

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2019-20

Department: **CENTRAL SERVICES
(02100)**
 Function: **General**
 Activity: **Other General**
 Fund: **General**

	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	2,748	51,000	58,000	58,000
662800 Interfund Revenue	1,345			
TOTAL CHARGES FOR CURRENT SERVICES	4,092	51,000	58,000	58,000
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	23,178	13,000	18,000	18,000
TOTAL MISCELLANEOUS REVENUE	23,178	13,000	18,000	18,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>27,270</u>	<u>64,000</u>	<u>76,000</u>	<u>76,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	28,180	32,152	34,772	34,772
710103 Extra Help	32,797	30,000	30,000	30,000
710200 Retirement	17,867	11,041	12,032	12,032
710300 Health Insurance	7,221	8,010	8,010	8,010
710400 Workers' Compensation	336	690	663	663
TOTAL SALARIES & EMPLOYEE BENEFITS	86,401	81,893	85,477	85,477
SERVICES & SUPPLIES				
720300 Communications	2,995	500	500	500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	26,953	10,000	15,000	15,000
721301 Office Expense-Duplicating	0	500	500	500
721302 Office Expense-Postage	249,223	275,000	275,000	275,000
721303 Office Expense-Purchasing Agent Store	94	500	500	500
721400 Professional & Specialized Services	0	500	500	500

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **CENTRAL SERVICES
(02100)**
Function: **General**
Activity: **Other General**
Fund: **General**

	ACTUAL 2017-18	BOARD APPROVED 2018-19	DEPARTMENT REQUEST 2019-20	CAO RECOMMENDED 2019-20
SERVICES & SUPPLIES (continued)				
721426 Professional & Specialized Services - Software Main.	191,277	214,000	220,000	220,000
721600 Rents & Leases - Equipment	9,887	27,000	27,000	27,000
721700 Rents & Leases - Buildings		500	500	500
721900 Special Department Expense	9,109			
722000 Transportation & Travel	3,254	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	492,792	530,500	541,500	541,500
<u>TOTAL EXPENDITURES</u>	<u>579,194</u>	<u>612,393</u>	<u>626,977</u>	<u>626,977</u>
INTRAFUND TRANSFER				
77000 Intrafund Transfer				
TOTAL INTRAFUND TRANSFER	0	0	0	0
GRAND TOTAL - CENTRAL SERVICES	579,194	612,393	626,977	626,977
<u>NET COUNTY COST (EXP - REV)</u>	<u>551,923</u>	<u>548,393</u>	<u>550,977</u>	<u>550,977</u>

CENTRAL SERVICES

COMMENTS

Central Services combines the following functions: Central Duplicating, Mail Services, Surplus Property, and Central Storage. These operations are combined into one budget allowing for centralized control of these functions. These functions are administered by the County Administrative Office.

ESTIMATED REVENUES

662723 Services To Other Agencies (\$58,000) is recommended increased \$7,000 based on Maintenance Districts share of postage costs.

670000 Intrafund Revenue (\$18,000) is recommended increased \$5,000 based on subvented departments share of postage costs.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$34,772) is recommended increased \$2,620 based on cost of recommended staff.

710103 Extra Help (\$30,000) is recommended unchanged to fund an extra help Central Services Assistant position.

710200 Retirement (\$12,032) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$8,010) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$663) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$500) is recommended unchanged for all non-department specific communications lines, elevator, emergency telephone lines, security systems, and other shared services.

720800 Maintenance - Equipment (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.

CENTRAL SERVICES

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$15,000) is recommended increased \$4,500 based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$500) is recommended unchanged for paper supplies provided for the Central Duplicating machines.
- 721302** **Office Expense - Postage** (\$275,000) is recommended unchanged based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.
- 721303** **Office Expense - Purchasing Agent Store** (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.
- 721400** **Professional & Specialized Services** (\$500) is recommended unchanged.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$220,000) is recommended increased \$6,000 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide ongoing software maintenance enhancements to the programs and additions/deletions to the Property Tax System Programs when there are County changes or new laws.
- 721600** **Rents & Leases - Equipment** (\$27,000) is recommended unchanged for internal postage meter, inserter/folder, binding machine and copier as well as for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$500) is recommended unchanged for Central Services' portion of leased storage space.
- 722000** **Transportation & Travel** (\$1,500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **CENTRAL SERVICES
 (02100)**
 Function: **General**
 Activity: **Other General**
 Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3684	Central Services Assistant	-	1.0	-	1.0	-	-	
3688	Central Services Worker	1.0	-	1.0	-	-	-	
	TOTAL	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	

NOTES: