

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2020-21

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

	<u>BOARD APPROVED 2019-20</u>	<u>CAO BASELINE 2020-21</u>	<u>DEPARTMENT REQUEST 2020-21</u>	<u>CAO RECOMMENDED 2020-21</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662700 Other Charges for Services	58,000	58,000	50,000	50,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>58,000</b>	<b>58,000</b>	<b>50,000</b>	<b>50,000</b>
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	18,000	18,000	25,000	25,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>18,000</b>	<b>18,000</b>	<b>25,000</b>	<b>25,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>76,000</u></b>	<b><u>76,000</u></b>	<b><u>75,000</u></b>	<b><u>75,000</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	34,772	34,772	37,606	37,606
710103 Extra Help	30,000	30,000	10,000	10,000
710200 Retirement	12,032	12,032	14,180	14,180
710300 Health Insurance	8,010	8,010	8,451	8,451
710400 Workers' Compensation	663	663	580	580
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>85,477</b>	<b>85,477</b>	<b>70,816</b>	<b>70,816</b>
SERVICES & SUPPLIES				
720300 Communications	500	500	1,500	1,500
720800 Maintenance - Equipment	500	500	250	250
721300 Office Expense	15,000	15,000	15,000	15,000
721301 Office Expense-Duplicating	500	500	0	0
721302 Office Expense-Postage	275,000	275,000	240,000	240,000
721303 Office Expense-Purchasing Agent Store	500	500	500	500
721400 Professional & Specialized Services	500	500	500	500

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	<b>BOARD APPROVED <u>2019-20</u></b>	<b>CAO BASELINE <u>2020-21</u></b>	<b>DEPARTMENT REQUEST <u>2020-21</u></b>	<b>CAO RECOMMENDED <u>2020-21</u></b>
SERVICES & SUPPLIES (continued)				
721426 Professional & Specialized Services - Software Main.	220,000	220,000	232,000	232,000
721600 Rents & Leases - Equipment	27,000	27,000	27,000	27,000
721700 Rents & Leases - Buildings	500	500	500	500
721900 Special Department Expense	0	0	1,000	1,000
722000 Transportation & Travel	1,500	1,500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>541,500</b>	<b>541,500</b>	<b>518,750</b>	<b>518,750</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>626,977</u></b>	<b><u>626,977</u></b>	<b><u>589,566</u></b>	<b><u>589,566</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>550,977</u></b>	<b><u>550,977</u></b>	<b><u>514,566</u></b>	<b><u>514,566</u></b>

## 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** (\$50,000) is recommended based on Maintenance Districts share of postage costs.

**670000**      **Intrafund Revenue** (\$25,000) is recommended increased \$7,000 based on subvented departments share of postage costs.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$37,606) is recommended increased \$2,834 based on cost of recommended staff.

**710103**      **Extra Help** (\$10,000) is recommended reduced \$20,000 to fund extra help salaries.

**710200**      **Retirement** (\$14,180) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$8,451) is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$580) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

**720300**      **Communications** (\$1,500) is recommended increased for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.

**720800**      **Maintenance - Equipment** (\$250) is recommended for maintenance agreements for the mail room equipment.

## CENTRAL SERVICES

### SERVICES & SUPPLIES (continued)

- 721300**      **Office Expense** (\$15,000) is recommended based on actual expenditures for supplies to be used in various Central Services activities.
- 721302**      **Office Expense - Postage** (\$240,000) is recommended reduced 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 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** (\$232,000) is recommended increased \$12,000 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** (\$500) is recommended for postal training on newly required regulations and other Central Services functions.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2020-21**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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	-	-	-	
<b>TOTAL</b>		<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>-</u>	<u>-</u>	

**NOTES:**