

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

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	4,127	2,500	2,500	2,500
TOTAL CHARGES FOR CURRENT SERVICES	4,127	2,500	2,500	2,500
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	25,964	25,000	25,000	25,000
TOTAL MISCELLANEOUS REVENUE	25,964	25,000	25,000	25,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>30,091</u>	<u>27,500</u>	<u>27,500</u>	<u>27,500</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	29,637	80,430	97,399	97,399
710103 Extra Help	30,000	0	0	0
710200 Retirement	11,260	32,663	39,554	39,554
710300 Health Insurance	6,765	23,958	30,427	30,427
710400 Workers' Compensation	514	663	696	696
TOTAL SALARIES & EMPLOYEE BENEFITS	78,176	137,714	168,076	168,076
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	0	250	350	350
721300 Office Expense	2,296	2,500	2,400	2,400
721302 Office Expense-Postage	296,186	250,000	263,000	263,000
721601 Rents & Leases - Co Vehicles	20	200	200	200
721900 Special Department Expense	0	500	500	500
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	298,502	253,950	266,950	266,950

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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>
OTHER CHARGES				
730330 Rents & Leases - Equipment	26,861	19,865	19,865	19,865
TOTAL OTHER CHARGES	26,861	19,865	19,865	19,865
INTRAFUND TRANSFERS				
770100 Intrafund Expenses	0	984	984	984
TOTAL INTRAFUND TRANSFERS	0	984	984	984
<u>TOTAL EXPENDITURES</u>	<u>403,539</u>	<u>412,513</u>	<u>455,875</u>	<u>455,875</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>373,448</u>	<u>385,013</u>	<u>428,375</u>	<u>428,375</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 Intra-fund Revenue (\$25,000) is recommended unchanged and is based on sub-vented departments share of postage costs.

ESTIMATED EXPENSES

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$97,399) is recommended based on cost of recommended staff.

710103 Extra Help (\$0) is recommended.

710200 Retirement (\$39,554) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$30,427) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$696) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720800 Maintenance - Equipment (\$350) is recommended, increased by \$100 for potential maintenance and repairs of mail room equipment.

Mail Room (County Clerk)

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$2,400) is recommended, decreased by \$100 to fund the County's Post Office Box rental, shredder services, and other mail room supplies.
- 721302** **Office Expense - Postage** (\$263,000) is recommended, increased 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 effective 2023 by 5%.
- 721601** **Rents & Leases – County Vehicles** (\$200) is recommended for the use of vehicles from the Central Garage.
- 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.

INTRAFUND EXPENSES

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

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

Department: Mail Room (County Clerk)
(02120)
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Activity: Other General
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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>	
3684	Central Services Assistant	-	1.0	-	1.0	-		
3688	Central Services Worker	-	1.0	-	1.0			
4637	Deputy Clerk-Recorder I or	2.0		2.0				
4638	Deputy Clerk-Recorder II							
TOTAL		<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u> </u>	<u> </u>	

NOTES: