

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	<b>ACTUAL 2022-23</b>	<b>BOARD APPROVED 2023-24</b>	<b>DEPARTMENT REQUEST 2024-25</b>	<b>CAO RECOMMENDED 2024-25</b>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	5,041	2,500	2,500	2,500
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>5,041</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	27,246	25,000	25,000	25,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>27,246</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>32,287</u></b>	<b><u>27,500</u></b>	<b><u>27,500</u></b>	<b><u>27,500</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	68,124	97,399	103,206	103,206
710200 Retirement	25,256	39,554	43,584	43,584
710300 Health Insurance	12,713	30,427	30,434	30,434
710400 Workers' Compensation	663	696	586	586
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>106,756</b>	<b>168,076</b>	<b>177,810</b>	<b>177,810</b>
SERVICES & SUPPLIES				
720800 Maintenance - Equipment	325	350	350	350
721300 Office Expense	2,500	2,400	2,800	2,800
721302 Office Expense-Postage	231,443	263,000	281,410	281,410
721601 Rents & Leases - Co Vehicles	53	200	200	200
721900 Special Department Expense	30	500	500	500
722000 Transportation & Travel	0	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>234,351</b>	<b>266,950</b>	<b>285,760</b>	<b>285,760</b>

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	<b>ACTUAL <u>2022-23</u></b>	<b>BOARD APPROVED <u>2023-24</u></b>	<b>DEPARTMENT REQUEST <u>2024-25</u></b>	<b>CAO RECOMMENDED <u>2024-25</u></b>
OTHER CHARGES				
730330 Rents & Leases - Equipment	19,130	19,865	19,865	19,865
<b>TOTAL OTHER CHARGES</b>	<b>19,130</b>	<b>19,865</b>	<b>19,865</b>	<b>19,865</b>
INTRAFUND TRANSFERS				
770100 Intrafund Expenses	984	984	984	984
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>984</b>	<b>984</b>	<b>984</b>	<b>984</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>361,221</u></b>	<b><u>455,875</u></b>	<b><u>484,419</u></b>	<b><u>484,419</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>328,934</u></b>	<b><u>428,375</u></b>	<b><u>456,919</u></b>	<b><u>456,919</u></b>

## 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 (\$103,206) is recommended based on cost of recommended staff.

**710200**      Retirement (\$43,584) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      Health Insurance (\$30,434) is based on the employer's share of health insurance premiums.

**710400**      Workers' Compensation (\$586) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

#### SERVICES & SUPPLIES

**720800**      Maintenance - Equipment (\$350) is recommended unchanged for potential maintenance and repairs of mail room equipment.

## Mail Room (County Clerk)

### **SERVICES & SUPPLIES** (continued)

- 721300**      **Office Expense** (\$2,800) is recommended, increased by \$400 to fund the County's Post Office Box rental, and other mail room supplies which include ink for the postage machine.
- 721302**      **Office Expense - Postage** (\$281,410) 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 July 2023 by 5% and an additional 2% as of Jan 2024.
- 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 and, inserter/folder.

### **INTRAFUND EXPENSES**

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

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2024-25**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 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							
<b>TOTAL</b>		<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>-</u>	<u>-</u>	

**NOTES:**