

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

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

	ACTUAL 2022-23	BOARD APPROVED 2023-24	DEPARTMENT REQUEST 2024-25	CAO RECOMMENDED 2024-25
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	60,661	60,000	60,000	60,000
TOTAL CHARGES FOR CURRENT SERVICES	60,661	60,000	60,000	60,000
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	135,576	259,886	184,909	184,909
TOTAL CHARGES FOR MISCELLANEOUS REVENUE	135,576	259,886	184,909	184,909
<u>TOTAL ESTIMATED REVENUES</u>	<u>196,237</u>	<u>319,886</u>	<u>244,909</u>	<u>244,909</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	251,261	292,884	326,233	326,233
710107 Premium Pay	1,605	0	0	0
710200 Retirement	92,410	111,382	111,854	111,854
710300 Health Insurance	45,462	62,680	63,911	63,911
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	392,118	468,325	503,377	503,377
SERVICES & SUPPLIES				
720300 Communications	628	4,600	4,600	4,600
720500 Household Expense	0	6,723	6,723	6,723
720600 Insurance	3,205	3,205	3,205	3,205
720800 Maintenance - Equipment	0	473	497	497
721100 Memberships	5,075	9,906	9,913	9,913
721300 Office Expense	6,003	17,219	16,045	16,045

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	ACTUAL 2022-23	BOARD APPROVED 2023-24	DEPARTMENT REQUEST 2024-25	CAO RECOMMENDED 2024-25
721400 Professional & Specialized Services		35,613	35,640	35,640
721500 Publications & Legal Notices	29,308	210	210	210
721900 Special Departmental Expense	3,518	150	150	150
722000 Transportation & Travel	0	14,156	12,204	12,204
722100 Utilities	0	4,908	4,295	4,295
	0			
TOTAL SERVICES & SUPPLIES	47,737	97,163	93,482	93,482
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	3,749	3,652	3,652
TOTAL OTHER CHARGES	0	3,749	3,652	3,652
INTRAFUND TRANSFER				
770100 Intrafund Expense	41,871	135,399	55,058	55,058
TOTAL INTRAFUND TRANSFER	41,871	135,399	55,058	55,058
<u>TOTAL EXPENDITURES</u>	481,725	704,636	655,569	655,569
<u>NET COUNTY COST (EXP - REV)</u>	285,488	384,750	410,660	410,660

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 2024-25.

670000 **Intrafund Revenue** (\$184,909) is the anticipated revenue for FY 2024-25.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$326,233) is recommended increased \$33,349 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** (\$111,854) is recommended increased \$472 and reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$63,911) is recommended increased \$1,231 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** (\$497) is recommended increased \$24 for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$9,913) is recommended increased \$7 for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA, \$6,340), annual code book updates (\$2,449), Thomas Reuters Probate Codes (\$696) and continuing EDUC Pub (\$428).
- 721300** **Office Expense** (\$16,045) is recommended decreased \$1,174 for postage (\$3,000), subscriptions (\$1,050), CEB Estate Planning Online (\$1,400), safety deposit box (\$500), envelopes (\$1,800) and checks (\$2,195), along with other office expenses (\$6,100).
- 721400** **Professional & Specialized Services** (\$35,640) is recommended increased \$27 includes monthly maintenance fees for PG Pro Software (\$33,000), LexisNexis - used for looking up relatives of conservatees (\$2,640) 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** (\$12,204) is recommended decreased \$1,952 for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff (\$5,900), estimated 700 miles (\$1,600) and Central Garage charges (4,704).
- 722100** **Utilities** (\$4,295) is recommended decreases \$415 for PG staff at DSS new building.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

OTHER CHARGES

730330 **Rents & Leases – Equipment** (\$3,652) is recommended decreased \$97 for the copier lease (\$1,944), additional copies costs (\$945), and the cost of a shred bin (\$763).

INTRAFUND TRANSFER

770100 **Intrafund Expense** (\$55,058) is recommended decreased \$80,341 to fund specified DSS Human Resource cost (\$5,058), and DSS Staff timestudy to PG (\$50,000).

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

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<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>	
3111	Chief Deputy Public Guardian	1.0		1.0		-	-	
3687	Deputy Public Guardian	2.0		1.0		(1.0)	-	A
3222	Deputy County Counsel II	-		1.0		1.0		A
3533	Office Assistant I or							
3534	Office Assistant II	1.0		1.0		-	-	
TOTAL		4.0	-	4.0	-	-	-	

NOTES:

A Deleted one (1) FTE Deputy Public Guardian and added one (1) FTE Deputy County Counsel II