

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **CENTRAL SERVICES
(02100)**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	25,797	29,950	0	0
710103 Extra Help	2,303	0	37,215	37,215
710200 Retirement	8,265	9,204	8,973	8,973
710300 Health Insurance	6,576	6,526	5,517	5,517
710400 Workers' Compensation	103	134	333	333
TOTAL SALARIES & EMPLOYEE BENEFITS	43,044	45,814	52,038	52,038
SERVICES & SUPPLIES				
720300 Communications	3,122	3,500	3,500	3,500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	4,193	4,000	4,000	4,000
721301 Office Expense-Duplicating	1,285	1,800	1,800	1,800
721302 Office Expense-Postage	235,549	300,000	300,000	300,000
721303 Office Expense-Purchasing Agent Store	0	500	500	500
721400 Professional & Specialized Services	3,488	3,120	500	500
721426 Professional & Specialized Services - Software Main.	198,711	205,000	213,000	213,000
721600 Rents & Leases - Equipment	126	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,836	5,000	5,000	5,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	451,311	528,920	534,300	534,300
FIXED ASSETS				
740300 Equipment	0	0		
TOTAL FIXED ASSETS	0	0	0	0
TOTAL - CENTRAL SERVICES	494,354	574,734	586,338	586,338

CENTRAL SERVICES

COMMENTS

Central Services combines the following functions: Central Duplicating, Mail Services, Surplus Property, and Central Storage. These operations are combined into one budget allowing for centralized control of these functions. These functions are administered by the County Administrative Office.

<u>REVENUE</u>	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
Charges for Services	\$59,578	\$51,000	\$51,000
Total Revenue	\$59,578	\$51,000	\$51,000

STAFFING

<u>Permanent</u>	2015-16 Authorized		2016-17 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1	0	1
Central Services Worker	1	0	0	1*

*The Central Service Worker position is currently being filled with an extra help employee.

SALARIES & EMPLOYEE BENEFITS

- 710103** **Extra Help** (\$37,215) is recommended increased \$37,215 to fund an extra help Central Services Worker.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

CENTRAL SERVICES

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,500) is recommended unchanged for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800** **Maintenance - Equipment** (\$500) is recommended unchanged for maintenance agreements for the mail room equipment.
- 721300** **Office Expense** (\$4,000) is recommended unchanged based on actual expenditures for supplies to be used in various Central Services activities.
- 721301** **Office Expense - Duplicating** (\$1,800) is recommended unchanged for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are produced annually and are charged back to the using Departments.
- 721302** **Office Expense - Postage** (\$300,000) is recommended unchanged based on current usage for postage and mail services for all County Departments, except Social Services and offices located outside the Madera area.
- 721303** **Office Expense - Purchasing Agent Store** (\$500) is recommended unchanged for the central purchasing of common office supplies which are then charged back to using Departments.
- 721400** **Professional & Specialized Services** (\$500) is recommended reduced \$2,620 for mail courier services.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$213,000) is recommended increased \$8,000 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide ongoing software maintenance enhancements to the programs, and additions/deletions to the Property Tax System Programs when there are County changes or new laws.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended unchanged for the maintenance of Central Services copiers, and for the use of vehicles from the Central Garage.
- 721700** **Rents & Leases – Buildings** (\$5,000) is recommended unchanged for Central Services' portion of the leased storage facility shared with County Clerk-Recorder.
- 722000** **Transportation & Travel** (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.