

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **PUBLIC GUARDIAN  
(08020)**  
Function: **Public Asst./Pub. Protection**  
Activity: **Other Protection**  
Fund: **General**

	<b>ACTUAL EXPENDITURES <u>2019-20</u></b>	<b>BOARD APPROVED EXPENDITURES <u>2020-21</u></b>	<b>DEPARTMENT REQUEST <u>2021-22</u></b>	<b>CAO RECOMMENDED <u>2021-22</u></b>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	91,927	100,000	100,000	100,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>91,927</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	146,195	139,700	229,552	229,552
<b>TOTAL CHARGES FOR MISCELLANEOUS REVENUE</b>	<b>146,195</b>	<b>139,700</b>	<b>229,552</b>	<b>229,552</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>238,122</u></b>	<b><u>239,700</u></b>	<b><u>329,552</u></b>	<b><u>329,552</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	204,487	240,842	299,090	299,090
710103 Extra Help	0	26,564	0	0
710200 Retirement	64,201	77,510	94,958	94,958
710300 Health Insurance	31,719	31,588	45,964	45,964
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>301,786</b>	<b>377,883</b>	<b>441,391</b>	<b>441,391</b>
SERVICES & SUPPLIES				
720300 Communications	2,526	4,600	4,600	4,600
720500 Household Expense	0	2,500	6,403	6,403
720600 Insurance	75	80	3,052	3,052
720800 Maintenance - Equipment	329	360	450	450
721100 Memberships	4,915	5,115	6,340	6,340

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721300 Office Expense	6,852	9,000	16,613	16,613
721400 Professional & Specialized Services	25,778	29,000	35,613	35,613
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	3,450	5,500	0	0
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	3,317	5,100	11,404	11,404
722100 Utilities		4,710	4,710	4,710
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>47,242</b>	<b>66,315</b>	<b>89,535</b>	<b>89,535</b>
<b>OTHER CHARGES</b>				
730330 Rents & Leases - Equipment	0	0	3,124	3,124
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>3,124</b>	<b>3,124</b>
<b>INTRAFUND TRANSFER</b>				
770000 Intrafund Expense	97,981	115,590	115,590	115,590
<b>TOTAL INTRAFUND TRANSFER</b>	<b>97,981</b>	<b>115,590</b>	<b>115,590</b>	<b>115,590</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>447,010</b>	<b>559,788</b>	<b>649,640</b>	<b>649,640</b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>208,887</u></b>	<b><u>320,088</u></b>	<b><u>320,088</u></b>	<b><u>320,088</u></b>

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### COMMENTS

The Public Guardian, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Public Guardian also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. The Public Guardian also administers estates of deceased persons when no relative or other person is available for this purpose. Oversight for the operations of the Public Guardian/Public Administrator's Office was placed under the Department of Social Services (DSS) as of mid-year 2009-10.

### ESTIMATED REVENUES

**661300**      **Estate Fees** (\$100,000) is the anticipated revenue for FY 2021-2022.

**670000**      **Intrafund Revenue** (\$229,552) is the anticipated revenue for FY 2021-2022.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$299,090) is recommended increased \$58,248 based on recommended staffing levels.

**710103**      **Extra Help** (\$0) is recommended decreased \$26,564 and is based on no projected cost of Extra Help coverage needed for the year.

**710200**      **Retirement** (\$94,958) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$45,964) is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$1,379) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

**720300**      **Communications** (\$4,600) is recommended unchanged for services suggested.

**720500**      **Household Expense** (\$6,403) is recommended increased \$3,903 due to janitorial services at new location and charges on intrafund account.

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SERVICES & SUPPLIES (continued)

- 720600**      **Insurance** (\$3,052) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$450) is recommended increased \$90 for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100**      **Memberships** (\$6,340) is recommended increased \$1,225 for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300**      **Office Expense** (\$16,613) is recommended increased \$7,613, annual code book updates (\$900), Thomas Reuters Probate Codes (\$600), continuing EDUC Pub (\$300), postage (\$4,173), CEB Estate Planning Online (\$1,420), safety deposit box (\$500), envelopes (\$420) and checks (\$2,600), along with miscellaneous office expenses (\$4,200).
- 721400**      **Professional & Specialized Services** (\$35,613) is recommended increased \$6,613 and includes monthly maintenance fees for PG Pro Software (\$27,000), LexisNexis - used for looking up relatives of conservatees (\$1,917) and other services as needed.
- 721500**      **Publications & Legal Notices** (\$200) are recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.
- 721600**      **Rents & Leases - Equipment** (\$0) is not recommended. Costs have been moved to account 730330.
- 721900**      **Special Departmental Expense** (\$150) is recommended unchanged. This account funds miscellaneous expenses.
- 722000**      **Transportation & Travel** (\$11,404) is recommended increased \$7,404 for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff, estimated 700 miles and Central Garage charges \$4,704.
- 722100**      **Utilities** (\$4,710) is recommended unchanged for PG staff at DSS new building.

### OTHER CHARGES

- 730330**      **Rents & Leases - Equipment** (\$3,124) is recommended for the copier lease (\$1,920), additional copies costs, the cost of a shred bin (\$335).

**PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR**

**INTRAFUND TRANSFER**

**770000**      **Intrafund Expense** (\$115,590) is recommended unchanged to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2021-22**

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(08020)**  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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>	
3111	Chief Deputy Public Guardian	1.0		1.0	-	-	-	
3687	Deputy Public Guardian	1.0		2.0	-	1.0	-	A
3533	Office Assistant I or							
3534	Office Assistant II	1.0		1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.0		-	-	(1.0)	-	B
<b>TOTAL</b>		<b>4.0</b>	<b>-</b>	<b>4.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**NOTES:**

- A** Reflects the request of the Department to add one (1) funded Deputy Public Guardian based on projected program needs.
- B** Reflects the request of the Department to decrease one (1) Program Assistant based on current program needs.