

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2022-23

Department: Mail Room (County Clerk)
 (02120)
 Function: General
 Activity: Other General
 Fund: General

	ACTUAL 2020-21	BOARD APPROVED 2021-22	DEPARTMENT REQUEST 2022-23	CAO RECOMMENDED 2022-23
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	3,299	2,500	2,500	2,500
TOTAL CHARGES FOR CURRENT SERVICES	3,299	2,500	2,500	2,500
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	29,629	25,000	25,000	25,000
673903 Misc Reimbursement	273	0	0	0
TOTAL MISCELLANEOUS REVENUE	29,902	25,000	25,000	25,000
TOTAL FINANCING SOURCES				
680200 Operating Transfers In	11,318	0	0	0
TOTAL FINANCING SOURCES	11,318	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>44,519</u>	<u>27,500</u>	<u>27,500</u>	<u>27,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	39,058	37,755	80,430	80,430
710103 Extra Help	10,000	30,000	0	0
710200 Retirement	14,400	14,895	32,663	32,663
710300 Health Insurance	8,557	9,089	23,958	23,958
710400 Workers' Compensation	580	514	663	663
TOTAL SALARIES & EMPLOYEE BENEFITS	72,595	92,253	137,714	137,714
SERVICES & SUPPLIES				
720300 Communications	2,490	250	0	0
720800 Maintenance - Equipment	0	250	250	250
721300 Office Expense	12,136	2,250	2,500	2,500

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	ACTUAL <u>2020-21</u>	BOARD APPROVED <u>2021-22</u>	DEPARTMENT REQUEST <u>2022-23</u>	CAO RECOMMENDED <u>2022-23</u>
SERVICES & SUPPLIES continued				
721302 Office Expense-Postage	238,935	245,000	250,000	250,000
721601 Rents & Leases - Co Vehicles	1,868	200	200	200
721900 Special Department Expense	15	500	500	500
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	255,444	248,950	253,950	253,950
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	19,865	19,865	19,865
TOTAL OTHER CHARGES	0	19,865	19,865	19,865
INTRAFUND TRANSFERS				
770100 Intrafund Expenses	0	0	984	984
TOTAL INTRAFUND TRANSFERS	0	0	984	984
<u>TOTAL EXPENDITURES</u>	<u>328,039</u>	<u>361,068</u>	<u>412,513</u>	<u>412,513</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>283,520</u>	<u>333,568</u>	<u>385,013</u>	<u>385,013</u>

Mail Room (County Clerk)

COMMENTS

This budget funds the cost of the County's mail room services. The mail room serves all County Departments except offices located outside the immediate Madera area. The mailroom has a postage machine and a folding machine available to serve County Departments. This division is administered by the County Clerk-Recorder's Office.

ESTIMATED REVENUES

662723 **Services to Other Agencies** (\$2,500) is recommended based on Maintenance Districts share of postage costs.

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

ESTIMATED EXPENSES

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$80,430) is recommended based on cost of recommended staff.

710103 **Extra Help** (\$0) is recommended decreased by \$40,000 as a result of funding the second full time position in the mail room.

710200 **Retirement** (\$32,663) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$23,958) 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** (\$0) is recommended as the mailroom phone lines will be paid through the intra-fund account.

720800 **Maintenance - Equipment** (\$250) is recommended for potential maintenance and repairs of mail room equipment.

Mail Room (County Clerk)

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$2,500) is recommended increased by \$250 to fund the County's Post Office Box rental, shredder services, and other mail room supplies.
- 721302** **Office Expense - Postage** (\$250,000) is recommended increased \$5,000 based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area. It should be noted that postal rates increased twice in FY 2021-22.
- 721601** **Rents & Leases – County Vehicles** (\$200) is recommended for the use of vehicles from the Central Garage. This expense is recommended reduced due to the relocation of several equipment leases to account 730330 and to budget 00210.
- 721900** **Special Department Expense** (\$500) is recommended for miscellaneous Departmental supplies.
- 722000** **Transportation & Travel** (\$500) is recommended for postal training on newly required regulations and other mail room functions.
- 730330** **Rents & Leases - Equipment** (\$19,865) is recommended for leases of the internal postage meter, inserter/folder, and binding machine. The County Clerk-Recorder determined that, based on the lack of utilization, the central services copy machine leased would not be renewed.

INTRAFUND EXPENSES

- 770100** **Intrafund Expense** (\$984) is recommended increased to fund the mailroom telephone lines.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2022-23**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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	-	-	-	-	
3688	Central Services Worker	1.0	-	-	1.0	(1.0)	1.0	
4637	Deputy Clerk-Recorder I	-	-	2.0	-	2.0	-	A
TOTAL		<u>1.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	

NOTES:

A Reflects the request of the department to add two (2) FTE Deputy Clerk-Recorder I. The addition of one (1) FTE Deputy Clerk-Recorder I is offset by deletion of one (1) FTE Central Services Worker