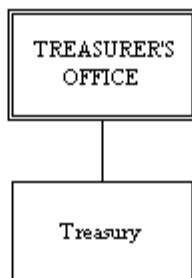


MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

TREASURER'S OFFICE



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.

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.

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

Resource and Requirement Summary

Treasurers Office	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Budget	FY 2009-10 Proposed	+/- %
Resources:					
General Funds	317,047	348,417	343,640	360,096	4.8%
Total Resources	317,047	348,417	343,640	360,096	4.8%
Requirements:					
Personal Services:					
Salaries and Wages	161,829	166,360	167,395	166,315	-0.6%
Fringe Benefits	70,918	69,076	77,653	86,104	10.9%
Subtotal Personal Services	232,747	235,436	245,048	252,419	3.0%
Materials and Services	51,151	77,195	56,575	53,720	-5.0%
Administrative Charges	33,149	35,785	42,017	53,957	28.4%
Total Requirements	317,047	348,417	343,640	360,096	4.8%
FTE	3.00	3.00	3.00	3.00	0.0%

MARION COUNTY FY2009-10 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

PROGRAMS

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

Summary of Programs

	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Budget	FY 2009-10 Proposed	+/- %
Resources:					
Treasury	317,047	348,417	343,640	360,096	4.8%
Total Resources	317,047	348,417	343,640	360,096	4.8%
Requirements:					
Treasury	317,047	348,417	343,640	360,096	4.8%
Total Requirements	317,047	348,417	343,640	360,096	4.8%

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

Treasury 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.

Program Summary

Treasurers Office

Program: Treasury

	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Budget	FY 2009-10 Proposed	+/- %
Resources:					
General Fund	317,047	348,417	343,640	360,096	4.8%
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FTE	3.00	3.00	3.00	3.00	0.0%

MARION COUNTY FY2009-10 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

FTE By Classification Title By Program

Program: Treasury	
Classification Title	FTE
Accounting Specialist	1.00
Treasurer	1.00
Treasury Specialist	1.00
Program Treasury FTE Total:	3.00

Treasury Program Budget Justification

There is an increase of more than 300% (\$12,624) for Information Technology costs to the Treasurer's office in FY09-10. A portion of that increase (\$9,600) is to pay for the annual maintenance of the investment software used by Treasury to track investments and allocate interest to county funds. This cost has been paid by I.T. since the software was purchased in 2003.

There is a reduction in Armored Car Services costs as some of those costs will be charged back to departments during FY 09-10.

MARION COUNTY FY2009-10 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

FUNDS

The treasurer department budget is entirely in the general fund.

Department Budget by Fund

Fund Name	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Budget	FY 2009-10 Proposed	% of Total
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Resources:

General Fund	317,047	348,417	343,640	360,096	100.0%
Total Resources	317,047	348,417	343,640	360,096	100.0%

Requirements:

General Fund	317,047	348,417	343,640	360,096	100.0%
Total Requirements	317,047	348,417	343,640	360,096	100.0%

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

KEY DEPARTMENT ACCOMPLISHMENTS

- Began auditing cash handling procedures and implementing internal cash controls in county departments.
- Continued auditing cash handling procedures and implementing internal cash controls in county departments.
- Began a program to audit and track all petty cash accounts county-wide.

MARION COUNTY FY2009-10 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

Resource by Fund Detail

100 - General Fund	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Proposed FY 09-10
General Fund				
39301 General Fund Support	317,047	348,417	343,640	360,096
General Fund Total	317,047	348,417	343,640	360,096
General Fund Total	317,047	348,417	343,640	360,096
Treasurers Office Grand Total	317,047	348,417	343,640	360,096

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

Requirements by Fund Detail

	Actual	Actual	Budget	Proposed
100 - General Fund	FY 06-07	FY 07-08	FY 08-09	FY 09-10
Personal Services				
Salaries and Wages				
51111 Regular Wages	136,291	129,477	155,793	163,409
51112 Temporary Wages	0	7,461	0	0
51113 Vacation Pay	5,424	4,537	0	0
51114 Sick Pay	1,979	2,793	0	0
51115 Holiday Pay	6,318	5,804	0	0
51121 Compensation Credits	11,460	11,677	11,602	2,906
51124 Leave Payoff	0	3,573	0	0
51141 Straight Pay	93	276	0	0
51142 Premium Pay	264	736	0	0
51145 Temporary-Premium	0	26	0	0
Salaries and Wages Total	161,829	166,360	167,395	166,315
Fringe Benefits				
51211 PERS	13,909	12,403	13,392	19,127
51212 401(k)	6,121	6,197	6,349	6,056
51213 PERS Debt Service	5,257	6,583	7,533	7,484
51220 FICA	12,037	12,566	12,704	12,562
51231 Medical Insurance	28,360	25,091	33,084	34,308
51232 Dental Insurance	3,362	3,226	2,640	4,104
51233 Life Insurance	495	483	542	499
51234 Disability Insurance	451	412	642	993
51240 Unemployment	642	666	670	665
51252 WC-Hourly Rate	75	72	97	97
51260 Wellness	119	102	0	119
51261 EAP	89	76	0	90
51270 County HSA Contributions	0	1,200	0	0
Fringe Benefits Total	70,918	69,076	77,653	86,104
Personal Services Total	232,747	235,436	245,048	252,419

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

	Actual	Actual	Budget	Proposed
100 - General Fund	FY 06-07	FY 07-08	FY 08-09	FY 09-10
Materials and Services				
52101 Office Supplies	5,476	3,104	2,500	3,000
52107 Departmental Supplies	393	4,988	600	1,000
52118 Books	226	0	200	200
52215 Small Office Equipment	200	0	0	0
52216 Small Departmental Equipment	0	123	0	0
52217 Computer Equipment (<\$5,000)	79	229	0	0
52301 Telephones	1,573	0	500	0
52305 Postage	398	491	800	1,000
52306 Cellular Phones	129	733	900	800
52308 Telecomm Charges	0	1,039	0	0
52505 Armour Car Services	30,922	40,031	36,000	29,000
52544 Printing Services	0	421	750	750
52562 Bank Card Services	5	55	50	0
52564 Bank Services	3,491	16,654	7,500	10,000
52582 Shredding Services	0	30	0	120
52605 Maint - Building & Grounds	50	108	0	0
52610 Maint - Software	0	0	275	0
52701 Vehicle Rental	124	0	0	0
52704 Equipment Rental	2,009	1,867	1,000	2,000
52821 Public Officials Bonds	1,750	2,500	2,000	2,500
52911 Mileage-Employee	530	1,034	800	800
52913 Meals	63	50	200	200
52914 Lodging	0	1,320	1,000	1,500
52915 Mileage-Non-Employee	0	243	0	0
52921 Meetings	194	0	0	0
52922 Conferences	545	575	1,500	600
52923 Training	2,800	1,100	0	0
52930 Dues and Memberships	185	450	0	250
52965 Pre-Employment Investigations	0	15	0	0
52999 Miscellaneous-Other	10	36	0	0
Materials and Services Total	51,151	77,195	56,575	53,720

MARION COUNTY FY2009-10 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

	Actual	Actual	Budget	Proposed
100 - General Fund	FY 06-07	FY 07-08	FY 08-09	FY 09-10
Administrative Charges				
60100 County Administration Allocation	2,770	2,765	2,286	1,932
60110 Governing Body Allocation	0	0	975	1,030
60200 Business Services Allocation	1,121	1,156	0	0
60250 Risk Management Allocation	949	1,020	612	563
60260 Liability Insurance Allocation	1,100	1,200	1,200	1,100
60270 Workers Comp Insurance Allocation	700	900	900	900
60300 Human Resources Allocation	2,467	2,904	4,071	3,735
60350 Facilities Management Allocation	5,505	5,845	6,946	6,917
60352 Custodial Charges	3,097	3,583	4,059	3,467
60353 Courier	152	145	169	198
60354 Utilities Allocation	4,341	4,350	4,316	4,873
60400 Financial Services Allocation	1,638	1,998	3,065	2,663
60410 Legal Services	3,001	2,750	4,078	3,189
60420 MCBEE Allocation	0	0	0	581
60450 Information Technology Allocation	5,117	5,792	5,899	8,923
60451 Information Technology Direct Charges	0	0	0	9,600
60452 FIMS Allocation	1,191	1,377	1,870	2,397
60453 Telecommunications Allocation	0	0	1,571	1,889
Administrative Charges Total	33,149	35,785	42,017	53,957
100 Total	317,047	348,417	343,640	360,096
Treasurers Office Grand Total	317,047	348,417	343,640	360,096