

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 developing and implementing accounting systems and standards and administering the Countywide Cost Allocation Plan. The Disbursements Division is responsible for vendor payments, payroll services, the compilation of property tax rates, revenue disbursements to taxing agencies and managing and calculating pass-through agreement payments on behalf of Countywide successor agencies relating to the dissolution of Redevelopment Agencies.

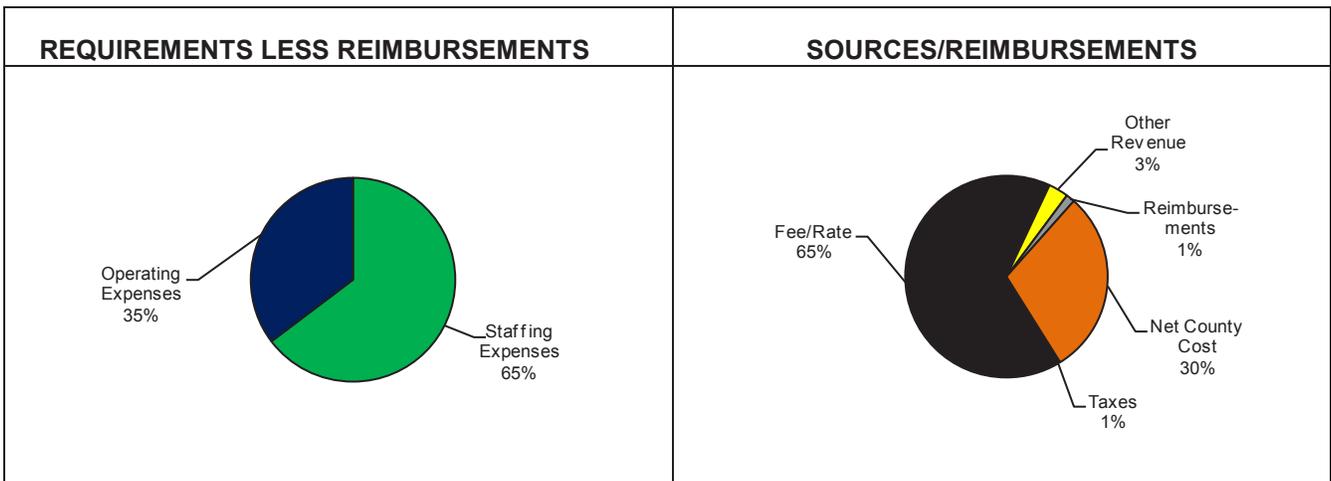
The Treasurer Division performs the County's treasury function including the investment of all County and School District funds within the County investment pool and associated banking services. The Treasurer currently manages assets of \$4.5 - \$5.3 billion. The Tax Collection Division collects property taxes for all County taxing entities and is anticipated to amount to over \$2.2 billion in property taxes and other fees in 2014-15.

The Central Collections Division provides collection services for the County and Superior Court, and is anticipated to collect nearly \$50.8 million for the year ending June 30, 2015, consisting of \$33.8 million for collection of court-ordered payments and \$17.0 million for 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	
Requirements Less Reimbursements	\$39,882,796
Sources/Reimbursements	\$28,139,597
Net County Cost	\$11,743,199
Total Staff	315
Funded by Net County Cost	30%

2015-16 ADOPTED BUDGET



FISCAL



ANALYSIS OF 2015-16 ADOPTED BUDGET

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

BUDGET UNIT: AAA ATX
FUNCTION: General
ACTIVITY: Finance

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
Requirements							
Staffing Expenses	22,181,622	22,511,394	22,924,596	21,811,815	24,426,073	25,701,365	1,275,292
Operating Expenses	11,296,625	10,365,494	11,882,362	11,696,888	13,435,353	14,043,431	608,078
Capital Expenditures	55,963	88,481	123,796	112,130	235,000	138,000	(97,000)
Total Exp Authority	33,534,210	32,965,369	34,930,754	33,620,833	38,096,426	39,882,796	1,786,370
Reimbursements	(1,258,293)	(275,419)	(323,835)	(261,835)	(595,860)	(558,500)	37,360
Total Appropriation	32,275,917	32,689,950	34,606,919	33,358,998	37,500,566	39,324,296	1,823,730
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	32,275,917	32,689,950	34,606,919	33,358,998	37,500,566	39,324,296	1,823,730
Sources							
Taxes	0	386,920	289,460	272,730	800,000	180,000	(620,000)
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	136,502	153,632	75,605	211,806	122,204	127,776	5,572
Fee/Rate	18,108,328	19,472,244	19,538,898	19,171,973	20,868,765	26,011,871	5,143,106
Other Revenue	4,880,121	4,887,853	4,869,125	4,019,786	4,812,358	1,261,450	(3,550,908)
Total Revenue	23,124,951	24,900,649	24,773,088	23,676,295	26,603,327	27,581,097	977,770
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	23,124,951	24,900,649	24,773,088	23,676,295	26,603,327	27,581,097	977,770
Net County Cost	9,150,966	7,789,301	9,833,831	9,682,703	10,897,239	11,743,199	845,960
Budgeted Staffing*	291	280	295	297	297	315	18

*Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Staffing expenses of \$25.7 million represent the majority of expenditures in this budget unit and fund 315 budgeted positions. These expenses are necessary to provide accounting, auditing, 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

Requirements are increasing by \$1.8 million, primarily due to increases in staffing expenses from the addition of a net 18 positions, and operating expenses due to an increase in bank related costs to the Treasury Pool. Sources are increasing by \$977,770, primarily due to an increase in the cost reimbursement associated with the treasury pool. Additionally, sources of \$4.4 million in Other Revenue have been reclassified to Fee/Rate due to reporting requirements of the State Controller's office.

Net County Cost includes an ongoing increase of \$479,875 to fund 8 new positions that will increase efficiencies within the department due to increased workload and to restore positions that were eliminated in previous fiscal years due to budget cuts. Included in the increase is the funding of a new position to calculate indirect cost rates for use in Countywide fee calculations.



2015-16 POSITION SUMMARY*

Division	2014-15 Final Staffing	Adds	Deletes	Reorgs	2015-16 Adopted	Limited	Regular
Management	6	0	0	0	6	0	6
Administrative Support	18	0	0	0	18	10	8
Information Technology Division	22	1	0	0	23	0	23
Auditor Division	14	2	0	0	16	0	16
Controller Division	27	1	0	0	28	0	28
Disbursements Division	60	5	-1	0	64	5	59
Treasurer Division	7	0	0	0	7	0	7
Tax Collection Division	53	2	0	1	56	1	55
Central Collections Division	90	8	0	-1	97	0	97
Total	297	19	-1	0	315	16	299

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$25.7 million fund 315 budgeted positions of which 299 are regular positions and 16 are limited term positions. The budget includes a net increase of 18 regular positions, consisting of the addition of 3 Office Assistant III's in Central Collections to assist with the set-up of collection accounts and processing of specialized documents, 1 Office Assistant III in Tax Collection to process payment transactions and provide customer service, 1 Programmer Analyst III in Information Technology to support and implement new processes to enhance the Tax Collection systems, 1 Accountant II in Disbursements to assist with work related to Redevelopment Agencies (RDA), 5 Collection Officers II, which is a new classification added in Central Collections to perform in a lead capacity and assist the section supervisor, and the deletion of 1 vacant Supervising Accounting Technician in Disbursements to offset the increased costs of the other positions. The above new positions are funded by additional revenue; collections revenue funds the Collection Officer II's and 3 Office Assistant III's, additional tax collection fee revenue and tax sale fee revenue fund the Office Assistant III in Tax Collection and Programmer Analyst III and the Accountant II cost is offset by the deletion of the Supervising Accounting Technician.

Eight new positions are funded by an increase in ongoing Net County Cost to increase efficiencies within the department and consist of 1 Office Assistant II in Tax Collection to process supplemental tax bills, 1 Office Assistant II in Disbursements to respond to an increase in customer service requests due to an increase in property reassessments, 1 Systems Accountant II to assist in Disbursements with property tax apportionment due to legislative changes, 1 Supervising Fiscal Specialist in Disbursements to supervise routine payment processing operations, 1 Office Assistant IV in Disbursements as a lead position for the data entry function, 1 Accountant III in Controller to prepare Indirect Cost Rate Proposals for County departments, and 2 Accountant II's in Internal Audits to assist with mandated audits and assist the Single Audit Coordinator.

