

FYE 2016 BUDGET RECEIVED

\$738,849

FYE 2017 BUDGET REQUEST

\$768,966

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2016 - 2017

DEPARTMENT NAME

COUNTY TREASURER

CHART OF ACCOUNT NUMBERS

100-1-1140

BUDGET VERSION

Final

PREPARED BY

Scott Harnsberger

PHONE NUMBER

307-332-1102

EMAIL

scott.harnsberger@fremontcountywy.gov

BUDGET MESSAGE

DEPARTMENT COUNTY TREASURER

ANTICIPATED REVENUE STREAMS

Postage receipts will increase as we will charge citizens for mailing plates during the plate year.

EXPENDITURE TRENDS

This budget will require the Treasurer's office to be closed over the noon hour. The proposal eliminates the two part-time positions we use to manage the lunch hours (11:30 to 1:30). We also use the positions to cover when extended sick leave or vacation is taken or busy periods call for more help.

I cannot operate on a 9 hour day without reduced staffing, we barely get the work done now.

The budget also reduces travel and training to limited amounts to keep the deputy's CPA license current. All other training and travel have been eliminated.

The FY 2017 postage line item will increase due to the increased cost of mailing plates instead of tabs. Only one half of the increased "Plate Year" cost will show in FY 2017, the other half will be expended in FY 2018. The cost of postage will be offset by an equal increase in postage revenue as the Treasurer will charge (if the County Commission approves the fee) for mailing plates to cover the postage in addition to regular registration fees. Postage costs are passed onto taxpayers in other counties as well. The plate year is mandated by law. Although I feel strongly that the County should absorb the cost, because of the huge revenue declines this is one place the County can increase revenue if only to offset the additional cost of mailing plates.

Reclassify service agreements from the original budget in FY 2016. The Clerk is planning on a budget hearing in FY 2016 to reclassify these costs and adjust the corresponding appropriations. Thus there is only an inflationary increase from what was spent in FY 2016.

BUDGET CHANGES FROM LAST YEAR

Given the increase in general fund revenue from postage the net affect on the general fund will be a decrease of about \$65,500.

CONTRACTUAL SERVICES - FYE 2017

DEPT: COUNTY TREASURER

	Contractor	Description of Services	Amount
1.	Intermountain Record Center	Micro film permanent records	\$1,500
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$1,500

SERVICE AGREEMENTS - FYE 2017

DEPT: COUNTY TREASURER

	Organization	Description	Amount
1.	Capital Business Systems	Copier	\$500
2.	Tyler Technologies	Software-Motor vehicle and property tax	\$25,757
3.	Caselle	Accounting Software	\$11,180
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL SERVICE AGREEMENTS (65234)			\$37,437

DUES AND SUBSCRIPTIONS - FYE 2017

DEPT: COUNTY TREASURER

	Organization	Description	Amount
1.	Wyoming .Com	Internet	\$1,400
2.	GFOA	Dues	\$250
3.	Postmaster	Box Rent	\$100
4.	Mathew Bender	Accounting Rules Subscription	\$350
5.	GAAP Update	Accounting Statements Subscription	\$150
6.	AICPA	Jim's licese fues	\$250
7.	WCTA	Annual dues	
8.	Other		
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$2,500

CAPITAL ASSETS - FYE 2017

DEPT: COUNTY TREASURER

DEPARTMENT PURCHASES (< \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.	Tyler Technologies	JAN-MAR 2016	COMPUTER SOFTWARE	\$2,000	7
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (< \$10,000)				\$2,000	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$0
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$2,000
85008	INFRASTRUCTURE	\$0
85010	LIBRARY BOOKS	\$0

CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2017 RENTAL AMT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2017)							\$2,884
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)				\$0			\$2,884

SALARY AND BENEFIT WORKSHEET - FYE 2017

DEPT: COUNTY TREASURER

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Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2016 Annual Base Salary TOTAL all departments	FYE 2016 Annual Base Salary by % this Dept.	FYE 2017 Proposed Base Salary TOTAL all departments	FYE 2017 Proposed Base Salary by % this Dept	Social Security & Medicare	Select Workers Comp Code	Workers Comp	Select Wyoming Retirement Plan	Wyo Retirement	Health Insurance Waived?	Health Insurance	Total Employee Cost
FT	100.0%	CHRISTENSEN, P	MVR CLERK	C	\$36,900	\$36,900	\$36,900	\$36,900	\$2,823	Clerical	\$148	Civilian	\$4,613		\$17,172	\$61,655
FT	100.0%	CULLERS, C	BILL&ACCT CLERKS	C	\$33,480	\$33,480	\$33,480	\$33,480	\$2,561	Clerical	\$134	Civilian	\$4,185	Y	\$144	\$40,504
FT	100.0%	HARNSBERGER, H	COUNTY TREASURER	E	\$78,000	\$78,000	\$78,750	\$78,750	\$6,024	Hazard	\$2,118	Civilian	\$9,844		\$17,172	\$113,909
FT	100.0%	MASSMAN, J	DEPUTY/FINAN. MANAGE	D	\$70,800	\$70,800	\$70,800	\$70,800	\$5,416	Hazard	\$1,905	Civilian	\$8,850		\$17,172	\$104,143
FT	100.0%	MITCHELL, T	SUPERVISOR	C	\$33,600	\$33,600	\$33,600	\$33,600	\$2,570	Clerical	\$134	Civilian	\$4,200		\$17,172	\$57,677
FT	100.0%	PIERACINI, J	BILL&ACCT CLERKS	C	\$36,300	\$36,300	\$36,300	\$36,300	\$2,777	Clerical	\$145	Civilian	\$4,538		\$17,172	\$60,932
FT	100.0%	RICHARDSON, D	BOOKKEEPER	C	\$32,400	\$32,400	\$32,400	\$32,400	\$2,479	Clerical	\$130	Civilian	\$4,050		\$17,172	\$56,230
FT	100.0%	WORKMAN, J	TAX/MVR	C	\$30,600	\$30,600	\$30,600	\$30,600	\$2,341	Clerical	\$122	Civilian	\$3,825		\$17,172	\$54,060
PT	100.0%	FOSSEN, L	MVR CLERK	C	\$11,960	\$11,960	\$11,960	\$11,960	\$915	Clerical	\$48	Civilian	\$1,495	Y	\$72	\$14,490
PT	100.0%	PARSONS, L	MVR CLERK	C	\$15,080	\$15,080	\$15,080	\$15,080	\$1,154	Clerical	\$60	Civilian	\$1,885	Y	\$72	\$18,251
NO	100.0%	ROGERS, S	ACCOUNTANT	C	\$6,100	\$6,100	\$6,100	\$6,100	\$467	Clerical	\$24		\$0		\$0	\$6,591
NO	100.0%	ULRICH, A	MVR CLERK	C	\$4,730	\$4,730	\$4,730	\$4,730	\$362	Clerical	\$19		\$0		\$0	\$5,111
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
NO	100.0%	BONUSES		C	\$18,780	\$18,780	\$18,780	\$18,780	\$1,437	Clerical	\$75		\$0		\$0	\$20,292
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
		Sub Totals			\$408,730	\$408,730	\$409,480	\$409,480	\$31,325		\$5,063		\$47,484		\$120,492	\$613,844
		OT Total						\$0	\$0		\$0		\$0		\$0	\$0
		Holiday Total						\$0	\$0		\$0		\$0		\$0	\$0
		Grand Total			\$408,730	\$408,730	\$409,480	\$409,480	\$31,326		\$5,063		\$47,484		\$120,492	\$613,844

ELECTED OFFICIAL SALARIES	\$78,750
DEPUTY SALARIES	\$70,800
CLERK/DISPATCHER SALARIES	\$259,930
SUPERVISOR/CLERICAL SALARIES	\$0

CHART OF ACCOUNTS WORKSHEET - FYE 2017

DEPT: COUNTY TREASURER

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							FYE 2016 BUDGET COMPARISON	\$24,506				
Account Number	Account Title	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Actual (thru Dec)	FYE 2016 Add'l Expected (Jan - Jun)	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget	Notes
100-1-1140-43630	5% REIMBURSEMENTS	\$48,632	\$67,361	\$65,401	\$50,000	\$38,590	\$11,410	\$50,000	\$50,000	\$0	\$50,000	
100-1-1140-44120	ADVERTISING, CP & RC FEES	\$15,630	\$13,978	\$15,035	\$15,000	\$14,832	\$168	\$15,000	\$15,000	\$0	\$15,000	
100-1-1140-44190	COLLECTION FEE 1/2 OF 1%	\$6,685	\$6,741	\$6,677	\$7,000	\$4,278	\$2,722	\$7,000	\$7,000	\$0	\$7,000	
100-1-1140-44350	MISCELLANEOUS FEES	\$368	\$535	\$360	\$300	\$110	\$190	\$300	\$300	\$0	\$300	
100-1-1140-44360	NSF CHECK CHARGE	\$1,254	\$1,600	\$1,550	\$1,000	\$675	\$325	\$1,000	\$1,000	\$0	\$1,000	
100-1-1140-44570	TREAS ADDN AUTO & POSTAGE	\$11,450	\$12,605	\$11,592	\$12,000	\$4,310	\$7,690	\$12,000	\$42,200	\$30,200	\$42,200	Will begin charging for mailing license plates for plate year
100-1-1140-48890	OTHER MISC REVENUES	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	REVENUE TOTALS:	\$84,021	\$102,820	\$100,615	\$85,300	\$62,795	\$22,505	\$85,300	\$115,500	\$30,200	\$115,500	
100-1-1140-51100	SALARIES-ELECTED OFFICIAL	\$71,250	\$73,750	\$75,750	\$77,250	\$38,250	\$39,000	\$77,250	\$78,750	\$1,500	\$78,750	
100-1-1140-51110	SALARIES-DEPUTIES	\$68,000	\$68,700	\$70,800	\$70,800	\$35,400	\$35,400	\$70,800	\$70,800	\$0	\$70,800	
100-1-1140-51120	SALARIES-CLERKS/DISPATCHR	\$249,155	\$248,586	\$259,701	\$259,930	\$131,579	\$113,994	\$245,573	\$259,930	\$0	\$259,930	
100-1-1140-52210	HEALTH & LIFE INSURANCE (INTRA	\$124,488	\$134,356	\$121,047	\$128,716	\$64,006	\$61,830	\$125,836	\$120,492	-\$8,224	\$120,492	
100-1-1140-52220	SOCIAL SECURITY-EMPLOYER	\$28,265	\$28,489	\$29,411	\$31,211	\$14,927	\$13,711	\$28,638	\$31,326	\$115	\$31,326	
100-1-1140-52240	WORKERS COMPENSATION	\$983	\$857	\$1,091	\$2,515	\$1,255	\$1,216	\$2,471	\$5,063	\$2,548	\$5,063	
100-1-1140-52250	WYOMING RETIREMENT	\$45,496	\$51,631	\$56,082	\$59,102	\$27,644	\$28,421	\$56,065	\$47,484	-\$11,618	\$47,484	
100-1-1140-65232	EQUIPMENT REPAIR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-65234	SERVICE AGREEMENTS	\$285	\$453	\$908	\$1,200	\$776	\$1,550	\$2,326	\$37,437	\$36,237	\$37,437	Reclassify service agreement costs related to Treasurer software. The IT support Services department cost should have a corresponding decrease
100-1-1140-65458	RENTALS (INTRA)	\$4,325	\$4,325	\$4,325	\$4,325	\$2,523	\$1,802	\$4,325	\$2,884	-\$1,441	\$2,884	
100-1-1140-69110	ADVERTISING-OTHER	\$7,007	\$6,639	\$6,406	\$7,500	\$7,631	\$32	\$7,663	\$7,700	\$200	\$7,700	
100-1-1140-69214	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$12,000	\$0	\$10,000	\$10,000	\$1,500	-\$10,500	\$1,500	
100-1-1140-69250	DUES, SUBSCRIPTIONS	\$2,848	\$2,873	\$2,601	\$2,800	\$1,492	\$1,308	\$2,800	\$2,500	-\$300	\$2,500	
100-1-1140-69450	INSURANCE, BONDS	\$225	\$225	\$225	\$500	\$325	\$175	\$500	\$500	\$0	\$500	
100-1-1140-69550	MISC. SERVICES & CHARGES	\$0	\$96	\$8	\$0	\$0	\$65	\$65	\$0	\$0	\$0	
100-1-1140-69710	TELEPHONE	\$1,875	\$1,941	\$1,850	\$2,300	\$703	\$614	\$1,317	\$2,300	\$0	\$2,300	
100-1-1140-69720	TRAINING SEMINARS	\$3,176	\$2,080	\$1,045	\$3,000	\$640	\$2,360	\$3,000	\$500	-\$2,500	\$500	
100-1-1140-69730	TRAVEL EXPENSE	\$1,641	\$1,192	\$1,673	\$1,700	\$646	\$1,054	\$1,700	\$300	-\$1,400	\$300	
100-1-1140-75210	GENERAL OFFICE SUPPLIES	\$1,330	\$633	\$1,623	\$2,100	\$791	\$1,309	\$2,100	\$1,000	-\$1,100	\$1,000	
100-1-1140-75211	PRINTED OFFICE SUPPLIES	\$12,956	\$12,218	\$9,303	\$17,000	\$6,900	\$10,100	\$17,000	\$17,000	\$0	\$17,000	
100-1-1140-75214	POSTAGE	\$37,229	\$42,281	\$46,705	\$46,800	\$20,959	\$25,841	\$46,800	\$79,000	\$32,200	\$79,000	Increase to cover postage for plates, offset by increase in revenue
100-1-1140-75224	VEHICLE FUEL	\$215	\$160	\$16	\$200	\$0	\$200	\$200	\$0	-\$200	\$0	
100-1-1140-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	-\$400	\$0	
100-1-1140-75610	EQUIPMENT LESS THAN \$1000	\$0	\$0	\$221	\$0	\$415	\$0	\$415	\$500	\$500	\$500	
100-1-1140-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-85006	COMPUTER SOFTWARE > 1,000	\$0	\$4,305	\$0	\$7,500	\$0	\$7,500	\$7,500	\$2,000	-\$5,500	\$2,000	
	EXPENDITURE TOTALS:	\$660,748	\$685,788	\$690,792	\$738,849	\$356,862	\$357,482	\$714,344	\$768,966	\$30,117	\$768,966	

EXECUTIVE SUMMARY - FYE 2017

DEPT: COUNTY TREASURER

ACCOUNT NUMBERS: 100-1-1140

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REVENUES:	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$48,632	\$67,361	\$65,401	\$50,000	\$50,000	\$50,000	\$0	\$50,000
Charges for Goods & Services	\$35,387	\$35,459	\$35,213	\$35,300	\$35,300	\$65,500	\$30,200	\$65,500
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$84,021	\$102,820	\$100,615	\$85,300	\$85,300	\$115,500	\$30,200	\$115,500

EXPENDITURES:								
Salaries	\$388,405	\$391,036	\$406,251	\$407,980	\$393,623	\$409,480	\$1,500	\$409,480
Employee Benefits	\$199,232	\$215,333	\$207,631	\$221,544	\$213,010	\$204,365	-\$17,179	\$204,365
Property Services	\$4,610	\$4,778	\$5,233	\$5,525	\$6,651	\$40,321	\$34,796	\$40,321
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$16,772	\$15,045	\$13,808	\$29,800	\$27,045	\$15,300	-\$14,500	\$15,300
Supplies & Materials	\$51,729	\$55,292	\$57,869	\$66,500	\$66,515	\$97,500	\$31,000	\$97,500
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$4,305	\$0	\$7,500	\$7,500	\$2,000	-\$5,500	\$2,000
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$660,748	\$685,788	\$690,792	\$738,849	\$714,344	\$768,966	\$30,117	\$768,966