

Auditor-Controller/Treasurer/Tax Collector

DESCRIPTION OF MAJOR SERVICES

The Office of the Auditor-Controller/Treasurer/Tax Collector (ATC) is responsible for providing the County and its constituents with a variety of accounting, collections, and investment services.

The Controller Division records the collections and performs the accounting, reporting, and claims of all County financial activities to ensure sound financial management. It is also responsible for the compilation of property tax rates, developing and implementing accounting systems and standards, administering the Countywide Cost Allocation Plan and managing and calculating pass-through agreement payments on behalf of Countywide successor agencies relating to the dissolution of Redevelopment Agencies. The Disbursements Division is responsible for vendor payments, payroll services and revenue disbursements to taxing agencies.

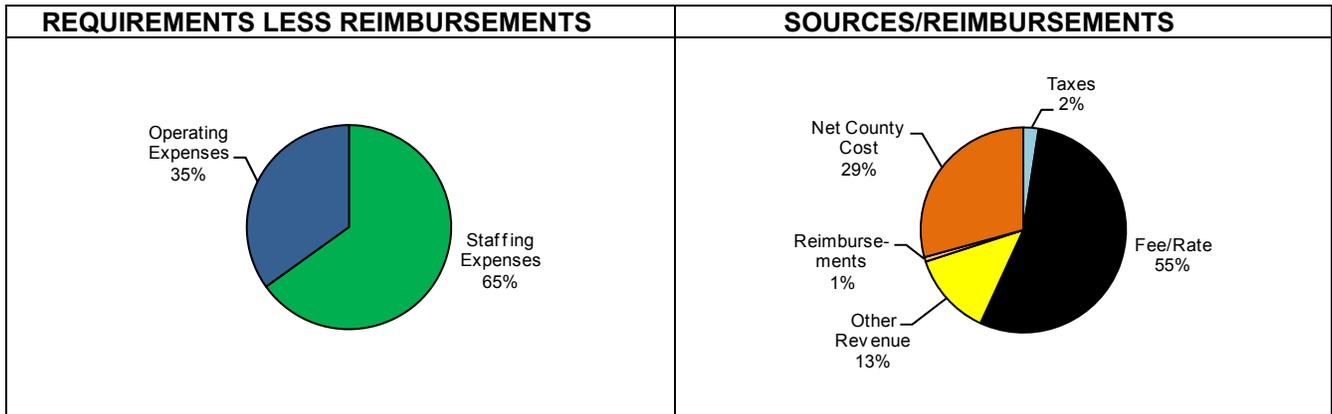
The Treasurer Division performs the County's treasury function including the investment of all County and School District funds within the County investment pool and associated banking services. The Treasurer currently manages assets of \$3.5 - \$4.9 billion. The Tax Collector Division collects property taxes for all County taxing entities which amounted to a little over \$2.1 billion in property taxes and other fees in 2012-13.

The Central Collections Division provides collection services for the County, collecting nearly \$58 million for the year ending June 30, 2013, including collection of court-ordered payments and Arrowhead Regional Medical Center's delinquent accounts receivable.

The Auditor Division performs operational and financial audits of departments, agencies and special districts, evaluates internal controls for operational improvement, and operates the Fraud, Waste and Abuse Hotline.

Budget at a Glance	
Total Requirements	\$36,978,479
Total Sources	\$26,083,135
Net County Cost	\$10,895,344
Total Staff	293
Funded by Net County Cost	29%

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2011-12 Final	2012-13 Adopted	2012-13 Modified	2013-14 Recommended					
Regular	288	282	277	278					
Limited Term	3	3	3	15					
Total	291	285	280	293					
Staffing Expenses	\$22,215,676	\$24,178,495	\$23,797,675	\$24,151,265					

ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Fiscal
 DEPARTMENT: Auditor-Controller/Treasurer/Tax Collector
 FUND: General

BUDGET UNIT: AAA ATX
 FUNCTION: General
 ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	24,458,313	24,350,111	22,181,622	22,733,249	23,797,675	24,151,265	353,590
Operating Expenses	13,826,130	11,778,908	11,296,625	11,078,430	13,336,597	12,958,514	(378,083)
Capital Expenditures	8,691	92,306	55,963	100,000	100,000	140,000	40,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	38,293,134	36,221,325	33,534,210	33,911,679	37,234,272	37,249,779	15,507
Reimbursements	(1,430,338)	(1,614,279)	(1,258,293)	(266,921)	(552,829)	(271,300)	281,529
Total Appropriation	36,862,796	34,607,046	32,275,917	33,644,758	36,681,443	36,978,479	297,036
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	36,862,796	34,607,046	32,275,917	33,644,758	36,681,443	36,978,479	297,036
Sources							
Taxes	442,760	307,060	0	892,770	910,000	895,000	(15,000)
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	216,455	90,018	136,501	150,602	150,481	33,081	(117,400)
Fee/Rate	19,717,110	18,347,152	18,108,328	19,360,994	19,904,937	20,267,571	362,634
Other Revenue	2,999,989	5,382,219	4,880,121	4,351,354	6,060,648	4,887,483	(1,173,165)
Total Revenue	23,376,314	24,126,449	23,124,950	24,755,720	27,026,066	26,083,135	(942,931)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	23,376,314	24,126,449	23,124,950	24,755,720	27,026,066	26,083,135	(942,931)
Net County Cost	13,486,482	10,480,597	9,150,967	8,889,038	9,655,377	10,895,344	1,239,967
Budgeted Staffing					280	293	13

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses of \$24.2 million represent the majority of expenditures in this budget unit and fund 293 budgeted positions, of which 278 are regular positions and 15 are limited term positions. These expenses are necessary to provide accounting, collections, and investment services to County departments and constituents. Sources primarily represent fee/rate and cost-reimbursement revenue generated by services provided.



BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements have increased by \$297,036 primarily due to increased staffing expenses, including increased retirement and other benefit costs, as well as increased operating expenses, including Application Development Maintenance and Support costs of \$1.5 million now being budgeted directly in the Department. These increases are offset by a reduction of \$1.1 million in Countywide Treasury banking fees, COWCAP charges, and other cost savings. Although tax sale revenues are expected to increase because of the large number of parcels available for sale in 2013-14, overall sources are decreasing by \$942,931 due to the elimination of the Treasury banking fee expense and corresponding revenue.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$24.2 million fund 293 budgeted positions of which 278 are regular positions and 15 are limited term positions. The 2013-14 recommended budget includes a net increase of 13 positions, consisting of the addition of 1 Automated Systems Analyst II to help manage IT infrastructure, 10 Public Service Employees for ATC's summer internship program, and 2 Public Service Employees to provide support and assistance to meet the increased seasonal workload demands of ATC's Controller Division. In addition, 1 Supervising Accounting Technician position will be added, offset by the deletion of 1 Supervising Fiscal Specialist and 1 Office Assistant III position will be added, offset by the deletion of 1 Office Assistant II position to better meet the needs of the department.

Finally, the recommended budget includes the reclassification of 1 Office Assistant II to an Office Assistant III, as well as 1 Assistant Auditor-Controller/Treasurer/Tax Collector to Auditor-Controller Division Chief to reflect the actual duties performed.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Management	6	0	6	6	0	0	6
Administrative Support	9	10	19	9	0	10	19
Information Technology Division	22	0	22	21	0	1	22
Auditor Division	15	0	15	14	1	0	15
Controller Division	41	2	43	35	6	2	43
Disbursements Division	37	2	39	38	1	0	39
Treasurer Division	7	0	7	7	0	0	7
Tax Collection Division	50	1	51	46	3	2	51
Central Collections Division	91	0	91	78	13	0	91
Total	278	15	293	254	24	15	293

Management		Administrative Support		Information Technology Division	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1 Elected Auditor-Controller/Treasurer/ Tax Collector		1 Administrative Supervisor I		1 Departmental IS Administrator	
2 Assistant ATC		1 Special Projects Administrator		1 Office Assistant III	
3 Executive Secretary III		1 ATC Building Coordinator		2 Business Applications Manager	
6 Total		1 Accountant III		2 Business Systems Analyst III	
		1 Payroll Specialist		2 Department Systems Engineer	
		1 Fiscal Specialist		4 Programmer Analyst III	
		2 Office Assistant III		1 Programmer III	
		1 Office Assistant II		3 Automated Systems Analyst II	
		10 Public Service Employee		3 Automated Systems Analyst I	
		19 Total		3 Automated Systems Technician	
				22 Total	
Auditor Division		Controller Division		Disbursements Division	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1 Auditor-Controller Division Chief		1 Auditor-Controller Division Chief		1 Auditor-Controller Division Chief	
1 Secretary I		1 Secretary I		1 Secretary I	
1 Auditor-Controller Manager		3 Auditor-Controller Manager		2 Auditor-Controller Manager	
2 Supervising Internal Auditor III		3 Supervising Accountant III		1 Supervising Accountant III	
1 Internal Auditor IV		1 Supervising Accounting Technician		1 Supervising Accountant II	
6 Internal Auditor III		2 Systems Accountant III		3 Sup ATC Payroll Technician	
2 Accountant III		5 Systems Accountant II		1 Systems Accountant II	
1 Accounting Technician		1 Internal Auditor III		2 Accountant III	
15 Total		10 Accountant III		1 Accounting Technician	
		5 Accountant II		5 ATC Payroll Technician	
		4 Accounting Technician		3 Fiscal Specialist	
		2 Fiscal Specialist		5 Fiscal Assistant	
		3 Fiscal Assistant		10 Office Assistant III	
		2 Public Service Employee		1 Office Assistant II	
		43 Total		2 Public Service Employee	
				39 Total	
Treasurer Division		Tax Collection Division		Central Collections Division	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1 Cash Manager/Investment Officer		1 Auditor-Controller Division Chief		1 Director of Central Collections	
1 Assistant Cash Mngr/Invstmnt Officer		1 Secretary		1 Chief Central Collections	
2 Investment Analyst		1 Tax Collection Manager		1 Secretary II	
1 Treasurer Office Manager		1 Tax Collector Accounting Manager		1 Auditor-Controller Manager	
1 Accounting Technician		1 Tax Sale Manager		1 Chief Collections Supervisor	
1 Fiscal Assistant		1 Supervising Accounting Technician		2 Supervising Accountant II	
7 Total		7 Collections Officer		2 Accountant III	
		5 Accounting Technician		6 Supervising Collections Officer	
		3 Supervising Office Assistant		1 Supervising Fiscal Specialist	
		3 Fiscal Specialist		54 Collections Officer	
		9 Fiscal Assistant		2 Accounting Technician	
		8 Office Assistant III		1 Fiscal Specialist	
		10 Office Assistant II		5 Fiscal Assistant	
		51 Total		2 Office Assistant III	
				11 Office Assistant II	
				91 Total	

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