

MARION COUNTY FY 2011-12 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.

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<i>Resource and Requirement Summary</i>					
Treasurer's Office	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	368,688	395,295	433,794	440,816	1.62%
TOTAL RESOURCES	368,688	395,295	433,794	440,816	1.62%
REQUIREMENTS					
Personal Services					
Salaries and Wages	155,725	159,950	168,141	170,230	1.24%
Fringe Benefits	81,849	84,786	88,402	96,720	9.41%
Total Personal Services	237,575	244,737	256,543	266,950	4.06%
Materials and Services					
Supplies	4,241	2,129	3,200	2,700	-15.63%
Materials	97	0	0	0	n.a.
Communications	1,455	1,699	1,800	1,700	-5.56%
Contracted Services	78,443	87,550	109,370	101,870	-6.86%
Repairs and Maintenance	210	9	0	0	n.a.
Rentals	2,070	1,990	2,000	15,186	659.30%
Insurance	2,500	2,500	2,500	2,500	0.00%
Miscellaneous	1,245	2,671	3,350	3,450	2.99%
Total Materials and Services	90,262	98,547	122,220	127,406	4.24%
Administrative Charges	40,851	52,011	55,031	46,460	-15.57%
TOTAL REQUIREMENTS	368,688	395,295	433,794	440,816	1.62%
FTE	3.00	3.00	3.00	3.00	0.0%

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PROGRAMS

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

Summary of Programs

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	+/- %
RESOURCES					
Treasury	368,688	395,295	433,794	440,816	1.62%
TOTAL RESOURCES	368,688	395,295	433,794	440,816	1.62%
REQUIREMENTS					
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Treasury Program

- Provides statutory cash management, including collection, receipting, and depositing of funds as quickly and accurately as possible.
- Disburses funds.
- Borrows funds to meet short and long term cash needs.
- Manages banking and broker relationships to maximize quality services at competitive prices.
- Manages cash by turning receivables and float into bank balances as efficiently as possible.
- Manages and forecasts liquidity.
- Invests surplus funds as designated by Oregon Revised Statute and county investment policy.
- Manages internal controls for county bank accounts.
- Assists departments in management of cash and credit card collections and deposits.

Program Summary

Treasurer's Office

Program: Treasury

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	368,688	395,295	433,794	440,816	1.62%
TOTAL RESOURCES	368,688	395,295	433,794	440,816	1.62%
REQUIREMENTS					
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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 3.65% in program resources. The Treasury Program is funded entirely by the General Fund.

There are no significant changes to FTE.

The increase of 4.06% in Personal Services is primarily attributable to increases in the PERS rate and health insurance.

The increase of \$13,686 in Materials and Services is due to the Treasurer's Office share of MaPS Building rental costs.

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

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FUNDS

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

Department Budget by Fund

Fund Name	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	% of Total
RESOURCES					
FND 100 General Fund	368,688	395,295	433,794	440,816	100.00%
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REQUIREMENTS					
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KEY DEPARTMENT ACCOMPLISHMENTS

- Continued auditing cash handling procedures and implementing internal cash controls in county departments.
- Created a policy for Merchant Card Acceptance and implemented a countywide training program and procedures for all merchant departments to ensure the county remains compliant with payment card industry data security standards.

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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 key indicator supports the county's strategic priority for Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
# 10,664	# 10,890	# 11,250

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.

2: Investment portfolio

Definition and Purpose

Marion County's average portfolio size during FY 09-10 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.

Significance

It is the policy of the Marion County Treasurer's office 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 key indicator supports the county's strategic priority for Operational Efficiency and Quality Service.

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Data Units Fiscal Year

FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
LGIP: 2.05 / COUNTY: 2.28	LGIP: .66/ COUNTY: 1.47	LGIP: .51/ COUNTY .70

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.

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Resources by Fund Detail

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
General Fund Transfers						
381100 Transfer from General Fund	368,688	395,295	433,794	440,816	440,816	440,816
General Fund Transfers Total	368,688	395,295	433,794	440,816	440,816	440,816
General Fund Total	368,688	395,295	433,794	440,816	440,816	440,816
Treasurer's Office Grand Total	368,688	395,295	433,794	440,816	440,816	440,816

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Requirements by Fund Detail

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Personal Services						
Salaries and Wages						
511110 Regular Wages	140,112	144,968	165,170	166,916	166,916	166,916
511130 Vacation Pay	2,773	4,744	0	0	0	0
511140 Sick Pay	3,771	1,606	0	0	0	0
511150 Holiday Pay	6,166	6,041	0	0	0	0
511210 Compensation Credits	2,821	2,525	2,971	3,314	3,314	3,314
511410 Straight Pay	82	66	0	0	0	0
Salaries and Wages Total	155,725	159,950	168,141	170,230	170,230	170,230
Fringe Benefits						
512110 PERS	19,232	17,660	19,336	26,386	26,386	26,386
512120 401K	6,072	6,075	6,056	6,056	6,056	6,056
512130 PERS Debt Service	6,436	7,933	5,885	7,660	7,660	7,660
512140 PERS Rate Subsidy	0	0	0	(4,681)	(4,681)	(4,681)
512200 FICA	11,750	12,092	12,709	12,912	12,912	12,912
512310 Medical Insurance	30,159	32,544	37,584	41,004	41,004	41,004
512320 Dental Insurance	3,360	3,941	4,356	4,716	4,716	4,716
512330 Group Term Life Insurance	577	588	504	501	501	501
512340 Long Term Disability Insurance	462	631	1,004	1,075	1,075	1,075
512400 Unemployment Insurance	623	640	673	800	800	800
512520 Workers Comp Insurance	72	73	86	90	90	90
512600 Wellness Program	119	119	119	119	119	119
512610 Employee Assistance Program	89	90	90	82	82	82
512700 County HSA Contributions	2,900	2,400	0	0	0	0
Fringe Benefits Total	81,849	84,786	88,402	96,720	96,720	96,720
Personal Services Total	237,575	244,737	256,543	266,950	266,950	266,950
Materials and Services						
Supplies						
521010 Office Supplies	2,514	1,688	2,500	2,000	2,000	2,000
521070 Departmental Supplies	1,697	296	500	500	500	500
521190 Publications	30	145	200	200	200	200
Supplies Total	4,241	2,129	3,200	2,700	2,700	2,700
Materials						
522170 Computers Non Capital	97	0	0	0	0	0
Materials Total	97	0	0	0	0	0

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100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Materials and Services						
Communications						
523050 Postage	693	968	1,000	900	900	900
523060 Cellular Phones	762	731	800	800	800	800
Communications Total	1,455	1,699	1,800	1,700	1,700	1,700
Contracted Services						
525155 Credit Card Fees	15	0	0	0	0	0
525156 Bank Services	39,379	60,272	75,500	70,000	70,000	70,000
525158 Armored Car Services	38,940	27,129	33,000	31,500	31,500	31,500
525710 Printing Services	3	93	750	250	250	250
525740 Document Disposal Services	107	56	120	120	120	120
Contracted Services Total	78,443	87,550	109,370	101,870	101,870	101,870
Repairs and Maintenance						
526021 Computer Software Maintenance	19	0	0	0	0	0
526030 Building Maintenance	191	9	0	0	0	0
Repairs and Maintenance Total	210	9	0	0	0	0
Rentals						
527120 Motor Pool Mileage	40	0	0	0	0	0
527210 Building Rental Private	0	0	0	13,686	13,686	13,686
527300 Equipment Rental	2,030	1,990	2,000	1,500	1,500	1,500
Rentals Total	2,070	1,990	2,000	15,186	15,186	15,186
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	0	247	800	800	800	800
529130 Meals	45	33	200	200	200	200
529140 Lodging	662	620	1,500	1,500	1,500	1,500
529210 Meetings	43	20	0	0	0	0
529220 Conferences	400	1,445	600	600	600	600
529230 Training	0	90	0	0	0	0
529300 Dues and Memberships	95	200	250	350	350	350
529650 Pre Employment Investigations	0	15	0	0	0	0
Miscellaneous Total	1,245	2,671	3,350	3,450	3,450	3,450
Materials and Services Total	90,262	98,547	122,220	127,406	127,406	127,406
Administrative Charges						
611100 County Admin Allocation	2,094	1,796	2,928	3,396	3,396	3,396
611110 Governing Body Allocation	942	955	0	0	0	0

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100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Administrative Charges						
611210 Facilities Mgt Allocation	6,759	6,651	7,123	0	0	0
611220 Custodial Allocation	3,851	3,519	3,717	2,205	2,205	2,205
611230 Courier Allocation	163	189	186	126	126	126
611250 Risk Management Allocation	508	517	613	549	549	549
611255 Benefits Allocation	0	0	779	949	949	949
611260 Human Resources Allocation	4,053	3,604	3,314	3,487	3,487	3,487
611300 Legal Services Allocation	4,049	3,164	2,805	1,548	1,548	1,548
611400 Information Tech Allocation	5,763	8,770	9,405	13,692	13,692	13,692
611410 FIMS Allocation	1,910	2,472	2,780	3,810	3,810	3,810
611420 Telecommunications Allocation	1,428	1,732	834	1,895	1,895	1,895
611430 Info Tech Direct Charges	0	9,221	9,951	9,068	9,068	9,068
611600 Finance Allocation	2,911	2,618	2,807	3,237	3,237	3,237
611700 Utilities Allocation	4,320	4,231	5,072	0	0	0
611800 MCBEE Allocation	0	572	617	298	298	298
614100 Liability Insurance Allocation	1,200	1,100	1,100	1,200	1,200	1,200
614200 WC Insurance Allocation	900	900	1,000	1,000	1,000	1,000
Administrative Charges Total	40,851	52,011	55,031	46,460	46,460	46,460
General Fund Total	368,688	395,295	433,794	440,816	440,816	440,816
Treasurer's Office Grand Total	368,688	395,295	433,794	440,816	440,816	440,816

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