

FYE 2019 BUDGET RECEIVED

\$751,899

FYE 2020 BUDGET REQUEST

\$746,134

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2019 - 2020

DEPARTMENT NAME

Treasurer

CHART OF ACCOUNT NUMBERS

100-1-1140

BUDGET VERSION

1

PREPARED BY

Tom Majdic and Jim Anderson

PHONE NUMBER

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BUDGET MESSAGE

DEPARTMENT Treasurer

ANTICIPATED REVENUE STREAMS

Revenue streams are expected to remain constant from the prior fiscal year.

EXPENDITURE TRENDS

Expenditure trends are expected to remain constant from the prior fiscal year. The lone exception would be fuel to accomodate the opening of the Riverton Office for the Treasurer.

BUDGET CHANGES FROM LAST YEAR

Riverton Office - The Treasurer's Office will be providing direct services to the Riverton area for the first time. The Riverton location will be open twice a week for approximately 14 hours a week. The Treasurer's Office has never been staffed to provide this service. We are asking for a part-time position of 14 hours/week to accomodate this service.

OTHER

Uniforms: Uniforms and work clothing may be provided to employees upon a departmental policy being described and provided to the Board of County Commissioners. Does your department have a uniform policy? If "Yes," please elaborate below. Yes No

FIVE YEAR PLAN

DEPARTMENT
Treasurer

1. CAPITAL BUDGETING - List and explain upcoming needs, including anticipated capital revolving fund requests:

2. SERVICE PRIORITIES:

3. EMPLOYEES and BENEFITS:

4. FUNDING and REVENUE CHANGES:

5. MAINTENANCE or SECURITY ISSUES:

GRANT SUMMARY - FYE 2020

DEPT: 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 2020

DEPT: Treasurer

	Contractor	Description of Services	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL CONTRACTUAL SERVICES (69214)			\$0

SERVICE AGREEMENTS - FYE 2020

DEPT: Treasurer

	Organization	Description	Amount
1.	Tyler Technologies	Software-Motor Vehicle and Property Tax Systems	\$30,000
2.	Caselle	Accounting Software	\$11,600
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL SERVICE AGREEMENTS (65234)			\$41,600

DUES AND SUBSCRIPTIONS - FYE 2020

DEPT: Treasurer

	Organization	Description	Amount
1.	Wyoming.com	Internet	\$1,400
2.	GFOA	DUES (Tom Majdic and Jim Anderson)	\$250
3.	Postmaster	Box Rent	\$100
4.	Matthew Bender	Accounting Rules Subscription	\$350
5.	GAAP Update	Accounting Statements Subscription	\$150
6.	WCTA	Annual Dues	\$100
7.	Wyoming Board of CPAs	Annual Dues	\$225
8.	AICPA	Continuing Professional Education (CPE)	\$500
9.			
10.			
TOTAL DUES & SUBSCRIPTIONS (69250)			\$3,075

CAPITAL ASSETS - FYE 2020

DEPT: Treasurer

DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL - DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$10,000)				\$0	

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

CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2020 RENTAL AMT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2020)							\$0
TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)				\$0			\$0

SALARY AND BENEFIT WORKSHEET - FYE 2020

DEPT: Treasurer

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Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2019 Annual Base Salary TOTAL all departments	FYE 2019 Annual Base Salary by % this Dept.	FYE 2020 Proposed Base Salary TOTAL all departments	FYE 2020 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	\$68,850	\$68,850	\$69,275	\$69,275	\$5,300	Clerical	\$229	Public Empl	\$9,006		\$17,844	\$101,653
FT	100.0%	CULLERS, CANDI	BILL/ACCT CLERK	C	\$35,160	\$35,160	\$35,160	\$35,160	\$2,690	Clerical	\$116	Public Empl	\$4,571		\$17,844	\$60,381
FT	100.0%	DICKINSON, CANDRA M.	TAX/MVR CLERK	C	\$30,600	\$30,600	\$30,600	\$30,600	\$2,341	Clerical	\$101	Public Empl	\$3,978		\$17,844	\$54,864
FT	100.0%	ENGEL, ALLISON	TAX/MVR CLERK	C	\$27,040	\$27,040	\$29,018	\$29,018	\$2,220	Clerical	\$96	Public Empl	\$3,772		\$17,844	\$52,950
FT	100.0%	FOSSEN, LAUREN	MVR CLERK	C	\$31,200	\$31,200	\$31,200	\$31,200	\$2,387	Clerical	\$103	Public Empl	\$4,056		\$17,844	\$55,590
FT	100.0%	MAJDIC, THOMAS	COUNTY TREASURER	E	\$81,000	\$81,000	\$81,500	\$81,500	\$6,235	Hazard	\$1,687	Public Empl	\$10,595		\$17,844	\$117,861
FT	100.0%	MITCHELL, TRACI	SUPERVISOR	C	\$37,800	\$37,800	\$37,800	\$37,800	\$2,892	Clerical	\$125	Public Empl	\$4,914	Y	\$252	\$45,982
FT	100.0%	RICHARDSON, DEBBRA	BOOKKEEPER	C	\$35,760	\$35,760	\$35,760	\$35,760	\$2,736	Clerical	\$118	Public Empl	\$4,649		\$17,844	\$61,106
PT	100.0%	KOLTISKA, TERESA L.	TAX/MVR CLERK	C	\$15,600	\$15,600	\$16,740	\$16,740	\$1,281	Clerical	\$55	Public Empl	\$2,176	Y	\$180	\$20,432
PT	100.0%	REED, HOLLY R.	TAX/MVR CLERK	C	\$20,150	\$20,150	\$21,623	\$21,623	\$1,654	Clerical	\$71	Public Empl	\$2,811	Y	\$180	\$26,340
NO	100.0%	ROGERS, SHANNON	ACCOUNTANT	C	\$9,000	\$9,000	\$9,000	\$9,000	\$689	Clerical	\$30	Public Empl	\$0		\$0	\$9,718
NO	100.0%	ULRICH, ADRIANNA	MVR CLERK	C	\$6,750	\$6,750	\$6,975	\$6,975	\$534	Clerical	\$23	Public Empl	\$0		\$0	\$7,532
NO	100.0%	Riverton New Hire	MVR CLERK	C			\$10,881	\$10,881	\$832	Clerical	\$36		\$0		\$0	\$11,749
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
		Sub Totals			\$398,910	\$398,910	\$415,532	\$415,532	\$31,788		\$2,789		\$50,528		\$125,520	\$626,157
		OT Total						\$0	\$0		\$0		\$0		\$0	\$0
		Holiday Total						\$0	\$0		\$0		\$0		\$0	\$0
		Grand Total			\$398,910	\$398,910	\$415,532	\$415,532	\$31,789		\$2,790		\$50,528		\$125,520	\$626,159

ELECTED OFFICIAL SALARIES	\$81,500
DEPUTY SALARIES	\$69,275
CLERK/DISPATCHER SALARIES	\$264,757
SUPERVISOR/CLERICAL SALARIES	\$0

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Treasurer**

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Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	FYE 2020 Diff. from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
100-1-1140-43630	5% REIMBURSEMENTS	\$62,642	\$63,988	\$68,234	\$63,000	\$35,767	\$27,000	\$62,767	-\$233	\$63,000	\$0	\$63,000	
100-1-1140-44120	ADVERTISING, CP & RC FEES	\$16,609	\$15,668	\$16,390	\$15,000	\$15,936	\$0	\$15,936	\$936	\$15,000	\$0	\$15,000	
100-1-1140-44190	COLLECTION FEE 1/2 OF 1%	\$6,904	\$6,827	\$7,036	\$7,000	\$3,812	\$3,000	\$6,812	-\$188	\$7,000	\$0	\$7,000	
100-1-1140-44350	MISCELLANEOUS FEES	\$305	\$247	\$465	\$300	\$305	\$0	\$305	\$5	\$300	\$0	\$300	
100-1-1140-44360	NSF CHECK CHARGE	\$1,125	\$1,883	\$1,368	\$1,000	\$815	\$0	\$815	-\$185	\$1,000	\$0	\$1,000	
100-1-1140-44570	TREAS ADDN AUTO & POSTAGE	\$10,040	\$38,903	\$31,977	\$13,000	\$5,056	\$8,000	\$13,056	\$56	\$15,000	\$2,000	\$15,000	Increased temp. fees
100-1-1140-48890	OTHER MISC REVENUES	\$0	\$42	\$4	\$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	\$0	
	REVENUE TOTALS:	\$97,624	\$127,558	\$125,472	\$99,300	\$61,691	\$38,000	\$99,691	\$391	\$101,300	\$2,000	\$101,300	
100-1-1140-51100	SALARIES-ELECTED OFFICIAL	\$77,250	\$78,750	\$80,250	\$81,000	\$40,500	\$40,500	\$81,000	\$0	\$81,500	\$500	\$81,500	
100-1-1140-51110	SALARIES-DEPUTIES	\$70,800	\$78,100	\$63,000	\$68,850	\$34,425	\$34,425	\$68,850	\$0	\$69,275	\$425	\$69,275	
100-1-1140-51120	SALARIES-CLERKS/DISPATCHR	\$259,921	\$262,077	\$245,811	\$254,480	\$124,492	\$130,000	\$254,492	\$12	\$264,757	\$10,277	\$264,757	
100-1-1140-52210	HEALTH & LIFE INSURANCE (INTRA	\$125,836	\$128,106	\$130,932	\$143,376	\$55,732	\$55,000	\$110,732	-\$32,644	\$125,520	-\$17,856	\$125,520	
100-1-1140-52220	SOCIAL SECURITY-EMPLOYER	\$29,668	\$30,452	\$28,022	\$30,932	\$14,582	\$16,000	\$30,582	-\$350	\$31,789	\$857	\$31,789	
100-1-1140-52240	WORKERS COMPENSATION	\$2,514	\$3,479	\$2,975	\$3,197	\$1,588	\$1,500	\$3,088	-\$109	\$2,790	-\$407	\$2,790	
100-1-1140-52250	WYOMING RETIREMENT	\$56,444	\$48,727	\$46,658	\$49,400	\$23,912	\$25,000	\$48,912	-\$488	\$50,528	\$1,128	\$50,528	
100-1-1140-65232	EQUIPMENT REPAIR	\$0	\$639	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-65234	SERVICE AGREEMENTS	\$2,369	\$36,882	\$38,344	\$39,964	\$39,544	\$0	\$39,544	-\$420	\$41,600	\$1,636	\$41,600	
100-1-1140-65458	RENTALS (INTRA)	\$4,325	\$2,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-69110	ADVERTISING-OTHER	\$7,663	\$9,471	\$7,671	\$8,000	\$7,677	\$0	\$7,677	-\$323	\$8,000	\$0	\$8,000	
100-1-1140-69214	CONTRACTUAL SERVICES	\$7,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-69250	DUES, SUBSCRIPTIONS	\$2,949	\$1,524	\$2,473	\$2,550	\$978	\$1,500	\$2,478	-\$72	\$3,075	\$525	\$3,075	
100-1-1140-69450	INSURANCE, BONDS	\$325	\$225	\$125	\$500	\$125	\$0	\$125	-\$375	\$500	\$0	\$500	
100-1-1140-69550	MISC. SERVICES & CHARGES	\$294	\$104	\$1,006	\$0	\$73	\$0	\$73	\$73	\$0	\$0	\$0	
100-1-1140-69710	TELEPHONE	\$1,310	\$1,631	\$1,530	\$1,800	\$798	\$1,000	\$1,798	-\$2	\$1,800	\$0	\$1,800	
100-1-1140-69720	TRAINING SEMINARS	\$1,669	\$525	\$480	\$2,000	\$275	\$1,700	\$1,975	-\$25	\$2,000	\$0	\$2,000	
100-1-1140-69730	TRAVEL EXPENSE	\$1,516	\$785	\$1,604	\$2,000	\$243	\$1,800	\$2,043	\$43	\$2,000	\$0	\$2,000	
100-1-1140-75210	GENERAL OFFICE SUPPLIES	\$1,474	\$1,690	\$2,332	\$1,500	\$2,188	\$0	\$2,188	\$688	\$1,500	\$0	\$1,500	
100-1-1140-75211	PRINTED OFFICE SUPPLIES	\$12,238	\$11,553	\$11,513	\$13,000	\$7,846	\$5,000	\$12,846	-\$154	\$15,000	\$2,000	\$15,000	
100-1-1140-75214	POSTAGE	\$41,505	\$60,886	\$53,911	\$43,000	\$20,716	\$22,000	\$42,716	-\$284	\$43,000	\$0	\$43,000	
100-1-1140-75224	VEHICLE FUEL	\$0	\$0	\$134	\$100	\$0	\$100	\$100	\$0	\$1,500	\$1,400	\$1,500	
100-1-1140-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1140-75610	EQUIPMENT LESS THAN \$1000	\$415	\$416	\$2,037	\$4,250	\$2,265	\$1,985	\$4,250	\$0	\$0	-\$4,250	\$0	
100-1-1140-85003	MACHINERY & EQUIP > 1,000	\$0	\$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	\$0	
100-1-1140-85006	COMPUTER SOFTWARE > 1,000	\$2,250	\$6,000	\$0	\$2,000	\$0	\$0	\$0	-\$2,000	\$0	-\$2,000	\$0	
	EXPENDITURE TOTALS:	\$709,911	\$764,905	\$720,808	\$751,899	\$377,960	\$337,510	\$715,470	-\$36,429	\$746,134	-\$5,765	\$746,134	

EXECUTIVE SUMMARY - FYE 2020

DEPT: Treasurer
ACCOUNT NUMBERS: 100-1-1140

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	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget
REVENUES:									
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$62,642	\$63,988	\$68,234	\$63,000	\$62,767	-\$233	\$63,000	\$0	\$63,000
Charges for Goods & Services	\$34,983	\$63,528	\$57,235	\$36,300	\$36,924	\$624	\$38,300	\$2,000	\$38,300
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$42	\$4	\$0	\$0	\$0	\$0	\$0	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$97,624	\$127,558	\$125,472	\$99,300	\$99,691	\$391	\$101,300	\$2,000	\$101,300

EXPENDITURES:									
Salaries	\$407,971	\$418,927	\$389,061	\$404,330	\$404,342	\$12	\$415,532	\$11,202	\$415,532
Employee Benefits	\$214,462	\$210,764	\$208,587	\$226,905	\$193,315	-\$33,590	\$210,627	-\$16,278	\$210,627
Property Services	\$6,694	\$40,404	\$38,344	\$39,964	\$39,544	-\$420	\$41,600	\$1,636	\$41,600
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$22,902	\$14,265	\$14,890	\$16,850	\$16,169	-\$681	\$17,375	\$525	\$17,375
Supplies & Materials	\$55,632	\$74,546	\$69,927	\$61,850	\$62,100	\$250	\$61,000	-\$850	\$61,000
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$2,250	\$6,000	\$0	\$2,000	\$0	-\$2,000	\$0	-\$2,000	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$709,911	\$764,905	\$720,808	\$751,899	\$715,470	-\$36,429	\$746,134	-\$5,765	\$746,134