Mission Statement

The Treasurer-Tax Collector's Department 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 to collect revenue owed to the County, cities, special districts, school districts, and the court system. The department is committed to providing excellent customer service and assuring effective utilization of the public's tax dollars through a program of performance measurement and management.

Department Description and Key Issues

The Treasurer-Tax Collector's Department has a broad internal and external customer base. It serves the general public, cities, special districts, school districts, the court system, and every department within the County. The following is a brief description of the three divisions within the Treasurer-Tax Collector's Department:

The **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" portfolio, the purpose of which is to save operating expenses by consolidating banking activities, thereby achieving higher investment yields for the monies 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 maximize interest earnings for its depositors. On average, the Treasury manages a $415 million dollar investment portfolio and generates earnings on a pro-rata basis for all investment pool participants.

The **Tax Division** is 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 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 136,000 property owners each year and processes approximately $210 million in tax payments. The County retains between 22 to 26 percent of the property taxes collected and distributes the rest to the local entities that share this revenue source - schools, cities, and special districts.

The **Central Collections Division** serves as the collection agency for Butte 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 $4.5 million annually. The primary focus of the collections effort is to recover delinquent fines and fees assessed by the court system and various Butte County departments. The division also pursues delinquent unsecured property taxes, serves as the central collection agency for various County programs, and collects the Community Development Block Grant (CDBG)/Housing and Urban Development (HUD) loan payments. Approximately 25 percent of all revenue collected benefits the County's general fund.

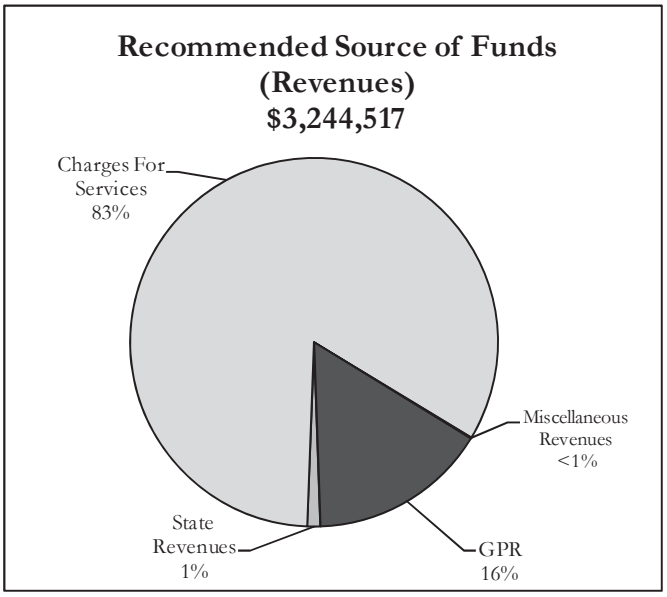
During fiscal year 2013-2014, the Treasurer-Tax Collector's Department will continue to maintain an investment strategy designed to maximize safety, liquidity and yield; implement new banking services to enhance operations and increase the protection of County assets; utilize new tools to recover delinquent court fines and property taxes; and streamline business practices to maximize revenue generation.

Department Budget

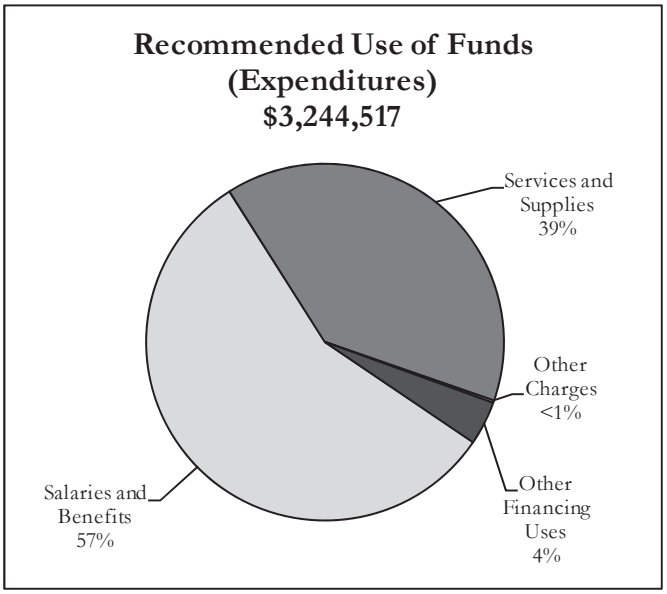
TREASURER-TAX COLLECTOR	2011-12 Actuals	2012-13 Adopted	2013-14 Requested	2013-14 Recommended
State Revenues	40,884	42,500	37,500	37,500
Charges For Services	2,598,668	2,381,580	2,694,867	2,694,867
Miscellaneous Revenues	3,581	3,000	3,000	3,000
Total Revenues	**$ 2,643,133**	**$ 2,427,080**	**$ 2,735,367**	**$ 2,735,367**
Salaries and Employee Benefits	1,700,777	1,807,679	1,834,447	1,834,447
Services and Supplies	961,330	1,014,688	1,275,543	1,275,543
Other Charges	7,299	6,642	6,639	6,639
Capital Assets	-	-	-	-
Total Direct Expenditures	*$ 2,669,406*	*$ 2,829,009*	*$ 3,116,629*	*$ 3,116,629*
Other Financing Uses	171,724	167,805	118,973	127,888
Total Expenditures	**$ 2,841,130**	**$ 2,996,814**	**$ 3,235,602**	**$ 3,244,517**
Net Costs/Use of Fund Balance	**$ 197,997**	**$ 569,734**	**$ 500,235**	**$ 509,150**
2013/14 Recommended Use of GPR				*$ 509,150*
2013/14 Recommended Use of Restricted Fund Balance				*$ -*

Source of Funds (Revenues)

- Charges for services include fees charged to non-General Fund departments, fines and collections, tax collection fees, and property tax administration revenue. This is the largest revenue source for the department.
- General purpose revenue (GPR) is the General Fund contribution to operate the department.
- State revenues relate to the Treasurer-Tax Collector's share of restitution payments.



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 Megabyte property tax system, the SunGard financial system, the Columbia Ultimate Business Systems (CUBS) collections system, and the RT Lawrence automated remittance processing system for property tax payments. Also included are office supplies, utilities, and training.
- Other expenditures are the costs for support services, which include Administration, Auditor, County Counsel, General Services, Human Resources, and Information Systems.

Summary of Budget Request and Recommendations

Salaries & Employee Benefits

Requested

- The department budget request includes funding to maintain current staffing levels.

Recommended

- The recommendation includes funding for the requested staffing levels.

Full Time Equivalent (FTE) Positions	
2009-10 Adopted Position Allocation	23.00
2010-11 Adopted Position Allocation	23.00
2011-12 Adopted Position Allocation	23.00
2012-13 Adopted Position Allocation	23.00
2012-13 Current Position Allocation*	23.00
2013-14 Recommended Position Allocation	23.00

*As of 4/23/13

Services & Supplies

Requested

- The department budget request includes funding for an office reconfiguration to accommodate additional workspace in the Treasury and Tax divisions.
- The department budget request includes funding for an increase of the costs associated with the CUBS service contract to cover the purchase of additional software licenses and upcoming program changes.
- The department budget request includes funding for computer equipment and software to enhance the automatic remittance processing system for property tax payments.

Recommended

- The recommendation includes funding for requested services and supplies.

Capital Assets

Requested

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

Recommended

- The recommendation does not include any capital assets.

STATE CONTROLLER SCHEDULES | BUTTE COUNTY | SCHEDULE 9

COUNTY BUDGET ACT | FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT

January 2010, revision #1 | GOVERNMENTAL FUNDS

FISCAL YEAR 2013-14

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

Detail by Revenue Category and Expenditure Object		2011-12 Actual	2012-13 Estimated	2013-14 Requested	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1		2	3	4	5	6
REVENUES						
50100	STATE REVENUES	40,884	42,500	37,500	37,500	-
50300	OTHER GOVERNMENTAL REVENUES	-	-	-	-	-
TOTAL	INTERGOVERNMENTAL REVENUES	40,884	42,500	37,500	37,500	-
60000	CHARGES FOR SERVICES	2,598,668	2,381,580	2,694,867	2,694,867	-
70000	MISCELLANEOUS REVENUES	3,581	3,000	3,000	3,000	-
	TOTAL REVENUES	**$2,643,133**	**$2,427,080**	**$2,735,367**	**$2,735,367**	**-**
EXPENDITURES/APPROPRIATIONS						
510	SALARIES & EMPLOYEE BENEFITS	1,700,777	1,807,679	1,834,447	1,834,447	-
520	SERVICES AND SUPPLIES	961,330	1,014,688	1,275,543	1,275,543	-
550	OTHER CHARGES	7,299	6,642	6,639	6,639	-
560	CAPITAL ASSETS					
	EQUIPMENT	-	-	-	-	-
	TOTAL CAPITAL ASSETS	-	-	-	-	-
TOTAL	DIRECT	2,669,406	2,829,009	3,116,629	3,116,629	-
570	OTHER FINANCING USES	171,724	167,805	118,973	127,888	-
	TOTAL EXPENDITURES/APPROP.	**$2,841,130**	**$2,996,814**	**$3,235,602**	**$3,244,517**	**-**
NET COSTS / USE OF FUND BALANCE		**$197,997**	**$569,734**	**$500,235**	**$509,150**	**-**