

# DEPARTMENT OF TAXES

*Agency of Administration*

Susanne R. Young, Secretary

*Kaj Samsom, Commissioner*

*Gregg Mousley, Deputy Commissioner*

**Fiscal Year 2019 Budget Request**



# **Department of Taxes**

*Fiscal Year 2019 Budget Request*

*Kaj Samsom, Commissioner*

*Gregg Mousley, Deputy Commissioner*

Budget Development

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*Tax Department*

*FY 2019 Budget Request*

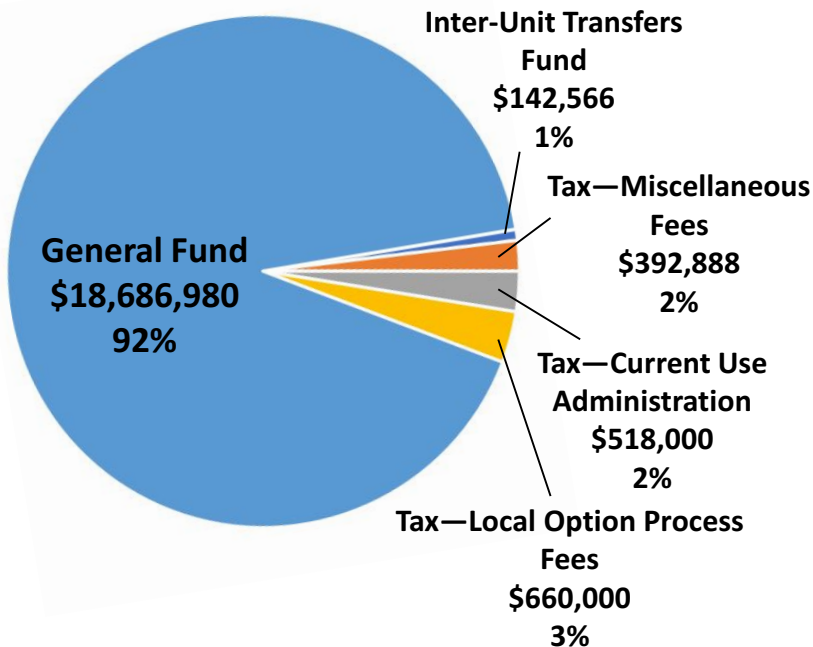
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Agency of Administration,  
 Vermont Department of Taxes  
 FY 2019 Governor's Recommend Budget

**MISSION:** The Vermont Department of Taxes serves to collect the proper amount of tax revenue in a timely and efficient manner to pay for the goods and services people receive from the state. Department employees strive to offer the highest level of service to individual taxpayers, businesses, property owners, and Vermont's local governments. The Department's strategic goals are to process taxes more efficiently, improve communications with taxpayers and industry groups, reduce the tax gap, and support its workforce.

**Governor's Recommend Budget  
 FY 2019 (\$ 20,400,434)**



**FY 2019 SUMMARY & HIGHLIGHTS**

- The VTax Project transitioned from successful completion to full production and support mode.
- Security has increased—both physical and cyber.
- Focus continues on Fraud Detection and efficient refund processing.
- Administration and collection of the Health Care Contribution has been transitioned from the Department of Labor.
- PIVOT Program has been successfully applied to our procurement process, and we have scheduled two additional projects in PVR.
- Property, Valuation and Review has reorganized to focus on municipal services.
- MTC—The Department is exploring the value of full membership in the Multistate Tax Commission.

# Agency of Administration

## Department of Taxes

### *Executive Summary*

#### **Philosophy:**

The Vermont Department of Taxes serves to collect the proper amount of tax revenue in a timely and efficient manner to pay for the goods and services people receive from the state. Department employees strive to offer the highest level of service to individual taxpayers, businesses, property owners, and Vermont's local governments. The Department's strategic goals are to process taxes more efficiently, improve communications with taxpayers and industry groups, reduce the tax gap, and support its workforce.

The Department includes the following divisions with their associated responsibilities:

#### **Administration**

The Administrative Division comprises Department leadership and legal team. It includes the commissioner, deputy commissioner, general counsel and attorneys, hearing officer, and taxpayer advocate. The division

responds to all tax policy inquiries from the governor, state legislature, and other stakeholders; issues rulings and technical bulletins to implement tax; and conducts tax appeal hearings. Policy analysts respond to inquiries from taxpayers who have unique or complex circumstances requiring a thorough legal review of Vermont tax law and regulation.

#### **Policy, Outreach and Legislative Affairs**

The Policy, Outreach and Legislative Affairs Division (POLA) includes a policy analyst, fiscal analysts, education specialists, website coordinator, and training specialist. Members of POLA staff research policy for evolving tax issues and tax statute in Vermont and other states for policy clarification and creation. Working cooperatively with economists from the executive and legislative branches, POLA fiscal analysts prepare revenue forecasts for the state of Vermont.

To improve transparency and communication with the public and industry groups, the division's education specialists conduct outreach activities by developing workshops and seminars for taxpayers and stakeholder groups. In addition, POLA educators create and distribute educational materials, such as fact sheets and instructional videos, which are distributed primarily through digital media, such as the Department website, electronic newsletters, and social media. The website coordinator is a crucial link in these efforts and has created a robust communication channel for all stakeholders. Finally, the training specialist develops

training programs so that all members of Department staff possess the knowledge and skill they need to do their jobs accurately and efficiently.

### **Taxpayer Services**

The Taxpayer Services Division helps taxpayers by responding to questions, resolving tax problems, encouraging voluntary compliance with Vermont tax laws, and reviewing tax return information. The division administers 27 taxes, 6 licensing programs, the Homestead Declaration, and Property Tax Adjustment and Renter Rebate programs. The division includes personal income tax, business tax, corporate and business income tax, and miscellaneous tax sections.

The division continues its efforts to provide assistance with tax preparation to low income and senior Vermonters. Members of division staff coordinate with the IRS to train volunteers with the Vermont Income Tax Assistance and Tax Counseling for the Elderly (VITA/TCE) and AARP Foundation Tax-Aide to prepare federal and state income tax forms. The division's subject matter experts also serve as advisors for the development of educational materials and as speakers at workshops for tax professionals and at public outreach events.

### **Compliance**

The Compliance Division, which includes the audit and collection sections, is the enforcement arm of the Department and works to advance the Department's

goal to reduce the tax gap. Working towards this goal, the division implements technology-based compliance initiatives to enhance revenue collections and encourage voluntary compliance with tax statutes. To make voluntary compliance easier for taxpayers, members of the Compliance staff often alert the Department on issues they find in the audit process and help find ways to give taxpayers a better understanding of their tax obligations.

The division also runs voluntary disclosure programs. For example, the division sends letters explaining use tax to businesses that are not registered to collect sales tax in Vermont. The division then offers these businesses the opportunity for voluntary compliance with paying use tax owed with a reduced exposure in time and penalty.

For taxpayers who cannot pay their taxes in full, the collection section will work with the taxpayer by negotiating a payment plan or seeking other solutions. For taxpayers who refuse to pay, Collections employs the tools available by law, such as liens, garnishment, and the use of outside collection agencies. In addition to tax collection, Compliance administers the refund offset program for 21 state and federal agencies. The refund offset program transfers a taxpayer funds to cover payments and debt owed to these agencies.

The Department participates in the U.S. Treasury Offset Program (TOPS). This program allows for the offset of federal income tax refunds to pay State of Vermont personal income and withholding debts. In this ongoing

program, the division sends certified letters to taxpayers advising them of potential placement of their debts with TOPS. TOPS collects millions of dollars from federal refund offsets or from payments received directly from taxpayers.

### ***Finance Division***

The Finance Division is responsible for a number of diverse functions, including all revenue accounting, business functions, and returns processing needs for the Department. These duties include receipt, opening, extraction, and routing of all incoming mail; tax return validation and control for data entry or document preparation for scanning/imaging; data capture of all documents via scanning/imaging technology; daily bank deposits and related cash management functions, including electronic funds transfers and credit card payments; bank account/general ledger reconciliations; and preparing year-end GAAP/GASB 34 reports. The division also is responsible for the development, creation, and update of tax forms and distribution as well as the ordering and maintenance of Department equipment and supplies.

### ***Property Valuation and Review***

Property Valuation and Review (PVR) provides administrative support for Vermont's property tax system. It also provides staff support for the development of property tax policies. Most major functions assigned to the division involve taxes and programs that are primarily

administered by municipal governments and the system of hearing officers to adjudicate property valuation appeals from municipal appraisals. Therefore, PVR works extensively with local governments in performance of its duties. PVR district advisors provide technical assistance to local assessment officials in the valuation of property and the administration of the property tax. PVR also develops and administers education and training programs for municipal listers and assessors.

Specific programs and functions include the Equalization Study of municipal grand lists, Current Use Program (Use Value Appraisal Program) and support for the CAMA computer software used by municipalities for grand list valuation and property tax administration purposes. PVR also supports the web-based software for filing taxes and forms for the Current Use Program, also known as eCUSE, as well as automated data exchange systems with municipal listers and assessors for the Equalization Study, the Current Use Program, and grand list data. PVR prepares statistical data and reports for these studies in addition to an annual report.

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# FY 2018 Budget to FY 2019 Request

 Department of Taxes



**Section 1**

**FY 2019 Budget  
Submission**



### Fiscal Year 2019 Budget Development Form - Tax

	General \$\$	Special \$\$	Interdept'l Transfer \$\$	Total \$\$
<b>Tax: FY 2018 (As Passed)</b>	<b>18,075,976</b>	<b>1,370,888</b>	<b>142,566</b>	<b>19,589,430</b>
<b>FY2018 Rescission</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>
<b>FY2018 Management Savings</b>	<b>(100,000)</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>
<b>FY2018 Adjusted Budget</b>	<b>17,935,976</b>	<b>1,370,888</b>	<b>142,566</b>	<b>19,449,430</b>
Base Salary and Benefit Change	558,241	200,000		758,241
2 FTE for HCC - Full year Incr (1/2 Yr in FY 18)	100,000			100,000
Unemployment compensation increase	13,800			13,800
Catamount Health Assessment Increase	9,300			9,300
FAST Maintenance moved into Operating Budget	600,000			600,000
Increase to VIC Portal costs	50,000			50,000
Repair & Maint - Office Techn - Check Printers	19,350			19,350
Increase in Mileage - In State Travel	10,000			10,000
Building Security	20,000			20,000
MTC Audit membership	120,000			120,000
Changes to Internal Service Fund Allocations	(17,666)			(17,666)
Decrease to Agency Fee	(43,418)			(43,418)
Forego Dex Fraud Security Service Contract	(125,846)			(125,846)
Berry Dunn Security Contract Expired	(100,000)			(100,000)
Marshall and Swift Contract Expired	(53,000)			(53,000)
Reduction in ADS SLA and Demand Charges	(465,623)			(465,623)
Reduction of Auto Leases	(10,000)			(10,000)
Reduction to Travel per Management Savings	(4,737)			(4,737)
All Other Adjustments	(69,397)			(69,397)
Increase ADS Bill for Tax IT Positions	1,606,820			1,606,820
Decrease Salary and Benefits for Tax IT Positions to ADS	(1,606,820)			(1,606,820)
Increase ADS Bill for Tax Operating Costs	22,950			22,950
Decrease ADS Operating Costs in Tax Budget	(22,950)			(22,950)
Increase ADS Bill for Tax DHR and ADS Allocations	22,365			22,365
Decrease ADS DHR and ADS Allocations in Tax Budget	(22,365)			(22,365)
<b>Subtotal of increases/decreases</b>	<b>611,004</b>	<b>200,000</b>	<b>-</b>	<b>811,004</b>
<b>FY 2019 Budget Request</b>	<b>18,546,980</b>	<b>1,570,888</b>	<b>142,566</b>	<b>20,400,434</b>

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# Program Budget Profiles

 Department of Taxes



**Section 2**

**FY 2019 Budget  
Submission**

## FY19 Appropriations Committee Questionnaire

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### Vermont Department of Taxes

1.

**a. What are your programs?**

The Vermont Department of Taxes is responsible for collecting 30 different taxes, implementing tax credits, and issuing refund checks. Any “programs” the Department has developed support the efficient administration of these taxes, credits, and refunds. Examples of programs are the Current Use Program administered by the Property Valuation and Review Division and the voluntary disclosure program administered by the Compliance Division.

**b. How do these programs meet your core mission?**

The mission of the Vermont Department of Taxes is to collect the proper amount of tax revenue in a timely and efficient manner to pay for the goods and services provided by state government. Tax collection processes, both for those who file in a voluntary and timely fashion and for those who require state intervention, are essential to fulfilling the Department's core mission.

2.

**a. What does success in each program look like to Vermonters both those served by the program and the general population?**

Success is collecting the right amount of tax owed – no more, no less – with minimum burden on the taxpayer and Department in terms of time, effort expended, anxiety caused, and cost.

**b. What performance measures are used to determine progress and what baseline data is available (current and proposed budget, # served, etc)?**

The Department is now using Results Based Accountability (RBA) performance measures. We have identified three programs within the Department and have described in detail the performance measures for each.

## FY19 Appropriations Committee Questionnaire

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Program 1: TOP 100 List. Measures include amount collected, percent of top 100 in payment plans, and percent of total debts collected.

Program 2: Current Use Administration. Performance measures include total participants, total parcels, number of applications, and application processing time.

Program 3: Refund Review. Performance measures include number of refunds reviewed, number of fraudulent returns stopped, amount of fraudulent refund stopped, number of FTEs utilized, and percent of fraudulent returns stopped.

These programs are described in more detail in the Department's description of our RBA program.

### **3. Is there a better way?**

The most effective way to collect the right amount of tax is for taxpayers to voluntarily make tax payments. The alternative method - through the use of audits, assessments and collection activity – are much more costly and result in fewer tax dollars to spend on public services.

The Department strives to enhance the voluntary reporting and payment of taxes through better communication, education, and ease of reporting. To that end, the Department has continued to find new ways to inform taxpayers of their tax responsibilities using our website, email, and our online transaction portal, myVTax.

Vermont will be better off if taxpayers can get the information they need so that they can voluntarily comply with Vermont's tax code.

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# Program Performance\*

\*per 32 VSA §307(c)



Department of Taxes



## Section 3

**FY 2019 Budget  
Submission**

## Department of Taxes

### ***Mission Statement:***

The mission of the Vermont Department of Taxes is to collect the proper amount of tax revenue in a timely, efficient, and fair manner to pay for the goods and services people receive from State government; to administer property tax assistance programs through highly efficient means; to serve local governments by striving to improve local property tax assessment practices; and to assist and service taxpayers, legislators and others to the maximum extent feasible.

### ***Goals:***

The Department of Taxes has four main goals 1) to process taxes more efficiently, 2) to improve taxpayer communication, 3) to reduce the tax gap, and 4) to attract, develop, promote, and retain the best possible workforce.

### ***Indicators:***

The Department is using several indicators and activities to help inform and improve the way we work. The amount of revenue collected from compliance programs indicates how well the Department is doing at reducing the tax gap. For example, the Department was charged with publishing the names of the Top 100 individuals and Top 100 businesses with the largest tax debts. Careful measurement of this new initiative will help gauge its effectiveness and utility. Specifically, the Department aims to increase compliance from those with the highest delinquencies. The Department will track how much is collected from those who are on the lists or who could be put on the list with the goal to increase the percentage of those in compliance. Staff time is also being tracked to measure the effectiveness of this effort compared to other collection activities.

With our goal of processing taxes more efficiently, the Department strives to reduce processing times for tax returns and tax programs and identify and reduce waste and fraud. The Department's processing of Current Use applications and refund Fraud Prevention efforts are both being monitored to allocate appropriate resources for this work. Current Use is monitoring the number of applications and the time it takes to research and approve applications in an effort to reduce processing times. Modernization efforts such as an electronic submission and processing system, called eCUSE, will greatly improve functionality and speed.

For Fraud Prevention, the Department has already implemented a Data Warehouse to help identify suspicious refund requests and stop fraudulent requests from being paid. Tracking the number and dollar amount of fraudulent returns stopped highlights the significance of the problem and points to whether additional resources are needed. As with the Top 100 and Current Use activities, staff time is tracked to gauge efficiency of the fraud prevention work and understand how best to allocate resources in the future.

***Groups of people served:***

The Department serves all taxpayers, businesses, individuals, and property owners, and anyone applying for credits or Current Use. While the three programs, Top 100, Current Use, and Fraud Prevention, all serve more discrete populations, understanding the effectiveness of those programs helps improve service to all taxpayers and ensures efficient use of taxpayer dollars.

***Resources:***

The Department meets its current obligations but continues to strive to better the way it does business. Process change is labor intensive and difficult to do while maintaining day-to-day processing. Future needs include additional IT modernization investments, and different staffing issues may arise as the Department strives to be more efficient.

***Programmatic Changes:***

The Department has recently completed a large scale, four-year effort to replace its aging tax systems. In November 2017, the final tax types were converted into VTax, making it the single tax processing system for Vermont. This project was completed on time, under budget, and with an expanded scope. A true success story.

As the new computer system comes online, the Department will undergo changes to its structure, positions and processes. Recently, the administration of the property transfer tax, real estate withholding, and land gains taxes has been transferred from Property, Valuation and Review (PVR) to Taxpayer Services to gain internal processing efficiencies.

Passage of state or federal laws have the greatest potential to increase the Department's work in collecting the right amount of tax. The Department has already been successful in 2017 in having some remote vendors start collecting the state's sales tax or meals and rooms tax. In January 2018, the Department will begin receiving 1099 information from remote sellers on their sales made within Vermont. These efforts will continue to evolve in the coming years to improve tax collection of online transactions.

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# Budget Rollup Report

 Department of Taxes



**Section 4**

**FY 2019 Budget  
Submission**



## State of Vermont

Organization: 1140010000 - Tax - administration/collection

### Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
Salaries and Wages	9,351,356	9,389,780	9,389,780	8,896,990	(492,790)	-5.2%
Fringe Benefits	4,177,294	4,465,059	4,465,059	4,175,251	(289,808)	-6.5%
Contracted and 3rd Party Service	441,435	556,000	556,000	605,788	49,788	9.0%
PerDiem and Other Personal Services	33,363	61,100	61,100	61,100	0	0.0%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>14,003,448</b>	<b>14,471,939</b>	<b>14,471,939</b>	<b>13,739,129</b>	<b>(732,810)</b>	<b>-5.1%</b>

### Budget Object Group: 2. OPERATING

Budget Object Rollup Name	FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
Equipment	207,828	224,788	224,788	1,321,468	1,096,680	487.9%
IT/Telecom Services and Equipment	1,444,368	1,548,772	1,548,772	2,665,050	1,116,278	72.1%
Travel	137,332	108,300	108,300	113,563	5,263	4.9%
Supplies	98,804	114,650	114,650	114,650	0	0.0%
Other Purchased Services	1,007,665	1,788,054	1,788,054	1,056,996	(731,058)	-40.9%
Other Operating Expenses	206,814	209,177	209,177	212,185	3,008	1.4%
Rental Other	14,697	22,000	22,000	12,000	(10,000)	-45.5%
Rental Property	884,479	926,254	926,254	980,836	54,582	5.9%
Property and Maintenance	123,015	49,650	49,650	89,000	39,350	79.3%
Debt Service and Interest	5,493	0	0	0	0	0.0%
Rentals	158,210	125,846	125,846	95,557	(30,289)	-24.1%
Repair and Maintenance Services	0	0	0	0	0	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>4,288,704</b>	<b>5,117,491</b>	<b>5,117,491</b>	<b>6,661,305</b>	<b>1,543,814</b>	<b>30.2%</b>
<b>Total Expenses</b>	<b>18,292,152</b>	<b>19,589,430</b>	<b>19,589,430</b>	<b>20,400,434</b>	<b>811,004</b>	<b>4.1%</b>

## State of Vermont

**Organization: 1140010000 - Tax - administration/collection**

<b>Fund Name</b>	<b>FY2017 Actuals</b>	<b>FY2018 Original As Passed Budget</b>	<b>FY2018 Governor's BAA Recommended Budget</b>	<b>FY2019 Governor's Recommended Budget</b>	<b>Difference Between FY2019 Governor's Recommend and FY2018 As Passed</b>	<b>Percent Change FY2019 Governor's Recommend and FY2018 As Passed</b>
General Funds	16,781,409	18,075,976	18,075,976	18,686,980	611,004	3.4%
Special Fund	1,368,178	1,370,888	1,370,888	1,570,888	200,000	14.6%
IDT Funds	142,566	142,566	142,566	142,566	0	0.0%
<b>Funds Total</b>	<b>18,292,152</b>	<b>19,589,430</b>	<b>19,589,430</b>	<b>20,400,434</b>	<b>811,004</b>	<b>4.1%</b>
Position Count				148		
FTE Total				148		

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# Budget Detail Reports

 Department of Taxes



**Section 5**

**FY 2019 Budget  
Submission**

## State of Vermont

Organization: 1140010000 - Tax - administration/collection

### Budget Object Group: 1. PERSONAL SERVICES

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Salaries and Wages</b>		<b>FY2017 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Classified Employees	500000	9,325,550	8,325,240	8,325,240	7,715,471	(609,769)	-7.3%
Exempt	500010	0	929,240	929,240	989,789	60,549	6.5%
Other Regular Employees	500020	0	0	0	56,430	56,430	0.0%
Temporary Employees	500040	0	370,000	370,000	370,000	0	0.0%
Overtime	500060	25,806	15,300	15,300	15,300	0	0.0%
Vacancy Turnover Savings	508000	0	(250,000)	(250,000)	(250,000)	0	0.0%
<b>Total: Salaries and Wages</b>		<b>9,351,356</b>	<b>9,389,780</b>	<b>9,389,780</b>	<b>8,896,990</b>	<b>(492,790)</b>	<b>-5.2%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Fringe Benefits</b>		<b>FY2017 Actuals</b>					
<b>Description</b>	<b>Code</b>						
FICA - Classified Employees	501000	687,772	636,879	636,879	594,546	(42,333)	-6.6%
FICA - Exempt	501010	0	71,086	71,086	75,720	4,634	6.5%
Health Ins - Classified Empl	501500	1,774,669	1,744,179	1,744,179	1,532,318	(211,861)	-12.1%
Health Ins - Exempt	501510	0	161,065	161,065	194,631	33,566	20.8%
Retirement - Classified Empl	502000	1,513,269	1,445,737	1,445,737	1,349,405	(96,332)	-6.7%
Retirement - Exempt	502010	0	134,967	134,967	156,440	21,473	15.9%
Dental - Classified Employees	502500	89,057	118,306	118,306	109,620	(8,686)	-7.3%
Dental - Exempt	502510	0	10,322	10,322	10,556	234	2.3%
Life Ins - Classified Empl	503000	26,274	35,129	35,129	32,800	(2,329)	-6.6%
Life Ins - Exempt	503010	0	3,922	3,922	4,177	255	6.5%
LTD - Classified Employees	503500	3,180	1,195	1,195	973	(222)	-18.6%

## State of Vermont

		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Fringe Benefits</b>							
LTD - Exempt	503510	0	1,360	1,360	2,277	917	67.4%
EAP - Classified Empl	504000	4,534	4,470	4,470	4,050	(420)	-9.4%
EAP - Exempt	504010	0	390	390	390	0	0.0%
Employee Room Allowance	504520	0	53,820	53,820	53,820	0	0.0%
Employee Tuition Costs	504530	522	2,000	2,000	2,000	0	0.0%
Workers Comp - Ins Premium	505200	41,934	27,332	27,332	15,528	(11,804)	-43.2%
Unemployment Compensation	505500	26,690	12,900	12,900	26,700	13,800	107.0%
Catamount Health Assessment	505700	9,393	0	0	9,300	9,300	0.0%
<b>Total: Fringe Benefits</b>		<b>4,177,294</b>	<b>4,465,059</b>	<b>4,465,059</b>	<b>4,175,251</b>	<b>(289,808)</b>	<b>-6.5%</b>

		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Contracted and 3rd Party Service</b>							
<b>Description</b>	<b>Code</b>						
Contr&3Rd Party-Fulfillment	507020	123	0	0	0	0	0.0%
Contr & 3Rd Party - Legal	507200	0	3,000	3,000	3,000	0	0.0%
Court Officer Contracts	507205	77	0	0	0	0	0.0%
Contr&3Rd Pty-Appr/Engineering	507300	0	15,000	15,000	15,000	0	0.0%
Contr&3Rd Pty-Educ & Training	507350	8,456	15,000	15,000	15,000	0	0.0%
IT Contracts - Project Management	507542	2,864	0	0	0	0	0.0%
Contr&3Rd Pty - Info Tech	507550	176,855	412,500	412,500	342,288	(70,212)	-17.0%
Other Contr and 3Rd Pty Serv	507600	169,624	40,500	40,500	160,500	120,000	296.3%
Recording & Other Fees	507620	47,162	70,000	70,000	70,000	0	0.0%
Temporary Employment Agencies	507630	36,275	0	0	0	0	0.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>441,435</b>	<b>556,000</b>	<b>556,000</b>	<b>605,788</b>	<b>49,788</b>	<b>9.0%</b>

## State of Vermont

PerDiem and Other Personal Services		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
Description	Code						
Per Diem	506000	14,159	40,600	40,600	40,600	0	0.0%
Other Pers Serv	506200	0	0	0	0	0	0.0%
Transcripts	506220	172	500	500	500	0	0.0%
Sheriffs	506230	(281)	0	0	0	0	0.0%
Service of Papers	506240	19,314	20,000	20,000	20,000	0	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>33,363</b>	<b>61,100</b>	<b>61,100</b>	<b>61,100</b>	<b>0</b>	<b>0.0%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>14,003,448</b>	<b>14,471,939</b>	<b>14,471,939</b>	<b>13,739,129</b>	<b>(732,810)</b>	<b>-5.1%</b>

### Budget Object Group: 2. OPERATING

Debt Service and Interest		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and As Passed	FY2019 Governor's Recommend and As Passed
Description	Code						
Agency Fund Payments	551400	5,493	0	0	0	0	0.0%
<b>Total: Debt Service and Interest</b>		<b>5,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

Equipment		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
Description	Code						
Hardware - Desktop & Laptop Pc	522216	65,758	50,000	50,000	48,000	(2,000)	-4.0%
Hw - Printers,Copiers,Scanners	522217	14,309	15,500	15,500	15,500	0	0.0%
Software - Application Support	522284	64,137	0	0	1,100,000	1,100,000	0.0%
Software-Security	522288	34,000	124,288	124,288	122,968	(1,320)	-1.1%

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			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Equipment</b>		<b>FY2017 Actuals</b>					
Other Equipment	522400	3,039	0	0	0	0	0.0%
Office Equipment	522410	0	0	0	0	0	0.0%
Furniture & Fixtures	522700	26,586	35,000	35,000	35,000	0	0.0%
<b>Total: Equipment</b>		<b>207,828</b>	<b>224,788</b>	<b>224,788</b>	<b>1,321,468</b>	<b>1,096,680</b>	<b>487.9%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>IT/Telecom Services and Equipment</b>		<b>FY2017 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Communications	516600	550	0	0	0	0	0.0%
Internet	516620	4,240	4,000	4,000	4,000	0	0.0%
Tele-Internet-Dsl-Cable Modem	516626	0	0	0	0	0	0.0%
Telecom-Other Telecom Services	516650	0	0	0	0	0	0.0%
Telecom-Toll Free Phone Serv	516657	37,953	38,500	38,500	38,500	0	0.0%
Telecom-Conf Calling Services	516658	0	0	0	0	0	0.0%
Telecom-Wireless Phone Service	516659	39	0	0	0	0	0.0%
ADS Enterp App Supp SOV Emp Exp	516660	0	0	0	712,735	712,735	0.0%
ADS App Support SOV Emp Exp	516661	0	0	0	1,652,135	1,652,135	0.0%
It Intersvccost- Dii Other	516670	0	0	0	0	0	0.0%
It Intsvccost-Vision/Isdassess	516671	141,204	146,882	146,882	129,302	(17,580)	-12.0%
ADS Centrex Exp.	516672	744	166,137	166,137	0	(166,137)	-100.0%
It Inter Svc Cost Data Process	516677	0	0	0	0	0	0.0%
It Inter Svc Cost User Support	516678	1,095,471	275,635	275,635	0	(275,635)	-100.0%
It Inter Svc Cost App Dev&Main	516679	0	0	0	0	0	0.0%
ADS Allocation Exp.	516685	164,834	179,945	179,945	128,378	(51,567)	-28.7%
Software as a Service	519085	0	24,323	24,323	0	(24,323)	-100.0%
Hw - Other Info Tech	522200	0	500,000	500,000	0	(500,000)	-100.0%
Hw-Server,Mainfrme,Datastorequ	522214	0	0	0	0	0	0.0%
Hw-Telephone Systems&Equip	522218	0	0	0	0	0	0.0%

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			FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
		FY2017 Actuals	As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>IT/Telecom Services and Equipment</b>							
Hardware-Telephone User Equip	522219	0	0	0	0	0	0.0%
Software - Other	522220	0	213,350	213,350	0	(213,350)	-100.0%
Software - Office Technology	522221	0	0	0	0	0	0.0%
Sw-Database&Management Sys	522222	0	0	0	0	0	0.0%
Sw-Website Dev Maint Hosting	522224	0	0	0	0	0	0.0%
Sw-Program&Application Develop	522229	0	0	0	0	0	0.0%
Cost of Non-Stock IT Hardware	525192	(666)	0	0	0	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>1,444,368</b>	<b>1,548,772</b>	<b>1,548,772</b>	<b>2,665,050</b>	<b>1,116,278</b>	<b>72.1%</b>

			FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
		FY2017 Actuals	As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Operating Expenses</b>							
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	177,996	182,177	182,177	185,185	3,008	1.7%
Registration & Identification	523640	28,818	27,000	27,000	27,000	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>206,814</b>	<b>209,177</b>	<b>209,177</b>	<b>212,185</b>	<b>3,008</b>	<b>1.4%</b>

			FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
		FY2017 Actuals	As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Purchased Services</b>							
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	5,482	5,655	5,655	5,600	(55)	-1.0%
Insurance - General Liability	516010	20,376	21,189	21,189	24,027	2,838	13.4%
Dues	516500	59,169	35,500	35,500	35,500	0	0.0%
Licenses	516550	801	4,000	4,000	4,000	0	0.0%
Telecom-Telephone Services	516652	21,518	65,000	65,000	65,000	0	0.0%
Advertising-Print	516813	0	0	0	0	0	0.0%



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		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Other Purchased Services</b>							
Advertising - Job Vacancies	516820	3,338	0	0	0	0	0.0%
Trade Shows & Events	516870	0	3,000	3,000	3,000	0	0.0%
Printing and Binding	517000	61,784	51,500	51,500	51,500	0	0.0%
Printing & Binding-Bgs Copy Ct	517005	117,024	100,000	100,000	100,000	0	0.0%
Photocopying	517020	(12)	0	0	0	0	0.0%
Process&Printg Films, Microfilm	517050	0	0	0	0	0	0.0%
Registration For Meetings&Conf	517100	7,847	5,000	5,000	5,000	0	0.0%
Training - Info Tech	517110	0	0	0	0	0	0.0%
Postage	517200	314,308	320,000	320,000	320,000	0	0.0%
Postage - Bgs Postal Svcs Only	517205	205,281	250,000	250,000	250,000	0	0.0%
Freight & Express Mail	517300	2,133	0	0	0	0	0.0%
Instate Conf, Meetings, Etc	517400	115	0	0	0	0	0.0%
Outside Conf, Meetings, Etc	517500	2,965	0	0	0	0	0.0%
Other Purchased Services	519000	17,369	0	0	0	0	0.0%
Agency Fee	519005	92,666	129,000	129,000	85,582	(43,418)	-33.7%
Human Resources Services	519006	75,500	85,947	85,947	107,787	21,840	25.4%
Administrative Service Charge	519010	0	0	0	0	0	0.0%
Moving State Agencies	519040	0	0	0	0	0	0.0%
Infrastructure as a Service	519081	0	712,263	712,263	0	(712,263)	-100.0%
<b>Total: Other Purchased Services</b>		<b>1,007,665</b>	<b>1,788,054</b>	<b>1,788,054</b>	<b>1,056,996</b>	<b>(731,058)</b>	<b>-40.9%</b>

		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Property and Maintenance</b>							
<b>Description</b>	<b>Code</b>						
Recycling	510220	3,860	2,000	2,000	2,000	0	0.0%
Other Property Mgmt Services	510500	40	0	0	0	0	0.0%
Exterminators	510510	228	0	0	0	0	0.0%
Repair & Maint - Buildings	512000	192	22,000	22,000	42,000	20,000	90.9%

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		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Property and Maintenance</b>							
Rep&Maint-Info Tech Hardware	513000	0	0	0	0	0	0.0%
Repair&Maintenance-Compsys Hw	513005	0	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	43,484	25,650	25,650	45,000	19,350	75.4%
Repair & Maintenance - Softwar	513015	0	0	0	0	0	0.0%
Repair&Maint-Non-Info Tech Equ	513100	75,211	0	0	0	0	0.0%
Other Repair & Maint Serv	513200	0	0	0	0	0	0.0%
<b>Total: Property and Maintenance</b>		<b>123,015</b>	<b>49,650</b>	<b>49,650</b>	<b>89,000</b>	<b>39,350</b>	<b>79.3%</b>

		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Other</b>							
<b>Description</b>	<b>Code</b>						
Rental of Equipment & Vehicles	514500	943	0	0	0	0	0.0%
Rental - Auto	514550	12,444	22,000	22,000	12,000	(10,000)	-45.5%
Rental - Office Equipment	514650	0	0	0	0	0	0.0%
Rental - Other	515000	1,310	0	0	0	0	0.0%
<b>Total: Rental Other</b>		<b>14,697</b>	<b>22,000</b>	<b>22,000</b>	<b>12,000</b>	<b>(10,000)</b>	<b>-45.5%</b>

		FY2017 Actuals	FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
			As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Rental Property</b>							
<b>Description</b>	<b>Code</b>						
Rent Land & Bldgs-Office Space	514000	18,928	0	0	18,928	18,928	0.0%
Fee-For-Space Charge	515010	865,551	926,254	926,254	961,908	35,654	3.8%
<b>Total: Rental Property</b>		<b>884,479</b>	<b>926,254</b>	<b>926,254</b>	<b>980,836</b>	<b>54,582</b>	<b>5.9%</b>

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			FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
		FY2017 Actuals	As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Supplies</b>							
Description	Code						
Office Supplies	520000	41,339	53,000	53,000	53,000	0	0.0%
Vehicle & Equip Supplies&Fuel	520100	0	0	0	0	0	0.0%
Gasoline	520110	14	0	0	0	0	0.0%
Other General Supplies	520500	193	0	0	0	0	0.0%
It & Data Processing Supplies	520510	12,097	0	0	0	0	0.0%
Educational Supplies	520540	67	0	0	0	0	0.0%
Recognition/Awards	520600	0	0	0	0	0	0.0%
Food	520700	4,073	1,650	1,650	1,650	0	0.0%
Books&Periodicals-Library/Educ	521500	0	0	0	0	0	0.0%
Subscriptions	521510	41,021	60,000	60,000	60,000	0	0.0%
Subscriptions Other Info Serv	521515	0	0	0	0	0	0.0%
Other Books & Periodicals	521520	0	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>98,804</b>	<b>114,650</b>	<b>114,650</b>	<b>114,650</b>	<b>0</b>	<b>0.0%</b>

			FY2018 Original	FY2018 Governor's BAA	FY2019 Governor's	Difference Between	Percent Change
		FY2017 Actuals	As Passed Budget	Recommended Budget	Recommended Budget	FY2019 Governor's Recommend and FY2018 As Passed	FY2019 Governor's Recommend and FY2018 As Passed
<b>Travel</b>							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	91,977	75,000	75,000	85,000	10,000	13.3%
Travel-Inst-Other Transp-Emp	518010	4,034	5,000	5,000	5,000	0	0.0%
Travel-Inst-Meals-Emp	518020	306	150	150	150	0	0.0%
Travel-Inst-Lodging-Emp	518030	50	200	200	200	0	0.0%
Travel-Inst-Incidentals-Emp	518040	74	200	200	200	0	0.0%
Travel-Inst-Auto Mileage-Nonemp	518300	3,880	5,000	5,000	263	(4,737)	-94.7%
Travel-Inst-Other Trans-Nonemp	518310	8	0	0	0	0	0.0%
Travel-Inst-Meals-Nonemp	518320	991	750	750	750	0	0.0%
Travel-Inst-Incidentals-Nonemp	518340	1,740	0	0	0	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	2,707	2,000	2,000	2,000	0	0.0%

## State of Vermont

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Travel</b>		<b>FY2017 Actuals</b>					
Travel-Outst-Other Trans-Emp	518510	15,030	8,500	8,500	8,500	0	0.0%
Travel-Outst-Meals-Emp	518520	1,992	2,000	2,000	2,000	0	0.0%
Travel-Outst-Lodging-Emp	518530	11,911	9,000	9,000	9,000	0	0.0%
Travel-Outst-Incidentals-Emp	518540	2,631	500	500	500	0	0.0%
<b>Total: Travel</b>		<b>137,332</b>	<b>108,300</b>	<b>108,300</b>	<b>113,563</b>	<b>5,263</b>	<b>4.9%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
<b>Rentals</b>		<b>FY2017 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Software-License-ApplicaSupprt	516551	158,210	0	0	95,557	95,557	0.0%
Software-License-Security	516554	0	125,846	125,846	0	(125,846)	-100.0%
<b>Total: Rentals</b>		<b>158,210</b>	<b>125,846</b>	<b>125,846</b>	<b>95,557</b>	<b>(30,289)</b>	<b>-24.1%</b>

			FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between Recommend and As Passed	Percent Change Recommend and As Passed
<b>Repair and Maintenance Services</b>		<b>FY2017 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Software-Rep&Maint-ApplicaSupp	513050	0	0	0	0	0	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

<b>Total: 2. OPERATING</b>	<b>4,288,704</b>	<b>5,117,491</b>	<b>5,117,491</b>	<b>6,661,305</b>	<b>1,543,814</b>	<b>30.2%</b>
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<b>Total Expenses:</b>	<b>18,292,152</b>	<b>19,589,430</b>	<b>19,589,430</b>	<b>20,400,434</b>	<b>811,004</b>	<b>4.1%</b>
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## State of Vermont

Fund Name	Fund Code	FY2017 Actuals	FY2018 Original As Passed Budget	FY2018		Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed
				Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget		
General Fund	10000	16,781,409	18,075,976	18,075,976	18,686,980	611,004	3.4%
Inter-Unit Transfers Fund	21500	142,566	142,566	142,566	142,566	0	0.0%
Tax-Miscellaneous Fees	21590	392,887	392,888	392,888	392,888	0	0.0%
Tax-Local Option Process Fees	21591	458,714	460,000	460,000	660,000	200,000	43.5%
Tax-Current Use Admin	21594	511,083	518,000	518,000	518,000	0	0.0%
VT Green Up Check Off	63138	5,493	0	0	0	0	0.0%
<b>Funds Total:</b>		<b>18,292,152</b>	<b>19,589,430</b>	<b>19,589,430</b>	<b>20,400,434</b>	<b>811,004</b>	<b>4.1%</b>
Position Count					148.0		
FTE Total					148.0		

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# Personnel Summary Reports

 Department of Taxes



**Attachment 6**

**FY 2019 Budget  
Submission**

**State of Vermont**

**FY2019 Governor's Recommended Budget Position Summary Report**

**I140010000-Tax - administration/collection**

<b>Position Number</b>	<b>Classification</b>	<b>FTE</b>	<b>Count</b>	<b>Gross Salary</b>	<b>Benefits Total</b>	<b>Statutory Total</b>	<b>Total</b>
080001	004002 - Tax Clerk II	1.00	1.00	48,422	26,394	3,704	78,520
080002	040100 - Director Taxpayer Services	1.00	1.00	91,437	27,502	6,995	125,934
080004	548900 - Asst Dir Property Val & Review	1.00	1.00	85,758	39,408	6,560	131,726
080006	038410 - PVR Compliance Program Mgr	1.00	1.00	90,210	34,079	6,901	131,190
080010	089080 - Financial Manager I	1.00	1.00	62,546	28,922	4,785	96,253
080011	089020 - Financial Specialist I	1.00	1.00	36,213	25,083	2,770	64,066
080012	089190 - Administrative Srvc Tech III	1.00	1.00	42,557	25,346	3,256	71,159
080014	089210 - Administrative Srvc Tech IV	1.00	1.00	56,430	31,118	4,317	91,865
080015	039200 - Tax Examiner IV	1.00	1.00	47,403	17,768	3,626	68,797
080017	039200 - Tax Examiner IV	1.00	1.00	66,789	12,792	5,109	84,690
080020	549400 - Property Tax Specialist I	1.00	1.00	44,533	8,810	3,407	56,750
080020	549400 - Property Tax Specialist I	1.00	1.00	45,947	9,063	3,515	58,525

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080021	089210 - Administrative Svcs Tech IV	1.00	1.00	50,523	18,227	3,865	72,615
080022	208801 - Business Analyst AC: Tax	1.00	1.00	60,486	28,553	4,627	93,666
080023	436500 - Tax Compliance Officer I	1.00	1.00	39,499	7,910	3,022	50,431
080025	038420 - PVR Program Manager	1.00	1.00	68,640	30,012	5,251	103,903
080026	004003 - Tax Clerk III	1.00	1.00	48,131	32,676	3,682	84,489
080028	208801 - Business Analyst AC: Tax	1.00	1.00	60,486	34,886	4,627	99,999
080031	036300 - Tax Compliance Officer III	1.00	1.00	47,944	17,766	3,668	69,378
080032	036601 - Tax Compliance Section Chief	1.00	1.00	77,875	37,998	5,957	121,830
080035	062300 - Prop Valu Dist Advisor	1.00	1.00	68,765	30,034	5,260	104,059
080036	239500 - Tax Research Statistician	1.00	1.00	64,293	12,345	4,918	81,556
080038	037700 - Tax Examiner II	1.00	1.00	45,947	9,063	3,515	58,525
080039	006100 - Senior Data Technician	1.00	1.00	35,693	7,229	2,731	45,653



## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080040	089030 - Financial Specialist II	1.00	1.00	53,394	18,840	4,084	76,318
080041	039200 - Tax Examiner IV	1.00	1.00	66,789	21,237	5,109	93,135
080042	500090 - Tax Field Audit Section Chief	1.00	1.00	68,640	13,123	5,251	87,014
080046	036601 - Tax Compliance Section Chief	1.00	1.00	59,946	29,329	4,586	93,861
080047	039200 - Tax Examiner IV	1.00	1.00	50,773	9,926	3,884	64,583
080049	039201 - Tax Examiner V	1.00	1.00	60,882	34,957	4,658	100,497
080050	548550 - Taxpayer Serv Review Sec Chief	1.00	1.00	90,834	40,316	6,949	138,099
080051	436100 - Tax Compliance Officer II	1.00	1.00	54,870	19,105	4,198	78,173
080052	037770 - Tax Field Auditor I	1.00	1.00	46,446	9,152	3,553	59,151
080053	028500 - Tax Field Auditor IV	1.00	1.00	64,542	35,612	4,938	105,092
080055	062300 - Prop Valu Dist Advisor	1.00	1.00	66,893	29,699	5,117	101,709
080056	555001 - Research Economist	1.00	1.00	66,726	8,664	5,105	80,495

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080058	036300 - Tax Compliance Officer III	1.00	1.00	44,845	26,627	3,430	74,902
080059	037200 - Tax Field Auditor III	1.00	1.00	56,992	27,929	4,360	89,281
080062	208801 - Business Analyst AC: Tax	1.00	1.00	64,542	12,390	4,938	81,870
080064	549400 - Property Tax Specialist I	1.00	1.00	56,430	27,827	4,317	88,574
080065	436100 - Tax Compliance Officer II	1.00	1.00	41,725	16,752	3,192	61,669
080067	028700 - Tax Field Auditor II	1.00	1.00	70,678	13,488	5,407	89,573
080070	037700 - Tax Examiner II	1.00	1.00	40,290	25,813	3,082	69,185
080071	089240 - Administrative Svcs Cord III	1.00	1.00	70,782	30,199	5,415	106,396
080073	028900 - Taxpayer Advocate	1.00	1.00	70,886	21,970	5,423	98,279
080077	089210 - Administrative Svcs Tech IV	1.00	1.00	47,403	17,669	3,626	68,698
080081	478100 - Business Process Manager	1.00	1.00	70,720	21,940	5,410	98,070
080083	039200 - Tax Examiner IV	1.00	1.00	59,675	21,609	4,565	85,849

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080085	037700 - Tax Examiner II	1.00	1.00	53,394	10,395	4,084	67,873
080086	042000 - Tax Policy Analyst	1.00	1.00	68,640	32,268	5,251	106,159
080090	004003 - Tax Clerk III	1.00	1.00	48,131	17,899	3,682	69,712
080091	037800 - Tax Examiner III	1.00	1.00	46,446	17,498	3,553	67,497
080093	028700 - Tax Field Auditor II	1.00	1.00	54,205	10,541	4,147	68,893
080094	037770 - Tax Field Auditor I	1.00	1.00	46,446	9,152	3,553	59,151
080095	028500 - Tax Field Auditor IV	1.00	1.00	71,282	36,818	5,453	113,553
080097	548500 - Taxpayer Services Sec Chief	1.00	1.00	66,290	29,592	5,071	100,953
080102	436100 - Tax Compliance Officer II	1.00	1.00	41,725	31,529	3,192	76,446
080103	037800 - Tax Examiner III	1.00	1.00	49,546	18,152	3,790	71,488
080104	548500 - Taxpayer Services Sec Chief	1.00	1.00	68,432	13,086	5,235	86,753
080105	037800 - Tax Examiner III	1.00	1.00	52,811	33,513	4,040	90,364

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080106	006100 - Senior Data Technician	1.00	1.00	44,304	17,214	3,389	64,907
080107	089130 - Financial Director I	1.00	1.00	80,288	23,553	6,142	109,983
080108	089080 - Financial Manager I	1.00	1.00	58,594	19,671	4,483	82,748
080110	010500 - Tax Compliance Data Analyst	1.00	1.00	65,083	22,577	4,979	92,639
080111	436100 - Tax Compliance Officer II	1.00	1.00	44,533	25,699	3,407	73,639
080112	036300 - Tax Compliance Officer III	1.00	1.00	54,579	19,052	4,175	77,806
080113	039201 - Tax Examiner V	1.00	1.00	56,992	11,040	4,360	72,392
080118	039200 - Tax Examiner IV	1.00	1.00	49,130	18,077	3,758	70,965
080119	478100 - Business Process Manager	1.00	1.00	73,008	22,349	5,585	100,942
080120	042000 - Tax Policy Analyst	1.00	1.00	73,278	13,953	5,606	92,837
080122	549500 - Property Tax Specialist III	1.00	1.00	52,146	10,172	3,989	66,307
080125	039200 - Tax Examiner IV	1.00	1.00	66,789	22,882	5,109	94,780

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080126	037700 - Tax Examiner II	1.00	1.00	40,290	16,496	3,082	59,868
080128	436500 - Tax Compliance Officer I	1.00	1.00	39,499	24,799	3,022	67,320
080130	037600 - Tax Examiner I	1.00	1.00	39,499	7,910	3,022	50,431
080132	037600 - Tax Examiner I	1.00	1.00	39,499	7,910	3,022	50,431
080133	028500 - Tax Field Auditor IV	1.00	1.00	64,542	29,279	4,938	98,759
080137	001810 - Senior Legal Assistant	1.00	1.00	56,430	19,383	4,317	80,130
080139	208800 - Business Analyst	1.00	1.00	62,546	28,922	4,785	96,253
080140	037700 - Tax Examiner II	1.00	1.00	43,077	16,995	3,296	63,368
080141	026500 - Assistant Director of Tax Comp	1.00	1.00	72,738	37,245	5,565	115,548
080142	062100 - Property Tax Supervisor	1.00	1.00	85,280	39,322	6,524	131,126
080144	039201 - Tax Examiner V	1.00	1.00	58,906	19,827	4,506	83,239
080145	536000 - AsstDirector Taxpayer Services	1.00	1.00	77,688	23,187	5,943	106,818

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080146	037800 - Tax Examiner III	1.00	1.00	46,446	9,152	3,553	59,151
080148	062300 - Prop Valu Dist Advisor	1.00	1.00	50,170	27,581	3,838	81,589
080150	039201 - Tax Examiner V	1.00	1.00	56,992	11,040	4,360	72,392
080151	039200 - Tax Examiner IV	1.00	1.00	55,952	34,075	4,280	94,307
080152	549500 - Property Tax Specialist III	1.00	1.00	55,515	19,220	4,247	78,982
080155	037600 - Tax Examiner I	1.00	1.00	39,499	31,132	3,022	73,653
080156	037802 - Tax Education Supervisor	1.00	1.00	66,893	29,699	5,117	101,709
080157	039204 - Property Tax Specialist II	1.00	1.00	49,546	18,152	3,790	71,488
080159	010500 - Tax Compliance Data Analyst	1.00	1.00	61,318	28,702	4,691	94,711
080160	549500 - Property Tax Specialist III	1.00	1.00	52,146	33,394	3,989	89,529
080163	042000 - Tax Policy Analyst	1.00	1.00	68,640	13,123	5,251	87,014
080165	436100 - Tax Compliance Officer II	1.00	1.00	48,922	18,040	3,742	70,704

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080166	062200 - Prop Valu Dist Advis Supv	1.00	1.00	75,712	14,389	5,792	95,893
080167	039200 - Tax Examiner IV	1.00	1.00	52,416	27,109	4,010	83,535
080173	001700 - WEB DESIGN AND INFO MANG COOR	1.00	1.00	55,515	10,775	4,247	70,537
080175	202203 - Data Technician	1.00	1.00	46,051	17,526	3,523	67,100
080176	202203 - Data Technician	1.00	1.00	41,309	25,122	3,160	69,591
080177	039200 - Tax Examiner IV	1.00	1.00	66,789	21,237	5,109	93,135
080178	548500 - Taxpayer Services Sec Chief	1.00	1.00	73,008	22,349	5,585	100,942
080179	062200 - Prop Valu Dist Advis Supv	1.00	1.00	73,278	30,842	5,606	109,726
080180	062300 - Prop Valu Dist Advisor	1.00	1.00	61,318	31,993	4,691	98,002
080183	020200 - Mail & Supply Clerk	1.00	1.00	42,203	31,615	3,229	77,047
080185	039201 - Tax Examiner V	1.00	1.00	58,906	28,271	4,506	91,683
080186	037804 - Tax Program Training Specialis	1.00	1.00	60,486	11,664	4,627	76,777

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080187	036300 - Tax Compliance Officer III	1.00	1.00	57,949	34,433	4,433	96,815
080189	037700 - Tax Examiner II	1.00	1.00	48,922	18,040	3,742	70,704
080190	062300 - Prop Valu Dist Advisor	1.00	1.00	57,304	11,095	4,384	72,783
080192	089030 - Financial Specialist II	1.00	1.00	45,947	17,508	3,515	66,970
080193	089020 - Financial Specialist I	1.00	1.00	36,213	30,543	2,770	69,526
080194	039200 - Tax Examiner IV	1.00	1.00	55,952	27,742	4,280	87,974
080202	037700 - Tax Examiner II	1.00	1.00	40,290	8,051	3,082	51,423
080203	037800 - Tax Examiner III	1.00	1.00	46,446	9,152	3,553	59,151
080204	500090 - Tax Field Audit Section Chief	1.00	1.00	66,435	12,728	5,082	84,245
080205	028700 - Tax Field Auditor II	1.00	1.00	54,205	27,430	4,147	85,782
080206	037770 - Tax Field Auditor I	1.00	1.00	46,446	9,152	3,553	59,151
080207	028700 - Tax Field Auditor II	1.00	1.00	55,952	19,298	4,280	79,530



## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080209	088800 - Tax Internal Audit Sect Chief	1.00	1.00	59,946	29,329	4,586	93,861
080210	506800 - Tax Compliance Corp Audit Spec	1.00	1.00	73,008	30,793	5,585	109,386
080211	037200 - Tax Field Auditor III	1.00	1.00	58,906	34,604	4,506	98,016
080213	028700 - Tax Field Auditor II	1.00	1.00	55,952	19,298	4,280	79,530
080214	028700 - Tax Field Auditor II	1.00	1.00	47,403	37,070	3,626	88,099
080215	037600 - Tax Examiner I	1.00	1.00	39,499	16,355	3,022	58,876
080216	037700 - Tax Examiner II	1.00	1.00	40,290	31,003	3,082	74,375
080217	037770 - Tax Field Auditor I	1.00	1.00	51,168	32,949	3,914	88,031
080218	548500 - Taxpayer Services Sec Chief	1.00	1.00	95,555	26,383	7,310	129,248
080220	208801 - Business Analyst AC: Tax	1.00	1.00	71,282	36,818	5,453	113,553
080221	038400 - Director of Tax Compliance	1.00	1.00	100,506	27,500	7,688	135,694
080222	549400 - Property Tax Specialist I	1.00	1.00	41,725	18,279	3,192	63,196

## State of Vermont

### FY2019 Governor's Recommended Budget Position Summary Report

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
080223	037801 - Tax Education Specialist	1.00	1.00	49,546	32,659	3,790	85,995
080224	037800 - Tax Examiner III	1.00	1.00	46,446	17,597	3,553	67,596
080225	089080 - Financial Manager I	1.00	1.00	71,282	22,041	5,453	98,776
087001	90120A - Commissioner	1.00	1.00	118,394	45,519	9,057	172,970
087002	90570D - Deputy Commissioner	1.00	1.00	102,107	42,568	7,812	152,487
087003	95867E - Staff Attorney II	1.00	1.00	65,894	36,006	5,040	106,940
087004	95867E - Staff Attorney II	1.00	1.00	0	18,604	0	18,604
087006	95869E - Staff Attorney IV	1.00	1.00	82,888	24,309	6,341	113,538
087008	95875E - Sr Asst Atty General	1.00	1.00	87,693	39,956	6,709	134,358
087010	95570B - Dir Prop Valu&Review	1.00	1.00	81,224	15,562	6,214	103,000
087011	95869E - Staff Attorney IV	1.00	1.00	100,485	22,942	7,687	131,114
087012	95869E - Staff Attorney IV	1.00	1.00	87,381	34,508	6,685	128,574

**State of Vermont**

**FY2019 Governor's Recommended Budget Position Summary Report**

<b>Position Number</b>	<b>Classification</b>	<b>FTE</b>	<b>Count</b>	<b>Gross Salary</b>	<b>Benefits Total</b>	<b>Statutory Total</b>	<b>Total</b>
087014	91110E - Economist	1.00	1.00	79,186	18,751	6,058	103,995
087017	95868E - Staff Attorney III	1.00	1.00	69,451	30,317	5,313	105,081
087018	95360E - Principal Assistant	1.00	1.00	72,363	22,400	5,536	100,299
087019	91590E - Private Secretary	1.00	1.00	42,723	17,029	3,268	63,020
<b>Total</b>		<b>148.00</b>	<b>148.00</b>	<b>8,761,690</b>	<b>3,397,637</b>	<b>670,266</b>	<b>12,829,593</b>

<b>Fund Code</b>	<b>Fund Name</b>	<b>FTE</b>	<b>Count</b>	<b>Gross Salary</b>	<b>Benefits Total</b>	<b>Statutory Total</b>	<b>Total</b>
10000	General Fund	148.00	148.00	8,761,690	3,397,637	670,266	12,829,593
<b>Total</b>		<b>148.00</b>	<b>148.00</b>	<b>8,761,690</b>	<b>3,397,637</b>	<b>670,266</b>	<b>12,829,593</b>

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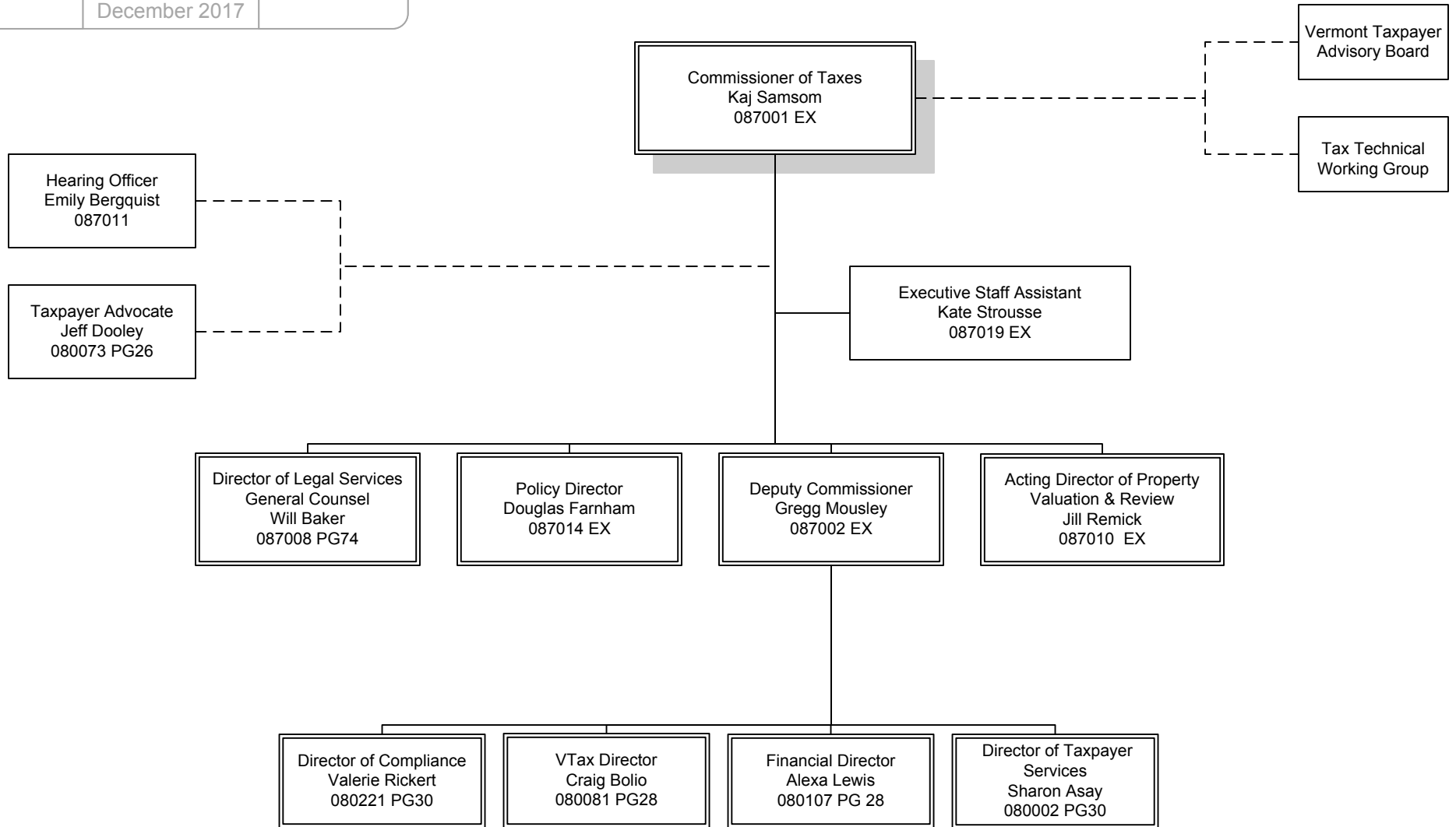
# Organizational Charts

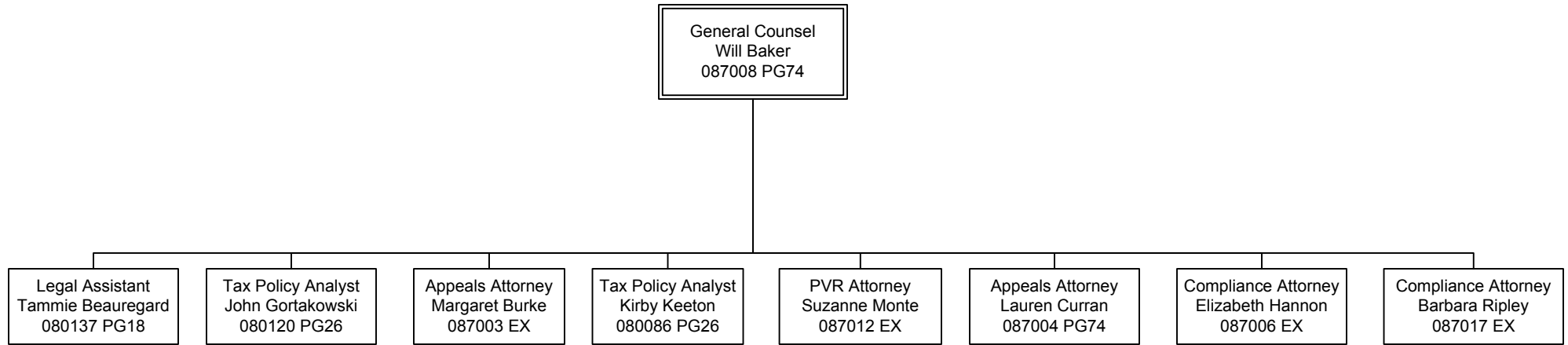
 Department of Taxes

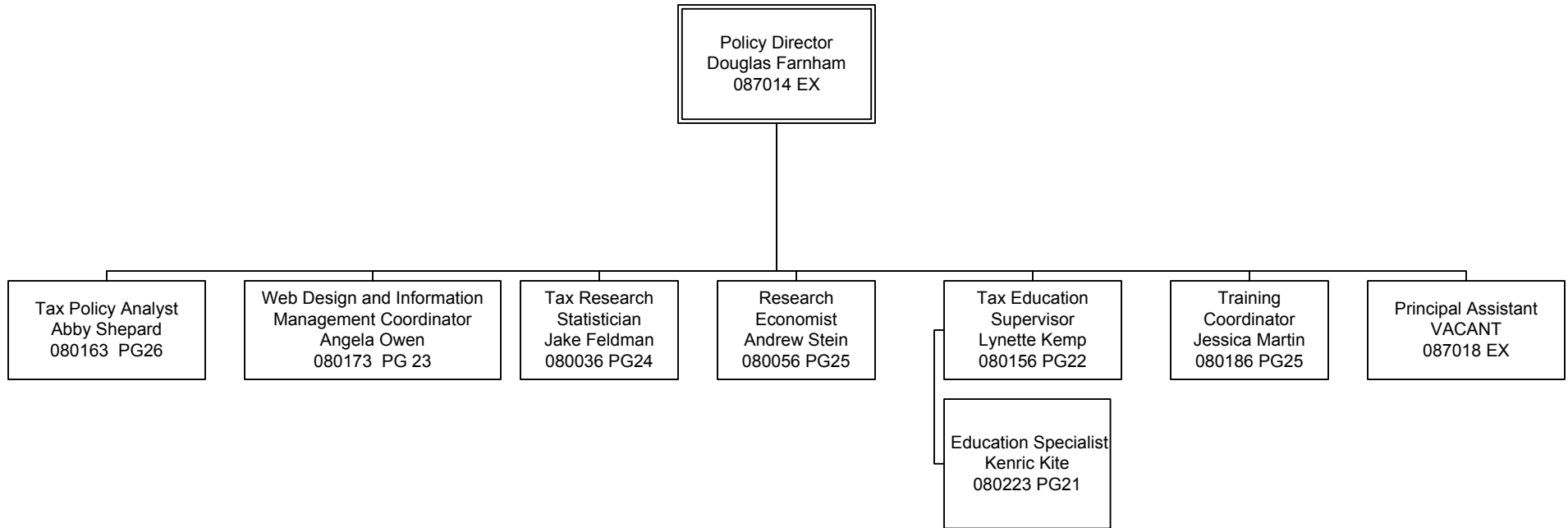


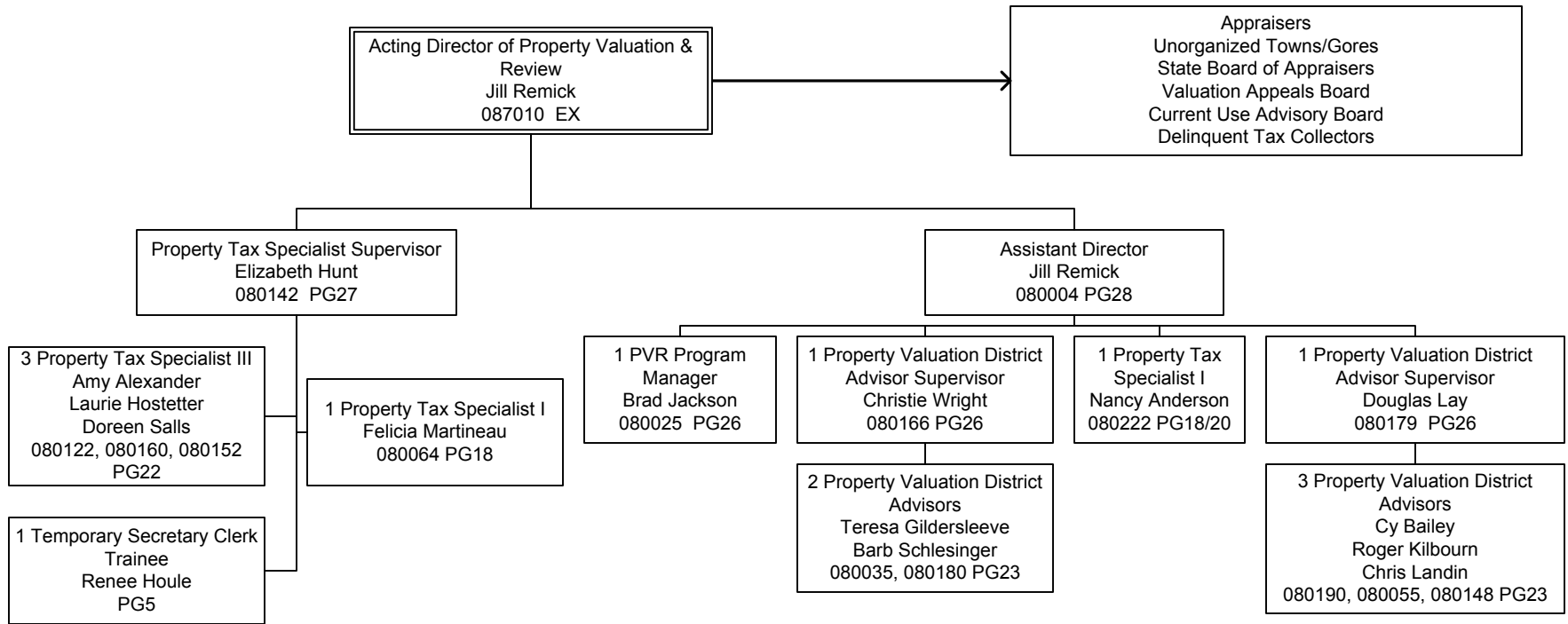
**Attachment 7**

**FY 2019 Budget  
Submission**





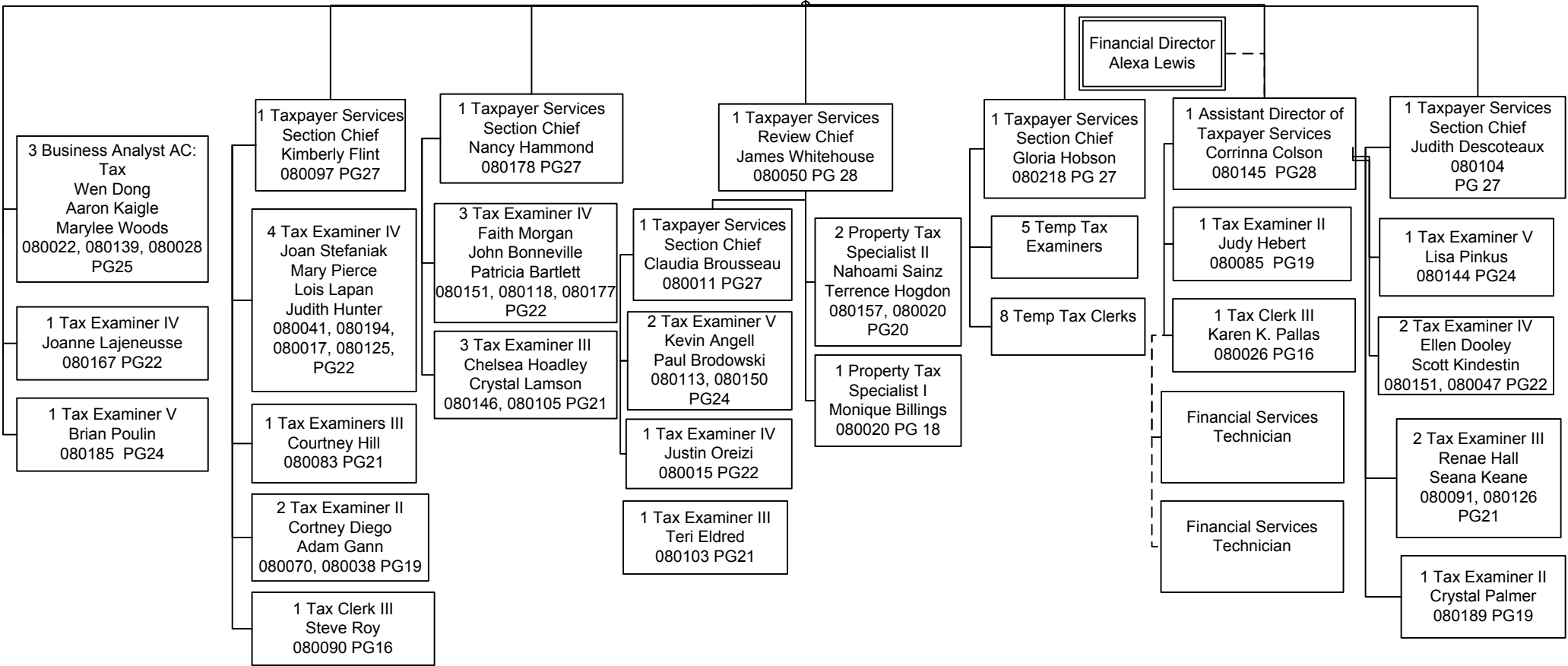


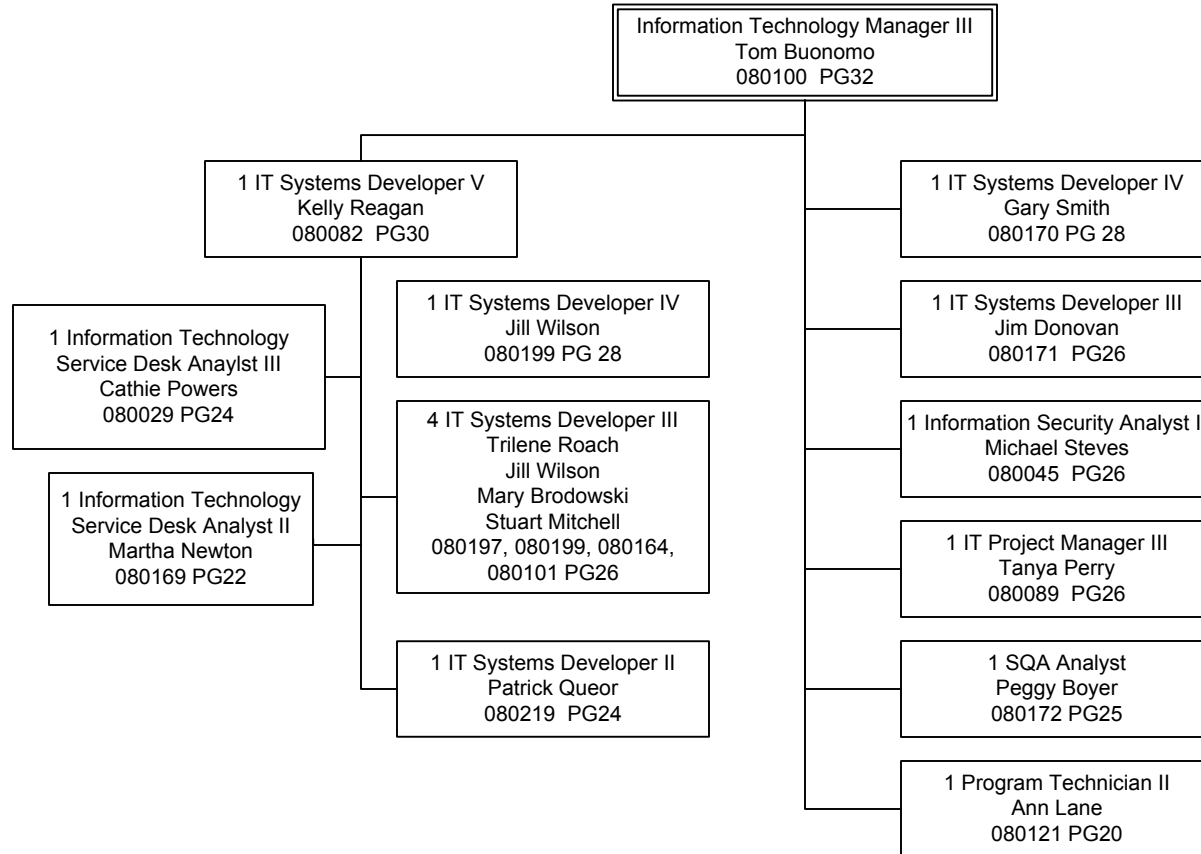


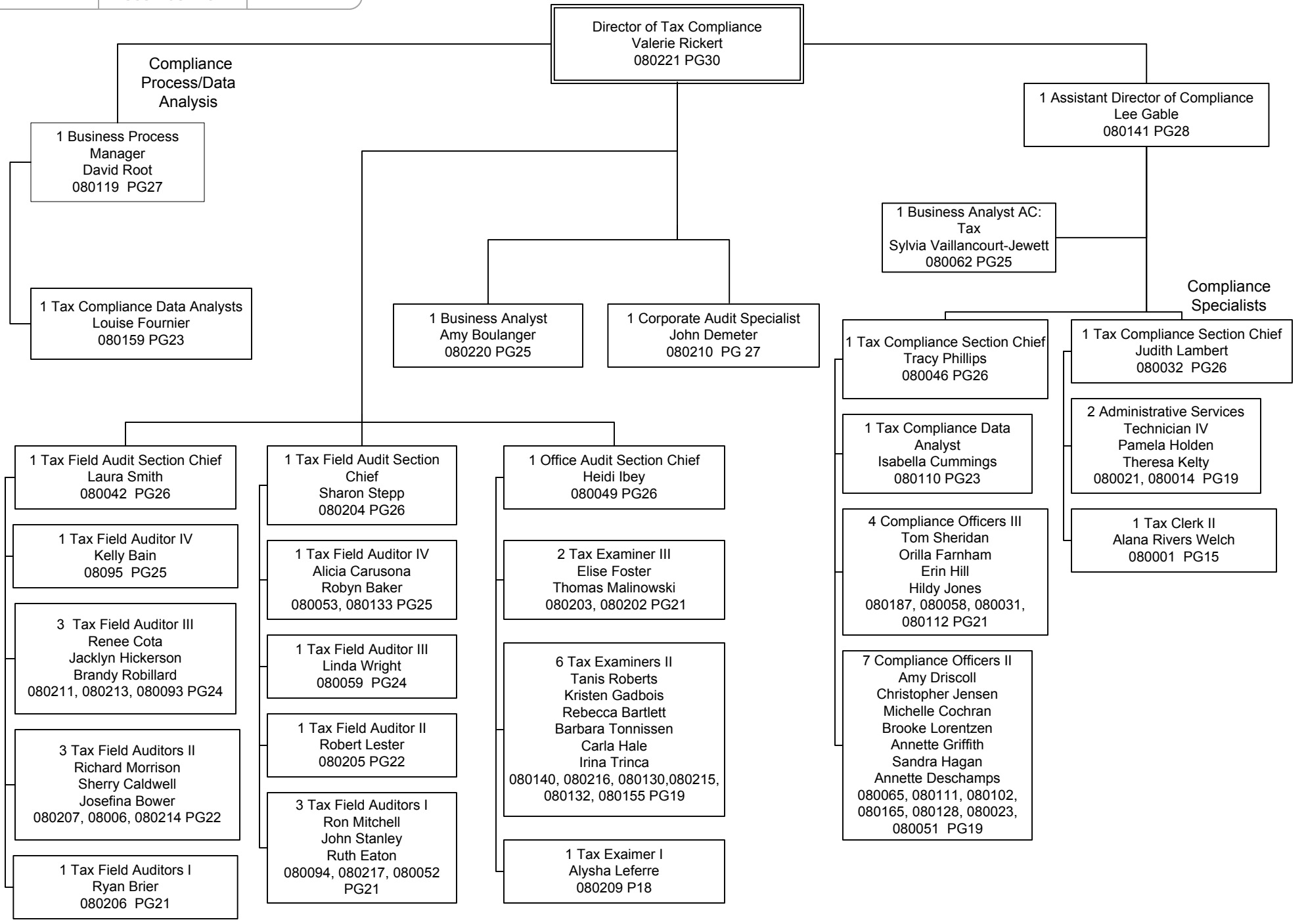


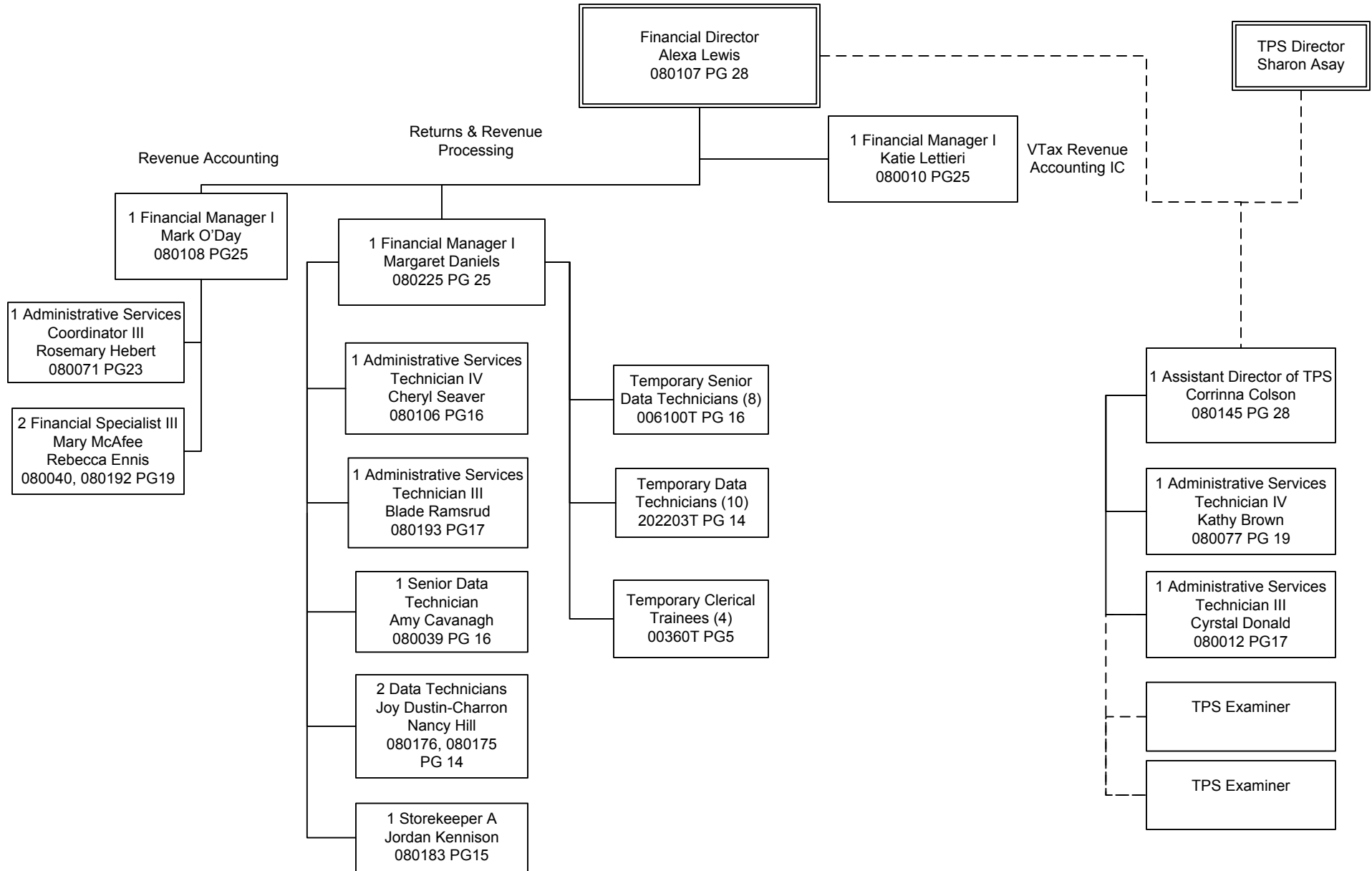
Director of Taxpayer Services  
Sharon Asay  
080002 PG30

Financial Director  
Alexa Lewis









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# Federal Receipts, Interdepartmental Receipts & Grants Out

 Department of Taxes



**Section 8**

**FY 2019 Budget  
Submission**

State of Vermont

Interdepartmental Transfer Fund

Department: 1140010000 - Tax - administration/collection

Budget Request Code	Fund	Justification	Est Amount
8148	21500	01140; Administrative Charges to Special Funds	\$142,566
		<b>Total</b>	<b>\$142,566</b>

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# Carry Forward Report

 Department of Taxes



**Attachment 9**

**FY 2019 Budget  
Submission**

**Department of Taxes**  
*Carryforward Projections*

Program	Final Carryforward 6/30/2017	FY 2018 Appropriated Funding	FY 2018 Estimated Expenditures	Estimated Carryforward 6/30/2018
<b>General Fund:</b>				
Tax:	\$6,938	\$18,075,976	(\$18,082,914)	\$0
<b>Total General Fund:</b>	<b>\$6,938</b>	<b>\$18,075,976</b>	<b>(\$18,082,914)</b>	\$0
<b>TOTALS:</b>	<b>\$6,938</b>	<b>\$18,075,976</b>	<b>(\$18,082,914)</b>	<b>\$0</b>