

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries		28,638	29,950	29,950
710103 Extra Help	26,561	0	0	0
710200 Retirement	7,409	8,444	9,204	9,204
710300 Health Insurance	6,486	6,878	6,526	6,526
710400 Workers' Compensation	0	103	134	134
TOTAL SALARIES & EMPLOYEE BENEFITS	40,456	44,063	45,814	45,814
SERVICES & SUPPLIES				
720300 Communications	2,887	3,000	3,500	3,500
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	2,631	3,000	4,000	4,000
721301 Office Expense-Duplicating	380	1,800	1,800	1,800
721302 Office Expense-Postage	265,078	300,000	300,000	300,000
721303 Office Expense-Purchasing Agent Store	368	500	500	500
721400 Professional & Specialized Services	2,860	3,120	3,120	3,120
721426 Professional & Specialized Services - Software Main.	195,774	200,000	205,000	205,000
721600 Rents & Leases - Equipment	2,555	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,514	4,464	5,000	5,000
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	477,047	521,884	528,920	528,920
FIXED ASSETS				
740300 Equipment	0	38,167	0	0
TOTAL FIXED ASSETS	0	38,167	0	0
TOTAL - CENTRAL SERVICES	517,503	604,114	574,734	574,734
INTRAFUND TRANSFER				
77000 Intrafund Transfer	-29,124	0	0	0
TOTAL INTRAFUND TRANSFER	-29,124	0	0	0
GRAND TOTAL - CENTRAL SERVICES	488,379	604,114	574,734	574,734

*The Intrafund Transfer account (770100) is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Operating Transfers In (Megabyte System)	\$ 0	\$ 0	\$ 0
Charges for Services	<u>24,349</u>	<u>60,000</u>	<u>62,000</u>
Total Revenue	\$24,349	\$60,000	\$62,000

STAFFING

<u>Permanent</u>	2014-15 Authorized		2015-16 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	1	0

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$29,950) is recommended increased \$1,312 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended.
- 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 increased \$500 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 increased \$1,000 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** (\$3,120) is recommended unchanged for mail courier services.
- 721426** **Professional & Specialized Services-Software Maintenance** (\$205,000) is recommended increased \$5,000 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 increased \$536 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.