

FYE 2017 BUDGET RECEIVED

\$787,066

FYE 2018 BUDGET REQUEST

\$772,516

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2017 - 2018

DEPARTMENT NAME

County Treasurer

CHART OF ACCOUNT NUMBERS

100-1-1140

BUDGET VERSION

1

PREPARED BY

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BUDGET MESSAGE

DEPARTMENT County Treasurer

ANTICIPATED REVENUE STREAMS

Anticipated revenue includes postage fees charged for the mailing of license plate for 6 months to finish out the new plate year. Postage revenue will decline in subsequent years.

EXPENDITURE TRENDS

The budget request increases travel and training to limited amounts to allow the Treasurer to attend Association meetings and WACO which are vital to keeping up with legislative changes and other issues. Amounts for travel to WACO and other training were not included in 2017. The deputy treasurer will need to attend these meetings to be exposed to motor vehicle and property tax issues. About 70% of the cost of postage will be offset by postage revenue as the Treasurer will charge 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. Service agreement will continue to trend upward due to competition within that sector. I have contacted the various businesses to address the cost increase with little or no offer for reduction.

BUDGET CHANGES FROM LAST YEAR

I have one employee that will require health insurance. She was included in her parents plan until she turned 26 in December of 2016. I was able to absorb the additional cost without a requested increase in the Treasurer budget. I have include the replacement of PC's planned for the Treasurer by the ISS department. Other increases include an increase for paper and the printers service agreemnets have been tranferred from the ISS department.

FIVE YEAR PLAN

DEPARTMENT
County Treasurer

1. SERVICE PRIORITIES

2. EMPLOYEES and BENEFITS

Management needs to plan for inflationary adjustments to salaries as they have been stagnant over the last 3 years. Otherwise quality of services will diminish as employee moral declines.

3. FUNDING and REVENUE CHANGES

4. MAINTENANCE or SECURITY ISSUES

GRANT SUMMARY - FYE 2018

DEPT: County Treasurer

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL				\$0			

CONTRACTUAL SERVICES - FYE 2018

DEPT: County Treasurer

	Contractor	Description of Services	Amount
1.	Intermountain Record Center	Microfilm permanent records	\$2,000
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$2,000

SERVICE AGREEMENTS - FYE 2018

DEPT: County Treasurer

	Organization	Description	Amount
1.	Capital Business Systems	Copier	\$500
2.	Tyler Technologies	Software- Motor vehicle and property tax systems	\$27,100
3.	Caselle	Accounting Software	\$11,200
4.	Fremont County ISS	Printer maintenace	\$1,400
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL SERVICE AGREEMENTS (65234)			\$40,200

DUES AND SUBSCRIPTIONS - FYE 2018

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	\$100
8.	Other		\$200
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$2,800

CAPITAL ASSETS - FYE 2018

DEPT: County Treasurer

DEPARTMENT PURCHASES (< \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.	Tyler Technologies	JAN-MAR 2018	Computer software	\$2,000	7
2.	Computers-Fremont ISS	OCT-DEC 2017	MACHINERY & EQUIPMENT	\$4,245	7
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (< \$10,000)				\$6,245	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$4,245
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 2018 RENTAL AMT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2018)							\$0
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)				\$0			\$0

SALARY AND BENEFIT WORKSHEET - FYE 2018

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 2017 Annual Base Salary TOTAL all departments	FYE 2017 Annual Base Salary by % this Dept.	FYE 2018 Proposed Base Salary TOTAL all departments	FYE 2018 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%	ANDERSON, JAMES	DEPUTY/FINANCIAL MANAGER	D	\$63,000	\$63,000	\$63,000	\$63,000	\$4,820	Hazard	\$1,638	Public Empl	\$7,875		\$17,172	\$94,505
FT	100.0%	CHRISTENSEN, PATRICIA	MVR CLERK	C	\$36,900	\$36,900	\$36,900	\$36,900	\$2,823	Clerical	\$140	Public Empl	\$4,613		\$17,172	\$61,648
FT	100.0%	CULLERS, CANDI	BILL/ACCT CLERK	C	\$33,480	\$33,480	\$33,480	\$33,480	\$2,561	Clerical	\$127	Public Empl	\$4,185	Y	\$144	\$40,497
FT	100.0%	HARNSBERGER, HARRY S	COUNTY TREASURER	E	\$80,250	\$80,250	\$80,250	\$80,250	\$6,139	Hazard	\$2,087	Public Empl	\$10,031		\$17,172	\$115,679
FT	100.0%	MITCHELL, TRACI	SUPERVISOR	C	\$33,600	\$33,600	\$33,600	\$33,600	\$2,570	Clerical	\$128	Public Empl	\$4,200		\$17,172	\$57,670
FT	100.0%	PIERACINI, JANET	BILL/ACCT CLERK	C	\$36,300	\$36,300	\$36,300	\$36,300	\$2,777	Clerical	\$138	Public Empl	\$4,538		\$17,172	\$60,924
FT	100.0%	RICHARDSON, DEBBRA	BOOKKEEPER	C	\$32,400	\$32,400	\$32,400	\$32,400	\$2,479	Clerical	\$123	Public Empl	\$4,050		\$17,172	\$56,224
FT	100.0%	WORKMAN, JENNIFER	TAX/MVR CLERK	C	\$30,600	\$30,600	\$30,600	\$30,600	\$2,341	Clerical	\$116	Public Empl	\$3,825		\$17,172	\$54,054
PT	100.0%	FOSSEN, LAUREN	MVR CLERK	C	\$13,300	\$13,300	\$13,300	\$13,300	\$1,017	Clerical	\$51	Public Empl	\$1,663		\$9,576	\$25,606
PT	100.0%	PARSONS, LOUISE	MVR CLERK	C	\$16,300	\$16,300	\$16,300	\$16,300	\$1,247	Clerical	\$62	Public Empl	\$2,038	Y	\$72	\$19,718
NO	100.0%	ROGERS, SHANNON	ACCOUNTANT	C	\$7,200	\$7,200	\$7,200	\$7,200	\$551	Clerical	\$27		\$0		\$0	\$7,778
NO	100.0%	ULRICH, ADRIANNA	MVR CLERK	C	\$6,600	\$6,600	\$6,600	\$6,600	\$505	Clerical	\$25		\$0		\$0	\$7,130
					\$0	\$0	\$0	\$0	\$0		\$0		\$0		\$0	\$0
NO	100.0%	EMPLOYEE BONUSSES		e	\$16,320	\$16,320	\$16,320	\$16,320	\$1,248	Clerical	\$62		\$0		\$0	\$17,630
NO	100.0%	DEPUTY BONUSSES		d	\$2,000	\$2,000	\$2,000	\$2,000	\$153	Hazard	\$52		\$0		\$0	\$2,205
					\$0	\$0	\$0	\$0	\$0		\$0		\$0		\$0	\$0
					\$0	\$0	\$0	\$0	\$0		\$0		\$0		\$0	\$0
					\$0	\$0	\$0	\$0	\$0		\$0		\$0		\$0	\$0
		Sub Totals			\$408,250	\$408,250	\$408,250	\$408,250	\$31,231		\$4,776		\$47,016		\$129,996	\$621,269
		OT Total						\$0	\$0		\$0		\$0		\$0	\$0
		Holiday Total						\$0	\$0		\$0		\$0		\$0	\$0
		Grand Total			\$408,250	\$408,250	\$408,250	\$408,250	\$31,232		\$4,776		\$47,017		\$129,996	\$621,270

ELECTED OFFICIAL SALARIES	\$80,250
DEPUTY SALARIES	\$65,000
CLERK/DISPATCHER SALARIES	\$263,000
SUPERVISOR/CLERICAL SALARIES	\$0

CHART OF ACCOUNTS WORKSHEET - FYE 2018

DEPT: County Treasurer

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								FYE 2017 BUDGET COMPARISON	\$9,039			
Account Number	Account Title	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Budget	FYE 2017 Actual (thru Dec)	FYE 2017 Add'l Expected (Jan - Jun)	FYE 2017 Projected Actual	FYE 2018 Budget Request	Difference from FYE 2017	FYE 2018 Approved Budget	Notes
100-1-1140-43630	5% REIMBURSEMENTS	\$67,361	\$65,401	\$62,642	\$50,000	\$35,196	\$20,000	\$55,196	\$55,000	\$5,000	\$55,000	
100-1-1140-44120	ADVERTISING, CP & RC FEES	\$13,978	\$15,035	\$16,609	\$15,000	\$14,007	\$993	\$15,000	\$15,000	\$0	\$15,000	
100-1-1140-44190	COLLECTION FEE 1/2 OF 1%	\$6,741	\$6,677	\$6,904	\$7,000	\$3,511	\$3,489	\$7,000	\$7,000	\$0	\$7,000	
100-1-1140-44350	MISCELLANEOUS FEES	\$535	\$360	\$305	\$300	\$130	\$170	\$300	\$300	\$0	\$300	
100-1-1140-44360	NSF CHECK CHARGE	\$1,600	\$1,550	\$1,125	\$1,000	\$875	\$125	\$1,000	\$1,000	\$0	\$1,000	
100-1-1140-44570	TREAS ADDN AUTO & POSTAGE	\$12,605	\$11,592	\$10,040	\$42,200	\$5,707	\$35,000	\$40,707	\$43,000	\$800	\$43,000	
100-1-1140-48890	OTHER MISC REVENUES	\$0	\$0	\$0	\$0	\$4	\$4	\$8	\$0	\$0	\$0	
100-1-1140-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	REVENUE TOTALS:	\$102,820	\$100,615	\$97,625	\$115,500	\$59,430	\$59,781	\$119,211	\$121,300	\$5,800	\$121,300	
100-1-1140-51100	SALARIES-ELECTED OFFICIAL	\$73,750	\$75,750	\$77,250	\$78,750	\$39,000	\$39,750	\$78,750	\$80,250	\$1,500	\$80,250	
100-1-1140-51110	SALARIES-DEPUTIES	\$68,700	\$70,800	\$70,800	\$79,250	\$35,400	\$43,850	\$79,250	\$65,000	-\$14,250	\$63,000	Massman vs Anderson lower salary
100-1-1140-51120	SALARIES-CLERKS/DISPATCHR	\$248,586	\$259,701	\$259,921	\$259,930	\$134,883	\$125,047	\$259,930	\$263,000	\$3,070	\$246,680	Will require a little more audit help
100-1-1140-52210	HEALTH & LIFE INSURANCE (INTRA	\$134,356	\$121,047	\$125,836	\$123,357	\$60,246	\$65,487	\$125,733	\$129,996	\$6,639	\$129,996	Fossen added to th eplan
100-1-1140-52220	SOCIAL SECURITY-EMPLOYER	\$28,489	\$29,411	\$29,668	\$32,091	\$15,229	\$16,862	\$32,091	\$31,232	-\$859	\$29,830	
100-1-1140-52240	WORKERS COMPENSATION	\$857	\$1,091	\$2,514	\$5,333	\$1,730	\$3,603	\$5,333	\$4,776	-\$557	\$4,662	
100-1-1140-52250	WYOMING RETIREMENT	\$51,631	\$56,082	\$56,444	\$48,734	\$23,892	\$24,842	\$48,734	\$47,017	-\$1,717	\$47,017	
100-1-1140-65232	EQUIPMENT REPAIR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-65234	SERVICE AGREEMENTS	\$453	\$908	\$2,369	\$37,437	\$38,789	-\$1,352	\$37,437	\$40,200	\$2,763	\$38,800	Printer service cost formerly ISS
100-1-1140-65458	RENTALS (INTRA)	\$4,325	\$4,325	\$4,325	\$2,884	\$2,162	\$722	\$2,884	\$0	-\$2,884	\$0	
100-1-1140-69110	ADVERTISING-OTHER	\$6,639	\$6,406	\$7,663	\$7,700	\$9,285	\$0	\$9,285	\$8,000	\$300	\$8,000	
100-1-1140-69214	CONTRACTUAL SERVICES	\$0	\$0	\$7,175	\$1,500	\$0	\$1,500	\$1,500	\$2,000	\$500	\$100	
100-1-1140-69250	DUES, SUBSCRIPTIONS	\$2,873	\$2,601	\$2,949	\$2,500	\$568	\$1,932	\$2,500	\$2,800	\$300	\$2,800	
100-1-1140-69450	INSURANCE, BONDS	\$225	\$225	\$325	\$500	\$225	\$275	\$500	\$500	\$0	\$500	
100-1-1140-69550	MISC. SERVICES & CHARGES	\$96	\$8	\$294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-69710	TELEPHONE	\$1,941	\$1,850	\$1,310	\$2,300	\$882	\$1,418	\$2,300	\$2,300	\$0	\$1,800	
100-1-1140-69720	TRAINING SEMINARS	\$2,080	\$1,045	\$1,669	\$500	\$370	\$130	\$500	\$1,700	\$1,200	\$1,700	
100-1-1140-69730	TRAVEL EXPENSE	\$1,192	\$1,673	\$1,516	\$300	\$192	\$108	\$300	\$2,000	\$1,700	\$2,000	
100-1-1140-75210	GENERAL OFFICE SUPPLIES	\$633	\$1,623	\$1,474	\$1,000	\$680	\$320	\$1,000	\$1,000	\$0	\$1,000	
100-1-1140-75211	PRINTED OFFICE SUPPLIES	\$12,218	\$9,303	\$12,238	\$17,000	\$7,577	\$5,423	\$13,000	\$13,000	-\$4,000	\$13,000	
100-1-1140-75214	POSTAGE	\$42,281	\$46,705	\$41,505	\$79,000	\$19,524	\$50,476	\$70,000	\$71,000	-\$8,000	\$71,000	
100-1-1140-75224	VEHICLE FUEL	\$160	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-75610	EQUIPMENT LESS THAN \$1000	\$0	\$221	\$415	\$500	\$364	\$136	\$500	\$500	\$0	\$500	
100-1-1140-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,245	\$4,245	\$4,245	Per ISS replacement plan
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	\$4,305	\$0	\$2,250	\$6,500	\$4,500	\$2,000	\$6,500	\$2,000	-\$4,500	\$2,000	
	EXPENDITURE TOTALS:	\$685,790	\$690,791	\$709,910	\$787,066	\$395,498	\$382,529	\$778,027	\$772,516	-\$14,550	\$748,880	\$23,636

EXECUTIVE SUMMARY - FYE 2018

DEPT: County Treasurer

ACCOUNT NUMBERS: 100-1-1140

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REVENUES:	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Budget	FYE 2017 Projected Actual	FYE 2018 Budget Request	Difference from FYE 2017	FYE 2018 Approved Budget
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$67,361	\$65,401	\$62,642	\$50,000	\$55,196	\$55,000	\$5,000	\$55,000
Charges for Goods & Services	\$35,459	\$35,214	\$34,983	\$65,500	\$64,007	\$66,300	\$800	\$66,300
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$8	\$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:	\$102,820	\$100,615	\$97,625	\$115,500	\$119,211	\$121,300	\$5,800	\$121,300

EXPENDITURES:								
Salaries	\$391,036	\$406,251	\$407,971	\$417,930	\$417,930	\$408,250	-\$9,680	\$389,930
Employee Benefits	\$215,333	\$207,631	\$214,462	\$209,515	\$211,891	\$213,021	\$3,506	\$211,505
Property Services	\$4,778	\$5,233	\$6,694	\$40,321	\$40,321	\$40,200	-\$121	\$38,800
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$15,046	\$13,808	\$22,901	\$15,300	\$16,885	\$19,300	\$4,000	\$16,900
Supplies & Materials	\$55,292	\$57,868	\$55,632	\$97,500	\$84,500	\$85,500	-\$12,000	\$85,500
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$4,305	\$0	\$2,250	\$6,500	\$6,500	\$6,245	-\$255	\$6,245
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$685,790	\$690,791	\$709,910	\$787,066	\$778,027	\$772,516	-\$14,550	\$748,880