

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

Department: **TREASURER
(00520)**
Function: **General**
Activity: **Finance**
Fund: **General**

	<u>ACTUAL 2022-23</u>	<u>BOARD APPROVED 2023-24</u>	<u>DEPARTMENT REQUEST 2024-25</u>	<u>CAO RECOMMENDED 2024-25</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662723 Services to Other Agencies	711,446	1,664,882	1,742,667	1,742,667
TOTAL CHARGES FOR CURRENT SERVICES	711,446	1,664,882	1,742,667	1,742,667
MISCELLANEOUS REVENUE				
673700 Cash Overage	1	100	100	100
TOTAL MISCELLANEOUS REVENUE	1	100	100	100
<u>TOTAL ESTIMATED REVENUES</u>	<u>711,447</u>	<u>1,664,982</u>	<u>1,742,767</u>	<u>1,742,767</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	344,823	698,892	713,399	713,399
710103 Extra Help	20,310	108,478	108,478	108,478
710200 Retirement	126,966	291,029	301,268	301,268
710300 Health Insurance	49,746	140,727	182,604	182,604
710400 Workers' Compensation Insurance	3,306	4,616	4,770	4,770
710500 Other Benefits	650	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	545,802	1,244,343	1,311,119	1,311,119
SERVICES & SUPPLIES				
720300 Communications	2,376	4,800	4,800	4,800
720600 Insurance	450	450	631	631

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	ACTUAL 2022-23	BOARD APPROVED 2023-24	DEPARTMENT REQUEST 2024-25	CAO RECOMMENDED 2024-25
SERVICES & SUPPLIES (CONTINUED)				
720800 Maintenance - Equipment	10,744	15,895	13,103	13,103
721100 Memberships	498	800	1,520	1,520
721201 Cash Shortages	0	100	100	100
721300 Office Expense	12,716	10,500	10,500	10,500
721314 Computer Equipment	0	5,500	5,694	5,694
721400 Professional & Specialized Services	102,274	213,600	226,300	226,300
721426 Software Maintenance	18,274	27,994	24,950	24,950
722000 Transportation & Travel	15,165	23,000	25,000	25,000
TOTAL SERVICES & SUPPLIES	162,496	302,639	312,598	312,598
OTHER CHARGES				
730330 Rents & Leases-Equipment	11,210	12,000	14,500	14,500
TOTAL OTHER CHARGES	11,210	12,000	14,500	14,500
CAPITAL PROJECTS & FIXED ASSETS				
740100 Capital Projects	0	0	100,000	100,000
740301 Fixed Assets	0	100,000	0	0
TOTAL CAPITAL PROJECTS & FIXED ASSETS	0	100,000	100,000	100,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfers	4,497	6,000	4,550	4,550
TOTAL INTRAFUND TRANSFERS	4,497	6,000	4,550	4,550
TOTAL EXPENDITURES	724,005	1,664,982	1,742,767	1,742,767
NET COUNTY COST (EXP - REV)	12,558	0	0	0

TREASURER

COMMENTS

The Treasurer serves as the County depository; receiving, safeguarding, maintaining, and reconciling all bank accounts, and investing all County, School District, and Special District funds contained in the County's co-mingled pool based on safety, liquidity, and yield. Funds are scheduled to mature to meet the cash flow requirements of these entities. The Treasurer maintains all Debt Service schedules including County, School, and any general obligation debt in order to manage all Debt Service payments. The Treasurer participates in any bond calls, and continuing disclosure requirements, and submits the Annual Debt Transparency Reports for the County. The Treasurer also reviews financial documents and provides guidance when the County issues debt.

WORKLOAD

	<u>Actual</u> <u>2022-23</u>	<u>Estimated</u> <u>2023-24</u>	<u>Projected</u> <u>2024-25</u>
<u>TREASURER</u>			
Cash Receipts (CR/Permits)	13,231	13,692	14,000
Auditor Warrants (Auditors TNS, ACH/EFT bank accounts)	13,383	12,022	15,000
County Employee Payroll Warrants (direct deposit not included)	1,810	1,138	1,500
County Welfare Warrants (Welfare), (EBT)	13,344	14,224	14,500
Treasury Appointment Service	1,453	1,420	1,750
<u>WORK PROGRAM</u>			
School Journal Entries (Book), (Wire)	377	360	400
Auditor Journal Entries (Book)	164	168	200
Madera Cemetery Journal Entries (Book)	84	86	88
Welfare Journal Entries (Book)	299	310	350
Investment Transactions (SymPro)	351	724	725
Bank Transfers (Debt Service), (Wire)	580	606	650
Returns (NSF), (Reversal), (Return Check)	446	438	600
Treasury & Bank Ready Deposits (RD)	1,163	1,112	1,200
Tax Collector Deposits (Deposits), (CR)	1,790	1,860	2,000
Check21 transmissions (checks scanned), (Treasury Cash)	39,941	39,414	45,000

ESTIMATED REVENUES

- 662723** **Services to Other Agencies** (\$1,742,667) is a recommended increase of \$77,785 based on current fiscal year projections and reflects 100% reimbursement from various agencies for performing all Treasury-related functions.
- 673700** **Cash (Difference) - Overage** (\$100) is recommended unchanged. This fund is used as a cash difference fund for unidentified overages pursuant to Government Code Section 29370-29390.1 and the 2024 Cash Handling Policy.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$713,399) is a recommended increase of \$14,507 based on maintaining current staffing allocations, cost of living increases, and step/longevity increases.
- 710103** **Extra Help** (\$108,478) is a recommended unchanged. This is based on the need for analytical assistance during peak periods assisting with Treasury services and processes. The cost for Extra Help will be 100% offset through the Treasury Administration Fee.
- 710200** **Retirement** (\$301,268) is a recommended increase of \$10,239 based on the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$182,604) is a recommended increase of \$41,877 based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$4,770) is a recommended increase of \$154 based on the Department's contribution to the County's Self-Insurance Internal Service Fund. This amount reflects the Treasury division's share. The overall cost is split between the Treasurer and Tax Collector budgets.
- 710500** **Other Benefits** (\$600) is recommended unchanged based on Elected Official Allowance. This amount reflects the Treasury division's share. The overall cost is split between the Treasurer and Tax Collector budgets.

TREASURER

SERVICE & SUPPLIES

- 720300** **Communications** (\$4,800) is a recommended unchanged. This amount reflects mobile phone lines/hot spots to provide readily accessible phone and Wi-Fi services for staff in the event of an emergency and to provide additional mobile Wi-Fi and phone service to assist staff during peak times. This amount reflects the Treasury division's share. The overall cost is split between the Treasurer and Tax Collector budgets.
- 720600** **Insurance** (\$631) is a recommended increase of \$181 based on an increase of insurance premium fees. The cost reflects the Department's contribution to the County's Self-Insured Liability Program. This amount reflects the Treasury division's share. The overall cost is split between the Treasurer and Tax Collector budgets.
- 720800** **Maintenance – Equipment** (\$13,103) is a recommended decrease of \$2,792 based on current service contract obligations for the OPEX (remittance processor), RTL Lawrence Falcon and cash counters equipment maintenance.
- 721100** **Memberships** (\$1,520) is a recommended increase of \$720. Memberships include the California Association of County Treasurers and Tax Collectors (CACTTC), California Municipal Treasurers Association (CMTA), California Society of Municipal Finance Officers (CSMFO), and Government Investment Officers Association (GIOA). The memberships are for the Treasurer-Tax Collector and designated staff. The cost of the CACTTC is split evenly between the Treasurer and Tax Collector budgets. CMTA, GIOA, and CSMFO are fully expensed to the Treasury division.
- 721201** **Cash (Difference) Shortage** (\$100) is recommended unchanged. This fund is used as a cash difference fund for unidentified shortages pursuant to Government Code Section 29370-29390.1 and the 2024 Cash Handling Policy.
- 721300** **Office Expense** (\$10,500) is recommended unchanged based on the current year's forecasted expenditures. These expenditures include printer and general office supplies, general office furniture, forms, endorsement stamps, labels, envelopes, and vault storage supplies.
- 721314** **Computer Equipment** (\$5,694) is a recommended increase of \$194. This amount reflects iPad equipment purchases for the Treasurer-Tax Collector staff. Allows for banking, workflow approvals and crucial operations to be completed remotely when offsite due to meetings or required continuing educational training. This cost reflects the Treasurer's portion.

SERVICE & SUPPLIES (continued)

721400 **Professional & Specialized Services** (\$226,300) is a recommended increase of \$12,700 based on contract obligations. The cost includes Treasury services such as investment advisory fees, bank service fees, vault maintenance, secured courier services, electronic alert and notifications services and confidential shredding services. All Treasury related costs listed below are recovered through the Treasury Administration Fee.

<u>Treasury (All Recoverable)</u>	<u>Recommended</u>
Guardian Mobile	\$600
Treasury Vault Diebold	\$1,500
RT Lawrence	\$9,100
Principal Custodial Bank	\$9,000
Granicus	\$10,500
Secured Courier Services	\$22,000
Meeder Investment	\$63,600
Bank of America Banking Services	\$110,000
 GRAND TOTAL:	 <u>\$226,300</u>

721426 **Software Maintenance** (\$24,950) is a recommended decrease of \$ 3,044 based on current contract obligations for Tracker Debt Management software, SymPro Investment Management software and Cummins Allison (Data Base Manager Software) and RT Lawrence. All Treasury related costs listed below are recovered through the Treasury Administration Fee.

<u>Software Maintenance</u>	<u>Recommended</u>
Cummins Allison (<i>DBM software</i>)	\$350
OPEX (<i>RTL software</i>)	\$1,500
Tracker Debt Management (<i>Debt software</i>)	\$7,600
SymPro (<i>Investment software</i>)	\$15,500
 GRAND TOTAL:	 <u>\$24,950</u>

TREASURER

SERVICE & SUPPLIES (continued)

722000 **Transportation & Travel** (\$25,000) is a recommended increase of \$2,000. This cost is based on required travel for annual conferences, workshops and training for Treasury staff, management training and new employee training. Cost estimates are to reimburse private mileage and expenses for out-of-County travel to attend required continuing education credit seminars, meetings and annual conferences; such as the California Association of County Treasurers and Tax Collectors (CACTTC) annual conference, California Municipal Treasurers Association (CMTA) annual conference, California State Association of Counties (CSAC) legislative conference, Government Investment Officers Association (GIOA) annual conference, California Debt and Investment Advisory Commission (CDIAC), California Society of Municipal Finance Officers (CSMFO) annual conference, education seminars and conference and SymPro and Debt Tracker user trainings. This amount reflects the Treasury division's share.

OTHER CHARGES

730330 **Rents & Leases – Equipment** (\$14,500) is a recommended increase of \$2,500 due to an increase in printing costs for the leased Ricoh printer/scanners. The overall cost for the 2 Ricoh printer/scanners is split between the Treasurer and Tax Collector budgets.

FIXED ASSESTS

740100 **Capital Projects** (\$100,000) is a recommended increase. The amount budgeted for capital projects includes estimated costs for the Treasurer-Tax Collector's kitchen rehabilitation for security, safety, and efficiency. This amount reflects the Treasury division's share.

INTRAFUND TRANSFERS

770100 **Intrafund Transfers** (\$4,550) is a recommended decrease of \$1,450. Costs are calculated on the VoIP pricing and licensing fees per phone in the department. Phone services and maintenance will be billed through the Madera County's Information Technology department. This also includes 50% of the conference room phone. This amount reflects the Treasury division's share.

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

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(00520)**
Function: **General**
Activity: **Finance**
Fund: **General**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24</u> <u>Authorized</u> <u>Positions</u>		<u>2024-25</u> <u>Proposed</u> <u>Positions</u>		<u>Y-O-Y</u> <u>Changes</u> <u>in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3201	Accountant Auditor I or	-	-	-	-	-	-	
3202	Accountant Auditor II	3.0	-	3.0	-	-	-	
3203	Senior Accountant-Auditor	1.0	-	1.0	-	-	-	
3139	Supervising Accountant-Auditor	1.0	-	-	-	(1.00)	-	A
3349	Accounting Technician I or	-	-	-	-	-	-	
3354	Accounting Technician II or	-	-	-	-	-	-	
3606	Senior Accounting Technician	0.25	-	0.25	-	-	-	
3205	Administrative Analyst I or	-	-	-	-	-	-	
3206	Administrative Analyst II or	-	-	-	-	-	-	
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	
4126	Principal Administrative Analyst	1.0	-	2.0	-	1.00	-	B
3121	Assistant Treasurer-Tax Collector	0.50	-	0.50	-	-	-	
4129	Chief Deputy Tax Collector-Treasurer	0.50	-	0.50	-	-	-	
4222	Executive Assistant	0.50	-	0.50	-	-	-	
1014	Treasurer-Tax Collector	0.50	-	0.50	-	-	-	
	TOTAL	9.25	-	9.25	-	-	-	

NOTES:

- A** Unfund Supervising Accountant-Auditor to fund additional Principal Administrative Analyst
- B** Adding additional Principal Administrative Analyst