

COUNTY OF MADERA
 BUDGET UNIT EXPENDITURE DETAIL
 BUDGET FOR THE FISCAL YEAR 2023-24

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

	ACTUAL <u>2021-22</u>	BOARD APPROVED <u>2022-23</u>	DEPARTMENT REQUEST <u>2023-24</u>	CAO RECOMMENDED <u>2023-24</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	60,000	60,000	60,000	60,000
TOTAL CHARGES FOR CURRENT SERVICES	60,000	60,000	60,000	60,000
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	172,632	259,886	259,886	259,886
TOTAL CHARGES FOR MISCELLANEOUS REVENUE	172,632	259,886	259,886	259,886
<u>TOTAL ESTIMATED REVENUES</u>	<u>232,632</u>	<u>319,886</u>	<u>319,886</u>	<u>319,886</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	248,612	273,723	292,884	292,884
710107 Premium Pay	735	0	0	0
710200 Retirement	95,907	97,557	111,382	111,382
710300 Health Insurance	45,054	48,403	62,680	62,680
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	391,687	421,062	468,325	468,325
SERVICES & SUPPLIES				
720300 Communications	622	4,600	4,600	4,600
720500 Household Expense	6,403	6,723	6,723	6,723
720600 Insurance	3,052	3,205	3,205	3,205
720800 Maintenance - Equipment	450	473	473	473
721100 Memberships	5,075	9,906	9,906	9,906
721300 Office Expense	4,800	17,219	17,219	17,219

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	ACTUAL <u>2021-22</u>	BOARD APPROVED <u>2022-23</u>	DEPARTMENT REQUEST <u>2023-24</u>	CAO RECOMMENDED <u>2023-24</u>
SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Services	28,946	35,613	35,613	35,613
721500 Publications & Legal Notices	0	210	210	210
721600 Rents & Leases - Equipment	3,840	0	0	0
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	969	14,156	14,156	14,156
722100 Utilities	4,710	4,710	4,908	4,908
TOTAL SERVICES & SUPPLIES	58,867	96,965	97,163	97,163
OTHER CHARGES				
730330 Rents & Leases - Equipment	3,124	3,749	3,749	3,749
TOTAL OTHER CHARGES	3,124	3,749	3,749	3,749
INTRAFUND TRANSFER				
770100 Intrafund Expense	27,090	135,399	135,399	135,399
TOTAL INTRAFUND TRANSFER	27,090	135,399	135,399	135,399
<u>TOTAL EXPENDITURES</u>	480,768	657,175	704,636	704,636
<u>NET COUNTY COST (EXP - REV)</u>	248,136	337,289	384,750	384,750

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 2023-2024.

670000 **Intrafund Revenue** (\$259,886) is the anticipated revenue for FY 2023-2024.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$292,884) is recommended increased \$19,161 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** (\$111,382) is recommended increased \$13,825 and reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$62,680) is recommended increased \$14,277 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 unchanged for janitorial services and charges on intrafund account.
- 720600** **Insurance** (\$3,205) is recommended unchanged and reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$473) is recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$9,906) is recommended unchanged for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA, \$6,339), annual code book updates (\$2,516), Thomas Reuters Probate Codes (\$683) and continuing EDUC Pub (\$368).
- 721300** **Office Expense** (\$17,219) is recommended unchanged for postage (\$2,760), CEB Estate Planning Online (\$1,470), safety deposit box (\$575), envelopes (\$1,840) and checks (\$2,524), along with miscellaneous office expenses (\$8,050).
- 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 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** (\$14,156) is recommended unchanged 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** (\$4,908) is recommended increased \$198 for PG staff at DSS new building.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

OTHER CHARGES

730330 **Rents & Leases – Equipment** (\$3,749) is recommended unchanged for the copier lease (\$2,041), additional copies costs (\$756), and the cost of a shred bin (\$489).

INTRAFUND TRANSFER

770100 **Intrafund Expense** (\$135,399) is recommended unchanged to fund specified DSS Salaries and Benefits, DSS Staff timestudy to PG (\$48,006.83), Maintenance & Repair/Grounds (\$1,945.61), Human Resouce services (\$5,656.30), IT services (\$45,408.89), and rent (\$34,381.39).

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2023-24**

Department: **PUBLIC GUARDIAN
 (08020)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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		-	-	
	TOTAL	4.0	-	4.0	-	-	-	

NOTES: