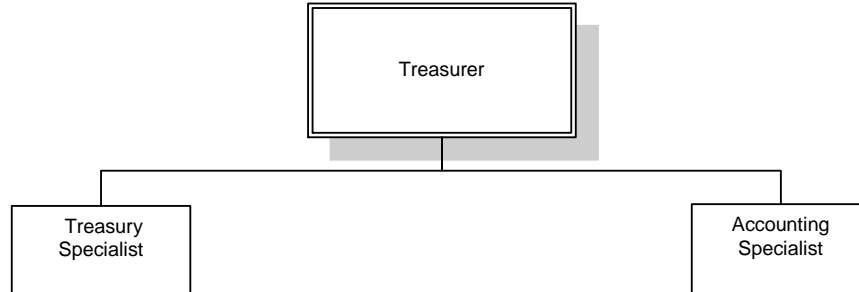


MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

TREASURER



MISSION STATEMENT

Dedicated to providing responsive leadership and cost-effective government services with integrity.

GOALS AND OBJECTIVES

- Goal 1. Explore and develop procedures for receipting miscellaneous cash into Oracle Financials more effectively.
- Goal 2. Work closely with the finance department to develop efficient business process for receipting and payables.
- Goal 3. Continue to train county employees in cash handling techniques and internal control procedures.

MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

DEPARTMENT OVERVIEW

Laurie Steele is the elected Marion County Treasurer. The Treasurer is the statutory cash custodian for Marion County. The Treasurer's office works to minimize the risk to public funds through cash handling training and audits. The Treasurer maintains bank accounts with various banks and with the State Treasury Investment Pool and is responsible for the proper receipting of all monies flowing through those bank accounts.

The treasurer has responsibility for the distribution of taxes and the interest earned on those monies to the taxing districts of Marion County using the percentage distribution schedule created by the tax collector. The treasurer is the investment manager for the county, investing funds in accordance with the county's investment policy and assuring that adequate cash is available to meet the obligations of the county.

The treasurer's office total FY08-09 budget is \$343,640 a \$1,312 increase, or 0.4%, over FY07-08.

<i>Resource and Requirement Summary</i>					
Treasurer	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Adopted	+/- %
Resources:					
General Funds	311,349	317,047	342,328	343,640	0.4%
Total Resources	311,349	317,047	342,328	343,640	0.4%
Requirements:					
Personal Services:					
Salaries and Wages	156,651	161,829	171,627	167,395	(2.5%)
Fringe Benefits	70,949	70,918	75,558	77,653	2.8%
Subtotal	227,600	232,747	247,185	245,048	(0.9%)
Materials and Services	43,753	51,151	57,702	56,575	(2.0%)
Administrative Charges	39,996	33,149	37,441	42,017	12.2%
Total Requirements	311,349	317,047	342,328	343,640	0.4%
FTE	2.80	3.00	3.00	3.00	0.0%

PROGRAMS

The treasurer's department budget is allocated to one program as shown on the following table.

Summary of Department Programs

	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Proposed	+/- %
RESOURCES	311,349	317,047	342,328	343,640	0.4%
REQUIREMENTS BY PROGRAM					
Treasurer	311,349	317,047	342,328	343,640	0.4%
Total	311,349	317,047	342,328	343,640	0.4%

MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

Treasurer Program

- Statutory cash management, including collection, receipting and depositing of funds as quickly and accurately as possible.
- Disbursement of funds.
- Borrowing of funds to meet short and long term cash needs.
- Managing banking and broker relationships to maximize quality services at competitive prices.
- Managing cash by turning receivables and float into bank balances as efficiently as possible.
- Managing and forecasting liquidity.
- Investing surplus funds as designated by ORS and county investment policy.
- Managing internal controls for county bank accounts.
- Assisting departments in management of cash collections and deposits.

Department: Treasurer		Program: Treasurer			
Treasurer	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Adopted	+/- %
Resources:					
General Fund	311,349	317,047	342,328	343,640	0.4%
Total Resources	311,349	317,047	342,328	343,640	0.4%
Requirements:					
Personal Services:					
Salaries and Wages	156,651	161,829	171,627	167,395	-2.5%
Fringe Benefits	70,949	70,918	75,558	77,653	2.8%
Subtotal	227,600	232,747	247,185	245,048	-0.9%
Materials and Services	43,753	51,151	57,702	56,575	-2.0%
Administrative Charges	39,996	33,149	37,441	42,017	12.2%
Total Requirements	311,349	317,047	342,328	343,640	0.4%
FTE	2.80	3.00	3.00	3.00	0.0%

Program: Treasurer

Personnel Positions

Title of Position	FTE
Accounting Specialist	1.00
Treasury Specialist	1.00
Treasurer	1.00
Total FTE	3.00

Treasurer Program Budget Analysis

This budget will allow a current level of services. The requirements for Personal Services have changed slightly due to a classification study conducted by human resources in 2007. Both the department specialist series and the accounting series were reviewed and both positions were changed. The department specialist 4 was found to be a classification unique to treasury and was reclassified to a treasury specialist. The new classification is paid at the same range as the department specialist 4. The accounting clerk position was reclassified to an accounting specialist that is paid at a higher salary range, but with the retirement of the accounting clerk (at step 9) the new position resulted in a decrease in personal services costs.

MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

FUNDS

The treasurer department budget is entirely in the general fund.

KEY DEPARTMENT ACCOMPLISHMENTS FY2007-08

- Began auditing cash handling procedures and implementing internal cash controls in county departments.
 - Trained 100 employees in Internal Controls
 - Continued cash handling training for new employees
-

Resources by Fund Detail

Department: **Treasurer**

100 - General Fund	Actual FY 2006	Actual FY 2007	Budget FY 2008	Adopted FY 2009
General Fund				
39301 General Fund Support	311,349	317,047	342,328	343,640
General Fund Total	311,349	317,047	342,328	343,640
Treasurer Fund 100 Grand Total	311,349	317,047	342,328	343,640

MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

Requirements by Fund Detail

Department: **Treasurer**

100 - General Fund	Actual FY 2006	Actual FY 2007	Budget FY 2008	Adopted FY 2009
Personal Services				
Salaries and Wages				
51102 COLA - Budget	0	0	1,376	0
51111 Regular Wages	131,498	136,291	158,543	155,793
51113 Vacation Pay	4,882	5,424	0	0
51114 Sick Pay	3,799	1,979	0	0
51115 Holiday Pay	5,278	6,318	0	0
51121 Compensation Credits	11,194	11,460	11,708	11,602
51141 Straight Pay	0	93	0	0
51142 Premium Pay	0	264	0	0
Salaries and Wages Total	156,651	161,829	171,627	167,395
Fringe Benefits				
51211 PERS	16,127	13,909	13,620	13,392
51212 401(k)	5,735	6,121	6,209	6,349
51213 PERS Debt Service	6,607	5,257	6,810	7,533
51220 FICA	11,383	12,037	12,788	12,704
51231 Medical Insurance	26,199	28,360	30,744	33,084
51232 Dental Insurance	3,209	3,362	3,546	2,640
51233 Life Insurance	479	495	430	542
51234 Disability Insurance	437	451	633	642
51240 Unemployment	607	642	681	670
51252 WC-Hourly Rate	80	75	97	97
51260 Wellness	49	119	0	0
51261 EAP	36	89	0	0
Fringe Benefits Total	70,949	70,918	75,558	77,653
Personal Services Total	227,600	232,747	245,809	245,048
Materials and Services				
52101 Office Supplies	2,264	5,476	2,500	2,500
52107 Departmental Supplies	591	393	600	600
52118 Books	42	226	200	200
52215 Small Office Equipment	1,260	200	0	0
52217 Computer Equipment	1,203	79	0	0
52218 Software	965	0	0	0
52301 Telephones	1,739	1,573	500	500
52305 Postage	626	398	1,200	800
52306 Cellular Phones	436	129	1,000	900
52308 Telecomm Charges	0	0	1,127	0
52505 Armour Car Services	22,255	30,922	26,000	36,000
52544 Printing Services	208	0	750	750
52562 Bank Card Services	0	3,491	50	50
52564 Bank Services	6,768	0	14,000	7,500
52605 Maint - Building & Grounds	55	50	0	0
52610 Maint - Software	0	0	275	275
52701 Vehicle Rental	0	124	0	0

MARION COUNTY FY2008-09 BUDGET
BY DEPARTMENT
TREASURER

Requirements by Fund Detail

Department: **Treasurer**

100 - General Fund	Actual FY 2006	Actual FY 2007	Budget FY 2008	Approved FY 2009
Materials and Services				
52704 Equipment Rental	1,687	2,009	2,000	1,000
52821 Public Officials Bonds	1,750	1,750	2,000	2,000
52911 Mileage-Employee	450	600	800	800
52913 Meals	47	63	200	200
52914 Lodging	383	0	1,000	1,000
52921 Meetings	0	194	0	0
52922 Conferences	250	545	2,000	1,500
52923 Training	365	2,800	800	0
52924 Schools	0	0	0	0
52930 Dues and Memberships	410	185	700	0
52999 Miscellaneous-Other	1,176	10	0	0
Materials and Services Total	43,753	51,151	57,702	56,575
Administrative Charges				
60100 Board of Commissioners	3,008	2,770	2,965	2,286
60110 Governing Body Allocation	0	0	0	975
60200 Business Services Allocation	1,512	1,121	1,313	0
60250 Risk Management Allocation	1,152	949	1,240	612
60260 Liability Insurance Allocation	1,000	1,100	1,200	1,200
60270 Workers Comp Insurance	700	700	900	900
60300 Human Resources Allocation	2,749	2,467	2,988	4,071
60350 Facilities Management	5,509	5,505	6,112	6,946
60352 Custodial Charges	3,169	3,097	3,719	4,059
60353 Courier	132	152	143	169
60354 Utilities Allocation	4,096	4,341	4,351	4,316
60400 Financial Services Allocation	1,219	1,638	2,132	3,065
60410 Legal Services	2,379	3,001	2,875	4,078
60450 Information Technology	5,202	5,117	6,249	5,899
60451 Information Technology Direct	7,261	1,191	0	0
60452 FIMS Allocation	908	0	1,254	1,870
60453 Telecomm	0	0	0	1,571
Administrative Charges Total	39,996	33,149	37,441	42,017
Treasurer Fund 100 Total	311,349	317,047	342,328	343,640