



**Town of Montague**  
**Department, Board, Committee, Commission**  
**BUDGET NARRATIVE**

**FY 21**

*Complete this form electronically! Be clear and concise!*

Department: Treasurer/Collector Submitted by: Eileen Seymour

**1. Please describe and provide the rationale for any substantial changes in your FY21 line item budget submission.**

I am not requesting any substantial increases in my FY21 budget. I am requesting more for my supplies budget as I need to purchase a new desk for myself as some of my drawers are increasingly difficult to open. Also, we have to pay for checks for both the vendor account and our payroll account. The accountants' office has the payroll checks in her budget, however, I need to purchase the vendor account checks which accounts for some of the increase also.

The only other increase other than salary increases is in my tax software maintenance for \$1,000.00. There were some changes that needed to be made to our real estate bills and they were not covered under our current contract as they were considered custom. This \$1,000.00 is a one-time fee.

**2. Did you receive funding for any special articles in FY20? What is the status of those expenditures/investments?**

N/A

**3. Did you receive funding for a discretionary account in FY20? What have you purchased to date, at what cost? Looking forward in FY21, what do you expect to purchase at what cost?**

N/A

**4. To-date in FY20, has your department experienced any notable successes, such as improving or providing new programs or services, or implementing new technologies? If so, please describe.**

We successfully implemented our new tax software billing beginning in FY19 and carrying over to FY20. The feedback on the new bill format has been positive as taxpayers are happy to have Town and District billing on one bill. Sewer billing provided more of a challenge as we billed our first half in September, however, we learned some valuable lessons and believe it will be much smoother in February for the second half. The change has been a positive one, however, no big change is without some difficult times, but through it all, my staff remained courteous and professional, as always, and for that I am proud and grateful!

**5. Are there challenges to your department's ability to meet its goals and objectives that are due to its FY20 operating budget? If so, offer your recommendation(s) for improving the situation.**

I do not anticipate any challenges.