

Finance

Department Overview



The Jackson County Finance Department implements and administers the annual operating budget, oversees an open and competitive procurement process, maintains risk management and insurance programs, and provides financial reporting and information services.

Directors of other county departments rely on the Finance Department to maintain the financial reports that help them better manage their areas of expertise. As a department, Finance continually reviews and adjusts the budget process, and prepares a revenue manual. They identify all other policy and procedures to be codified in departmental policy and draft accordingly. They have established quarterly vendor performance meetings to help improve purchasing operations and internal customer service and conduct detailed analysis of each revenue stream, originating authority and trending data.

The department has instituted a number of performance measures whereby they process all Accounts Payable vendor payments from entry to check creation within two weeks and reconcile operating accounting within 20 days.

FINANCE

Staffing by FTE (Full Time Equivalent)

	<u>Budget 2012</u>	<u>Budget 2013</u>	<u>Budget 2014</u>	<u>Budget 2015</u>	<u>Budget 2016</u>
Director	1	1	1	1	1
Deputy Director	1	1	1	1	1
Deputy Treasurer	1	1	1	1	1
Accountant	1	2	2	1	1
Accounting & Finance Admin.	1	1	1	3	3
Accounting Analyst	2	2	2	0	0
Accounting Clerk	1	1	1	1	1
Accounting Specialist	0	0	0	1	1
Accounting Supervisor	0	0	0	1	1
Accounts Payable Coord.	1	1	1	1	1
Asst. Director of Finance	1	1	1	1	1
Audit and Procedures Analyst	1	1	1	1	1
Budget Analyst	0	0	0	1	1
Budget and Payroll Analyst	1	1	1	0	0
Budget Officer	1	1	1	1	1
Budgeting Supervisor	0	0	0	1	1
Buyer	0	0	0	0	0
Clerk	1	1	1	1	1
Data Entry Supervisor	1	1	1	1	1
Finance and Purch. Admin.	0	0	0	0	0
Finance Coordinator	0	0	0	0	0
Finance Intern	0	0	0	0	0
Finance Supervisor	0	0	0	0	0
Lead Accounting Analyst	0	0	0	0	0
Lead Accounts Payable Clerk	0	0	0	0	0
Mail Delivery/Equip. Clerk	0	0	0	0	0
Mail Services Coordinator	1	1	1	1	1
Office Administrator	2	2	2	2	2
Office Equipment Operator	0	0	0	0	0
Office Services Supervisor	1	0	0	0	0
Payroll Supervisor	0	0	0	0	0
Purchasing Supervisor	1	1	1	1	1
Risk Manager	2	2	2	0	0
Senior Buyer	1	2	2	2	2
Technical Services Assistant	0	0	0	0	0
Payroll Specialist	1	1	1	1	1
Senior Payroll Specialist	1	1	1	1	1
Senior Accountant	1	0	0	0	0
	26	26	26	26	26

BUDGET OVERVIEW **FINANCE DEPARTMENT**

<u>Account Type</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>Exp. as of 12/31/2015</u>	<u>2016 Adopted</u>
Salaries	1,505,890	1,629,589	1,451,159	1,659,892
Contractual Services	65,415	54,439	60,460	54,439
Supplies	11,977	4,950	10,085	4,950
Capital Outlay	9,271	2,034	10,633	2,034
	<u>\$1,592,554</u>	<u>\$1,691,012</u>	<u>\$1,532,337</u>	<u>\$1,721,315</u>
<u>Fund</u>				
General Fund	1,226,948	1,262,648	1,165,791	1,285,027
Health Fund	7,715	17,937	7,591	18,189
Park Fund	176,251	199,736	177,839	203,507
Special Road and Bridge Fund	179,105	204,950	178,708	208,772
Assessment Fund	2,535	5,741	2,407	5,820
	<u>\$1,592,554</u>	<u>\$1,691,012</u>	<u>\$1,532,337</u>	<u>\$1,721,315</u>

Finance Department

1404

	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
ALL FUNDS							
Line Item Description							
5010 Regular Salaries	\$ 1,122,475		\$ 1,246,392	\$ 1,106,875	\$ 1,246,392	\$ 1,246,392	\$ 1,272,068
5020 Seasonal Salaries	-		-	-	-	-	-
5025 Part Time Salaries	-		7,835	-	7,835	7,835	7,835
5040 FICA Taxes	82,385		95,948	81,114	95,948	95,948	97,913
5050 Pension Contributions	127,653		129,192	129,192	129,192	129,192	131,854
5060 Insurance Benefits	173,378		150,222	133,978	150,222	150,222	150,222
5030 Over Time Salaries	-		-	-	-	-	-
Total Salaries	1,505,890		1,629,589	1,451,159	1,629,589	1,629,589	1,659,892
6080 Other Professional Services							
6110 Postage	8,427		1,500	3,490	1,500	1,500	1,500
6120 Car Allowance & Mileage	10,650		8,000	10,079	8,000	8,000	8,000
6140 Travel Expense	8,561		16,661	9,730	16,661	16,661	16,661
6160 Meeting Expense	5,891		2,800	4,774	2,800	2,800	2,800
6165 Coffee Service	15		-	56	-	-	-
6200 Legal Notices	844		650	987	650	650	650
6210 Advertising	488		-	-	-	-	-
6230 Printing	3,494		2,000	3,754	2,000	2,000	2,000
6240 Office Services Charges	5,771		5,829	7,273	5,829	5,829	5,829
6510 Maint & Repair - Buildings	-		-	-	-	-	-
6540 Maint & Repair - Office Equip	2,334		-	900	-	-	-
6641 Copier Rental/Maintenance	3,653		1,500	446	1,500	1,500	1,500
6643 Mobile Phone/Pager Rental	-		5,799	3,410	5,799	5,799	5,799
6661 Software Purchases	3,129		-	-	-	-	-
6662 Software Maintenance	-		-	646	-	-	-
6710 Dues & Memberships	3,925		-	200	-	-	-
6750 Education Benefits	7,318		4,200	4,545	4,200	4,200	4,200
6790 Other Contractual Services	100		3,500	9,155	3,500	3,500	3,500
6791 Microfilm/Microfiche Services	100		1,000	-	1,000	1,000	1,000
Total Contractual Services	815		1,000	1,012	1,000	1,000	1,000
	65,415		54,439	60,460	54,439	54,439	54,439
7010 Office Supplies	10,982		4,000	8,858	4,000	4,000	4,000
7020 Reference Books/Publications	996		850	441	850	850	850
7041 Paper Supplies - Copier Paper	-		100	-	100	100	100
7340 Paint & Supplies	-		-	786	-	-	-
Total Supplies	11,977		4,950	10,085	4,950	4,950	4,950

Finance Department
1404

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
8020 Buildings & Improvements	2,542	-	-	-	-	-	
8150 Office Furniture & Fixtures	2,022	1,175	371	1,175	1,175	1,175	
8160 Radio/Communications Equipment	-	-	291	-	-	-	
8171 Personal Computer/Accessories	4,707	859	9,095	859	859	859	
8172 Printers	-	-	876	-	-	-	
Total Capital Outlay	9,271	2,034	10,633	2,034	2,034	2,034	
Total Finance Department	\$ 1,592,554	\$ 1,691,012	\$ 1,532,337	\$ 1,691,012	\$ 1,691,012	\$ 1,721,315	

Finance Department

1404

Line Item Description	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
General Fund							
5010 Regular Salaries	\$ 864,287		\$ 931,271	\$ 840,815	\$ 931,271	\$ 931,271	\$ 950,455
5020 Seasonal Salaries	-		-	-	-	-	-
5025 Part Time Salaries	-		3,371	-	3,371	3,371	3,371
5040 FICA Taxes	63,501		71,500	61,695	71,500	71,500	72,968
5050 Pension Contributions	85,102		83,815	83,815	83,815	83,815	85,542
5060 Insurance Benefits	131,830		115,049	100,517	115,049	115,049	115,049
Total Salaries	1,144,720		1,205,006	1,086,842	1,205,006	1,205,006	1,227,385
6080 Other Professional Services							
6110 Postage	8,427		1,500	3,490	1,500	1,500	1,500
6120 Car Allowance & Mileage	10,650		8,000	10,079	8,000	8,000	8,000
6140 Travel Expense	6,991		12,880	7,502	12,880	12,880	12,880
6160 Meeting Expense	5,891		2,800	4,774	2,800	2,800	2,800
6165 Coffee Service	15		-	56	-	-	-
6200 Legal Notices	844		650	987	650	650	650
6210 Advertising	488		-	-	-	-	-
6230 Printing	3,280		2,000	3,754	2,000	2,000	2,000
6240 Office Services Charges	5,771		5,829	7,273	5,829	5,829	5,829
6510 Maint & Repair - Buildings	-		-	-	-	-	-
6540 Maint & Repair - Office Equip	2,334		-	900	-	-	-
6641 Copier Rental/Maintenance	3,511		1,500	446	1,500	1,500	1,500
6643 Mobile Phone/Pager Rental	-		5,799	3,410	5,799	5,799	5,799
6661 Software Purchases	3,129		-	-	-	-	-
6662 Software Maintenance	-		-	646	-	-	-
6710 Dues & Memberships	3,925		-	200	-	-	-
6750 Education Benefits	7,318		4,200	4,545	4,200	4,200	4,200
6790 Other Contractual Services	100		3,500	9,155	3,500	3,500	3,500
6791 Microfilm/Microfiche Services	815		1,000	-	1,000	1,000	1,000
Total Contractual Services	63,491		50,658	58,232	50,658	50,658	50,658
7010 Office Supplies							
7020 Reference Books/Publications	10,982		4,000	8,858	4,000	4,000	4,000
7041 Paper Supplies - Copier Paper	996		850	441	850	850	850
7340 Paint & Supplies	-		100	-	100	100	100
Total Supplies	11,977		4,950	10,085	4,950	4,950	4,950

Finance Department
1404

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
8020 Buildings & Improvements	1,467	-	-	-	-	-
8150 Office Furniture & Fixtures	1,274	1,175	371	1,175	1,175	1,175
8160 Radio/Communications Equipment	-	-	291	-	-	-
8171 Personal Computer/Accessories	4,019	859	9,095	859	859	859
8172 Printers	-	-	876	-	-	-
Total Capital Outlay	6,760	2,034	10,633	2,034	2,034	2,034
Total General Fund	\$ 1,226,948	\$ 1,262,648	\$ 1,165,791	\$ 1,262,648	\$ 1,262,648	\$ 1,285,027
Health Fund						
Line Item Description						
5010 Regular Salaries	\$ 3,939	\$ 9,988	\$ 4,235	\$ 9,988	\$ 9,988	\$ 10,194
5025 Part Time Salaries	-	1,002	-	1,002	1,002	1,002
5040 FICA Taxes	249	840	275	840	840	856
5050 Pension Contributions	1,424	1,438	1,438	1,438	1,438	1,468
5060 Insurance Benefits	1,915	3,829	1,643	3,829	3,829	3,829
Total Salaries	7,528	17,097	7,591	17,097	17,097	17,349
6120 Car Allowance & Mileage	-	840	-	840	840	840
Total Contractual Services	-	840	-	840	840	840
Total Health Fund	\$ 7,715	\$ 17,937	\$ 7,591	\$ 17,937	\$ 17,937	\$ 18,189
Park Fund						
Line Item Description						
5010 Regular Salaries	\$ 126,438	\$ 149,987	\$ 130,137	\$ 149,987	\$ 149,987	\$ 153,077
5020 Seasonal Salaries	-	-	-	-	-	-
5025 Part Time Salaries	-	1,579	-	1,579	1,579	1,579
5040 FICA Taxes	9,279	11,595	9,526	11,595	11,595	11,831
5050 Pension Contributions	20,199	21,598	21,598	21,598	21,598	22,043
5060 Insurance Benefits	19,360	13,639	15,459	13,639	13,639	13,639
Total Salaries	175,276	198,398	176,720	198,398	198,398	202,169
6120 Car Allowance & Mileage	788	1,338	1,119	1,338	1,338	1,338
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
Total Contractual Services	788	1,338	1,119	1,338	1,338	1,338
Total Park Fund	\$ 176,251	\$ 199,736	\$ 177,839	\$ 199,736	\$ 199,736	\$ 203,507

Finance Department
1404

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
Special Road and Bridge Fund							
Line Item Description							
5010 Regular Salaries	\$ 126,561	\$ 151,981	\$ 130,345	\$ 151,981	\$ 151,981	\$ 155,112	
5020 Seasonal Salaries	-	-	-	-	-	-	
5025 Part Time Salaries	-	1,565	-	1,565	1,565	1,565	
5040 FICA Taxes	9,277	11,747	9,531	11,747	11,747	11,987	
5050 Pension Contributions	20,476	21,885	21,885	21,885	21,885	22,336	
5060 Insurance Benefits	19,704	16,435	15,838	16,435	16,435	16,435	
Total Salaries	176,018	203,613	177,599	203,613	203,613	207,435	
6120 Car Allowance & Mileage	781	1,337	1,109	1,337	1,337	1,337	
6210 Advertising	214	-	-	-	-	-	
6641 Copier Rental/Maintenance	142	-	-	-	-	-	
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-	
Total Contractual Services	1,137	1,337	1,109	1,337	1,337	1,337	
8020 Buildings & Improvements	1,075	-	-	-	-	-	
8150 Office Furniture & Fixtures	187	-	-	-	-	-	
8171 Personal Computer/Accessories	688	-	-	-	-	-	
Total Capital Outlay	1,950	-	-	-	-	-	
Total Special Road and Bridge Fund	\$ 179,105	\$ 204,950	\$ 178,708	\$ 204,950	\$ 204,950	\$ 208,772	
Assessment Fund							
Line Item Description							
5010 Regular Salaries	\$ 1,250	\$ 3,165	\$ 1,343	\$ 3,165	\$ 3,165	\$ 3,230	
5025 Part Time Salaries	-	318	-	318	318	318	
5030 Over Time Salaries	-	-	-	-	-	-	
5040 FICA Taxes	79	266	87	266	266	271	
5050 Pension Contributions	452	456	456	456	456	465	
5060 Insurance Benefits	568	1,270	521	1,270	1,270	1,270	
Total Salaries	2,348	5,475	2,407	5,475	5,475	5,554	
6120 Car Allowance & Mileage	-	266	-	266	266	266	
Total Contractual Services	-	266	-	266	266	266	
Total Assessment Fund	\$ 2,535	\$ 5,741	\$ 2,407	\$ 5,741	\$ 5,741	\$ 5,820	

	Previous Year	Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Finance Department	\$ 1,592,554	\$ 1,691,012	\$ 1,532,337	\$ 1,691,012	\$ 1,691,012	\$ 1,721,315

INFORMATION TECHNOLOGY

Department Overview



The Information Technology (IT) Department is tasked with providing computer information systems, application and digital services to all county departments in a reliable manner.

Keeping up with the rapid changes in computer technology is a constant goal and challenge for the IT Department. Every county operation utilizes computers to both conduct internal business and to communicate with customers. Creating a stable and reliable technical environment is crucial to county business. Citizens are becoming increasingly accustomed to using home computers for bill payment and information gathering. The County IT department is keenly aware of this and strives to make information approachable and user-friendly.

Internally, the goal is to provide sustainability for all county systems, services, support, security and infra-structure. The department seeks to provide the best service possible while constantly evolving toward the latest in computer technology.

INFORMATION TECHNOLOGY

Staffing by FTE (Full Time Equivalent)

	Budget <u>2012</u>	Budget <u>2013</u>	Budget <u>2014</u>	Budget <u>2015</u>	Budget <u>2016</u>
Director	1	1	1	1	1
Asst. Director	3	3	3	5	5
Admin Assistant	0	0	0	0	0
Application Development Sup.	0	0	0	0	0
Database Administrator	1	1	1	1	1
GIS Developer	1	1	1	1	1.5
GIS Specialist	4	3	3	3	3
GIS Technician	0	0	0	0	0
Helpdesk Specialist	0	0	0	0	0
Micro Support Supervisor	0	0	0	0	0
Microcomputer Trainer	1	1	1	1	1
Network Purchasing Coord.	0	0	0	0	0
Network Supervisor	1	1	1	0	0
Network Support Admin.	2	2	2	2	2
Network Support Engineer	2	2	2	1	1
Network Support Technician	5	5	5	5	5
Project Leader	0	0	0	0	0
Secretary	0	0	0	0	0
Sr. Cartographer	0	0	0	0	0
Sr. Database Administrator	1	1	1	1	1
Sr. GIS Specialist	1	1	1	1	1
Sr. System Analyst	2	2	2	2	2
System Analyst	3	3	3	3	3
Telecommunication Admin.	1	1	1	1	1
Telecommunication Spec.	1	1	1	1	1
Web Content Developer	1	1	1	1	1
Office Administrator	1	1	1	1	1
Research Analyst	0	1	1	1	1
Title Research/Abstract Clerk	0	1	1	1	1
	32	33	33	33	33.5

BUDGET OVERVIEW INFORMATION TECHNOLOGY

<u>Account Type</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>Exp. as of 12/31/2015</u>	<u>2016 Adopted</u>
Salaries	1,909,220	2,393,145	1,860,621	2,472,041
Contractual Services	912,049	1,130,501	1,257,280	1,091,639
Supplies	18,043	11,540	15,040	13,000
Capital Outlay	1,178,382	308,908	400,939	308,408
	<u>\$4,017,694</u>	<u>\$3,844,094</u>	<u>\$3,533,880</u>	<u>\$3,885,088</u>
<u>Fund</u>				
General Fund	2,220,020	1,865,329	1,820,799	1,886,854
Health Fund	11,238	56,673	51,796	56,862
Park Fund	160,766	241,550	199,655	243,962
Special Road and Bridge Fund	552,507	420,244	349,661	425,993
Recorder Technology Fund	17,630	47,041	40,104	45,134
Assessment Fund	879,865	922,123	818,070	931,749
Park Enterprise Fund	175,669	291,134	253,796	294,534
	<u>\$4,017,694</u>	<u>\$3,844,094</u>	<u>\$3,533,880</u>	<u>\$3,885,088</u>

Line Item Description	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
ALL FUNDS						
5010 Regular Salaries	\$ 1,359,500	\$ 1,764,059	\$ 1,361,275	\$ 1,764,059	\$ 1,764,059	\$ 1,800,398
5020 Seasonal Salaries	-	1,000	-	1,000	1,000	1,000
5025 Part Time Salaries	26,045	29,910	8,858	29,910	29,910	29,910
5030 Over Time Salaries	9,808	15,323	9,504	15,323	15,323	15,323
5040 FICA Taxes	104,032	138,486	101,547	138,486	138,486	141,265
5050 Pension Contributions	208,284	207,679	207,679	207,679	207,679	211,916
5060 Insurance Benefits	201,463	236,684	171,758	272,186	272,186	272,186
5062 HSA Contribution	-	-	-	-	-	39
5090 Salary Adjustments	-	4	-	4	4	4
5130 Vacation Payout	49	-	-	-	-	-
5140 Sick Leave Pay Out	39	-	-	-	-	-
Total Salaries	1,909,220	2,393,145	1,860,621	2,428,647	2,428,647	2,472,041
6080 Other Professional Services	82,841	71,023	42,173	71,023	71,023	71,023
6110 Postage	483	490	430	490	490	490
6120 Car Allowance & Mileage	16,525	12,214	16,763	13,076	13,076	13,076
6140 Travel Expense	2,806	5,520	4,903	5,520	5,520	5,520
6160 Meeting Expense	31	415	320	415	415	415
6165 Coffee Service	473	690	503	690	690	690
6230 Printing	160	300	312	300	300	300
6240 Office Services Charges	-	-	-	-	-	-
6435 Telephone Maintenance	6,387	1,500	153	1,500	1,500	1,500
6510 Maint & Repair - Buildings	22,627	-	8,287	-	-	-
6580 Maint & Repair - Data Pro	12,211	8,125	30,018	8,125	8,125	8,125
6641 Copier Rental/Maintenance	3,256	4,400	3,793	4,400	4,400	4,400
6643 Mobile Phone/Pager Rental	0	-	165	-	-	-
6661 Software Purchases	50,645	334,451	392,250	295,220	295,220	294,727
6662 Software Maintenance	625,869	675,463	700,375	675,463	675,463	675,463
6710 Dues & Memberships	5,190	5,110	5,190	5,110	5,110	5,110
6750 Education Benefits	21,643	10,800	17,665	10,800	10,800	10,800
6790 Other Contractual Services	60,478	-	33,981	-	-	-
6520 Maint & Repair - Heavy Equip	-	-	-	-	-	-
6130 Freight & Drainage	424	-	-	-	-	-
Total Contractual Services	912,049	1,130,501	1,257,280	1,092,132	1,092,132	1,091,639
7010 Office Supplies	12,266	10,200	11,162	11,400	11,400	11,400

Information Technology

1305

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
7041 Paper Supplies - Copier Paper	452	490	179	750	750	750	
7230 Other Operating Supplies	-	850	2,499	850	850	850	
7330 Plumbing Supplies	247	-	-	-	-	-	
7340 Paint & Supplies	539	-	-	-	-	-	
7360 Electrical Supplies	2,695	-	1,200	-	-	-	
7370 Building Operating Supplies	1,844	-	-	-	-	-	
Total Supplies	18,043	11,540	15,040	13,000	13,000	13,000	
8020 Buildings & Improvements	899,178	80,000	180,329	80,000	80,000	80,000	
8150 Office Furniture & Fixtures	63,341	-	-	-	-	-	
8160 Radio/Communications Equipment	-	-	1,746	-	-	-	
8171 Personal Computer/Accessories	35,079	102,211	58,956	102,211	102,211	102,211	
8172 Printers	1,213	-	-	-	-	-	
8173 Computer Equipment/Terminals	179,571	126,697	159,909	126,197	126,197	126,197	
Total Capital Outlay	1,178,382	308,908	400,939	308,408	308,408	308,408	
Total Information Technology	\$ 4,017,694	\$ 3,844,094	\$ 3,533,880	\$ 3,842,187	\$ 3,842,187	\$ 3,885,088	

Information Technology
1305

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
General Fund						
Line Item Description						
5010 Regular Salaries	\$ 655,362	\$ 895,712	\$ 738,643	\$ 895,712	\$ 895,712	\$ 914,164
5020 Seasonal Salaries	-	-	-	-	-	-
5025 Part Time Salaries	18,971	21,787	6,452	21,787	21,787	21,787
5030 Over Time Salaries	6,061	3,413	5,440	3,413	3,413	3,413
5040 FICA Taxes	51,250	70,449	54,808	70,449	70,449	71,861
5050 Pension Contributions	81,137	80,921	80,921	80,921	80,921	82,582
5060 Insurance Benefits	92,822	119,995	91,829	137,994	137,994	137,994
Total Salaries	905,603	1,192,277	978,093	1,210,276	1,210,276	1,231,801
6080 Other Professional Services	14,421	2,640	10,284	2,640	2,640	2,640
6110 Postage	373	300	308	300	300	300
6120 Car Allowance & Mileage	4,955	3,090	6,476	3,090	3,090	3,090
6140 Travel Expense	1,226	2,000	2,929	2,000	2,000	2,000
6160 Meeting Expense	31	150	149	150	150	150
6165 Coffee Service	473	510	503	510	510	510
6230 Printing	121	125	125	125	125	125
6240 Office Services Charges	-	-	-	-	-	-
6435 Telephone Maintenance	6,387	1,500	153	1,500	1,500	1,500
6510 Maint & Repair - Buildings	22,627	-	8,287	-	-	-
6580 Maint & Repair - Data Pro	4,902	210	19,438	210	210	210
6641 Copier Rental/Maintenance	2,690	2,690	2,156	2,690	2,690	2,690
6643 Mobile Phone/Pager Rental	0	-	8	-	-	-
6661 Software Purchases	40,646	207,592	224,607	189,593	189,593	189,593
6662 Software Maintenance	316,264	314,497	337,052	314,497	314,497	314,497
6710 Dues & Memberships	5,100	5,000	5,000	5,000	5,000	5,000
6750 Education Benefits	8,458	5,100	5,100	5,100	5,100	5,100
6790 Other Contractual Services	54,978	-	1,257	-	-	-
Total Contractual Services	483,652	545,404	623,832	527,405	527,405	527,405
7010 Office Supplies	3,461	3,000	3,581	3,000	3,000	3,000
7041 Paper Supplies - Copier Paper	278	300	-	300	300	300
7230 Other Operating Supplies	-	500	497	500	500	500
7330 Plumbing Supplies	247	-	-	-	-	-
7340 Paint & Supplies	539	-	-	-	-	-
7360 Electrical Supplies	2,695	-	462	-	-	-
7370 Building Operating Supplies	1,844	-	-	-	-	-

Information Technology
1305

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Supplies	9,064	3,800	4,539	3,800	3,800	3,800
8020 Buildings & Improvements	761,176	-	83,813	-	-	-
8150 Office Furniture & Fixtures	28,857	-	-	-	-	-
8160 Radio/Communications Equipment	-	-	1,746	-	-	-
8171 Personal Computer/Accessories	30,455	62,452	58,939	62,452	62,452	62,452
8172 Printers	1,213	-	-	-	-	-
8173 Computer Equipment/Terminals	-	61,396	69,837	61,396	61,396	61,396
Total Capital Outlay	821,701	123,848	214,335	123,848	123,848	123,848
Total General Fund	\$ 2,220,020	\$ 1,865,329	\$ 1,820,799	\$ 1,865,329	\$ 1,865,329	\$ 1,886,854
Health Fund						
Line Item Description						
5010 Regular Salaries	\$ 4,775	\$ 7,532	\$ 5,102	\$ 7,532	\$ 7,532	\$ 7,687
5025 Part Time Salaries	161	185	55	185	185	185
5030 Over Time Salaries	51	100	43	100	100	100
5040 FICA Taxes	376	598	379	598	598	610
5050 Pension Contributions	1,102	1,099	1,099	1,099	1,099	1,121
5060 Insurance Benefits	722	203	685	233	233	233
Total Salaries	7,188	9,717	7,363	9,747	9,747	9,936
6120 Car Allowance & Mileage	35	100	42	100	100	100
6661 Software Purchases	-	3,973	2,828	3,943	3,943	3,943
6662 Software Maintenance	-	39,000	38,999	39,000	39,000	39,000
Total Contractual Services	35	43,073	41,870	43,043	43,043	43,043
7010 Office Supplies	-	-	381	-	-	-
7041 Paper Supplies - Copier Paper	-	-	179	-	-	-
7230 Other Operating Supplies	-	-	2,003	-	-	-
Total Supplies	-	-	2,563	-	-	-
8020 Buildings & Improvements	4,015	-	-	-	-	-
8171 Personal Computer/Accessories	-	322	-	322	322	322
8173 Computer Equipment/Terminals	-	3,561	-	3,561	3,561	3,561
Total Capital Outlay	4,015	3,883	-	3,883	3,883	3,883
Total Health Fund	\$ 11,238	\$ 56,673	\$ 51,796	\$ 56,673	\$ 56,673	\$ 56,862

Information Technology
1305

Line Item Description	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Park Fund							
5010 Regular Salaries	\$ 89,212	\$ 95,925	\$ 68,552	\$ 95,925	\$ 95,925	\$ 95,925	\$ 97,901
5020 Seasonal Salaries	-	1,000	-	1,000	1,000	1,000	1,000
5030 Over Time Salaries	119	1,200	449	1,200	1,200	1,200	1,200
5040 FICA Taxes	6,613	7,507	5,271	7,507	7,507	7,507	7,658
5050 Pension Contributions	14,031	13,986	13,986	13,986	13,986	13,986	14,271
5060 Insurance Benefits	12,764	13,869	7,159	15,949	15,949	15,949	15,949
Total Salaries	122,738	133,487	95,417	135,567	135,567	135,567	137,979
6080 Other Professional Services	9,249	4,250	3,826	4,250	4,250	4,250	4,250
6110 Postage	35	40	-	40	40	40	40
6120 Car Allowance & Mileage	2,090	1,213	1,731	1,500	1,500	1,500	1,500
6140 Travel Expense	-	980	669	980	980	980	980
6160 Meeting Expense	-	40	-	40	40	40	40
6165 Coffee Service	-	30	-	30	30	30	30
6230 Printing	-	25	25	25	25	25	25
6520 Maint & Repair - Heavy Equip	-	-	-	-	-	-	-
6580 Maint & Repair - Data Pro	-	-	-	-	-	-	-
6641 Copier Rental/Maintenance	215	360	360	360	360	360	360
6643 Mobile Phone/Pager Rental	-	-	33	-	-	-	-
6661 Software Purchases	-	19,930	19,412	17,563	17,563	17,563	17,563
6662 Software Maintenance	9,370	9,640	9,680	9,640	9,640	9,640	9,640
6710 Dues & Memberships	35	35	35	35	35	35	35
6750 Education Benefits	1,200	1,200	1,200	1,200	1,200	1,200	1,200
6790 Other Contractual Services	1,500	-	-	-	-	-	-
Total Contractual Services	23,695	37,743	36,971	35,663	35,663	35,663	35,663
7010 Office Supplies	950	950	950	950	950	950	950
7041 Paper Supplies - Copier Paper	35	40	-	40	40	40	40
7230 Other Operating Supplies	-	50	-	50	50	50	50
Total Supplies	985	1,040	950	1,040	1,040	1,040	1,040
8020 Buildings & Improvements	10,043	40,000	42,616	40,000	40,000	40,000	40,000
8150 Office Furniture & Fixtures	549	-	-	-	-	-	-
8171 Personal Computer/Accessories	756	15,574	-	15,574	15,574	15,574	15,574
8173 Computer Equipment/Terminals	2,000	13,706	23,700	13,706	13,706	13,706	13,706

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Capital Outlay	13,348	69,280	66,316	69,280	69,280	69,280
Total Park Fund	\$ 160,766	\$ 241,550	\$ 199,655	\$ 241,550	\$ 241,550	\$ 243,962
Special Road and Bridge Fund						
Line Item Description						
5010 Regular Salaries	\$ 200,772	\$ 228,713	\$ 159,322	\$ 228,713	\$ 228,713	\$ 233,424
5020 Seasonal Salaries	-	-	-	-	-	-
5025 Part Time Salaries	781	897	266	897	897	897
5030 Over Time Salaries	485	3,000	1,109	3,000	3,000	3,000
5040 FICA Taxes	14,985	17,794	12,188	17,794	17,794	18,154
5050 Pension Contributions	33,415	33,367	33,367	33,367	33,367	34,045
5060 Insurance Benefits	29,038	28,218	17,730	32,451	32,451	32,451
Total Salaries	279,477	311,989	223,981	316,222	316,222	321,971
6080 Other Professional Services	25,084	19,500	14,800	19,500	19,500	19,500
6110 Postage	32	80	80	80	80	80
6120 Car Allowance & Mileage	4,363	2,425	3,680	3,000	3,000	3,000
6130 Freight & Drainage	424	-	-	-	-	-
6140 Travel Expense	-	840	-	840	840	840
6160 Meeting Expense	-	120	120	120	120	120
6165 Coffee Service	-	80	-	80	80	80
6230 Printing	-	80	80	80	80	80
6240 Office Services Charges	-	-	-	-	-	-
6520 Maint & Repair - Heavy Equip	-	-	-	-	-	-
6580 Maint & Repair - Data Pro	150	177	-	177	177	177
6641 Copier Rental/Maintenance	149	720	720	720	720	720
6643 Mobile Phone/Pager Rental	-	-	66	-	-	-
6661 Software Purchases	8,599	25,343	45,341	19,075	19,075	19,075
6662 Software Maintenance	13,355	15,807	10,017	15,807	15,807	15,807
6710 Dues & Memberships	40	40	40	40	40	40
6750 Education Benefits	2,400	2,400	9,085	2,400	2,400	2,400
6790 Other Contractual Services	4,000	-	-	-	-	-
Total Contractual Services	58,596	67,612	84,029	61,919	61,919	61,919
7010 Office Supplies	4,744	2,750	2,750	3,950	3,950	3,950
7041 Paper Supplies - Copier Paper	70	80	-	340	340	340
7230 Other Operating Supplies	-	150	-	150	150	150

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Supplies	4,813	2,980	2,750	4,440	4,440	4,440
8020 Buildings & Improvements	19,960	-	7,876	-	-	-
8150 Office Furniture & Fixtures	12,863	-	-	-	-	-
8171 Personal Computer/Accessories	475	16,653	17	16,653	16,653	16,653
8173 Computer Equipment/Terminals	176,322	21,010	31,008	21,010	21,010	21,010
Total Capital Outlay	209,620	37,663	38,901	37,663	37,663	37,663
Total Special Road and Bridge Fund	\$ 552,507	\$ 420,244	\$ 349,661	\$ 420,244	\$ 420,244	\$ 425,993
Recorder Technology Fund						
Line Item Description						
5010 Regular Salaries	\$ 11,860	\$ 18,073	\$ 12,657	\$ 18,073	\$ 18,073	\$ 18,445
5025 Part Time Salaries	401	461	136	461	461	461
5030 Over Time Salaries	128	-	108	-	-	-
5040 FICA Taxes	936	1,418	941	1,418	1,418	1,446
5050 Pension Contributions	2,664	2,603	2,603	2,603	2,603	2,657
5060 Insurance Benefits	1,466	2,790	1,714	3,209	3,209	3,209
5062 HSA Contribution	-	-	-	-	-	39
5090 Salary Adjustments	-	4	-	4	4	4
5130 Vacation Payout	49	-	-	-	-	-
5140 Sick Leave Pay Out	39	-	-	-	-	-
Total Salaries	17,543	25,349	18,159	25,768	25,768	26,261
6120 Car Allowance & Mileage	87	64	105	64	64	64
6661 Software Purchases	-	20,326	19,667	18,500	18,500	18,007
Total Contractual Services	87	20,390	19,773	18,564	18,564	18,071
8020 Buildings & Improvements	-	-	1,993	-	-	-
8171 Personal Computer/Accessories	-	108	-	108	108	108
8173 Computer Equipment/Terminals	-	1,194	179	694	694	694
Total Capital Outlay	-	1,302	2,172	802	802	802
Total Recorder Technology Fund	\$ 17,630	\$ 47,041	\$ 40,104	\$ 45,134	\$ 45,134	\$ 45,134
Assessment Fund						
Line Item Description						
5010 Regular Salaries	\$ 298,967	\$ 382,870	\$ 270,159	\$ 382,870	\$ 382,870	\$ 390,757

Information Technology

1305

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
5020 Seasonal Salaries	-	-	-	-	-	-
5025 Part Time Salaries	2,604	2,991	886	2,991	2,991	2,991
5030 Over Time Salaries	1,971	5,000	1,513	5,000	5,000	5,000
5040 FICA Taxes	22,127	29,901	20,001	29,901	29,901	30,504
5050 Pension Contributions	56,070	55,853	55,853	55,853	55,853	56,989
5060 Insurance Benefits	50,194	57,627	38,990	66,271	66,271	66,271
Total Salaries	431,933	534,242	387,402	542,886	542,886	552,512
6080 Other Professional Services	34,087	30,633	13,262	30,633	30,633	30,633
6110 Postage	43	70	43	70	70	70
6120 Car Allowance & Mileage	4,265	4,572	3,798	4,572	4,572	4,572
6140 Travel Expense	1,580	1,700	1,304	1,700	1,700	1,700
6160 Meeting Expense	-	105	50	105	105	105
6165 Coffee Service	-	70	-	70	70	70
6230 Printing	39	70	82	70	70	70
6240 Office Services Charges	-	-	-	-	-	-
6520 Maint & Repair - Heavy Equip	-	-	-	-	-	-
6580 Maint & Repair - Data Pro	7,159	7,738	10,580	7,738	7,738	7,738
6641 Copier Rental/Maintenance	202	630	557	630	630	630
6643 Mobile Phone/Pager Rental	-	-	58	-	-	-
6661 Software Purchases	1,400	24,410	44,407	15,766	15,766	15,766
6662 Software Maintenance	286,879	296,519	304,626	296,519	296,519	296,519
6710 Dues & Memberships	15	35	115	35	35	35
6750 Education Benefits	9,585	2,100	2,280	2,100	2,100	2,100
6790 Other Contractual Services	-	-	20,225	-	-	-
Total Contractual Services	345,255	368,652	401,388	360,008	360,008	360,008
7010 Office Supplies	3,112	3,500	3,500	3,500	3,500	3,500
7041 Paper Supplies - Copier Paper	70	70	-	70	70	70
7230 Other Operating Supplies	-	150	-	150	150	150
7360 Electrical Supplies	-	-	738	-	-	-
Total Supplies	3,181	3,720	4,238	3,720	3,720	3,720
8020 Buildings & Improvements	73,782	-	4,031	-	-	-
8150 Office Furniture & Fixtures	21,072	-	-	-	-	-
8171 Personal Computer/Accessories	3,393	4,496	-	4,496	4,496	4,496
8173 Computer Equipment/Terminals	1,249	11,013	21,012	11,013	11,013	11,013
Total Capital Outlay	99,496	15,509	25,043	15,509	15,509	15,509

Information Technology
1305

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
Total Assessment Fund	\$ 879,865	\$ 922,123	\$ 818,070	\$ 922,123	\$ 922,123	\$ 931,749	
Park Enterprise Fund							
Line Item Description							
5010 Regular Salaries	\$ 98,553	\$ 135,234	\$ 106,841	\$ 135,234	\$ 135,234	\$ 138,020	
5025 Part Time Salaries	3,125	3,589	1,063	3,589	3,589	3,589	
5030 Over Time Salaries	994	2,610	841	2,610	2,610	2,610	
5040 FICA Taxes	7,745	10,819	7,958	10,819	10,819	11,032	
5050 Pension Contributions	19,865	19,850	19,850	19,850	19,850	20,251	
5060 Insurance Benefits	14,457	13,982	13,652	16,079	16,079	16,079	
Total Salaries	144,739	186,084	150,206	188,181	188,181	191,581	
6080 Other Professional Services	-	14,000	-	14,000	14,000	14,000	
6120 Car Allowance & Mileage	729	750	930	750	750	750	
6661 Software Purchases	-	32,877	35,988	30,780	30,780	30,780	
6790 Other Contractual Services	-	-	12,499	-	-	-	
Total Contractual Services	729	47,627	49,418	45,530	45,530	45,530	
8020 Buildings & Improvements	30,201	40,000	40,000	40,000	40,000	40,000	
8171 Personal Computer/Accessories	-	2,606	-	2,606	2,606	2,606	
8173 Computer Equipment/Terminals	-	14,817	14,173	14,817	14,817	14,817	
Total Capital Outlay	30,201	57,423	54,173	57,423	57,423	57,423	
Total Park Enterprise Fund	\$ 175,669	\$ 291,134	\$ 253,796	\$ 291,134	\$ 291,134	\$ 294,534	
Total Information Technology	\$ 4,017,694	\$ 3,844,094	\$ 3,533,880	\$ 3,842,187	\$ 3,842,187	\$ 3,885,088	

Collections

Department Overview



Collecting property taxes for all political jurisdictions within the county is a core responsibility in county government. For the past several years, the Department of Collections has made strides in providing a tax payment system that is both convenient and easily accessible for Jackson County citizens.

Taxpayers have both the ability to pay taxes on-line at their convenience, but also, and just as importantly, to access their tax receipts. Since this service was instituted, every year an increasing number of taxpayers take advantage of paying their taxes on-line instead of in person or through the mail.

Improvements have also been made in Eastern Jackson County with the opening of the Historic Jackson County Truman Courthouse. Those wishing to pay in person, now have the option of coming to the Truman Courthouse, which features ample, convenient parking, in addition to the downtown courthouse. The taxpayer collection area was designed specifically for the convenience of the public. Additionally, special attention was given to employee workstations for both comfort and safety.

COLLECTIONS

Staffing by FTE (Full Time Equivalent)

	Budget <u>2012</u>	Budget <u>2013</u>	Budget <u>2014</u>	Budget <u>2015</u>	Budget <u>2016</u>
Accounts Receivable Admin.	1	1	1	1	1
Assistant to the Director	0	0	0	0	0
Asst. Director	1	1	1	1	1
Asst. System Admin.	1	1	1	1	1
Bankruptcy Technician	1	1	1	0	0
Bus. and Real Estate Spec.	1	1	1	1	1
Chief of Int Operations & Comm	0	0	0	0.25	0.243
Clerk	15	16	16	17	17
Collections Supervisor	4	4	4	4	4
Data Entry Coordinator	0	0	0	0	0
Delinquent Tax Administrator	1	1	1	1	1
Deputy Chief Admin Officer	0	0.5	0.5	0.5	0.5
Director	1	1	1	1	1
Lead Clerk	0	0	0	0	0
Leasing Clerk	0	0	0	0	0
Office Administrator	1	0.5	0.5	0.5	0.5
Protest Technician	1	0	0	0	0
Revenue Technician	0	0	0	0	0
Seasonal Clerk	0.95	2.6	2.6	2.6	3.02
Senior Administrative Manager	0	0	0	0.1224	0.1224
System Administrator	1	1	1	1	1
Taxpayer Services Admin.	2	2	2	2	2
Title Specialist	2	2	2	2	2
	33.95	35.6	35.6	35.972	36.385

BUDGET OVERVIEW **COLLECTIONS DEPARTMENT**

<u>Account Type</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Adopted</u>	<u>Exp. as of</u> <u>12/31/2015</u>	<u>2016</u> <u>Adopted</u>
Salaries	1,606,647	1,773,499	1,583,702	1,823,807
Contractual Services	568,479	585,027	548,378	559,192
Supplies	20,221	22,600	18,983	22,800
Capital Outlay	3,631	4,900	5,152	3,400
	<u>\$2,198,978</u>	<u>\$2,386,026</u>	<u>\$2,156,215</u>	<u>\$2,409,199</u>
<u>Fund</u>				
General Fund	1,272,760	1,420,132	1,279,706	1,441,029
Assessment Fund	113,268	129,902	117,436	132,177
Collectors Fund	812,950	\$835,992	759,073	835,993
	<u>\$2,198,978</u>	<u>\$2,386,026</u>	<u>\$2,156,215</u>	<u>\$2,409,199</u>

Collections Department
1403

Line Item Description	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
ALL FUNDS						
5010 Regular Salaries	\$ 1,104,171	\$ 1,218,704	\$ 1,089,805	\$ 1,224,108	\$ 1,224,108	\$ 1,249,213
5020 Seasonal Salaries	30,619	49,300	40,879	46,800	46,800	46,800
5030 Over Time Salaries	52,539	73,134	52,046	53,346	53,346	53,346
5040 FICA Taxes	88,427	102,597	86,602	101,305	101,305	103,226
5050 Pension Contributions	134,600	135,420	135,420	134,297	134,297	136,944
5060 Insurance Benefits	188,287	186,654	169,661	223,630	223,630	223,630
5062 HSA Contribution		-	-	-	-	3,000
5070 Unemployment Insurance	1,478	1,466	1,466	1,471	1,471	1,471
5090 Salary Adjustments	-	67	-	-	-	-
5110 Workmen's Compensation	4,730	4,691	4,691	4,706	4,706	4,706
5130 Vacation Payout	302	-	1,327	-	-	-
5140 Sick Leave Pay Out	16	-	338	-	-	-
5150 Long Term Disability	1,478	1,466	1,466	1,471	1,471	1,471
Total Salaries	1,606,647	1,773,499	1,583,702	1,791,134	1,791,134	1,823,807
6110 Postage	342,290	371,430	369,650	380,500	380,500	380,500
6120 Car Allowance & Mileage	10,211	10,024	9,050	14,845	14,845	14,845
6140 Travel Expense	2,482	3,700	3,677	4,100	4,100	4,100
6160 Meeting Expense	496	600	404	600	600	600
6200 Legal Notices	17,459	22,000	16,291	22,000	22,000	22,000
6230 Printing	76,618	75,600	81,602	75,600	75,600	75,600
6240 Office Services Charges	-	-	-	-	-	-
6510 Maint & Repair - Buildings	995	520	1,180	530	530	530
6540 Maint & Repair - Office Equip	-	1,450	2,271	1,500	1,500	1,500
6641 Copier Rental/Maintenance	8,361	8,500	7,643	8,000	8,000	8,000
6643 Mobile Phone/Pager Rental	-	825	-	-	-	-
6662 Software Maintenance	9,399	9,410	9,404	9,410	9,410	9,410
6670 Rent - Miscellaneous	891	800	-	-	-	-
6710 Dues & Memberships	820	905	740	905	905	905
6750 Education Benefits	1,444	1,650	1,225	1,500	1,500	1,500
6790 Other Contractual Services	180	64,508	33,784	35,310	35,310	25,808
6795 Alarm/Security Services	65,082	9,322	9,842	10,100	10,100	10,100
6165 Coffee Service	9,322	3,000	1,272	3,000	3,000	3,000
6360 Life Insurance	1,641	603	164	614	614	614
6661 Software Purchases	266	-	-	-	-	-
6770 Administration Service Fees	20,523	180	180	180	180	180

Collections Department
1403

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Contractual Services	568,479	585,027	548,378	568,694	568,694	559,192
7010 Office Supplies	13,113	15,500	11,897	15,000	15,000	15,000
7020 Reference Books/Publications	-	-	-	-	-	-
7041 Paper Supplies - Copier Paper	4,976	5,000	4,987	5,300	5,300	5,300
7350 Lumber Wood & Supplies	2,132	2,100	2,100	2,500	2,500	2,500
Total Supplies	20,221	22,600	18,983	22,800	22,800	22,800
8150 Office Furniture & Fixtures	361	-	-	-	-	-
8160 Radio/Communications Equipment	-	-	873	-	-	-
8060 Other Improvements	-	-	-	-	-	-
8170 Other Equipment	2,655	-	3,403	-	-	-
8171 Personal Computer/Accessories	615	3,000	-	1,500	1,500	1,500
8172 Printers	-	1,900	876	1,900	1,900	1,900
Total Capital Outlay	3,631	4,900	5,152	3,400	3,400	3,400
Total Collections Department	\$ 2,198,978	\$ 2,386,026	\$ 2,156,215	\$ 2,386,028	\$ 2,386,028	\$ 2,409,199

Collections Department
1403

Line Item Description	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
General Fund							
5010 Regular Salaries	\$ 775,557	\$ 869,643	\$ 777,608	\$ 876,494	\$ 876,494	\$ 894,409	
5020 Seasonal Salaries	14,711	17,800	18,083	17,000	17,000	17,000	
5030 Over Time Salaries	42,152	60,349	42,703	43,090	43,090	43,090	
5040 FICA Taxes	62,547	72,506	61,616	71,649	71,649	73,019	
5050 Pension Contributions	84,142	83,314	83,314	82,763	82,763	84,375	
5060 Insurance Benefits	118,613	112,575	98,492	130,226	130,226	130,226	
Total Salaries	1,097,722	1,216,187	1,081,816	1,221,222	1,221,222	1,242,119	
6110 Postage	117,280	120,430	125,547	120,500	120,500	120,500	
6120 Car Allowance & Mileage	8,535	8,133	7,194	12,675	12,675	12,675	
6140 Travel Expense	-	-	-	-	-	-	
6160 Meeting Expense	496	600	404	-	-	-	
6200 Legal Notices	706	22,000	16,291	22,000	22,000	22,000	
6230 Printing	7,581	7,600	7,004	7,600	7,600	7,600	
6240 Office Services Charges	-	-	-	-	-	-	
6510 Maint & Repair - Buildings	995	520	1,180	530	530	530	
6540 Maint & Repair - Office Equip	-	1,450	1,896	1,500	1,500	1,500	
6641 Copier Rental/Maintenance	8,361	8,500	7,643	-	-	-	
6643 Mobile Phone/Pager Rental	-	785	-	-	-	-	
6662 Software Maintenance	289	300	294	300	300	300	
6670 Rent - Miscellaneous	891	800	-	-	-	-	
6710 Dues & Memberships	-	905	740	905	905	905	
6750 Education Benefits	-	-	-	-	-	-	
6770 Administration Service Fees	-	-	-	-	-	-	
6790 Other Contractual Services	-	-	-	-	-	-	
6795 Alarm/Security Services	9,322	9,322	9,842	10,100	10,100	10,100	
Total Contractual Services	154,456	181,345	178,034	176,110	176,110	176,110	
7010 Office Supplies	13,113	15,500	11,897	15,000	15,000	15,000	
7020 Reference Books/Publications	-	-	-	-	-	-	
7041 Paper Supplies - Copier Paper	4,976	5,000	4,987	5,300	5,300	5,300	
7350 Lumber Wood & Supplies	2,132	2,100	2,100	2,500	2,500	2,500	
Total Supplies	20,221	22,600	18,983	22,800	22,800	22,800	
8150 Office Furniture & Fixtures	361	-	-	-	-	-	
8160 Radio/Communications Equipment	-	-	873	-	-	-	

Collections Department
1403

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Total Capital Outlay	361	-	-	873	-	-	-
Total General Fund	\$ 1,272,760	\$ 1,420,132	\$ 1,420,132	\$ 1,279,706	\$ 1,420,132	\$ 1,420,132	\$ 1,441,029
Assessment Fund							
Line Item Description							
5010 Regular Salaries	\$ 79,758	\$ 90,461	\$ 90,461	\$ 79,852	\$ 88,721	\$ 88,721	\$ 90,584
5020 Seasonal Salaries	(1)	-	-	-	-	-	-
5030 Over Time Salaries	4,363	7,147	7,147	4,351	4,812	4,812	4,812
5040 FICA Taxes	6,281	7,467	7,467	6,197	7,155	7,155	7,298
5050 Pension Contributions	12,204	14,055	14,055	14,055	13,469	13,469	13,737
5060 Insurance Benefits	10,304	10,183	10,183	12,471	14,896	14,896	14,896
Total Salaries	112,908	129,313	129,313	116,927	129,053	129,053	131,327
6120 Car Allowance & Mileage	360	549	549	509	850	850	850
6643 Mobile Phone/Pager Rental	-	40	40	-	-	-	-
Total Contractual Services	360	589	589	509	850	850	850
Total Assessment Fund	\$ 113,268	\$ 129,902	\$ 129,902	\$ 117,436	\$ 129,903	\$ 129,903	\$ 132,177
Collectors Fund							
Line Item Description							
5010 Regular Salaries	\$ 248,856	\$ 258,600	\$ 258,600	\$ 232,344	\$ 258,893	\$ 258,893	\$ 264,220
5020 Seasonal Salaries	15,909	31,500	31,500	22,796	29,800	29,800	29,800
5030 Over Time Salaries	6,024	5,638	5,638	4,992	5,444	5,444	5,444
5040 FICA Taxes	19,600	22,624	22,624	18,789	22,501	22,501	22,909
5050 Pension Contributions	38,254	38,051	38,051	38,051	38,065	38,065	38,832
5060 Insurance Benefits	59,370	63,896	63,896	58,698	78,508	78,508	78,508
5062 HSA Contribution	-	-	-	-	-	-	3,000
5070 Unemployment Insurance	1,478	1,466	1,466	1,466	1,471	1,471	1,471
5090 Salary Adjustments	-	67	67	-	-	-	-
5110 Workmen's Compensation	4,730	4,691	4,691	4,691	4,706	4,706	4,706
5130 Vacation Payout	302	-	-	1,327	-	-	-
5140 Sick Leave Pay Out	16	-	-	338	-	-	-
5150 Long Term Disability	1,478	1,466	1,466	1,466	1,471	1,471	1,471
Total Salaries	396,017	427,999	427,999	384,959	440,859	440,859	450,361
6110 Postage	225,011	251,000	251,000	244,103	260,000	260,000	260,000

Collections Department

1403

	Previous Year		Current Year		Budget Year	
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
6120 Car Allowance & Mileage	1,316	1,342	1,346	1,320	1,320	1,320
6140 Travel Expense	2,482	3,700	3,677	4,100	4,100	4,100
6160 Meeting Expense	-	-	-	600	600	600
6165 Coffee Service	1,641	3,000	1,272	3,000	3,000	3,000
6200 Legal Notices	16,752	-	-	-	-	-
6230 Printing	69,036	68,000	74,598	68,000	68,000	68,000
6360 Life Insurance	266	603	164	614	614	614
6540 Maint & Repair - Office Equip	-	-	375	-	-	-
6641 Copier Rental/Maintenance	-	-	-	8,000	8,000	8,000
6643 Mobile Phone/Pager Rental	-	-	-	-	-	-
6661 Software Purchases	20,523	-	-	-	-	-
6662 Software Maintenance	9,110	9,110	9,110	9,110	9,110	9,110
6710 Dues & Memberships	820	-	-	-	-	-
6750 Education Benefits	1,444	1,650	1,225	1,500	1,500	1,500
6770 Administration Service Fees	180	180	180	180	180	180
6790 Other Contractual Services	65,082	64,508	33,784	35,310	35,310	25,808
6795 Alarm/Security Services	-	-	-	-	-	-
Total Contractual Services	413,664	403,093	369,835	391,734	391,734	382,232
8060 Other Improvements	-	-	-	-	-	-
8170 Other Equipment	1,289	-	3,403	-	-	-
8171 Personal Computer/Accessories	615	3,000	-	1,500	1,500	1,500
8172 Printers	-	1,900	876	1,900	1,900	1,900
Total Capital Outlay	1,904	4,900	4,279	3,400	3,400	3,400
Total Collectors Fund	\$ 811,584	\$ 835,992	\$ 759,073	\$ 835,993	\$ 835,993	\$ 835,993
Total Collections Department	\$ 2,197,612	\$ 2,386,026	\$ 2,156,215	\$ 2,386,028	\$ 2,386,028	\$ 2,409,199

RECORDER OF DEEDS

Department Overview



It is the responsibility of the Recorder of Deeds Department to provide timely recording and indexing of official records and documents for the business community, courts, financial institutions, and general public. The Department is working diligently toward using technology and E-Government opportunities and state-of-the-art solutions to provide timely inquiry and copy/search/retrieval services for businesses, taxpayers and County agencies including upgrading recording software.

The department maintains a goal of three-day or less document process including recording, data entry, verification and digitization. They are also in the process of scanning and digitizing 80+ Kansas City Land Books to streamline index retrieval processes and improve document clarity. In 2015 the department will implement upgraded software applications to better serve the public.

The department has reached a milestone with more than 60% participation level in “E” or electronic recording of real estate documents, with a goal of attaining 70% of the real estate recordings being managed electronically.

RECORDER OF DEEDS

Staffing by FTE (Full Time Equivalent)

	Budget <u>2012</u>	Budget <u>2013</u>	Budget <u>2014</u>	Budget <u>2015</u>	Budget <u>2016</u>
Director	1	1	1	1	1
Asst. Director	1	1	1	1	0
Chief Administrative Officer	0.24	0.24	0.24	0.24	0
Lead Records Rep.	2	2	2	2	2
Office Administrator	1	1	1	1	1
Records Center Supervisor	1	1	1	1	1
Records Maintenance Tech.	4	0	1	1	1
Records Representative	13	13	12	11	11
Records Supervisor	3	3	3	3	3
Sr. Admin. Manager	0	0	0	0	0.1
	26.24	22.24	22.24	21.24	20.1

BUDGET OVERVIEW **RECORDER OF DEEDS**

<u>Account Type</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>Exp. as of 12/31/2015</u>	<u>2016 Adopted</u>
Salaries	1,028,106	1,037,112	956,756	1,021,977
Contractual Services	229,954	356,949	220,802	211,621
Supplies	10,569	14,309	11,433	13,172
Capital Outlay	14,719	1,450	6,126	1,450
	<u>\$1,283,347</u>	<u>\$1,409,820</u>	<u>\$1,195,117</u>	<u>\$1,248,220</u>
<u>Department</u>				
Recorder of Deeds	1,038,215	1,138,291	961,966	1,013,421
Records Center	245,132	271,529	233,151	234,799
	<u>\$1,283,347</u>	<u>\$1,409,820</u>	<u>\$1,195,117</u>	<u>\$1,248,220</u>
<u>Fund</u>				
General Fund	930,688	905,334	845,855	920,022
Recorder Technology Fund	107,527	232,957	116,111	93,399
Recorders Fees	245,132	271,529	233,151	234,799
	<u>\$1,283,347</u>	<u>\$1,409,820</u>	<u>\$1,195,117</u>	<u>\$1,248,220</u>

Recorder of Deeds
1801

Line Item Description	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
ALL FUNDS							
5010 Regular Salaries	\$ 636,214		\$ 611,279	\$ 590,479	\$ 613,291	\$ 613,291	\$ 625,883
5030 Over Time Salaries	1,319		2,000	1,513	2,000	2,000	2,000
5040 FICA Taxes	45,205		46,915	41,603	47,070	47,070	48,033
5050 Pension Contributions	63,417		55,195	55,195	55,376	55,376	56,509
5060 Insurance Benefits	154,250		157,856	133,623	156,765	156,765	156,765
Total Salaries	900,405		873,245	822,413	874,502	874,502	889,190
6080 Other Professional Services	-		-	-	-	-	-
6110 Postage	5,499		6,000	4,451	6,000	6,000	6,000
6120 Car Allowance & Mileage	6,398		5,180	4,218	5,180	5,180	5,180
6140 Travel Expense	3,670		2,500	-	2,000	2,000	2,000
6160 Meeting Expense	58		1,200	500	1,000	1,000	1,000
6165 Coffee Service	861		800	600	800	800	800
6230 Printing	3,862		4,100	1,223	4,000	4,000	4,000
6643 Mobile Phone/Pager Rental	-		-	-	-	-	-
6710 Dues & Memberships	700		850	195	850	850	850
6790 Other Contractual Services	-		800	-	800	800	800
6520 Maint & Repair - Heavy Equip	-		-	-	-	-	-
6530 Maint & Repair - Auto Equip	-		-	-	-	-	-
6540 Maint & Repair - Office Equip	6,231		22,723	9,799	17,723	17,723	17,723
6641 Copier Rental/Maintenance	3,874		8,250	3,461	8,250	8,250	8,250
6661 Software Purchases	44,455		193,534	73,000	-	-	-
6662 Software Maintenance	29,186		-	14,750	58,976	58,976	58,976
6770 Administration Service Fees	9,062		7,000	10,918	7,000	7,000	7,000
6791 Microfilm/Microfiche Services	-		-	-	-	-	-
6795 Alarm/Security Services	-		-	-	-	-	-
Total Contractual Services	113,857		252,937	123,115	112,579	112,579	112,579
7010 Office Supplies	8,769		10,129	9,701	9,672	9,672	9,672
7021 Newspaper/Mag Subscriptions	466		530	611	530	530	530
7601 Computers and Printers	-		-	-	-	-	-
Total Supplies	9,235		10,659	10,312	10,202	10,202	10,202
8150 Office Furniture & Fixtures	-		-	1,943	-	-	-
8170 Other Equipment	731		1,450	2,872	1,450	1,450	1,450
8171 Personal Computer/Accessories	13,987		-	915	-	-	-

Recorder of Deeds
1801

	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
8172 Printers	-		-	396	-	-	-
Total Capital Outlay	14,719		1,450	6,126	1,450	1,450	1,450
Total Recorder of Deeds	\$ 1,038,215		\$ 1,138,291	\$ 961,966	\$ 998,733	\$ 998,733	\$ 1,013,421

Recorder of Deeds

1801

	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
General Fund							
Line Item Description							
5010 Regular Salaries	\$ 636,214		\$ 611,279	\$ 590,479	\$ 613,291	\$ 613,291	\$ 625,883
5030 Over Time Salaries	1,319		2,000	1,513	2,000	2,000	2,000
5040 FICA Taxes	45,205		46,915	41,603	47,070	47,070	48,033
5050 Pension Contributions	63,417		55,195	55,195	55,376	55,376	56,509
5060 Insurance Benefits	154,250		157,856	133,623	156,765	156,765	156,765
Total Salaries	900,405		873,245	822,413	874,502	874,502	889,190
6080 Other Professional Services	-		-	-	-	-	-
6110 Postage	5,499		6,000	4,451	6,000	6,000	6,000
6120 Car Allowance & Mileage	6,398		5,180	4,218	5,180	5,180	5,180
6140 Travel Expense	3,670		2,500	-	2,000	2,000	2,000
6160 Meeting Expense	58		1,200	500	1,000	1,000	1,000
6165 Coffee Service	861		800	600	800	800	800
6230 Printing	3,862		4,100	1,223	4,000	4,000	4,000
6643 Mobile Phone/Pager Rental	-		-	-	-	-	-
6710 Dues & Memberships	700		850	195	850	850	850
6790 Other Contractual Services	-		800	-	800	800	800
Total Contractual Services	21,048		21,430	11,187	20,630	20,630	20,630
7010 Office Supplies	8,769		10,129	9,701	9,672	9,672	9,672
7021 Newspaper/Mag Subscriptions	466		530	611	530	530	530
Total Supplies	9,235		10,659	10,312	10,202	10,202	10,202
8150 Office Furniture & Fixtures	-		-	1,943	-	-	-
8170 Other Equipment	-		-	-	-	-	-
8171 Personal Computer/Accessories	-		-	-	-	-	-
Total Capital Outlay	-		-	1,943	-	-	-
Total General Fund	\$ 930,688		\$ 905,334	\$ 845,855	\$ 905,334	\$ 905,334	\$ 920,022
Recorder Technology Fund							
Line Item Description							
6520 Maint & Repair - Heavy Equip	-		-	-	-	-	-
6530 Maint & Repair - Auto Equip	-		-	-	-	-	-
6540 Maint & Repair - Office Equip	6,231		22,723	9,799	17,723	17,723	17,723
6641 Copier Rental/Maintenance	3,874		8,250	3,461	8,250	8,250	8,250

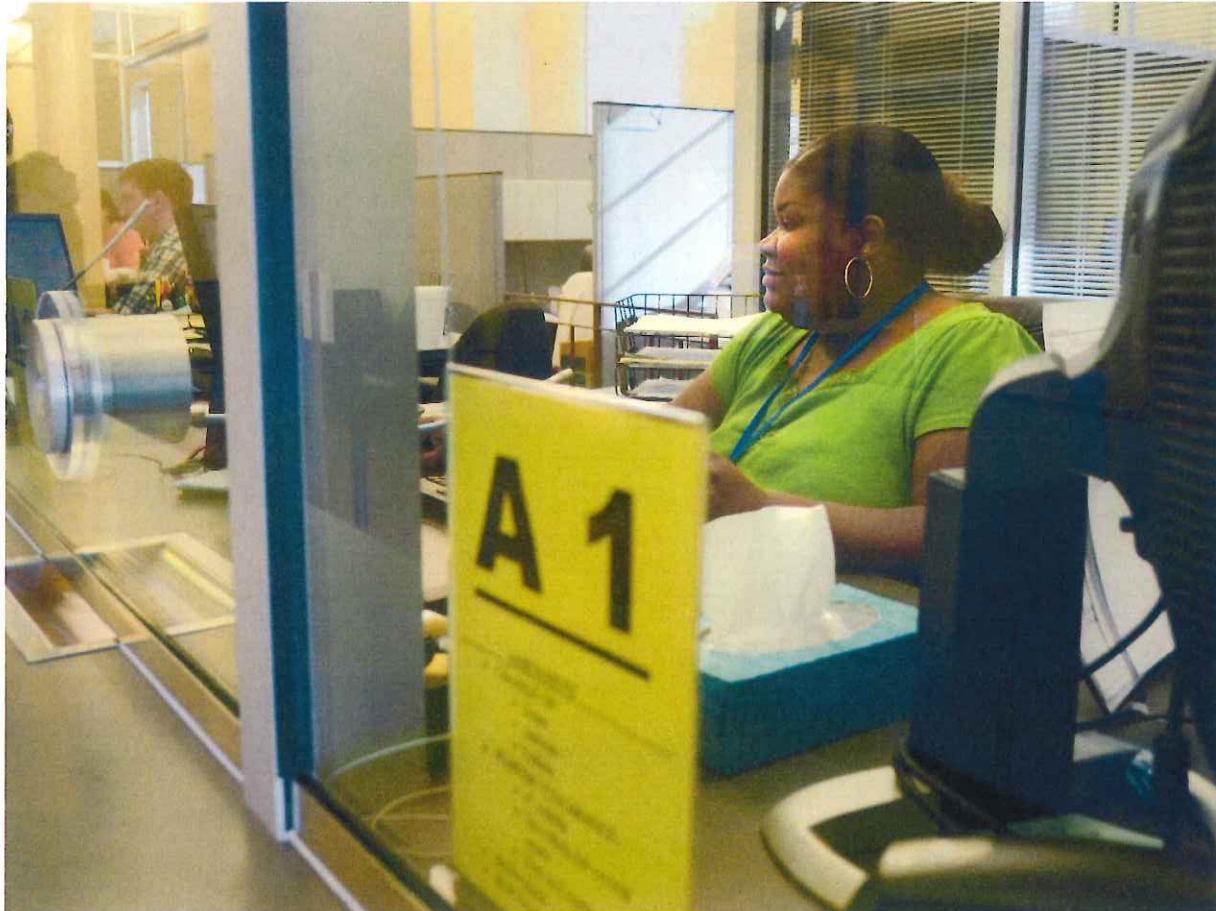
Recorder of Deeds

1801

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
6661 Software Purchases	77,135	193,534	73,000	-	-	-	
6662 Software Maintenance	29,186	-	14,750	58,976	58,976	58,976	
6770 Administration Service Fees	9,062	7,000	10,918	7,000	7,000	7,000	
6790 Other Contractual Services	-	-	-	-	-	-	
6791 Microfilm/Microfiche Services	-	-	-	-	-	-	
6795 Alarm/Security Services	-	-	-	-	-	-	
Total Contractual Services	125,489	231,507	111,928	91,949	91,949	91,949	
7601 Computers and Printers	-	-	-	-	-	-	
Total Supplies	-	-	-	-	-	-	
8170 Other Equipment	731	1,450	2,872	1,450	1,450	1,450	
8171 Personal Computer/Accessories	13,987	-	915	-	-	-	
8172 Printers	-	-	396	-	-	-	
Total Capital Outlay	14,719	1,450	4,183	1,450	1,450	1,450	
Total Recorder Technology Fund	\$ 140,207	\$ 232,957	\$ 116,111	\$ 93,399	\$ 93,399	\$ 93,399	
Total Recorder of Deeds	\$ 1,070,895	\$ 1,138,291	\$ 961,966	\$ 998,733	\$ 998,733	\$ 1,013,421	

Assessment

Department Overview



The mission of the Jackson County Assessment Department is to provide the assessment tax rolls to political subdivisions and taxpayers so they have a fair and equitable basis for the levying and paying of taxes. The Assessment Department is required to achieve and maintain a common level of assessment for all real estate at both the IAAO recommended standard and the Missouri State Tax Commission (STC) recommended standard as tested and determined by the STC. The department conducts a physical reassessment of real property in odd-numbered years. The department also assess the value of business and personal property.

Current goals of the department are to continue to improve the level of customer service and taxpayer assistance. The department also seeks to maintain a real estate "Informal Hearing/Board of Equalization" appeal level at or below the International Association of Assessing Officers (IAAO) recommended standard of 10% of all real estate parcels during the 2015 reassessment cycle.

ASSESSMENT

Staffing by FTE (Full Time Equivalent)

	<u>Budget 2012</u>	<u>Budget 2013</u>	<u>Budget 2014</u>	<u>Budget 2015</u>	<u>Budget 2016</u>
Abstract Clerk	5	0	0	0	0
Administrative Assistant	2	2	0	0	0
Appraisal Supervisor	4	0	0	0	0
Asst. Research Analyst	0	0	0	0	0
Ast. Dir. of Appraisal	0	1	0	0	0
Ast. Dir. of Taxpayer Assist.	1	1	0	0	0
Ast. Director of Per. Prop.	1	0	0	0	0
Ast. Director of Research	0	0	0	0	0
Ast. System Administrator	0	0	0	0	0
Audit/Appeals Supervisor	1	1	1	1	1
CAMA Modeler	0	0	1	0	0
Chief Administrative Officer	0.25	0	0	0.06	0
Chief of Intergovernmental Relations and Tax Clerk	0 20	0 20	0 21	0.24 21	0.2152 21
Commercial Appraiser	3	3	4	2	2
Commercial Appraiser Supervisor	0	0	0	1	1
Data Entry Coordinator	1	0	0	0	0
Deputy Chief Admin Officer	0	0.5	0.5	0.5	0.5
Deputy Director	1	0	1	1	1
Development Incentive Admin	1	1	0	0.5	0
Director	1	1	1	1	1
Director of Government Relations	0	0	0	0	0.3184
Exemption Analyst	1	1	1	1	1
GIS Developer	0	0	0	0	0
Lead Clerk	4	3	4	4	5
Leasing Clerk	1	0	0	0	0
Leasing Coordinator	0	1	1	1	0
Manager of Economic Development	0	0	0	0.5	0
Mathematician/Statistician	1	0	0	0	0
Occupancy Coordinator	0	0	0	0	0
Office Administrator	1	0.5	1	1.5	1.5
Perm Part Time Clerk	0	0	0	0	0
Perm PT Appraiser	0	0	0	0	0.6
Personal Prop. Appraiser	4	4	4	4	3
Personal Prop. Supervisor	1	1	1	1	1
Research Analyst	5	2	4	4	5
Residential Appraisal Coordinator	0	0	0	1	1

ASSESSMENT

	Budget <u>2012</u>	Budget <u>2013</u>	Budget <u>2014</u>	Budget <u>2015</u>	Budget <u>2016</u>
Residential Appraiser	3	2	3	4	6
Residential Appraiser Supervisor	0	1	1	1	1
Seasonal Appraiser	0	0	0	0.5	0.38
Seasonal Clerks	0	1.2308	1.00	1.08	2.08
Senior Abstractor	0	0	0	0	0
Senior Admin Manager	1	1	1	1	1
Senior Assessment Advisor	0	0	0.525	0	0
Senior Project Analyst	0	0	0	0.1	0.2
Senior Research Analyst	0	0	0	1	1
Special Projects Coordinator	0	0	0	1	1
Sr. Commercial Appraiser	4	1	1	2	2
Sr. Financial Analyst	0.3	0.3	0	0	0
Sr. Residential Appraiser	11	9	9	6	4
System Administrator	1	1	1	1	1
Tax Incent/Abatement Analyst Specialist	1	1	0	0	0
Taxpayer Services Admin	1	0	0	0	0
Taxpayer Support Rep	1	0	0	0	0
TPA Coordinator/Supervisor	0	1	1	1	1
TPA Special Projects Manager	0	1	0	0	0
TPS/IPP/Leasing Admin	0	1	1	1	1
	82.55	63.531	65.025	66.98	67.79

BOARD OF EQUALIZATION

Staffing by FTE (Full Time Equivalent)

	Budget <u>2012</u>	Budget <u>2013</u>	Budget <u>2014</u>	Budget <u>2015</u>	Budget <u>2016</u>
BOE Specialist	1.00	1.00	1.00	1.00	1.00
Lead BOE Clerk	1.00	1.00	1.00	1.00	1.00
PT BOE Clerk	0.00	0.96	0.96	1.19	1.12
	2.00	2.96	2.96	3.19	3.12

BUDGET OVERVIEW ASSESSMENT

<u>Account Type</u>	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>Exp. as of 12/31/2015</u>	<u>2016 Adopted</u>
Salaries	3,272,657	3,473,674	3,168,720	3,603,474
Contractual Services	664,145	753,006	670,032	679,121
Supplies	18,859	31,700	13,945	34,340
Capital Outlay	8,702	8,000	28,375	8,228
	<u>\$3,964,363</u>	<u>\$4,266,380</u>	<u>\$3,881,072</u>	<u>\$4,325,163</u>
<u>Department</u>				
Assessment Department	3,786,317	4,054,861	3,673,680	4,111,980
Board of Equalization	178,046	211,519	207,392	213,183
	<u>\$3,964,363</u>	<u>\$4,266,380</u>	<u>\$3,881,072</u>	<u>\$4,325,163</u>
<u>Fund</u>				
Assessment Fund	<u>\$3,964,363</u>	<u>\$4,266,380</u>	<u>\$3,881,072</u>	<u>\$4,325,163</u>

Assessment Department
1902

	Previous Year		Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted	
Assessment Fund							
Line Item Description							
5010 Regular Salaries	\$ 2,155,924	\$ 2,271,823	\$ 2,065,972	\$ 2,235,970	\$ 2,235,970	\$ 2,282,770	
5020 Seasonal Salaries	88,138	110,880	98,553	114,240	114,240	114,240	
5025 Part Time Salaries	7,399	1,728	8,270	61,898	61,898	61,898	
5030 Over Time Salaries	10,148	35,040	22,161	35,040	35,040	35,040	
5040 FICA Taxes	173,299	185,089	167,089	187,207	187,207	190,787	
5050 Pension Contributions	335,058	332,187	335,102	335,939	335,939	342,678	
5060 Insurance Benefits	397,405	406,052	347,141	451,604	451,604	451,604	
Total Salaries	3,167,371	3,342,799	3,044,288	3,421,898	3,421,898	3,479,017	
6040 Appraisal Services	-	-	-	-	-	-	
6080 Other Professional Services	8,998	15,000	10,818	15,000	15,000	15,000	
6110 Postage	231,384	261,574	287,023	261,574	261,574	261,574	
6120 Car Allowance & Mileage	112,634	107,400	101,428	108,654	108,654	108,654	
6121 Parking Expenses	-	-	-	-	-	-	
6140 Travel Expense	7,245	9,000	6,976	9,000	9,000	9,000	
6160 Meeting Expense	1,321	1,500	552	1,500	1,500	1,500	
6165 Coffee Service	2,798	3,000	2,971	3,000	3,000	3,000	
6210 Advertising	-	-	-	-	-	-	
6230 Printing	75,712	102,000	98,197	102,000	102,000	102,000	
6240 Office Services Charges	495	-	-	100	100	100	
6435 Telephone Maintenance	58	440	-	-	-	-	
6530 Maint & Repair - Auto Equip	1,655	2,500	2,812	2,500	2,500	2,500	
6540 Maint & Repair - Office Equip	-	2,000	-	2,000	2,000	2,000	
6641 Copier Rental/Maintenance	20,910	36,933	22,551	25,000	25,000	25,000	
6643 Mobile Phone/Pager Rental	-	-	275	-	-	-	
6661 Software Purchases	18,562	5,000	3,701	5,000	5,000	5,000	
6662 Software Maintenance	20,930	20,000	18,991	18,100	18,100	18,100	
6710 Dues & Memberships	2,625	3,000	522	3,000	3,000	3,000	
6750 Education Benefits	17,895	9,900	6,097	11,900	11,900	11,900	
6790 Other Contractual Services	70,559	94,315	25,379	29,295	29,295	29,295	
Total Contractual Services	593,780	673,562	588,294	597,623	597,623	597,623	
7010 Office Supplies	7,209	18,000	6,591	18,000	18,000	18,000	
7020 Reference Books/Publications	782	2,500	625	2,500	2,500	2,500	
7040 Store Room Supplies	-	-	-	-	-	-	
7041 Paper Supplies - Copier Paper	4,041	5,000	4,347	6,000	6,000	6,000	

Assessment Department
1902

	Previous Year	Current Year		Budget Year		
	2014 Actual	2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
7110 Gasoline	2,577	5,000	1,450	2,340	2,340	2,340
7190 Wearing Apparel	2,012	-	-	-	-	-
7230 Other Operating Supplies	-	-	-	-	-	-
7400 Signs, Badges & Markers	-	-	-	-	-	-
Total Supplies	16,620	30,500	13,014	28,840	28,840	28,840
8150 Office Furniture & Fixtures	3,431	3,000	21,959	-	-	-
8160 Radio/Communications Equipment	-	-	1,891	1,500	1,500	1,500
8171 Personal Computer/Accessories	5,114	5,000	4,235	5,000	5,000	5,000
Total Capital Outlay	8,545	8,000	28,084	6,500	6,500	6,500
Total Assessment Fund	\$ 3,786,317	\$ 4,054,861	\$ 3,673,680	\$ 4,054,861	\$ 4,054,861	\$ 4,111,980
Total Assessment Department	\$ 3,786,317	\$ 4,054,861	\$ 3,673,680	\$ 4,054,861	\$ 4,054,861	\$ 4,111,980

Board of Equalization
5007

Line Item Description	Previous Year		Current Year		Budget Year		
	2014 Actual		2015 Adopted	Exp. as of 12/31/2015	2016 Request	2016 Rec.	2016 Adopted
Assessment Fund							
5010 Regular Salaries	\$ 61,605		\$ 66,235	\$ 62,798	\$ 62,421	\$ 62,421	\$ 63,785
5020 Seasonal Salaries	9,846		17,280	20,977	20,160	20,160	20,160
5030 Over Time Salaries	5,541		7,896	12,213	10,083	10,083	10,083
5040 FICA Taxes	5,430		6,992	6,894	7,089	7,089	7,193
5050 Pension Contributions	10,580		10,674	10,674	10,441	10,441	10,637
5060 Insurance Benefits	12,284		21,798	10,876	12,599	12,599	12,599
Total Salaries	105,286		130,875	124,432	122,793	122,793	124,457
6110 Postage	1,257		2,525	2,192	3,000	3,000	3,000
6120 Car Allowance & Mileage	56		91	89	100	100	100
6121 Parking Expenses	-		-	-	-	-	-
6165 Coffee Service	350		450	338	450	450	450
6230 Printing	574		2,743	-	2,500	2,500	2,500
6240 Office Services Charges	-		-	-	-	-	-
6641 Copier Rental/Maintenance	1,560		2,091	1,541	1,600	1,600	1,600
6750 Education Benefits	718		300	473	1,004	1,004	1,004
6790 Other Contractual Services	-		-	-	1,600	1,600	1,600
6850 Boards & Commissions	65,850		71,244	77,105	71,244	71,244	71,244
Total Contractual Services	70,364		79,444	81,738	81,498	81,498	81,498
7010 Office Supplies	1,731		500	462	2,000	2,000	2,000
7041 Paper Supplies - Copier Paper	383		400	364	500	500	500
7230 Other Operating Supplies	125		300	105	3,000	3,000	3,000
Total Supplies	2,239		1,200	931	5,500	5,500	5,500
8160 Radio/Communications Equipment	-		-	291	-	-	-
8171 Personal Computer/Accessories	157		-	-	1,728	1,728	1,728
Total Capital Outlay	157		-	291	1,728	1,728	1,728
Total Assessment Fund	\$ 178,046		\$ 211,519	\$ 207,392	\$ 211,519	\$ 211,519	\$ 213,183
Total Board of Equalization	\$ 178,046		\$ 211,519	\$ 207,392	\$ 211,519	\$ 211,519	\$ 213,183