

Mission Statement

The Treasurer-Tax Collector's Office operates three divisions – Treasury, Tax, and Central Collections. While the activities of each division are unique, the primary purpose of the Department as a whole is the collection and cash management of revenue owed to the County, cities and Town, special districts, school districts, and the court system. The department is committed to providing excellent customer service and ensuring effective utilization of the public's tax dollars through a program of investment management and fiduciary responsibility.

Department Description and Key Issues

The Treasurer-Tax Collector's Office has a broad internal and external customer base. It serves the general public, cities and Town, special districts, school districts, the court system, and every department within the County. The department is organized into three divisions with the following functions:

Treasury Division – Provides banking and investment services to all County departments, as well as Butte County's school districts, special districts, and the Superior Court system. The combined deposits constitute a "pooled" investment portfolio, the purpose of which is to save operating expenses by consolidating banking activities, thereby achieving higher investment returns for the funds on deposit. Similar to a banking operation in the private sector, the Treasury processes daily deposits, maintains sufficient liquidity to meet cash flow needs, and invests the balance of the funds to ensure the safety of the principal while maximizing interest earnings for its depositors. On average, the Treasury manages a \$500 - \$550 million dollar investment portfolio and generates earnings on a pro-rata basis for all investment pool participants.

Tax Division – Responsible for billing and collecting taxes assessed on real and personal property in Butte County (land, structures, manufactured homes, boats, airplanes, and businesses). After the Assessor has valued the property and the Auditor-Controller has added direct charges and special assessments to each account, the Tax Division mails the bills and collects the payments. The division bills upwards of 110,000 property owners each year which includes the 1% property tax rate as well as additional voter approved taxes, fees, and other charges, and processes approximately \$250 million in tax payments. The County retains approximately 20% of the 1% property tax revenue collected and distributes the rest to the local entities - schools, cities and Town, and special districts - that share this revenue source. The voter approved taxes, fees, and other charges are distributed to the applicable local entity.

Central Collections Division – Serves as the collection agency for County departments and the Superior Court system. Modeled after private enterprise collection efforts, while also adhering to compliance requirements for public entities, the program generates more than \$5 million annually. The primary focus of the collections effort is to recover delinquent fines and fees assessed by the court system and various County departments. The division also pursues delinquent unsecured property taxes, serves as the central collection agency for various County programs, collects and distributes Victim Restitution payments, and collects the Community Development Block Grant (CDBG) loan payments. Approximately 25% of all revenue collected benefits the County's General Fund.

During fiscal year 2020-21, the Treasurer-Tax Collector’s Office will continue to maintain an investment strategy designed to maximize safety, liquidity, and yield; manage banking services to enhance operations and ensure the protection of County assets; expand delinquent court collection efforts; bill and collect taxes; streamline business practices to maximize efficient revenue generation; and provide consistent, courteous, and helpful service to Butte County’s residents.

TREASURER-TAX COLLECTOR BUDGET				
	2018-19 Actuals	2019-20 Adopted	2020-21 Requested	2020-21 Recommended
Intergovernmental Revenues	1,446,851	1,402,731	1,271,295	1,271,295
Charges For Services	1,030,258	1,119,317	1,147,813	1,131,981
Miscellaneous Revenues	11,746	10,400	11,800	11,800
Total Revenues	\$ 2,488,855	\$ 2,532,448	\$ 2,430,908	\$ 2,415,076
Salaries and Employee Benefits	2,085,458	2,242,776	2,253,860	2,237,028
Services and Supplies	874,366	1,043,761	986,420	985,420
Other Charges	12,549	12,356	11,478	11,478
Special Items	115,467	73,619	249,024	25,611
Total Expenditures	\$ 3,087,839	\$ 3,372,512	\$ 3,500,782	\$ 3,259,537
Net Costs/Use of Fund Balance	\$ 598,984	\$ 840,064	\$ 1,069,874	\$ 844,461

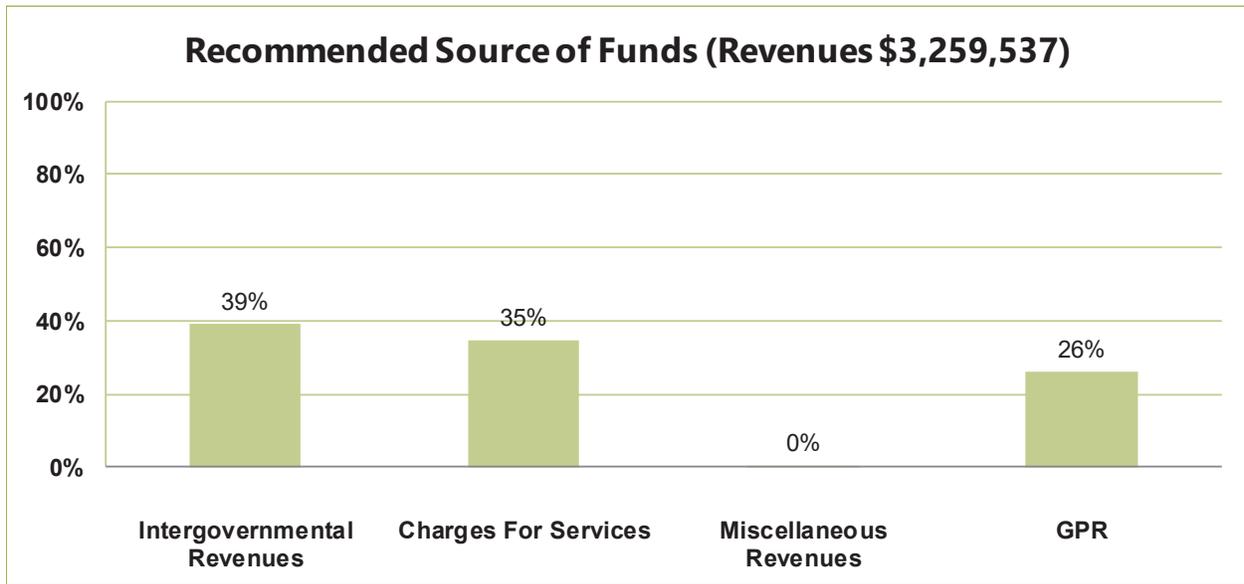
Source of Funds (Revenues)

- Intergovernmental revenues include the Treasurer-Tax Collector’s share of restitution payments, funding from the Butte County Superior Court to administer a victim restitution disbursement and collection program, and revenues from internal service funds and the Neal Road Recycling and Waste Facility for Treasury services.
- Charges for services include fees charged to non-General Fund departments, fines and collections, tax collection fees, and Treasury fees.
- General purpose revenue (GPR) from the General Fund helps to support department operations and includes property tax administration and supplemental property tax administration revenue.

Full Time Equivalent Position Allocations		Total
2016-17	Adopted Positions	24.00
2017-18	Adopted Positions	24.00
2018-19	Adopted Positions	24.00
2019-20	Adopted Positions	24.00
2019-20	Current Positions *	25.00
2020-21	Recommended Positions	25.00

*As of 4/14/2020

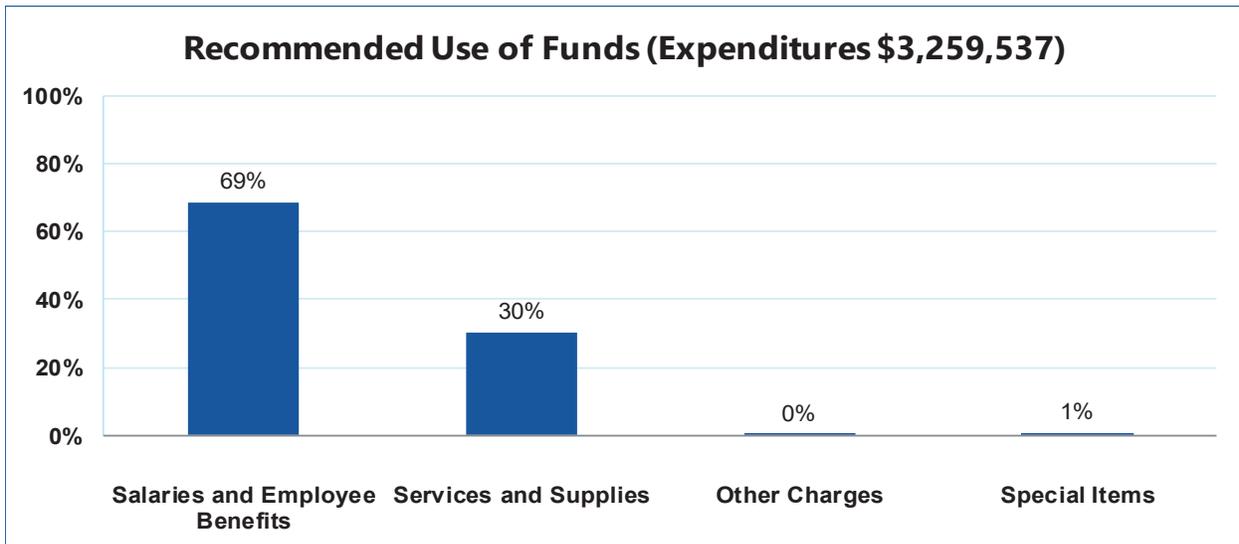
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Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies include contracts for services such as the department’s share of the County’s property tax system, financial system, collections system, and automated remittance processing system for property tax payments. Office supplies, utilities, and training are also included.
- Special items include both positive expenditures (transfers) and negative expenditures (reimbursements). The components of this category include:
 - Transfers for the department’s share of costs for support services provided by County Administration, Auditor-Controller’s Office, County Counsel, Department of General Services, Department of Human Resources, and Department of Information Systems.
 - Reimbursements to the Treasurer’s Office from General Fund departments for support services provided, which is reflected as a negative expenditure.
- Other charges include interfund transfers for the department’s share of depreciation on facilities.

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Summary of Budget Request and Recommendations

Salaries & Employee Benefits

Requested

- The department budget request includes funding to maintain current staffing levels.
- The department budget request includes funding for extra help hours to provide additional clerical support during the December and April peak property tax payment seasons.
- The department budget request includes extra help to support implementation of a new County Finance System.

Recommended

- The recommendation includes funding to maintain current staffing levels and extra-help hours for property tax season.

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels.
- The department budget request includes a facilities project to enhance security in the office.

Recommended

- The recommendation includes funding to maintain current service levels.

Capital Assets

Requested

- The department budget request does not include any capital assets.

Recommended

- The recommendation does not include any capital assets.

BUTTE COUNTY
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
 GOVERNMENTAL FUNDS
 FISCAL YEAR 2020-21

BUDGET UNIT: 070 - TREAS-TAX COLLECTOR
 FUNCTION: GENERAL GOVERNMENT
 ACTIVITY: FINANCE
 FUND: 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by Board of Supervisors
1	2	3	4	5	6
REVENUES					
450 INTERGOVERNMENTAL REVENUES	1,446,851	1,402,731	1,271,295	1,271,295	-
460 CHARGES FOR SERVICES	1,030,258	1,119,317	1,147,813	1,131,981	-
470 MISCELLANEOUS REVENUE	11,746	10,400	11,800	11,800	-
TOTAL REVENUES	\$2,488,855	\$2,532,448	\$2,430,908	\$2,415,076	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	2,085,458	2,242,776	2,253,860	2,237,028	-
520 SERVICES & SUPPLIES	874,366	1,043,761	986,420	985,420	-
550 OTHER CHARGES	12,549	12,356	11,478	11,478	-
590 SPECIAL ITEMS	115,467	73,619	249,024	25,611	-
TOTAL EXPENDITURES/APPROP.	\$3,087,839	\$3,372,512	\$3,500,782	\$3,259,537	-
NET COSTS/USE OF FUND BALANCE	\$598,984	\$840,064	\$1,069,874	\$844,461	-