

Treasurer

DESCRIPTION

The Treasurer is a Constitutional Officer who is elected every four years by the citizens of Hanover County. The Treasurer is charged with collecting taxes and other revenue of the County. Tax collection involves the billing and collection of current receivables and the management of a delinquent collection program. The Treasurer is responsible for the safeguarding of receipts and managing the County's investment program and banking relationships.

GOALS AND OBJECTIVES

- Implement a program by which tax files are electronically provided to a vendor for printing and mailing, thereby saving staff time for both the Treasurer and Information Technology Offices.
- Complete a study, report to County Administration, and possibly implement a program to eliminate County decals.
- Complete a study, report to County Administration, and possibly begin offering limited DMV services to citizens.
- In conjunction with Finance and Human Resources Departments, complete a study on implementing a "paperless" payroll program, and report to County Administration.
- Prepare accurate and timely reconciliations (bank within 30 days, tax within 45 days).

SERVICE LEVELS

| | <u>FY03</u> <u>Budget</u> | <u>FY03</u> <u>Actual</u> | <u>FY04</u> <u>Budget</u> | <u>FY04</u> <u>Forecast</u> | <u>FY05</u> <u>Budget</u> |
|--|------------------------------|------------------------------|------------------------------|--------------------------------|------------------------------|
| Minimize the per capita cost of operations | \$ 9.28 | \$ 9.11 | \$ 10.18 | | \$ 10.50 |
| Number of audit findings | 0 | 0 | 0 | 0 | 0 |
| Reduce delinquent RE and PP tax collection rates | 1.3% | 1.7% | 1.7% | 1.7% | 1.7% |
| Tax collection rates | 98.5% | 98.3% | 98.3% | 98.3% | 98.3% |
| Maximize the number of citizens served by employee | 14.3 FTE serving 89,000 | 14.3 FTE serving 89,000 | 15.3 FTE serving 95,000 | 15.3 FTE serving 95,000 | 16.3 FTE serving 97,375 |
| Average interest rate on investments | 4.5% | 3.5% | 4.0% | 2.0% | 3.0% |

PROPERTY TAX LEVIES AND COLLECTIONS

| <u>FY</u> | <u>Total Tax Levy</u> | <u>Current Tax Collections</u> | <u>Percent of Levy Collected</u> | <u>Delinquent Tax Collections</u> | <u>Total Tax Collections</u> | <u>Percent of Total Tax Collections to Tax Levy</u> | <u>Outstanding Delinquent Taxes</u> | <u>Percent of Delinquent Taxes to Tax Levy</u> |
|-----------|-----------------------|--------------------------------|----------------------------------|-----------------------------------|------------------------------|---|-------------------------------------|--|
| 94 | \$ 39.4 | \$ 38.1 | 96.6% | \$ 1.2 | \$ 39.2 | 99.6% | \$ 2.8 | 7.2% |
| 95 | 42.4 | 41.3 | 97.4% | 1.3 | 42.6 | 100.6% | 2.6 | 6.2% |
| 96 | 49.5 | 47.5 | 95.9% | 1.4 | 48.9 | 98.7% | 2.2 | 4.4% |
| 97 | 55.3 | 54.6 | 98.8% | 1.2 | 55.8 | 100.9% | 1.6 | 2.9% |
| 98 | 59.2 | 58.0 | 98.0% | 0.9 | 58.9 | 99.4% | 1.5 | 2.6% |
| 99 | 63.1 | 62.7 | 99.4% | 0.9 | 63.6 | 100.8% | 1.5 | 2.4% |
| 00 | 70.6 | 69.9 | 99.0% | 0.8 | 70.7 | 100.1% | 1.4 | 2.0% |
| 01 | 79.8 | 78.7 | 98.7% | 0.7 | 79.5 | 99.6% | 1.3 | 1.7% |
| 02 | 85.9 | 84.3 | 98.1% | 0.7 | 85.1 | 99.0% | 1.5 | 1.7% |
| 03 | 90.9 | 90.5 | 99.5% | 0.8 | 91.4 | 100.5% | 1.7 | 1.8% |

Dollars in Millions

BUDGET HIGHLIGHTS

FY04

The increase in salaries and fringe benefits is due to the addition of a Customer Service Agent. This position will focus on tax collection, including delinquent tax collection. The expense of the position will be offset by substantially increased revenue. The increase in operating expenditures reflects the transfer of delinquent tax collection responsibilities from the County Attorney's Office.

Treasurer

BUDGET HIGHLIGHTS (continued)

FY05

Salaries and fringe benefits increased due to higher VRS contributions and health insurance costs. The remainder of the budget represents a maintenance level of funding.

BUDGET SUMMARY

Expenditures

| | FY03 Budget | FY03 Actual | FY04 Budget | FY05 Budget | Percent Change |
|------------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|
| Treasurer | | | | | |
| Salaries and Fringe Benefits | \$ 639,438 | \$ 634,889 | \$ 699,080 | \$ 747,583 | 6.9% |
| Operating Expenditures | 232,115 | 220,279 | 280,669 | 288,122 | 2.7% |
| Capital Outlay | - | 46 | - | - | 0.0% |
| Total Expenditures | \$ 871,553 | \$ 855,215 | \$ 979,749 | \$ 1,035,705 | 5.7% |

Revenue

| | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------|
| State Share of Local Offices | \$ 194,000 | \$ 218,965 | \$ 197,000 | \$ 197,000 | 0.0% |
| Delinquent Taxes | - | - | 43,000 | 45,000 | 4.7% |
| Total Department Generated Revenue | \$ 194,000 | \$ 218,965 | \$ 240,000 | \$ 242,000 | 0.8% |
| Generated Revenue Percent of Budget | 22.3% | 25.6% | 24.5% | 23.4% | |

Other General Fund Revenue

| | | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| | \$ 677,553 | \$ 636,250 | \$ 739,749 | \$ 793,705 | 7.3% |
| Other General Fund Percent of Budget | 77.7% | 74.4% | 75.5% | 76.6% | |
| Full-time Positions | 12 | 12 | 13 | 13 | 0.0% |
| Part-time Positions | 16 | 16 | 16 | 16 | 0.0% |
| Full-time Equivalents | 14.3 | 14.3 | 15.3 | 15.3 | 0.0% |

FUTURE FUNDING ISSUES

| | FY06 Plan | FY07 Plan | FY08 Plan | FY09 Plan |
|------------------------------|----------------------|----------------------|----------------------|----------------------|
| Expenditures | | | | |
| Salaries and Fringe Benefits | \$ 778,981 | \$ 811,699 | \$ 845,790 | \$ 921,051 |
| Operating Expenditures | 288,410 | 296,197 | 304,195 | 312,408 |
| Capital Outlay | - | - | - | - |
| Total Expenditures | \$ 1,067,391 | \$ 1,107,896 | \$ 1,149,984 | \$ 1,233,459 |

Revenue

| | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| State Share of Local Offices | \$ 200,000 | \$ 205,000 | \$ 210,000 | \$ 215,000 |
| Delinquent Taxes | 47,000 | 49,000 | 51,000 | 53,000 |
| Total Department Generated Revenue | \$ 247,000 | \$ 254,000 | \$ 261,000 | \$ 268,000 |
| Generated Revenue Percent of Budget | 23.1% | 22.9% | 22.7% | 21.7% |

Other General Fund Revenue

| | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
| | \$ 820,391 | \$ 853,896 | \$ 888,984 | \$ 965,459 |
| Other General Fund Percent of Budget | 76.9% | 77.1% | 77.3% | 78.3% |
| Full-time Positions | 13 | 13 | 13 | 14 |
| Part-time Positions | 16 | 16 | 16 | 16 |
| Full-time Equivalents | 15.3 | 15.3 | 15.3 | 16.3 |

The budget represents a maintenance level funding. A Customer Service Agent is planned for FY09.