

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	28,638	28,638
710103 Extra Help	26,776	25,000	0	0
710200 Retirement	6,782	5,000	8,444	8,444
710300 Health Insurance	11,214	8,000	6,878	6,878
710400 Workers' Compensation	0	0	103	103
TOTAL SALARIES & EMPLOYEE BENEFITS	44,772	38,000	44,063	44,063
SERVICES & SUPPLIES				
720300 Communications	2,231	3,000	3,000	3,000
720800 Maintenance - Equipment	0	500	500	500
721300 Office Expense	14,481	3,000	3,000	3,000
721301 Office Expense-Duplicating	399	1,800	1,800	1,800
721302 Office Expense-Postage	205,262	280,000	300,000	300,000
721303 Office Expense-Purchasing Agent Store	261	500	500	500
721400 Professional & Specialized Services	3,120	3,120	3,120	3,120
721426 Professional & Specialized Services - Software Main.	192,502	195,775	200,000	200,000
721600 Rents & Leases - Equipment	5,994	5,000	5,000	5,000
721700 Rents & Leases - Buildings	4,464	4,464	4,464	4,464
722000 Transportation & Travel	0	500	500	500
TOTAL SERVICES & SUPPLIES	428,715	497,659	521,884	521,884
FIXED ASSETS				
740300 Equipment	0	38,167	38,167	38,167
TOTAL FIXED ASSETS	0	38,167	38,167	38,167
TOTAL - CENTRAL SERVICES	473,488	573,826	604,114	604,114
INTRAFUND TRANSFER				
77000 Intrafund Transfer	-25,041	-22,000	0 *	0 *
TOTAL INTRAFUND TRANSFER	-25,041	-22,000	0	0
GRAND TOTAL - CENTRAL SERVICES	448,447	551,826	604,114	604,114

*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.

REVENUE	Actual <u>2012-13</u>	Estimated <u>2013-14</u>	Projected <u>2014-15</u>
Operating Transfers In (Megabyte System)	\$ 0	\$ 0	\$38,167
Interfund/Intrafund Revenue	<u>25,331*</u>	<u>22,000*</u>	<u>50,000</u>
Total Revenue	\$25,331	\$22,000	\$88,167

*A portion of revenue derived from charges to sub-vented departments is reflected as an Intrafund Transfer on the budget appropriation form and is not included in this amount.

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Central Services Assistant	0	1*	0	1
Central Services Worker	0	1	1**	0

*The Central Service Assistant position was filled with an extra help employee.

**It is recommended to permanently fill the Central Services Worker position.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$28,638) is recommended based on the cost of recommended staffing.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$25,000.

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.

CENTRAL SERVICES

SALARIES & EMPLOYEE BENEFITS (continued)

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$3,000) 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** (\$3,000) is recommended unchanged 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 increased \$20,000 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** (\$200,000) is recommended increased \$4,225 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** (\$4,464) is recommended unchanged for Central Services' portion of the leased storage facility shared with County Clerk-Recorder.

CENTRAL SERVICES

SERVICES & SUPPLIES (continued)

722000 Transportation & Travel (\$500) is recommended unchanged for postal training on newly required regulations and other Central Services functions.

FIXED ASSETS

740301 Fixed Assets (\$38,167) is recommended for the purchase of an upgrade to the Megabyte Property Tax System to transition to the required Dot Net platform. The cost of this upgrade will be offset with available funds from the Property Tax Sale Proceeds Fund.