

<b>ORG CODE</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>11300</b>		<b>COLLECTIONS</b>	
	<b>41110</b>	<b>REG FULL TIME</b>	<b>\$ 209,201</b>
	<b>41120</b>	<b>REG PART TIME</b>	<b>\$ 26,221</b>
	<b>41210</b>	<b>OT - REG</b>	<b>\$ 1,500</b>
	<b>41130</b>	<b>TRAIN - REG</b>	
	<b>41211</b>	<b>HOL - OT</b>	
	<b>41212</b>	<b>HOL 2X OT</b>	
	<b>41213</b>	<b>HOL 3X OT</b>	
	<b>41214</b>	<b>OUTSIDE DETAILS</b>	
	<b>41215</b>	<b>ON CALL OT</b>	
	<b>41216</b>	<b>FORCE CALL IN</b>	
	<b>41217</b>	<b>ON CALLS / STRAIGHT T</b>	
	<b>41218</b>	<b>PER DIEM / STRAIGHT T</b>	
	<b>41219</b>	<b>OUTSIDE DET - STRAIGHT T</b>	
	<b>41220</b>	<b>OT - COURT</b>	
	<b>41230</b>	<b>TRAIN - OT</b>	
	<b>TOTAL WAGES</b>		<b>\$ 236,922</b>
	<b>HEALTH</b>	<b>HEALTH INSURANCE</b>	<b>\$ 40,217</b>
	<b>DENTAL</b>	<b>DENTAL INSURANCE</b>	<b>\$ 2,081</b>
	<b>FICA/MED</b>	<b>FICA/MED INSURANCE</b>	<b>\$ 19,273</b>
	<b>W COMP</b>	<b>W COMP INSURANCE</b>	<b>\$ 829</b>
	<b>457 COMP</b>	<b>457 COMP INSURANCE</b>	<b>\$ 7,721</b>
	<b>MPERS</b>	<b>MPERS INSURANCE</b>	
	<b>INS BUY OUT</b>	<b>INS BUY OUT INSURANCE</b>	<b>\$ 7,290</b>
	<b>TOTAL BENEFITS</b>		<b>\$ 77,412</b>
	<b>TOTAL WAGES &amp; BENEFITS</b>		<b>\$ 314,334</b>

**4 FULL TIME**

**1 PART TIME**

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2022	MANAGER
11300	COLLECTION & REGISTRATION					
11300	41110 - REGULAR FULL-TIME		1.00	209,200.00	209,200.00	209,200.00 *
	Annual salaries and wages for Deputy Tax Collector and three Tax Collection Assistants.					
11300	41120 - REGULAR PART-TIME		1.00	26,221.00	26,221.00	26,221.00 *
	Annual wages for one part-time 24-hour/week Tax Collection Administrative Assistant.					
11300	41210 - OVERTIME-REGULAR		1.00	1,500.00	1,500.00	1,500.00 *
	For anticipated time staff may have to work beyond normal working hours.					
11300	43100 - GENERAL SUPPLIES & MATERIALS		1.00	4,000.00	4,000.00	4,000.00 *
	Operating supplies such as paper goods, printer and calculator ribbon, pens for counter, tape, staples, paper clips, binders and envelopes for mailing reports to the Bureau of Motor Vehicles and Inland Fisheries and Wildlife and mailing notices to customers. Copier and fax expenses are shared with the Town Clerk's office. We have used less supplies this year due to Covid. Haven't had to order any supplies to take passport pictures.					
11300	43610 - BOOKS,MAPS,PUBLICATIONS		1.00	500.00	500.00	500.00 *
	M. S. R. P. reference books for Large Truck, Motorcycles, Camper Trailers and Motor Homes to properly calculate excise tax . The U.S. Department of State also requires regular updates for the ID Guide for					

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2022	MANAGER
		passports. We are required to have this book because anyone from any of the 50 states can come here to apply for a passport. We have to know if their ID is valid.				
11300	43710 - POSTAGE		1.00	17,000.00	17,000.00	17,000.00 *
		Postage for the mailing of tax bills, passport applications, overdue and sewer fee notices, motor vehicle weekly report, Inland Fisheries monthly reports, general office correspondence, courtesy letters and certified tax lien notices and foreclosure notices to homeowners and mortgage holders. We had our postage budget cut by \$5000 last year. Due to not sending out passports daily, due to not processing them due to covid, this has resulted in a savings of \$7.00 per day. I would like to increase this budget due to accepting passports again and also an anticipated increase in the cost of postage TM 2/24/2021 REDUCE -2,000 Historical use				
11300	44400 - PROFESSIONAL SERVICES		1.00	20,000.00	20,000.00	20,000.00 *
		Filing fee for Real Estate liens and for discharges. Tax bill preparation fees. Membership fees for MMA are also taken from this account.				

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2022	MANAGER
11300	45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	500.00		500.00 *
	Maintenance and repairs for eight printers and fourteen computers.					500.00
11300	46210 - TELEPHONE & DATA - LANDLINE		1.00	1,090.00		1,090.00 *
	Cost of two telephone lines and a fax line. Fairpoint Data lines.					1,090.00
11300	46310 - ADVERTISING		1.00	300.00		300.00 *
	Advertising for Spring due date in lieu of mailing out a second bill.					300.00
11300	46410 - TRAVEL EXPENSES		1.00	1,350.00		1,350.00 *
	Training for employees to attend seminars and workshops throughout the year. We are required to be trained yearly by the Bureau of Motor Vehicles and by the U. S Dept of State. Also pays for travel to the bank for deposits. This also allows the Assistant Tax Collector to attend tax conferences. **We have used less this year due to Covid but anticipate that live trainings will start up again this coming year.					1,350.00
11300	46910 - TRAINING/CONFERENCES		1.00	600.00		600.00 *
	This covers any class fees to the Tax Collectors Association, or any other beneficial trainings to our dept. We have not been able to attend live trainings due to Covid, but anticipate this will start back up this upcoming year.					600.00

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

11300 47430 - OTHER EQUIPMENT & MACHINERY

VENDOR	QUANTITY	UNIT COST	2022	MANAGER
	1.00	2,000.00		2,000.00 *

Replacement of office equipment is included in the capital equipment replacement plan in case of mechanical failure. Continuing to look at ordering a sit/stand desk converter(s) for office personnel.

TOTAL COLLECTION & REGISTRATION	284,261.00
TOTAL GENERAL FUND	284,261.00
GRAND TOTAL	284,261.00

\*\* END OF REPORT - Generated by Devin Mills \*\*