

County Treasurer

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[Department Mission/Purpose](#)

The Mission of the Treasurer's office is to actively invest, account for, manage, distribute and safeguard the County's cash assets.

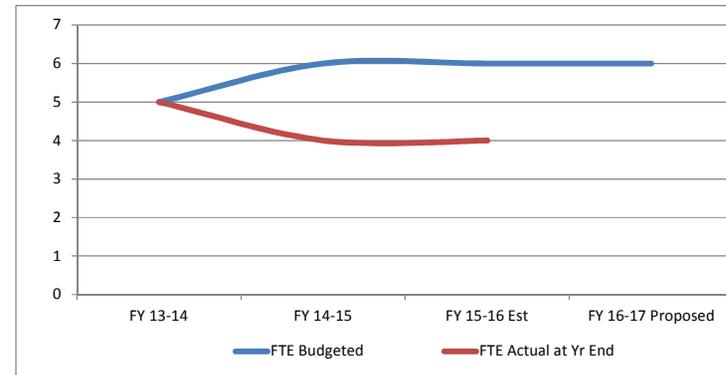
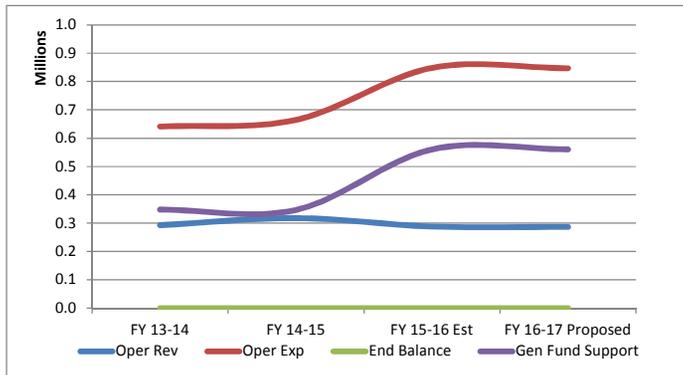
[General Overview](#)

The Clackamas County Treasurer is the Chief Investment Officer for the County. The Treasurer's office has responsibility for all the cash management and investment activities of the County including reconciliation functions for 11 County bank accounts; distribution of tax revenue to over 100 different taxing authorities in Clackamas County; all Clackamas County investment purchases and sales; maintenance of all banking and investment custody agreements; maintenance of approximately 50 County and public trust accounts; County debt service payments and arbitrage calculations. The Treasurer is also the appointed Internal Audit Director, and has responsibility for managing the internal audit function in Clackamas County.

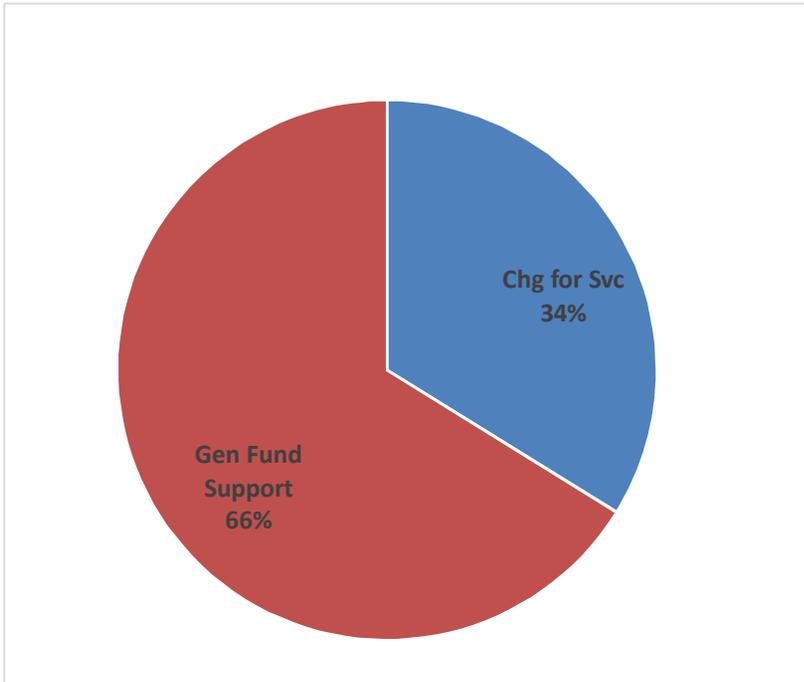
| Department: | Treasurer | Actual 13-14 | Actual 14-15 | Estimated 15-16 | Projected 16-17 |
|---------------------------|---|-----------------|-----------------|--------------------|--------------------|
| Strategic Plan: | Fiscal Year 16-17 | | | | |
| Countywide Area of Focus: | Provide financial stability and leadership | | | | |
| Department Goal 1: | Interest earnings consistent with County Investment Policy | | | | |
| Activity to Further Goal: | Accurate cash flow forecasting so that investments can be appropriately laddered | | | | |
| Performance Measure: | Compare earnings to Clackamas County Investment Policy benchmark earnings | exceeds | exceeds | exceeds | exceeds |
| Activity to Further Goal: | Compliance with Investment Policy type, issuer and maturity limitations | | | | |
| Performance Measure: | Quarterly analysis of investment portfolio with comparison to stated requirements | yes | yes | yes | yes |
| Department Goal 2: | Accuracy of financial data related to cash balances | | | | |
| Activity to Further Goal: | Timely monthly bank reconciliations | | | | |
| Performance Measure: | Bank accounts typically reconciled within 30 days of receipt of the bank statement | yes | yes | yes | yes |
| Department Goal 3: | Tax distributions that comply with statute | | | | |
| Activity to Further Goal: | Cooperation with the Assessor's office staff to work out distribution timelines | | | | |
| Performance Measure: | Compliance with applicable statutes | yes | yes | yes | yes |
| Department Goal 3: | Develop Internal Audit function in for Clackamas County | | | | |
| Activity to Further Goal: | Creation of Internal Audit Charter, Internal Audit Oversight Committee, Internal Auditor recruitment and hire | | | | |
| Performance Measure: | Completion of activities | n/a | n/a | yes | yes |
| Activity to Further Goal: | Perform risk based assessment and develop internal audit plan | | | | |
| Performance Measure: | Presentation to Internal Audit Oversight Committee and Clackamas County Board of Commissioners | n/a | n/a | n/a | yes |

**Treasurer - General Fund
Summary of Revenue and Expense**

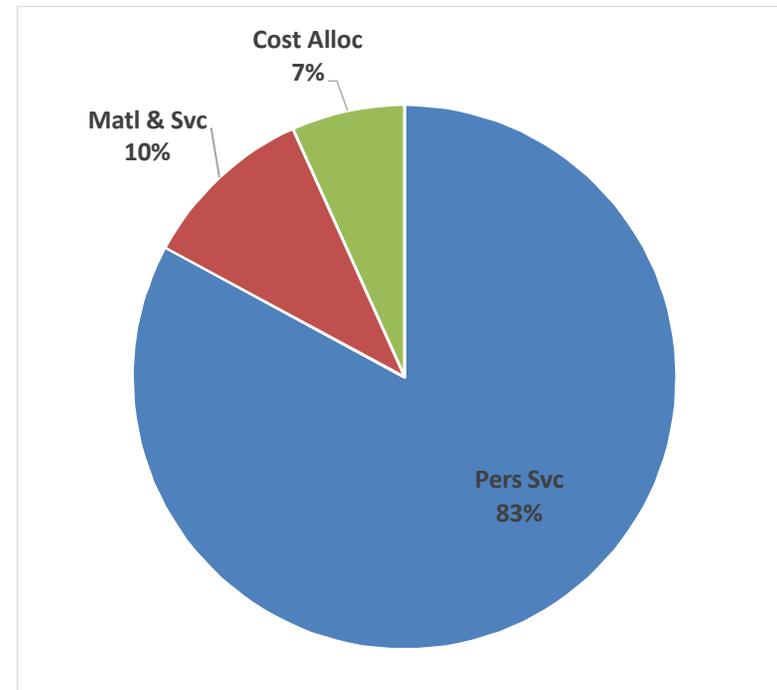
| | FY 13-14 | FY 14-15 | FY 15-16 Amended Budgeted | FY 15-16 Projected Year End | FY 16-17 Proposed Budget | Chg from Prior Yr Budget | % Chg from Prior Yr Budget |
|---|----------------|----------------|------------------------------|--------------------------------|-----------------------------|-----------------------------|-------------------------------|
| Beginning Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Prior Year Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Licenses & Permits | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Federal Grants & Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| State Grants & Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Local Grants & Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Charges for Service | 292,093 | 317,834 | 284,500 | 281,395 | 286,500 | 2,000 | 0.7% |
| Fines & Penalties | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Revenues | 769 | 0 | 6,616 | 6,616 | 0 | -6,616 | -100.0% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Operating Revenue | 292,862 | 317,834 | 291,116 | 288,011 | 286,500 | -4,616 | -1.6% |
| % Change | NA | 8.5% | -8.4% | -9.4% | -0.5% | | |
| Personnel Services | 545,450 | 558,160 | 713,258 | 704,468 | 702,021 | -11,237 | -1.6% |
| Materials & Services | 52,921 | 58,174 | 91,856 | 91,154 | 87,957 | -3,899 | -4.2% |
| Cost Allocation Charges | 42,627 | 48,319 | 52,795 | 52,795 | 56,909 | 4,114 | 7.8% |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Operating Expenditure | 640,998 | 664,653 | 857,909 | 848,417 | 846,887 | -11,022 | -1.3% |
| % Change | NA | 3.7% | 29.1% | 27.6% | -0.2% | | |
| Reserve for Future Expenditures | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Contingency | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Ending Balance (if applicable) (includes Reserve & Contingency) | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| General Fund Support (if applicable) | 348,136 | 346,819 | 566,793 | 560,406 | 560,387 | -6,406 | -1.1% |
| Full Time Equiv Positions (FTE) Budgeted | 5.0 | 6.0 | 6.0 | | 6.0 | 0.0 | 0% |
| Full Time Equiv Positions (FTE) Filled at Yr End | 5.0 | 4.0 | | 4.0 | | | |
| Full Time Equiv Positions (FTE) Vacant at Yr End | 0.0 | 2.0 | | 2.0 | | | |



**Treasurer - General Fund
FY 16-17 Proposed Budget**



Resources



Requirements

Clackamas County, OR.
Revenue and Expense Report

| | 2013-14 | 2014-15 | 2015-16 | 2015-16 | 2016-17 | 2016-17 | Change | Pct. Change |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| Treasurer | Actual | Actual | Amended | Projected | Proposed | Adopted | from Prior | from Prior |
| | | | Budget | Year End | Budget | Budget | Year Budget | Year Budget |
| 0109 Treasurer | | | | | | | | |
| 100 General Fund | | | | | | | | |
| 341813 Internal Investment Fees | 285,289 | 311,759 | 275,000 | 275,000 | 280,000 | 280,000 | 5,000 | 1.82 |
| 341824 Internal VISA Equip Fee | 6,804 | 6,075 | 9,500 | 6,395 | 6,500 | 6,500 | (3,000) | (31.58) |
| 360001 Miscellaneous Revenue | 0 | 0 | 6,616 | 6,616 | 0 | 0 | (6,616) | (100.00) |
| 387000 NSF Clearing | 769 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Total Revenue | 292,862 | 317,834 | 291,116 | 288,011 | 286,500 | 286,500 | (4,616) | (1.59) |
| 411100 Regular Full Time Employees | 340,024 | 346,747 | 444,407 | 430,000 | 467,308 | 467,308 | 22,901 | 5.15 |
| 413000 Temporary Workers | 0 | 5,704 | 0 | 5,617 | 0 | 0 | 0 | 0.00 |
| 414050 Vacation Sell-Back | 1,815 | 2,783 | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 0.00 |
| 415000 Fringe Benefits | 202,226 | 201,563 | 264,528 | 264,528 | 229,581 | 229,581 | (34,947) | (13.21) |
| 415020 Worker Compensation | 822 | 844 | 1,228 | 1,228 | 2,198 | 2,198 | 970 | 78.99 |
| 415030 Unemployment | 563 | 519 | 595 | 595 | 434 | 434 | (161) | (27.06) |
| 421100 General Office Supplies | 5,836 | 2,623 | 10,000 | 10,000 | 10,000 | 10,000 | 0 | 0.00 |
| 421200 Computer Supplies | 3,424 | 3,606 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 422403 Serving Supplies | 0 | 0 | 0 | 522 | 0 | 0 | 0 | 0.00 |
| 422910 Miscellaneous Meeting Expense | 0 | 176 | 250 | 250 | 250 | 250 | 0 | 0.00 |
| 431120 Safekeeping Services | 3,025 | 4,030 | 4,500 | 4,500 | 5,500 | 5,500 | 1,000 | 22.22 |
| 431612 Armored Car Charges | 7,800 | 7,943 | 8,500 | 8,500 | 8,500 | 8,500 | 0 | 0.00 |
| 432100 Telephone | 3,191 | 3,218 | 4,000 | 4,000 | 4,500 | 4,500 | 500 | 12.50 |
| 433100 Travel and Per Diem (no mileage) | 1,038 | 1,472 | 2,000 | 2,000 | 4,000 | 4,000 | 2,000 | 100.00 |
| 434100 Printing & Duplicating Services | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 435180 Casualty Insurance | 1,509 | 2,444 | 5,629 | 5,629 | 5,301 | 5,301 | (328) | (5.83) |
| 435210 Public Officials Bonds | 2,500 | 2,500 | 2,500 | 2,500 | 3,000 | 3,000 | 500 | 20.00 |
| 437210 Office Equipment Repair & Maint | 57 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 437231 Software Maintenance | 4,459 | 8,439 | 8,000 | 8,000 | 8,000 | 8,000 | 0 | 0.00 |
| 437290 Other Equipment Repairs & Maint | 3,821 | 1,725 | 9,000 | 9,000 | 5,000 | 5,000 | (4,000) | (44.44) |
| 438110 Office Rental | 11,269 | 12,324 | 12,611 | 12,611 | 12,906 | 12,906 | 295 | 2.34 |
| 439100 Dues & Memberships | 765 | 1,694 | 2,250 | 2,250 | 2,500 | 2,500 | 250 | 11.11 |
| 439200 Training & Staff Development | 850 | 2,682 | 9,116 | 7,500 | 5,000 | 5,000 | (4,116) | (45.15) |
| 439340 Investigative Expense | 3,297 | 3,297 | 13,500 | 13,500 | 13,500 | 13,500 | 0 | 0.00 |
| 439400 Publications & Subscriptions | 0 | 0 | 0 | 392 | 0 | 0 | 0 | 0.00 |
| 478101 Finance Alloc Cost | 3,197 | 3,300 | 3,861 | 3,861 | 3,949 | 3,949 | 88 | 2.28 |
| 478102 Tech Svc Alloc Cost | 13,070 | 17,082 | 19,416 | 19,416 | 19,614 | 19,614 | 198 | 1.02 |
| 478103 Building Maint Alloc Cost | 9,977 | 10,555 | 10,365 | 10,365 | 12,643 | 12,643 | 2,278 | 21.98 |
| 478104 PGA Alloc Cost | 3,033 | 2,816 | 2,816 | 2,816 | 3,879 | 3,879 | 1,063 | 37.75 |

**Clackamas County, OR.
Revenue and Expense Report**

| | 2013-14 | 2014-15 | 2015-16 | 2015-16 | 2016-17 | 2016-17 | Change | Pct. Change |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|---------------|
| | Actual | Actual | Amended | Projected | Proposed | Adopted | from Prior | from Prior |
| Treasurer | | | Budget | Year End | Budget | Budget | Year Budget | Year Budget |
| 0109 Treasurer | | | | | | | | |
| 100 General Fund | | | | | | | | |
| 478105 Records Mgt Alloc Cost | 806 | 876 | 496 | 496 | 1,138 | 1,138 | 642 | 129.44 |
| 478106 Purchasing Alloc Cost | 778 | 499 | 2,536 | 2,536 | 552 | 552 | (1,984) | (78.23) |
| 478107 Courier Alloc Cost | 1,404 | 2,121 | 2,145 | 2,145 | 2,148 | 2,148 | 3 | 0.14 |
| 478111 Personnel Admin Alloc Cost | 5,953 | 6,266 | 6,461 | 6,461 | 7,517 | 7,517 | 1,056 | 16.34 |
| 478112 County Admin Alloc Cost | 1,968 | 2,252 | 2,157 | 2,157 | 2,980 | 2,980 | 823 | 38.15 |
| 478117 Mailroom Overhead Allocation | 323 | 368 | 336 | 336 | 503 | 503 | 167 | 49.70 |
| 478201 Electric Utility Alloc | 1,355 | 1,397 | 1,401 | 1,401 | 1,319 | 1,319 | (82) | (5.85) |
| 478202 Natural Gas Utility Alloc | 152 | 176 | 183 | 183 | 52 | 52 | (131) | (71.58) |
| 478203 Water Utility Alloc | 483 | 463 | 469 | 469 | 456 | 456 | (13) | (2.77) |
| 478204 Trash Removal Alloc | 128 | 148 | 153 | 153 | 159 | 159 | 6 | 3.92 |
| Total Expense | 640,997 | 664,653 | 857,909 | 848,417 | 846,887 | 846,887 | (11,022) | (1.28) |
| Total General Fund | (348,135) | (346,819) | (566,793) | (560,406) | (560,387) | (560,387) | 6,406 | (1.13) |
| Total Treasurer | (348,135) | (346,819) | (566,793) | (560,406) | (560,387) | (560,387) | 6,406 | (1.13) |
| Grand Total | (348,135) | (346,819) | (566,793) | (560,406) | (560,387) | (560,387) | 6,406 | (1.13) |