

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.

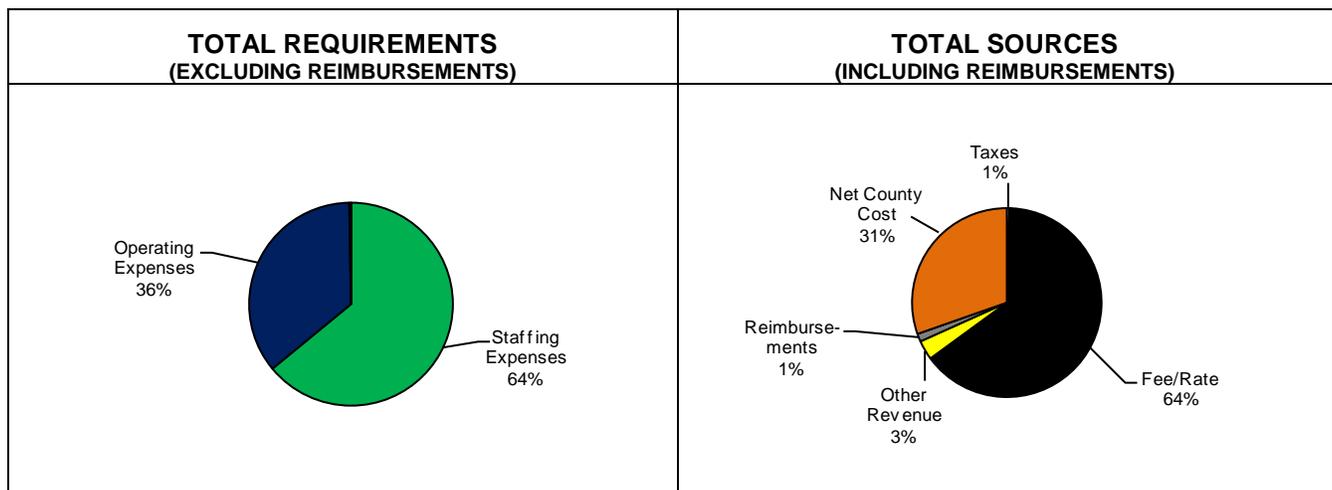
The Treasurer Division performs the County’s treasury function including the investment of all County and School District funds within the County investment pool and associated banking services. The Treasurer currently manages assets of \$5.0 – \$5.9 billion. The Tax Collector Division collects property taxes for all County taxing entities that is anticipated to amount to over \$2.3 billion in property taxes and other fees in 2015-16.

The Central Collections Division provides collection services for the County and Superior Court, and is anticipated to collect nearly \$44.9 million for the year ending June 30, 2016, consisting of \$26.2 million for collection of court-ordered payments and \$18.7 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	
Total Requirements (Excl. Reimb.)	\$39,787,364
Total Sources (Incl. Reimb.)	\$27,697,739
Net County Cost	\$12,089,625
Total Staff	317
Funded by Net County Cost	31%

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

BUDGET UNIT: AAA ATX
 FUNCTION: General
 ACTIVITY: Finance

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	22,511,394	22,924,596	21,811,815	25,773,754	22,936,839	25,474,092	(299,662)
Operating Expenses	10,365,494	11,882,362	11,696,888	14,180,431	13,502,694	14,202,272	21,841
Capital Expenditures	88,481	123,796	112,130	138,000	138,000	111,000	(27,000)
Total Exp Authority	32,965,369	34,930,754	33,620,833	40,092,185	36,577,533	39,787,364	(304,821)
Reimbursements	(275,419)	(323,835)	(261,835)	(558,500)	(330,124)	(537,351)	21,149
Total Appropriation	32,689,950	34,606,919	33,358,998	39,533,685	36,247,409	39,250,013	(283,672)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	32,689,950	34,606,919	33,358,998	39,533,685	36,247,409	39,250,013	(283,672)
Sources							
Taxes	386,920	289,460	272,730	180,000	178,030	180,000	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	153,632	75,605	211,806	127,776	139,888	131,703	3,927
Fee/Rate	19,472,244	19,538,898	19,171,973	26,148,871	23,467,771	25,524,648	(624,223)
Other Revenue	4,887,853	4,869,125	4,019,786	1,261,450	1,321,207	1,324,037	62,587
Total Revenue	24,900,649	24,773,088	23,676,295	27,718,097	25,106,896	27,160,388	(557,709)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	24,900,649	24,773,088	23,676,295	27,718,097	25,106,896	27,160,388	(557,709)
Net County Cost	7,789,301	9,833,831	9,682,703	11,815,588	11,140,513	12,089,625	274,037
Budgeted Staffing*	280	295	297	315	315	317	2

*Data represents modified budgeted staffing

Note: The Auditor-Controller is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$117,274 which represents the Auditor-Controller's share of costs of other central service departments, such as Human Resources.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$25.5 million represent the majority of Requirements in this budget unit and fund 317 budgeted positions. The Requirements 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 decreasing by \$283,672, primarily due to a decrease in Staffing Expenses for eight positions deleted in the budget unit and added to the Automated Systems Development budget unit (AAP CAO) to accurately reflect the staffing needs of the Enterprise Financial Management System project. This decrease is partially offset by the addition of seven less expensive limited term positions that will provide backfill coverage for the deleted positions.

Sources are decreasing by \$557,709, primarily due to a decrease in cost reimbursement associated with the treasury pool.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Management	6	0	0	0	6	0	6	
Administrative Support	18	0	0	0	18	10	8	
Information Technology Division	23	1	-1	0	23	1	22	
Auditor Division	16	0	0	0	16	0	16	
Controller Division	28	4	-4	0	28	4	24	
Disbursements Division	64	3	-3	0	64	7	57	
Treasurer Division	7	1	0	0	8	0	8	
Tax Collection Division	56	1	0	1	58	1	57	
Central Collections Division	97	0	0	-1	96	0	96	
Total	315	10	-8	0	317	23	294	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$25.5 million fund 317 budgeted positions of which 294 are regular positions and 23 are limited term positions. The budget includes a net increase of two positions.

Eight positions are deleted from this budget unit and added to the AAP CAO budget unit, consisting of: one Departmental IS Administrator, one Auditor-Controller Division Chief, two Systems Accountant III's, one Systems Accountant II, one Systems Accountant I and two Accountant III's. Other changes consist of an increase of seven limited term positions to provide backfill coverage for staff added to the AAP CAO budget unit consisting of: one Contract Business Applications Manager in the Information Technology Division; one Contract Systems Accountant II in the Controller Division; three Contract Accountant III's in the Controller Division; and two Contract Accountant III's in the Disbursements Division.

Two new positions are funded by existing sources and consist of: one Supervising Accountant II in Disbursements to assist staff, review work performed, and monitor and improve controls and processes for the fiscal unit in property tax, and one Accountant II in the Tax Collector's office to serve as a lead in fiscal and accounting operations. The addition of one Investment Officer position in the Treasurer Division is funded by treasury pool interest earnings to assist the Chief Deputy Treasurer in the day-to-day trading and management of the County's treasury pool.

