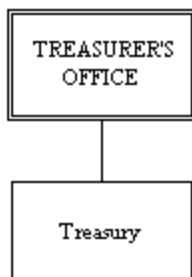


MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

TREASURER'S OFFICE



MISSION STATEMENT

Actively and appropriately invest, account for, manage, distribute and safeguard the County's cash assets.

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 processes 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 FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

<i>Resource and Requirement Summary</i>					
Treasurer's Office	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	348,417	368,688	420,096	425,294	1.24%
TOTAL RESOURCES	348,417	368,688	420,096	425,294	1.24%
REQUIREMENTS					
Personal Services					
Salaries and Wages	166,360	155,725	166,315	168,141	1.10%
Fringe Benefits	69,076	81,849	86,104	88,402	2.67%
Total Personal Services	235,436	237,575	252,419	256,543	1.63%
Materials and Services					
Supplies	8,092	4,241	4,200	3,200	-23.81%
Materials	352	97	0	0	n.a.
Communications	2,263	1,455	1,800	1,800	0.00%
Contracted Services	57,191	78,443	99,870	100,870	1.00%
Repairs and Maintenance	108	210	0	0	n.a.
Rentals	1,867	2,070	2,000	2,000	0.00%
Insurance	2,500	2,500	2,500	2,500	0.00%
Miscellaneous	4,823	1,245	3,350	3,350	0.00%
Total Materials and Services	77,195	90,262	113,720	113,720	0.00%
Administrative Charges	35,785	40,851	53,957	55,031	1.99%
TOTAL REQUIREMENTS	348,417	368,688	420,096	425,294	1.24%
FTE	3.00	3.00	3.00	3.00	0.0%

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

PROGRAMS

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

Summary of Programs

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	+/- %
RESOURCES					
Treasury	348,417	368,688	420,096	425,294	1.24%
TOTAL RESOURCES	348,417	368,688	420,096	425,294	1.24%
REQUIREMENTS					
Treasury	348,417	368,688	420,096	425,294	1.24%
TOTAL REQUIREMENTS	348,417	368,688	420,096	425,294	1.24%

MARION COUNTY FY2010-11 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

Treasurer's Office

Program: Treasury

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	348,417	368,688	420,096	425,294	1.24%
TOTAL RESOURCES	348,417	368,688	420,096	425,294	1.24%
REQUIREMENTS					
Personal Services					
Salaries and Wages	166,360	155,725	166,315	168,141	1.10%
Fringe Benefits	69,076	81,849	86,104	88,402	2.67%
Total Personal Services	235,436	237,575	252,419	256,543	1.63%
Materials and Services					
Supplies	8,092	4,241	4,200	3,200	-23.81%
Materials	352	97	0	0	n.a.
Communications	2,263	1,455	1,800	1,800	0.00%
Contracted Services	57,191	78,443	99,870	100,870	1.00%
Repairs and Maintenance	108	210	0	0	n.a.
Rentals	1,867	2,070	2,000	2,000	0.00%
Insurance	2,500	2,500	2,500	2,500	0.00%
Miscellaneous	4,823	1,245	3,350	3,350	0.00%
Total Materials and Services	77,195	90,262	113,720	113,720	0.00%
Administrative Charges	35,785	40,851	53,957	55,031	1.99%
TOTAL REQUIREMENTS	348,417	368,688	420,096	425,294	1.24%
FTE	3.00	3.00	3.00	3.00	0.0%

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

FTE By Position Title By Program

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

Treasury Program Budget Analysis

There is an overall increase of 1.24% in program resources in the form of General Fund support.

There are no changes to FTE.

There is an increase of 1.63% in Personal Services.

There are no significant changes to Materials and Services.

There are no other significant changes to the Treasurer's Office budget.

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

FUNDS

The Treasurer's Office budget is entirely in the General Fund.

Department Budget by Fund

Fund Name	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	% of Total
RESOURCES					
FND 100 General Fund	348,417	368,688	420,096	425,294	100.00%
TOTAL RESOURCES	348,417	368,688	420,096	425,294	100.0%
REQUIREMENTS					
FND 100 General Fund	348,417	368,688	420,096	425,294	100.00%
TOTAL REQUIREMENTS	348,417	368,688	420,096	425,294	100.0%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

KEY DEPARTMENT ACCOMPLISHMENTS

- Continued auditing cash handling procedures and implementing internal cash controls in county departments.
- Worked with county departments and vendors to improve compliance with Oregon's Unclaimed Property law while improving the county business process to reduce the amount of unclaimed property escheated to the State of Oregon.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

KEY INDICATORS

1: Dollar volume and number of receipts posted

Definition and Purpose

The number and dollar volume of receipts posted into Oracle is an indicator of the amount of work that the Treasurer's Office staff perform each year.

Significance

The workload in the Treasurer's Office continues to grow each year, as shown by the increasing volume of receipts, however, that is not the only area of work that has been on the increase. In the past few years, the staff in the Treasurer's Office have taken an oversight role in the collection of returned checks, department petty cash accounts and escheatment of unclaimed property. Treasurer's Office staff continue to look for ways to become more efficient in an effort to keep up with the growing volume of work while maintaining a very high standard of quality customer service. This indicator ties to Marion County Strategic Goal #1, Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
#10,328 \$424,581,018	#10,664 \$429,632,900	#10,900 \$442,621,900

Explanation of Trends and Changes

The number of receipts and dollar volume continue to rise year over year showing an increase in the amount of work performed by Treasurer's Office staff. The dollar volume has increased more than \$71,000,000 between FY 00-01 and FY 08-09 while the number of FTE working in the Treasurer's Office has been reduced from 3.5 to 3 during that same time period.

2: Investment portfolio

Definition and Purpose

Marion County's average portfolio size during FY 08-09 was \$120,000,000. This is up from \$78,000,000 in FY 00-01. The Marion County Investment Policy states that the performance of the county's portfolio shall be measured against the performance of the Oregon Local Government Investment Pool (LGIP). It is the goal of the county to maintain an annualized yield that is greater than that of the LGIP less 50 basis points.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

Significance

It is the policy of the Marion County Treasurer's Department to invest public funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of Marion County. This indicator ties to Marion County Strategic Goal #1, Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
LGIP: 3.52 / COUNTY: 4.48	LGIP: 2.05 / COUNTY: 2.28	LGIP: 1.50 / COUNTY 1.50

Explanation of Trends and Changes

While it is impossible to select a benchmark portfolio that will exactly match the parameters of the county's portfolio, the benefit to benchmarking against LGIP is to provide a basis for comparison. If the county outperforms or underperforms LGIP by more than 50 basis points, it indicates a need for additional information during the semi-monthly review of the books.

Marion County's portfolio has been outperforming the LGIP for the past three years. This is normal during a declining interest rate environment because LGIP is generally much more liquid than the county's portfolio. As rates begin to rise, the county's portfolio will generally lag behind the LGIP as longer term investments roll off and money is reinvested at improved rates.

During FY 09-10, the county made a strategic decision not to increase the Treasurer's Office budget to pay bank fees which had been traditionally paid through compensating bank balances. In a low interest rate environment, it becomes difficult to pay bank fees in this method. Because of the budget difficulties, the decision was made to attempt to maintain high balances in the county banks to pay as much of the fees as possible to avoid any budget increases. As a result, the county's portfolio rate of return has been less than it would have been if those funds had been invested outside of the banks.

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 TREASURER'S OFFICE

Resources by Fund Detail

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
General Fund Transfers						
381100 Transfer from General Fund	348,417	368,688	420,096	425,294	425,294	425,294
General Fund Transfers Total	348,417	368,688	420,096	425,294	425,294	425,294
General Fund Total	348,417	368,688	420,096	425,294	425,294	425,294
Treasurer's Office Grand Total	348,417	368,688	420,096	425,294	425,294	425,294

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

Requirements by Fund Detail

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Personal Services						
Salaries and Wages						
511110 Regular Wages	129,477	140,112	163,409	165,170	165,170	165,170
511120 Temporary Wages	7,461	0	0	0	0	0
511130 Vacation Pay	4,537	2,773	0	0	0	0
511140 Sick Pay	2,793	3,771	0	0	0	0
511150 Holiday Pay	5,804	6,166	0	0	0	0
511210 Compensation Credits	11,677	2,821	2,906	2,971	2,971	2,971
511240 Leave Payoff	3,573	0	0	0	0	0
511410 Straight Pay	276	82	0	0	0	0
511420 Premium Pay	736	0	0	0	0	0
511450 Premium Pay Temps	26	0	0	0	0	0
Salaries and Wages Total	166,360	155,725	166,315	168,141	168,141	168,141
Fringe Benefits						
512110 PERS	12,403	19,232	19,127	19,336	19,336	19,336
512120 401K	6,197	6,072	6,056	6,056	6,056	6,056
512130 PERS Debt Service	6,583	6,436	7,484	5,885	5,885	5,885
512200 FICA	12,566	11,750	12,562	12,709	12,709	12,709
512310 Medical Insurance	25,091	30,159	34,308	37,584	37,584	37,584
512320 Dental Insurance	3,226	3,360	4,104	4,356	4,356	4,356
512330 Group Term Life Insurance	483	577	499	504	504	504
512340 Long Term Disability Insurance	412	462	993	1,004	1,004	1,004
512400 Unemployment Insurance	666	623	665	673	673	673
512520 Workers Comp Insurance	72	72	97	86	86	86
512600 Wellness Program	102	119	119	119	119	119
512610 Employee Assistance Program	76	89	90	90	90	90
512700 County HSA Contributions	1,200	2,900	0	0	0	0
Fringe Benefits Total	69,076	81,849	86,104	88,402	88,402	88,402
Personal Services Total	235,436	237,575	252,419	256,543	256,543	256,543
Materials and Services						
Supplies						
521010 Office Supplies	3,104	2,514	3,000	2,500	2,500	2,500
521070 Departmental Supplies	4,988	1,697	1,000	500	500	500
521190 Publications	0	30	200	200	200	200
Supplies Total	8,092	4,241	4,200	3,200	3,200	3,200

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
Materials						
522160 Small Departmental Equipment	123	0	0	0	0	0
522170 Computers Non Capital	229	97	0	0	0	0
Materials Total	352	97	0	0	0	0
Communications						
523050 Postage	491	693	1,000	1,000	1,000	1,000
523060 Cellular Phones	733	762	800	800	800	800
523080 Telecomm Charges	1,039	0	0	0	0	0
Communications Total	2,263	1,455	1,800	1,800	1,800	1,800
Contracted Services						
525155 Credit Card Fees	55	15	0	0	0	0
525156 Bank Services	16,654	39,379	70,000	70,000	70,000	70,000
525158 Armored Car Services	40,031	38,940	29,000	30,000	30,000	30,000
525710 Printing Services	421	3	750	750	750	750
525740 Shredding Services	30	107	120	120	120	120
Contracted Services Total	57,191	78,443	99,870	100,870	100,870	100,870
Repairs and Maintenance						
526021 Computer Software Maintenance	0	19	0	0	0	0
526030 Building Maintenance	108	191	0	0	0	0
Repairs and Maintenance Total	108	210	0	0	0	0
Rentals						
527120 Motor Pool Mileage	0	40	0	0	0	0
527300 Equipment Rental	1,867	2,030	2,000	2,000	2,000	2,000
Rentals Total	1,867	2,070	2,000	2,000	2,000	2,000
Insurance						
528210 Public Official Bonds	2,500	2,500	2,500	2,500	2,500	2,500
Insurance Total	2,500	2,500	2,500	2,500	2,500	2,500
Miscellaneous						
529110 Mileage Reimbursement	1,277	0	800	800	800	800
529130 Meals	50	45	200	200	200	200
529140 Lodging	1,320	662	1,500	1,500	1,500	1,500
529210 Meetings	0	43	0	0	0	0
529220 Conferences	575	400	600	600	600	600
529230 Training	1,100	0	0	0	0	0
529300 Dues and Memberships	450	95	250	250	250	250
529650 Pre Employment Investigations	15	0	0	0	0	0
529999 Miscellaneous Expense	36	0	0	0	0	0
Miscellaneous Total	4,823	1,245	3,350	3,350	3,350	3,350

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
TREASURER'S OFFICE

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services Total	77,195	90,262	113,720	113,720	113,720	113,720
Administrative Charges						
611100 County Admin Allocation	2,765	2,094	1,932	2,928	2,928	2,928
611110 Governing Body Allocation	0	942	1,030	0	0	0
611200 Business Services Allocation	1,156	0	0	0	0	0
611210 Facilities Mgt Allocation	5,845	6,759	6,917	7,123	7,123	7,123
611220 Custodial Allocation	3,583	3,851	3,467	3,717	3,717	3,717
611230 Courier Allocation	145	163	198	186	186	186
611250 Risk Management Allocation	1,020	508	563	613	613	613
611255 Benefits Allocation	0	0	0	779	779	779
611260 Human Resources Allocation	2,904	4,053	3,735	3,314	3,314	3,314
611300 Legal Services Allocation	2,750	4,049	3,189	2,805	2,805	2,805
611400 Information Tech Allocation	5,792	5,763	8,923	9,405	9,405	9,405
611410 FIMS Allocation	1,377	1,910	2,397	2,780	2,780	2,780
611420 Telecommunications Allocation	0	1,428	1,889	834	834	834
611430 Info Tech Direct Charges	0	0	9,600	9,951	9,951	9,951
611600 Finance Allocation	1,998	2,911	2,663	2,807	2,807	2,807
611700 Utilities Allocation	4,350	4,320	4,873	5,072	5,072	5,072
611800 MCBEE Allocation	0	0	581	617	617	617
614100 Liability Insurance Allocation	1,200	1,200	1,100	1,100	1,100	1,100
614200 WC Insurance Allocation	900	900	900	1,000	1,000	1,000
Administrative Charges Total	35,785	40,851	53,957	55,031	55,031	55,031
General Fund Total	348,417	368,688	420,096	425,294	425,294	425,294
Treasurer's Office Grand Total	348,417	368,688	420,096	425,294	425,294	425,294