

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

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

	ACTUAL EXPENDITURES <u>2020-21</u>	BOARD APPROVED EXPENDITURES <u>2021-22</u>	DEPARTMENT REQUEST <u>2022-23</u>	CAO RECOMMENDED <u>2022-23</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	102,289	100,000	60,000	60,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>102,289</b>	<b>100,000</b>	<b>60,000</b>	<b>60,000</b>
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	60,435	229,552	259,886	259,886
<b>TOTAL CHARGES FOR MISCELLANEOUS REVENUE</b>	<b>60,435</b>	<b>229,552</b>	<b>259,886</b>	<b>259,886</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>162,724</u></b>	<b><u>329,552</u></b>	<b><u>319,886</u></b>	<b><u>319,886</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	209,080	299,090	273,723	273,723
710107 Premium Pay	592	0	0	0
710200 Retirement	78,726	94,958	97,557	97,557
710300 Health Insurance	35,951	45,964	48,403	48,403
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>325,728</b>	<b>441,391</b>	<b>421,063</b>	<b>421,062</b>
SERVICES & SUPPLIES				
720300 Communications	563	4,600	4,600	4,600
720500 Household Expense	0	6,403	6,723	6,723
720600 Insurance	80	3,052	3,205	3,205
720800 Maintenance - Equipment	0	450	473	473
721100 Memberships	5,015	6,340	9,906	9,906
721300 Office Expense	8,186	16,613	17,219	17,219

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

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

	<b>ACTUAL EXPENDITURES <u>2020-21</u></b>	<b>BOARD APPROVED EXPENDITURES <u>2021-22</u></b>	<b>DEPARTMENT REQUEST <u>2022-23</u></b>	<b>CAO RECOMMENDED <u>2022-23</u></b>
721400 Professional & Specialized Services	28,886	35,613	35,613	35,613
721500 Publications & Legal Notices	0	200	210	210
721600 Rents & Leases - Equipment	2,628	0	0	0
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	15	11,404	14,156	14,156
722100 Utilities	0	4,710	4,710	4,710
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>45,374</b>	<b>89,535</b>	<b>96,965</b>	<b>96,965</b>
<b>OTHER CHARGES</b>				
730330 Rents & Leases - Equipment	0	3,124	3,749	3,749
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>3,124</b>	<b>3,749</b>	<b>3,749</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Expense	60,768	115,590	135,399	135,399
<b>TOTAL INTRAFUND TRANSFER</b>	<b>60,768</b>	<b>115,590</b>	<b>135,399</b>	<b>135,399</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>431,870</b>	<b>649,640</b>	<b>657,175</b>	<b>657,175</b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>269,146</u></b>	<b><u>320,088</u></b>	<b><u>337,289</u></b>	<b><u>337,289</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** (\$60,000) is the anticipated revenue for FY 2022-2023.

**670000**      **Intrafund Revenue** (\$259,886) is the anticipated revenue for FY 2022-2023.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$273,723) is recommended decreased \$25,367 based on recommended staffing levels.

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

**710200**      **Retirement** (\$97,557) is recommended increased \$2,599 and reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$48,403) is recommended increased \$2,439 and is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$1,379) is recommended no change and 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.

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### SERVICES & SUPPLIES (continued)

- 720500**      **Household Expense** (\$6,723) is recommended increased \$320 due to price increase for janitorial services and charges on intrafund account.
- 720600**      **Insurance** (\$3,205) is recommended increased \$153 and reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$473) is recommended increased \$23 for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100**      **Memberships** (\$9,906) is recommended increased \$3,566 for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA, \$6,339), annual code book updates (\$1,420), Thomas Reuters Probate Codes (\$683) and continuing EDUC Pub (\$368).
- 721300**      **Office Expense** (\$17,219) is recommended increased \$606 for postage (\$4,682), CEB Estate Planning Online (\$1,491), safety deposit box (\$525), envelopes (\$441) and checks (\$2,730), along with miscellaneous office expenses (\$7,350).
- 721400**      **Professional & Specialized Services** (\$35,613) is recommended unchanged and includes monthly maintenance fees for PG Pro Software (\$28,350), LexisNexis - used for looking up relatives of conservatees (\$2,014) and other services as needed.
- 721500**      **Publications & Legal Notices** (\$210) is recommended increased \$10 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** (\$14,156) is recommended increased \$2,752 for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff (\$2,600), estimated 700 miles (\$1,600) and Central Garage charges (\$7,456).
- 722100**      **Utilities** (\$4,710) is recommended unchanged for PG staff at DSS new building.

## PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

### OTHER CHARGES

**730330**      **Rents & Leases – Equipment** (\$3,749) is recommended increased \$625 for the copier lease (\$2,041), additional copies costs (\$756), and the cost of a shred bin (\$563).

### INTRAFUND TRANSFER

**770100**      **Intrafund Expense** (\$135,399) is recommended increased (\$19,809) to fund specified DSS Salaries and Benefits, DSS Staff timestudy to PG (\$49,395.74), Maintenance & Repair/Grounds (\$2,175.91), Human Resouce services (\$7,043.74), IT services (\$41,237.45), and rent (\$33,689.12).

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

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

<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>	
3111	Chief Deputy Public Guardian	1.0		1.0	-	-	-	
3687	Deputy Public Guardian	2.0		2.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	1.0		1.0	-	-	-	
<b>TOTAL</b>		<b>4.0</b>	<b>-</b>	<b>4.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**NOTES:**