363,423 | 363,406 | 365,027 | 365,026 | 383,619 | 380,635 | 400,138 | 367,270 | 367,270 | |
| 5112 Permanent Part-Time Salaries | - | - | - | - | - | - | - | - | - | |
| 5120 Temp Part-Time Salaries | - | - | - | - | - | - | - | 33,675 | 33,675 | |
| 5130 Overtime | - | - | - | - | - | - | - | - | - | |
| 5160 Sick Leave Buy-Back | 18,166 | 18,165 | - | - | - | - | - | - | - | |
| 5180 All Other | - | - | - | - | - | - | - | - | - | |
| Total Salaries | 381,589 | 381,572 | 365,027 | 365,026 | 383,619 | 380,635 | 400,138 | 400,946 | 400,946 | |
| Water Enterprise Fund Allocation | (24,094) | (24,094) | (25,314) | (25,314) | (25,869) | (25,869) | (27,398) | (25,244) | (25,244) | |
| Sewer Enterprise Fund Allocation | (24,094) | (24,094) | (25,314) | (25,314) | (25,869) | (25,869) | (27,398) | (25,244) | (25,244) | |
| Total Salaries Net of Allocations | 333,401 | 333,384 | 314,399 | 314,398 | 331,881 | 328,897 | 345,342 | 350,458 | 350,458 | |
| <i>Operating</i> | | | | | | | | | | |
| 5270 Leases and Contracts | 1,795 | 1,790 | 1,786 | 2,181 | 2,000 | 2,000 | 2,500 | 2,620 | 2,620 | |
| 5310 Professional Services | 76,701 | 72,668 | 84,788 | 77,060 | 68,865 | 63,687 | 64,525 | 64,525 | 64,525 | |
| 5420 Office Supplies | 13,522 | 7,976 | 11,048 | 5,902 | 12,950 | 11,063 | 10,420 | 10,420 | 10,420 | |
| 5429 Computer Equipment | - | - | - | - | - | - | - | - | - | |
| 5701 Travel | 676 | 784 | 1,000 | 2,920 | 1,390 | 1,390 | 3,030 | 3,030 | 3,030 | |
| 5703 Dues and Memberships | 760 | 795 | 760 | 795 | 765 | 575 | 605 | 605 | 605 | |
| 5790 Staff Development | 390 | 459 | 450 | 1,377 | 390 | 90 | 1,040 | 1,040 | 1,040 | |
| Total Operating | 93,844 | 84,472 | 99,832 | 90,235 | 86,360 | 78,805 | 82,120 | 82,240 | 82,240 | |
| Water Enterprise Fund Allocation | (8,715) | (8,715) | (8,753) | (8,753) | (7,950) | (7,950) | (8,212) | (8,224) | (8,224) | |
| Sewer Enterprise Fund Allocation | (8,715) | (8,715) | (8,753) | (8,753) | (7,950) | (7,950) | (8,212) | (8,224) | (8,224) | |
| Total Operating Net of Allocations | 76,414 | 67,042 | 82,326 | 72,729 | 70,460 | 62,905 | 65,696 | 65,792 | 65,792 | |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 5833 Capital Outlay | - | - | 10,195 | 10,195 | - | - | - | - | - | |
| Total Capital Outlay | - | - | 10,195 | 10,195 | - | - | - | - | - | |
| Total Budget | 475,433 | 466,044 | 475,054 | 465,456 | 469,979 | 459,440 | 482,258 | 483,186 | 483,186 | - |
| Total Budget Net of Allocations | 409,815 | 400,426 | 406,920 | 397,322 | 402,341 | 391,802 | 411,038 | 416,250 | 416,250 | - |

| Position | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2021 | FY2021 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------------|
| | BUDGETED FTE | BUDGETED FTE | BUDGETED FTE | BUDGETED FTE | DEPT REQ FTE | TM REC FTE | FIN COM REC FTE |
| Town Treasurer/Collector | 1 | 1 | 1 | 1 | 1 | 1 | |
| Asst. Treasurer/Collector | 1 | 1 | 1 | 1 | 1 | 1 | |
| Payroll Specialist | 1 | 1 | 1 | 1 | 1 | 1 | |
| Senior Account Clerk | 2 | 2 | 2 | 2 | 2 | 2 | |
| Collection Specialist | 1 | 1 | 1 | 1 | 1 | 1 | |
| Total Staffing | 6 | 6 | 6 | 6 | 6 | 6 | 0 |

FISCAL YEAR 2021

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Certification | Longevity \$ | Wage Def. | Total Salary |
|-----------------------|----------------------|---------------|-------|------|----------------------|---------------|--------------------|-------------|----------------------|
| Kelly Odams | Treasurer/Collector | 9/12/2011 | 10 | 10 | \$ 98,878 | \$ 1,000 | \$ 1,000 | | \$ 100,878 |
| (31) | Asst/Treas Collector | | 8 | 1 | \$ 39,580 | | | | \$ 39,580 |
| (21.5) | | est02/01/2020 | 8 | 2 | \$ 27,745 | | | | \$ 27,745 |
| Diane Catyb (22) | Payroll Specialist | 12/2/2019 | B3 | 3 | \$ 20,799 | | | | \$ 20,799 |
| (30.2) | | | B3 | 4 | \$ 30,216 | | | | \$ 30,216 |
| Pamela Sarraf (46) | Senior Clerk | 12/16/2019 | B1 | 2 | \$ 33,399 | | | | \$ 33,399 |
| (6.2) | | | B1 | 3 | \$ 4,609 | | | | \$ 4,609 |
| Susan Gilbert | Senior Account Clerk | 1/29/2007 | B1 | 7 | \$ 49,370 | | \$ 1,500 | | \$ 50,870 |
| Mary Mazzipica (2.0) | Head Account Clerk | 1/13/2014 | B2 | 5 | \$ 1,961 | | \$ 1,000 | | \$ 2,961 |
| Mary Mazzipica (50.2) | step 7/13 | 7/13/2020 | B2 | 6 | \$ 56,214 | | | | \$ 56,214 |
| | | | | | | | | | \$ - |
| Subtotal | | | | | \$ 362,770 | \$ - | \$ 3,500 | \$ - | \$ 367,270 |
| | | | | | | | | | |
| | | | | | \$ 362,770.39 | \$ - | \$ 3,500.00 | \$ - | \$ 367,270.39 |

Permanent Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--------------|-----------|--------------|
| | | | | | \$ - | | | \$ - |
| Total Permanent Part-Time Salaries | | | | | | | | |
| | | | | | | | | \$ - |

Temporary Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|-----------------|-----------|-------|------|-------------|--------------|-----------|--------------|
| Janice Metivier | Former Asst T/C | | | | \$ 33,675 | | | \$ 33,675 |
| Total Temporary Part-Time Salaries | | | | | | | | |
| | | | | | | | | \$ 33,675.26 |

Overtime

| Name | Position | Amount | Total Benefit |
|-----------------------|----------|--------|---------------|
| Overtime | | | \$ - |
| Total Overtime | | | \$ - |

Sick-Buy Back

| Name | Position | Retirement Date | # of Days | Annual Sal. | Weekly Sal. | Daily Sal. | Total Benefit |
|----------------------------|----------|-----------------|-----------|-------------|-------------|------------|---------------|
| | | | | | | | |
| Total Sick-Buy Back | | | | | | | \$ - |

All Other

| Name | Position | Amount | Total Benefit |
|------------------------|----------|--------|---------------|
| Out of Grade | | | \$ - |
| Total All Other | | | \$ - |

| | | | | | | | |
|-------------------------|--|--|------------|------|----------|------|------------|
| Department Total | | | \$ 362,770 | \$ - | \$ 3,500 | \$ - | \$ 400,946 |
|-------------------------|--|--|------------|------|----------|------|------------|

**FISCAL YEAR 2021
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Certification | Longevity \$ | Wage Def. | Total Salary |
|-----------------------|----------------------|---------------|-------|------|----------------------|---------------|--------------------|-------------|----------------------|
| Kelly Odams | Treasurer/Collector | 9/12/2011 | 10 | 10 | \$ 98,878 | \$ 1,000 | \$ 1,000 | | \$ 100,878 |
| (31) | Asst/Treas Collector | | 8 | 1 | \$ 39,580 | | | | \$ 39,580 |
| (21.5) | | est02/01/2020 | 8 | 2 | \$ 27,745 | | | | \$ 27,745 |
| Diane Catyb (22) | Payroll Specialist | 12/2/2019 | B3 | 3 | \$ 20,799 | | | | \$ 20,799 |
| (30.2) | | | B3 | 4 | \$ 30,216 | | | | \$ 30,216 |
| Pamela Sarraf (46) | Senior Clerk | 12/16/2019 | B1 | 2 | \$ 33,399 | | | | \$ 33,399 |
| (6.2) | | | B1 | 3 | \$ 4,609 | | | | \$ 4,609 |
| Susan Gilbert | Senior Account Clerk | 1/29/2007 | B1 | 7 | \$ 49,370 | | \$ 1,500 | | \$ 50,870 |
| Mary Mazzipica (2.0) | Head Account Clerk | 1/13/2014 | B2 | 5 | \$ 1,961 | | \$ 1,000 | | \$ 2,961 |
| Mary Mazzipica (50.2) | step 7/13 | 7/13/2020 | B2 | 6 | \$ 56,214 | | | | \$ 56,214 |
| | | | | | | | | | \$ - |
| Subtotal | | | | | \$ 362,770 | \$ - | \$ 3,500 | \$ - | \$ 367,270 |
| | | | | | | | | | |
| | | | | | \$ 362,770.39 | \$ - | \$ 3,500.00 | \$ - | \$ 367,270.39 |

6
46
6

Permanent Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--------------|-----------|--------------|
| | | | | | \$ - | | | \$ - |
| Total Permanent Part-Time Salaries | | | | | | | | |
| | | | | | | | | \$ - |

Temporary Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|-----------------|-----------|-------|------|-------------|--------------|-----------|--------------|
| Janice Metivier | Former Asst T/C | | | | \$ 33,675 | | | \$ 33,675 |
| Total Temporary Part-Time Salaries | | | | | | | | |
| | | | | | | | | \$ 33,675.26 |

Overtime

| Name | Position | Amount | Total Benefit |
|-----------------------|----------|--------|---------------|
| Overtime | | | \$ - |
| Total Overtime | | | \$ - |

Sick-Buy Back

| Name | Position | Retirement Date | # of Days | Annual Sal. | Weekly Sal. | Daily Sal. | Total Benefit |
|----------------------------|----------|-----------------|-----------|-------------|-------------|------------|---------------|
| | | | | | | | |
| Total Sick-Buy Back | | | | | | | \$ - |

All Other

| Name | Position | Amount | Total Benefit |
|------------------------|----------|--------|---------------|
| Out of Grade | | | \$ - |
| Total All Other | | | \$ - |

| | | | | | | | |
|-------------------------|--|--|------------|------|----------|------|------------|
| Department Total | | | \$ 362,770 | \$ - | \$ 3,500 | \$ - | \$ 400,946 |
|-------------------------|--|--|------------|------|----------|------|------------|

**FISCAL YEAR 2020
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Certification | Longevity \$ | Wage Def. | Total Salary |
|-----------------------|-----------------------|------------|-------|------|----------------|---------------|--------------|-----------|----------------|
| Jennifer Walsh (39.0) | Payroll Specialist | 9/29/2014 | B3 | 5 | 40,371 | | | | 40,371 |
| Jennifer Walsh (13.2) | | 3/29/2020 | | 6 | 14,456 | | | | 14,456 |
| Jennifer Walsh | Longevity | 9/29/2019 | | | | | 755 | | 755 |
| Debra Gath | Collection Specialist | 9/23/2000 | B3 | 7 | 59,453 | | 2,500 | | 61,953 |
| Susan Gilbert | Senior Account Clerk | 1/29/2007 | B1 | 7 | 48,284 | | 1,500 | | 49,784 |
| Janice Metivier | Asst Treas/Coll | 10/24/2011 | 8 | 10 | 81,367 | 1,000 | 1,000 | | 83,367 |
| Kelly Odams | Treasurer/Collector | 9/12/2011 | 10 | 10 | 96,702 | 1,000 | 1,000 | | 98,702 |
| Mary Mazzipica (2.0) | Senior Account Clerk | 1/13/2014 | B1 | 6 | 1,779 | | | | 1,779 |
| Mary Mazzipica (50.2) | step 7/13 | 7/13/2019 | | 7 | 46,434 | | | | 46,434 |
| Mary Mazzipica | Longevity | 1/13/2019 | | | | | 1,000 | | 1,000 |
| Subtotal | | | | | 388,846 | 2,000 | 7,755 | - | 398,601 |
| Extra Day (0.2) | | | | | | | | | 1,537 |
| 388,846 | | | | | 388,846 | 2,000 | 7,755 | - | 400,138 |

Permanent Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--------------|-----------|--------------|
| | | | | | - | | | - |
| Total Permanent Part-Time Salaries | | | | | | | | |
| - | | | | | | | | |

Temporary Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--------------|-----------|--------------|
| | | | | | - | | | - |
| Total Temporary Part-Time Salaries | | | | | | | | |
| - | | | | | | | | |

Overtime

| Name | Position | Amount | Total Benefit |
|-----------------------|----------|--------|---------------|
| Overtime | | | - |
| Total Overtime | | | - |

Sick-Buy Back

| Name | Position | Retirement Date | # of Days | Annual Sal. | Weekly Sal. | Daily Sal. | Total Benefit |
|----------------------------|----------|-----------------|-----------|-------------|-------------|------------|---------------|
| | | | | | | | |
| Total Sick-Buy Back | | | | | | | - |

All Other

| Name | Position | Amount | Total Benefit |
|------------------------|----------|--------|---------------|
| Out of Grade | | | - |
| Total All Other | | | - |

| | | | | | | | | | |
|-------------------------|--|--|--|--|---------|-------|-------|---|---------|
| Department Total | | | | | 388,846 | 2,000 | 7,755 | - | 400,138 |
|-------------------------|--|--|--|--|---------|-------|-------|---|---------|

**FISCAL YEAR 2019
TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION**

Regular Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | Certification | Longevity \$ | Wage Def. | Total Salary |
|-------------------------------|---------------------------|------------|-------|-------|-------------|---------------|--------------|-----------|--------------|
| Jennifer Walsh (38.8) | Payroll Specialist | 9/29/2014 | B3 | 4 | 37,131 | | | | 37,131 |
| Jennifer Walsh (13.2) | | 3/29/2019 | | 5 | 13,363 | | | | 13,363 |
| Debra Gath | Collection Specialist | 9/23/2000 | B3 | 7 | 58,144 | | 2,500 | | 60,644 |
| | long 2000 to 2500 9/8 | | | | - | | | | - |
| Susan Gilbert | Senior Account Clerk | 1/29/2007 | B1 | 7 | 47,221 | | 1,500 | | 48,721 |
| | long 1000 to 1500 1/22/17 | | | | - | | | | - |
| Janice Metivier | Asst Treas/Coll | 10/24/2011 | A | 8/10 | 79,576 | 1,000 | 1,000 | | 81,576 |
| | long 1000 10/24 | | | | - | | | | - |
| Kelly Odams | Treasurer/Collector | 9/12/2011 | A | 10/10 | 95,574 | 1,000 | 1,000 | | 97,574 |
| | long 1000 9/12 | | | | - | | | | - |
| Mary Mazzipica (1.8) | Senior Account Clerk | 1/13/2014 | B1 | 5 | 1,481 | | | | 1,481 |
| Mary Mazzipica (50.2) | step 7/13 | 7/13/2018 | | 6 | 42,667 | | | | 42,667 |
| Mary Mazzipica | Longevity | 1/13/2019 | | | - | | 462 | | 462 |
| | | | | | - | | | | - |
| Total Regular Salaries | | | | | 375,157 | 2,000 | 6,000 | - | 383,619 |

Permanent Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--|--------------|-----------|--------------|
| | | | | | - | | | | - |
| Total Permanent Part-Time Salaries | | | | | | | | | - |

Temporary Part-Time Salaries

| Name | Position | Ann. Date | Grade | Step | Base Salary | | Longevity \$ | Wage Def. | Total Salary |
|---|----------|-----------|-------|------|-------------|--|--------------|-----------|--------------|
| | | | | | - | | | | - |
| Total Temporary Part-Time Salaries | | | | | | | | | - |

Overtime

| Name | Position | | | | Amount | | | | Total Benefit |
|-----------------------|----------|--|--|--|--------|--|--|--|---------------|
| Overtime | | | | | | | | | - |
| Total Overtime | | | | | - | | | | - |

Sick-Buy Back

| Name | Position | Retirement Date | | # of Days | Annual Sal. | Weekly Sal. | Daily Sal. | Total Benefit |
|----------------------------|----------|-----------------|--|-----------|-------------|-------------|------------|---------------|
| | | | | | | | | |
| Total Sick-Buy Back | | | | | | | | - |

All Other

| Name | Position | | | | Amount | | | Total Benefit |
|------------------------|----------|--|--|--|--------|--|--|---------------|
| Out of Grade | | | | | | | | - |
| Total All Other | | | | | - | | | - |

| | | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|---------|
| Department Total | | | | | | | | | 383,619 |
|-------------------------|--|--|--|--|--|--|--|--|---------|

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5270 Leases and Contracts

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| 1,795 | 1,790 | 1,786 | 2,181 | 2,000 | 2,000 | 2,500 | 2,620 | 2,620 |

| | | | |
|----------------------------|---------------|-------|-------|
| Copy Machine Lease Ricoh | billed 12X/yr | 1,920 | 1,920 |
| Pitney Postage Meter Lease | billed 3X/yr | 700 | 700 |

Total 5270 Leases and Contracts: 2,620 2,620

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5310 Professional Services

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|
| 76,701 | 72,668 | 84,788 | 77,060 | 68,865 | 63,687 | 64,525 | 64,525 | 64,525 |

| | | |
|---|--------|--------|
| MWPAT Water and Sewer Debt Administration fees | 5,000 | 5,000 |
| Kelley & Ryan-print and stuff RE,PP Bills including postage | 40,000 | 40,000 |
| Century Bank-Lockbox bill payment services | 10,000 | 10,000 |
| ADT | 525 | 525 |
| City Hall Systems Online Payment System | 3,500 | 3,500 |
| Formax | 2,000 | 2,000 |
| Cabot-Insurance on foreclosed properties | 3,000 | 3,000 |
| Other-Bank Fees | 500 | 500 |

Total 5310 Professional Services: 64,525 64,525

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5420 Office Supplies

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 13,522 | 7,976 | 11,048 | 5,902 | 12,950 | 11,063 | 10,420 | 10,420 | 10,420 |

| | | | |
|---------------|---|-------|-------|
| W.B. Mason | Paper, storage boxes, printer cartridges, shelves, misc. supplies | 5,000 | 5,000 |
| Office Depot | same as above for price comparison/product availability | 2,000 | 2,000 |
| Ricoh | Toner cartridges mica & standard for check printing and image count | 970 | 970 |
| Tyler | Stock for payroll, vendor & direct deposit checks, W2's & 1099's | 2,000 | 2,000 |
| R.W. Traynham | Envelopes, treasurer cash receipts | 450 | 450 |

Total 5420 Office Supplies: 10,420 10,420

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5429 Computer Equipment

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| - | | - | - | - | - | - | - | - |

Yearly Computer Replacement

Total 5429 Computer Equipment:

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5701 Travel

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| 676 | 784 | 1,000 | 2,920 | 1,390 | 1,390 | 3,030 | 3,030 | 3,030 |

Umass/Cape Conferences, Mileage and meals
 These figures are based on 2 people for two rooms

Total 5701 Travel: 3,030 3,030.00

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5703 Dues and Memberships

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|---|--------------------|--------------------|--------------------|---|------------------|
| 760 | 795 | 760 | 795 | 765 | 575 | 605 | 605 | 605 |
| | | | MCTA Dues 2 people \$100.00 per person and meetings/conferences | | | | 200 | 200 |
| | | | EMCTA Dues | | | | 30 | 30 |
| | | | GFOA | | | | 250 | 250 |
| | | | Veribanc | | | | 125 | 125 |
| | | | | | | | <i>Total 5703 Dues and Memberships:</i> | 605 |
| | | | | | | | | 605 |

DESCRIPTION/DETAIL

TREASURER/COLLECTOR OPERATING

5790 Staff Development

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|------------------------|--------------------|--------------------|--------------------------------------|----------------------------|--------------------------|
| 390 | 459 | 450 | 1,377 | 390 | 90 | 1,040 | 1,040 | 1,040 |
| | | | Staff Development | | | | 390 | 390 |
| | | | MCTA Meeting/Classes | | | | 450 | 450 |
| | | | EMCTA Meetings/Classes | | | | 200 | 200 |
| | | | | | | <i>Total 5790 Staff Development:</i> | 1,040 | 1,040 |

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

5814 Capital Outlay

| FY2017 BUDGETED | FY2017 EXPENDED | FY2018 BUDGETED | FY2018 EXPENDED | FY2019 BUDGETED | FY2019 EXPENDED | FY2020 BUDGETED | FY2021 DEPT REQ | FY2021 TM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|
| - | | 10,195 | 10,195 | - | | - | - | - |

Total 5833 Capital Outlay: - -