

FY 2018 REVENUE WORKSHEET

Budget Unit Title	Account	Account Title	FY 16 Final Budget	FY16 Final Actual	FY 17 Current Budget	FY 18 Requested Amount	Increase (Decrease)
Tax Commissioner	31.1100	Real Property - Current Year	\$24,808,458	\$23,997,497	\$26,172,199	\$27,219,086	\$1,046,887
Tax Commissioner	31.1110	Public Utility	\$1,019,000	\$995,675	\$1,000,000	\$1,000,000	\$0
Tax Commissioner	31.1120	Timber	\$9,704	\$9,704	\$7,500	\$9,000	\$1,500
Tax Commissioner	31.1200	Real Property - Prior Year	\$400,000	\$344,827	\$300,000	\$200,000	(\$100,000)
Tax Commissioner	31.1310	Motor Vehicle	\$1,299,982	\$1,299,029	\$1,000,000	\$750,000	(\$250,000)
Tax Commissioner	31.1311	MVT True Up	\$1,656,589	\$1,656,589	\$1,400,000	\$1,700,000	\$300,000
Tax Commissioner	31.1312	Alternative Ad Valorem Tax	\$40,156	\$40,155	\$20,000	\$20,000	\$0
Tax Commissioner	31.1315	TAVT Title Tax	\$1,048,654	\$1,048,654	\$900,000	\$500,000	(\$400,000)
Tax Commissioner	31.1320	Mobile Home	\$93,416	\$93,416	\$82,500	\$90,000	\$7,500
Tax Commissioner	31.1420	Prior Year Mobile Home	\$16,738	\$16,738	\$15,000	\$10,000	(\$5,000)
Tax Commissioner	31.8020	State FICA Reimbursement	\$19,030	\$19,026	\$19,000	\$0	(\$19,000)
Tax Commissioner	31.8030	Payments Per Abatement	\$212,853	\$212,852	\$250,000	\$200,000	(\$50,000)
Tax Commissioner	31.9110	Real	\$251,518	\$251,517	\$250,000	\$100,000	(\$150,000)
Tax Commissioner	31.9120	Personal	\$72,000	\$71,950	\$75,000	\$50,000	(\$25,000)
Tax Commissioner	31.9121	Penalty & Interest - Mobile Home	\$7,913	\$7,913	\$20,000	\$3,000	(\$17,000)
Tax Commissioner	31.9500	Fi Fa's	\$36,864	\$36,863	\$35,000	\$25,000	(\$10,000)
Tax Commissioner	32.4300	Late Tag Penalty	\$67,200	\$67,195	\$65,000	\$65,000	\$0
Tax Commissioner	33.5101	Forest Land Protect Act	\$17,000	\$16,982	\$16,629	\$19,760	\$3,131
Tax Commissioner	34.1600	MV Tag Collection Fees	\$168,950	\$168,944	\$166,000	\$166,000	\$0
Tax Commissioner	34.1601	MV Tag Kiosk Fee	\$300	\$292	\$500	\$0	(\$500)
Tax Commissioner	34.1920	Advertising Fee	\$1,000		\$0	\$0	\$0
Tax Commissioner	34.1922	Delinquent Advertisement	\$20,000	\$12,854	\$23,500	\$10,000	(\$13,500)
Tax Commissioner	34.1940	Commissions Tax Collection	\$1,275,000	\$1,112,308	\$1,350,000	\$1,350,000	\$0
Tax Commissioner	34.3210	Capital Improvements	\$495,520	\$495,516	\$487,500	\$492,500	\$5,000
Tax Commissioner	34.9300	Bad Check Fees	\$3,000	\$2,400	\$3,000	\$2,000	(\$1,000)
Tax Commissioner	34.9900	Other Fees	\$4,000	\$2,758	\$4,000	\$4,000	\$0
Tax Commissioner	34.9902	Appalachian Mountain Fees	\$73,730	\$73,730	\$65,000	\$45,000	(\$20,000)
Tax Commissioner	36.1010	Interest - Tax Commissioner	\$9,000	\$6,287	\$7,500	\$7,500	\$0
Tax Commissioner	38.9020	Reimbursement - Expenses	\$1,071	\$1,071	\$0	\$0	\$0
Tax Commissioner	39.1940	Monroe Tax Collection Fee	\$0	\$0	\$69,676	\$73,500	\$3,824
			\$33,128,646	\$32,062,741	\$33,804,504	\$34,111,346	\$306,842

FY 2018 EXPENSE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1545	Tax Commissioner	51.1100	Regular Employees	\$437,804	\$194,615	\$462,812	\$457,767	(\$5,045)
100	1545	Tax Commissioner	51.1200	Temporary Employee	\$6,207	\$915	\$7,500	\$9,563	\$2,063
100	1545	Tax Commissioner	51.1300	Overtime	\$3,005	\$1,905	\$5,226	\$5,001	(\$225)
100	1545	Tax Commissioner	51.2100	Group Insurance	\$159,315	\$41,393	\$110,971	\$173,653	\$62,682
100	1545	Tax Commissioner	51.2200	FICA Contribution	\$25,921	\$11,670	\$28,879	\$29,547	\$668
100	1545	Tax Commissioner	51.2300	Medicare	\$6,163	\$2,729	\$6,754	\$6,910	\$156
100	1545	Tax Commissioner	51.2410	Defined Contribution	\$40,728	\$35,573	\$43,960	\$52,792	\$8,832
100	1545	Tax Commissioner	51.2700	Worker's Comp	\$1,683	\$901	\$1,841	\$2,324	\$483
100	1545	Tax Commissioner	51.2910	Longevity	\$3,170	\$3,535	\$3,535	\$4,235	\$700
100	1545	Tax Commissioner	52.1213	Legal Fees - Title	\$73,730	\$6,887	\$65,000	\$45,000	(\$20,000)
100	1545	Tax Commissioner	52.1230	Consulting / Contracted Svc	\$500	\$0	\$0	\$500	\$500
100	1545	Tax Commissioner	52.1270	Computer Systems	\$22,002	\$200	\$13,500	\$13,500	\$0
100	1545	Tax Commissioner	52.2240	R & M - Service Agreements	\$5,584	\$5,694	\$4,625	\$4,250	(\$375)
100	1545	Tax Commissioner	52.3200	Communications	\$81,355	\$18,743	\$65,000	\$70,000	\$5,000
100	1545	Tax Commissioner	52.3300	Advertising	\$7,490	\$770	\$15,000	\$15,000	\$0
100	1545	Tax Commissioner	52.3400	Printing & Binding	\$20,564	\$13,060	\$24,250	\$24,250	\$0
100	1545	Tax Commissioner	52.3500	Travel	\$5,395	\$370	\$3,000	\$3,000	\$0
100	1545	Tax Commissioner	52.3600	Dues & Fees	\$1,310	\$950	\$1,300	\$1,300	\$0
100	1545	Tax Commissioner	52.3665	MV Tag Kiosk Fee	\$323	\$0	\$6,000	\$24,000	\$18,000
100	1545	Tax Commissioner	52.3700	Education & Training	\$981	\$200	\$2,250	\$2,250	\$0
100	1545	Tax Commissioner	53.1100	General Supplies & Material	\$6,341	\$3,858	\$9,400	\$9,400	\$0
100	1545	Tax Commissioner	53.1400	Books & Periodicals	\$145	\$60	\$175	\$175	\$0
100	1545	Tax Commissioner	53.1600	Small Equipment	\$2,498	\$324	\$2,219	\$1,260	(\$959)
100	1545	Tax Commissioner	54.2500	Equipment	\$0	\$8,955	\$9,590	\$0	(\$9,590)
					\$912,214	\$353,307	\$892,787	\$955,676	\$62,890

**Mission, Goals and Objectives
Fiscal Year 2018**

Fund:	<u>100</u>
Department Name :	<u>Tax Commissioner</u>
Budget Unit:	<u>1545</u>

Mission Statement

The mission of the Tax Commissioner's Office is to collect and disburse all taxes and fees due to the State, County, Schools and Cities in a timely manner. As well as, to strengthen the quality of local government through professional management.

Goals

The goal of the Tax Commissioner's Office is to service the citizens of Walton County with courtesy and respect; also to perform our duties in a professional manner.

Objectives

The objectives of the Tax Commissioner's Office are to comply with all Constitutional laws of the state of Georgia pertaining to the operation of the Tax Commissioner's Office, as well as state and local legislation and regulations.

**Accomplishments and Improvements
Fiscal Year 2018**

Fund:	<u>100</u>
Department Name :	<u>Tax Commissioner</u>
Budget Unit:	<u>1545</u>

1. Describe the major accomplishments of your department in the past fiscal year.

Moving the Kiosk to the Kroger in Loganville has allowed the citizens another option for renewing their tag with extended hours.

The business license ordinance has made a significant impact on getting past due taxes paid and assuring that current delinquencies are kept at a minimum.

2. Describe the major accomplishments of your department in the current fiscal year.

We have continued to be proactive in the collection and data correction of delinquent and outstanding accounts while also focusing on the collection of current year taxes.

We continue to cross-train employees within each department, making the office more efficient.

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

Potential reorganization of the current staff to better utilize the strength of each employee.

Temporary and Seasonal Positions Fiscal Year 2018

Fund: 100
 Department Name: Tax Commissioner
 Budget Unit 1545

Position Title	FY 17			FY 18			Justification/Explanation for Request
	# of Positions	Position Type	Annual Hours	# of Positions	Request Type	Annual Hours	
Tax Clerk	1	S	250	1	CS	150	To help during the time real property tax bills are due
Tax Clerk	1	T		1	CS	200	
Tax Clerk - Assessors	1	S	350	1	CS	400	Requirement to provide a person to take exemptions in the Tax Assessors Office
Total	3		600	3		750	x \$12.75 = \$9,562.50

Position Type : S= Seasonal T= Temporary Employee (Position lapses at end of FY 17; must request temporary position to continue in FY 18)

Annual Hours The number of hours budgeted for each position for FY 17 or requested for FY 18
 For example, the annual hours for a 10 hour per week position is 520 (20 hour per pay period X 26 pay periods = 520)

Request Type CS = Current Service
 NI = New Initiative or Change in Service
 G = Grant

**Scheduled Overtime
Fiscal Year 2018**

Fund:
Department Name:
Budget Unit

100
Tax Commissioner
1545

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Tax Supervisor	1	40	\$24.09	\$963.60
Tax Clerk	1	40	\$21.26	\$850.40
Tax Clerk	1	40	\$19.13	\$765.20
Senior Accounting Assoc	1	20	\$25.55	\$511.00
Total Scheduled OT	4	140	\$90.03	\$3,090.20

Justification: Attach additional pages if necessary.
Used when Real Property and/or Mobile Home Tax Bills are due.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Unscheduled Overtime
Fiscal Year 2018**

Fund:
Department Name:
Budget Unit

100
Tax Commissioner
1545

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Tax Supervisor	1	10	\$24.09	\$240.90
Tax Clerk	1	10	\$21.26	\$212.60
Tax Clerk	1	10	\$19.13	\$191.30
Tag Clerk	1	10	\$21.81	\$218.10
Tag Clerk	1	10	\$22.10	\$221.00
Tag Clerk	1	10	\$21.66	\$216.60
Tag Clerk	1	10	\$21.42	\$214.20
Tag Clerk	1	10	\$19.13	\$191.30
Tag Clerk	1	10	\$20.48	\$204.80
Total Unscheduled OT	9	90	\$191.08	\$1,910.80

Justification: Attach additional pages if necessary.

Tax Clerks will be used for the process of delinquent tax collection. Letters, phone calls, etc.

Tag Clerks will be used for busy days, or when short personnel.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Maintenance, Service, Lease Agreements and Contracts
Fiscal Year 2018**

Fund: 100
 Department Name: Tax Commissioner
 Budget Unit: 1545

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2017	Number months in FY 2018	Total FY 2018 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Maintenance	Governmental Systems	cont.	12	\$3,650.00	Maintenance on Computer software	52.2240	R&M Service Agreement
Maintenance	Xerox c/o GDP Technologies	cont	12	\$600.00	Copier Maintenance**	52.2240	R&M Service Agreement
				\$4,250.00			

Additional Details as needed:
 **Xerox Copier Maintenance includes Monthly Maintenance cost, plus monthly estimated black/white & color copies.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Hardware and Software Request Fiscal Year 2018

	Check One		
This hardware/software benefit, either directly or indirectly?	Entire Community	A target limited group	Government Departments
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this require additional training? If so, what is estimated cost?		Yes	No
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does it support or encourage current business and industry? If so, how?	<input checked="" type="checkbox"/>	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Is this request a result of a legal mandate by Federal or State law or regulation? Explain		Yes	No
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source (check those that apply):			
<input checked="" type="checkbox"/>	General Fund		
<input type="checkbox"/>	Grant		
<input type="checkbox"/>	SPLOST		
<input type="checkbox"/>	Impact Fees		
<input type="checkbox"/>	Enterprise Fund		
<input type="checkbox"/>	Special Revenue Fund		
<input type="checkbox"/>	Other - Explain		
		Finance Use Only:	
			Date
		Initial Request Received	_____
		Initial Request Entered	_____
		Budget Request Presented	_____
		Recommended Budget Entered	_____
		Review by Finance	_____

**Small Equipment Request
Fiscal Year 2018**

Fund: 100
 Department Name: Tax Commissioner
 Budget Unit: 1545

Specify small equipment requests. Add additional rows as needed.

Rank	N or R *	Small Equipment Requested	Description	Quantity	Cost per Item	Total Cost
1	R	Office Chairs	HON Mid-Back Task Chair	4	\$315.00	\$1,260.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
Total Cost of Small Equipment Request				4	\$315.00	\$1,260.00

* New or Replacement

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____



Derry M. Boyd

Walton County Tax

Telephone: (770) 266-1736

Tax Commissioner

Commissioner

Facsimile: (770) 267-1416

GOVERNMENT BUILDING

303 SOUTH HAMMOND DRIVE · SUITE 100

MONROE, GEORGIA 30655

2-24-17

52.3500 & 52.3700 Travel & Training Request

1.
 - a. Derry Boyd
 - b. COAG Fall Conference
 - c. Savannah, GA
 - d. November 2017
 - e. \$750.00 (registration fee and lodging)
 - f. \$400 (food, transportation)
 - g. training
2.
 - a. Derry Boyd, Crystal Gilreath, Shannon Howard
 - b. GATO Conference
 - c. Athens, GA
 - d. May 2018
 - e. \$600.00 (registration fees)
 - f. \$150.00 (transportation)
 - g. training



Derry M. Boyd

Walton County Tax

Telephone: (770) 266-1736

Tax Commissioner

Commissioner

Facsimile: (770) 267- 1416

GOVERNMENT BUILDING

303 SOUTH HAMMOND DRIVE · SUITE 100

MONROE, GEORGIA 30655

2-24-17

52,3600 Dues and Fees

- a. COAG (Constitutional Officers' Assoc of Georgia)
- b. \$200.00

- a. GATO (Georgia Association of Tax Officials)
- b. \$500.00

- a. Walton Chamber of Commerce
- b. \$120.00



Derry M. Boyd

Walton County Tax

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Tax Commissioner

Commissioner

Facsimile: (770) 267-1416

GOVERNMENT BUILDING

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MONROE, GEORGIA 30655

2-24-17

HARWARE/SOFTWARE REQUEST

1 – Gratis Printer

3 – Monitors (19+”)