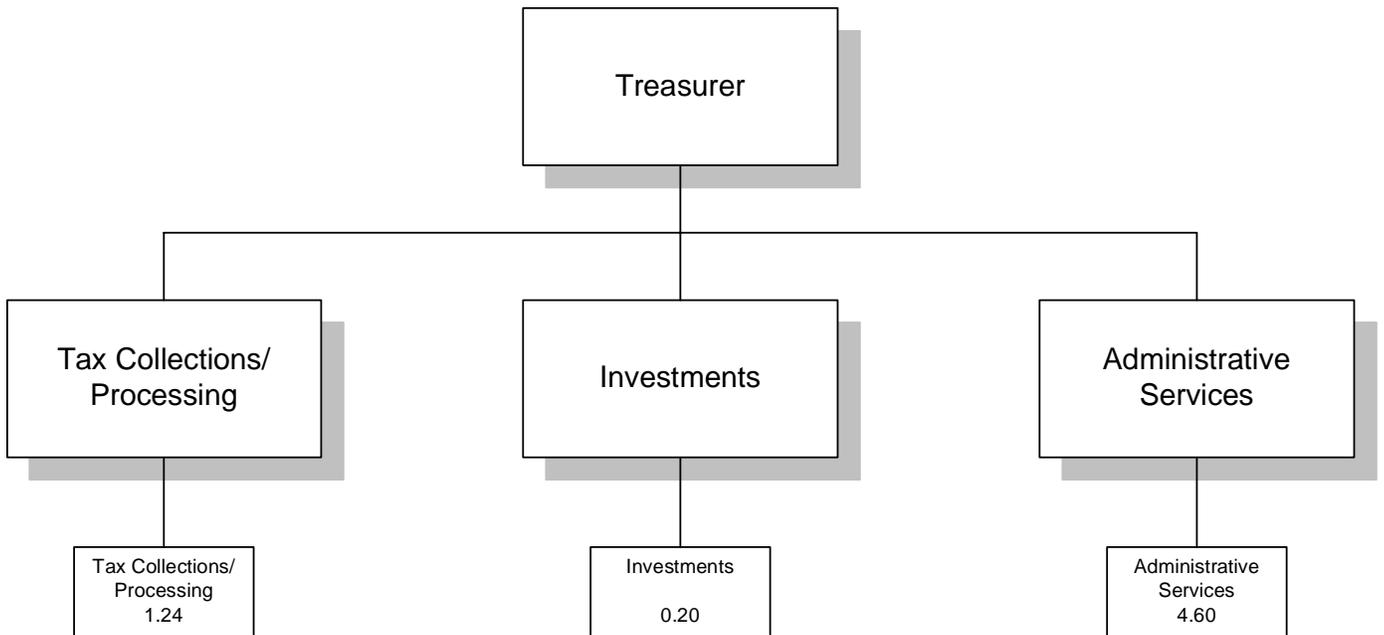


TREASURER'S OFFICE

FUNCTION / PROGRAM CHART



6.04 TOTAL FTE'S

1. Position counts stated in terms of budgeted full time equivalent positions (FTE) includes extra help and overtime.
2. See Stats/Trends Section for position detail.



General Fund

County Treasurer

Statement of Purpose

The mission of the County Treasurer's Office is to provide efficient, courteous service and maintain accurate records, while upholding the fiduciary and statutory responsibilities required of the office.

Financial Summary	2008	2009	2009	2010	Change From 2009	
	Actual	Adopted Budget (b)	Estimate (b)	Budget	Adopted Budget	
					\$	%
Revenues						
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$142,747	\$215,000	\$140,000	\$130,000	(\$85,000)	-39.5%
Charges for Services	\$88,582	\$96,023	\$102,000	\$103,739	\$7,716	8.0%
Interdepartmental	\$14,479	\$27,330	\$5,000	\$0	(\$27,330)	-100.0%
Other Revenue (a)	\$7,749,764	\$7,872,200	\$7,218,766	\$7,826,400	(\$45,800)	-0.6%
Appr. Fund Balance	\$26,000	\$0	\$0	\$0	\$0	N/A
County Tax Levy/ (Credit) (b)(c)	(\$7,493,463)	(\$7,556,440)	(\$7,556,440)	(\$7,418,719)	\$137,721	1.8%
Total Revenue Sources (b)	\$528,109	\$654,113	(\$90,674)	\$641,420	(\$12,693)	-1.9%
Expenditures						
Personnel Costs	\$315,645	\$379,112	\$360,777	\$371,246	(\$7,866)	-2.1%
Operating Expenses	\$153,871	\$145,700	\$137,561	\$139,716	(\$5,984)	-4.1%
Interdept. Charges (c)	\$105,226	\$129,301	\$129,301	\$130,458	\$1,157	0.9%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$574,742	\$654,113	\$627,639	\$641,420	(\$12,693)	-1.9%

Position Summary (FTE)

Regular Positions	6.00	6.00	6.00	6.00	0.00
Extra Help	0.04	0.00	0.00	0.06	0.06
Overtime	0.04	0.04	0.04	0.04	0.00
Total	6.08	6.04	6.04	6.10	0.06
Shared Position (d)	0.29	0.50	0.07	0.00	(0.50)
Total FTEs & Shared Position	5.79	5.54	5.97	6.10	0.56

- For budget comparison purposes, the 2008 Actual Investment Income revenues reported here do not agree to the Comprehensive Annual Financial Report which includes year-end mark to market values of investments.
- The tax levy credit amount, which is revenues in excess of expenditures, is used to reduce tax levy funding for other General Governmental operations.
- Tax levy of \$2,721 which reduces the Tax Levy Credit is being shifted from the End User Technology Fund to cover the phasing in of full cost allocations for the new charging method to better reflect technology resources being used by departments, as recommended by Internal Audit, for expenditure increases above 3%.
- Total FTE counts for the 2008 actual, the 2009 budget and 2009 estimate include staff resources for a shared clerical position with the County Clerk's office. The position was budgeted for in the Treasurer's Office and interdepartmental charges were made to the County Clerk for the shared position an corresponding revenue was received from the County Clerk. The shared position arrangement with the County Clerk's Office has been discontinued in 2009.

Current and Proposed Capital Projects (a)

Proj. #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of '09	Estimated Operating Impact	A=Annual T=One-Time
200205	Tax Records Replacement (b)	2010	\$900,000	95%	\$22,000	A
200414	County-wide Cashiering (c)	2010	\$970,000	65%	\$43,250	A

Refer to Capital Project section of the budget book for additional details.

- The DOA Business Office Manager (Project Manager) anticipates that both the Tax Records system and cashiering system will be implemented in the 4th Quarter 2009 in the Treasurer's office. The Treasurer's 2010 request includes budgeted expenses for support of the new tax listing tax billing and tax collections system. These expenses are budgeted in 2009 and are expected to go unspent, as the systems will not be implemented until late in 4th Quarter of 2009.
- Project is coordinated by Department of Administration IT Division manager, annual ongoing costs include software; and licensing costs will be split 45% Register of Deed's Office, 45% Treasurer's Office and 10% to Department of Administration. The operating expense amount estimated for the Treasurer is \$9,641.
- Project is coordinated by Department of Administration Business Office manager. The total estimated operating impact to the County is estimated at \$43,250. The first year of cashiering software/maintenance is being funded from the capital project. The second year charges will be added to EUTF and the Treasurer budget will not be impacted until 2011. The actual operating impact for the Treasurer budget will be determined at a later date.

Program Description

The County Treasurer computes and distributes tax settlements for thirty-seven treasurers, the Department of Revenue, and all school districts in the County. Contractual agreements exist with twelve municipalities to collect first installment property taxes. Second installment taxes are collected for thirty-one of the thirty-seven municipalities. The office also collects delinquent taxes and, as necessary, forecloses and sells foreclosed properties according to Wisconsin Statutes.

Major Departmental Strategic Outcomes and Objectives for 2010**County-Wide Key Strategic Outcome: Quality programs and services delivered with competence and skill**

Objective: Implement the new tax listing, billing & collection and cashing software to streamline payment collection functions to improve efficiency and reduce costs. (Tax Collections and Administrative Services)

Key Outcome Indicator: Increased number of property tax payments electronically imported (interfaced) into the tax system. An increasing rate of electronic submissions will indicate improved efficiency, improved cash flow and reduced costs. Based on analysis of electronic submission of 2008 and 2009 tax bills, a 2010 target (estimate) will be developed during 2009 after implementation of the tax system.

Performance Measure:	2008 Actual	2009 Target	2009 Estimate	2010 Target
# Tax payments received electronically	N/A	TBD	TBD	TBD
Projected estimated cost savings	N/A	TBD	TBD	TBD

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	1.28	1.24	1.24	1.80	0.56
Fine/Licenses	\$142,747	\$215,000	\$140,000	\$130,000	(\$85,000)
Charges for Services	\$86,861	\$94,023	\$100,000	\$101,739	\$7,716
Interdepartmental	\$3,620	\$6,832	\$1,250	\$0	(\$6,832)
Other Revenue	\$2,250,251	\$2,120,800	\$2,558,000	\$2,475,000	\$354,200
Appr. Fund Balance	\$26,000	\$0	\$0	\$0	\$0
County Tax Levy \ (Credit) (b)	(\$2,239,295)	(\$2,213,584)	(\$2,213,584)	(\$2,457,784)	(\$244,200)
Total Revenues	\$270,184	\$223,071	\$585,666	\$248,955	\$25,884
Personnel Costs	\$63,766	\$70,422	\$63,790	\$95,252	\$24,830
Operating Expenses	\$96,403	\$97,600	\$98,887	\$98,100	\$500
Interdept. Charges	\$48,281	\$55,049	\$55,049	\$55,603	\$554
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$208,450	\$223,071	\$217,726	\$248,955	\$25,884
Rev. Over (Under) Exp.	\$61,734	-	\$367,940	-	-

- (a) Revenues in excess of expenditures are used to reduce tax levy funding for other General Governmental operations.



Program Highlights

Fines/Licenses revenue consists of Agricultural Use Conversion Charges are budgeted to decrease by \$85,000 or 39.5% to \$130,000 due to the slow down in real estate development. Charges for Services are budgeted to increase \$7,716 or 8.2% to \$101,739 which includes costs associated with contracted municipal tax collections which increase \$2,716 or 3.9% to \$71,739 and In-Rem Revenue is budgeted to increase by \$5,000 or 20% to \$30,000 reflecting the rise of properties in foreclosure. Interdepartmental revenue is budgeted to decrease from \$6,832 to \$0 as a result of the discontinuation of a shared position with the Clerk’s office. Other Revenue is budgeted to increase \$354,200 mostly due to a budgeted increase in Penalty and Interest on delinquent taxes of \$372,000 or 18.3% reflecting the rise in tax delinquencies, offset by a \$16,000 budgeted reduction in Profit on Tax Deed Sales to \$31,000 and Recoveries from \$5,800 to \$3,000 to more closely reflect past history trends.

Personnel costs are budgeted to increase by \$24,830 to \$95,252 due to an allocation change between programs and costs to continue the 1.80 FTE. Temporary Extra Help is budgeted to increase after shifting and eliminating Third Party Temp Help under operating expenses.

Operating expenses are budgeted to increase \$500 primarily due to an increase of In-Rem Expense of \$5,000 reflecting the rise of properties in foreclosure, offset primarily by the elimination of third party temp help from \$2,500 to \$0, as \$2,000 is shifted to personnel temp extra help. Also, contracted services is budgeted to decrease by \$1,000 to \$6,500.



Activity

Interest and penalty revenue is collected from delinquent property taxpayers. Revenues have fluctuated over the past several years, partly due to the cyclical nature of delinquent taxes and when they are paid.

Interest and Penalty Earned on Delinquent Taxes

	2003	2004	2005	2006	2007	2008	2009 Est.
Interest	\$1,468,902	\$1,510,900	\$1,255,314	\$1,250,235	\$1,213,129	\$1,456,248	\$1,650,000
Penalty	\$750,708	\$759,200	\$640,294	\$634,653	\$606,402	\$749,364	\$825,000
TOTAL	\$2,219,610	\$2,270,100	\$1,895,608	\$1,884,888	\$1,819,531	\$2,207,620	\$2,475,000

**Activity**

The Treasurer's Office collected first installment taxes for twelve municipalities in the 2008-2009 tax years. The dollars collected increased by \$3.7 million to \$131.8 million. A contractual agreement is established and fees are charged to the municipality for this service. The fees assessed to municipalities offset direct costs associated with the process of collection such as staff time, printing costs, postage, etc. These costs are included in the contractual agreements with the municipalities utilizing the County's tax collection service.

Property Taxes Dollars Collected under Municipal Contracts

Municipality	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Village of Men. Falls	\$52,252,695	\$55,466,892	\$54,790,386	\$56,574,790	\$58,215,725	\$60,985,033
City of Delafield	\$12,844,699	\$13,200,328	\$13,769,943	\$14,242,282	\$14,999,037	\$15,434,974
Village of Pewaukee	\$10,817,485	\$11,772,074	\$12,587,323	\$12,130,339	\$12,188,606	\$12,917,048
Village of Wales	\$3,023,809	\$3,280,504	\$3,487,417	\$3,692,573	\$3,955,811	\$4,045,371
Town of Brookfield	\$11,212,923	\$12,162,086	\$11,691,996	\$11,999,351	\$12,118,745	\$11,959,197
Village of Merton	\$2,382,455	\$2,920,517	\$3,527,926	\$4,030,582	\$4,187,394	\$4,143,616
Village of Lannon	\$1,250,130	\$1,324,682	\$1,326,852	\$1,317,869	\$1,310,240	\$1,445,786
Village of Nashotah	\$2,226,558	\$2,287,938	\$2,304,799	\$2,216,218	\$2,283,807	\$2,113,498
Village of Dousman	\$1,792,968	\$1,960,626	\$1,944,607	\$2,244,893	\$2,161,110	\$2,161,526
Village of Lac La Belle	\$1,392,261	\$1,418,721	\$1,510,936	\$1,435,724	\$1,382,026	\$1,417,124
Village of Oconomowoc Lake	\$3,550,339	\$3,847,339	\$4,014,401	\$4,394,283	\$4,402,494	\$4,655,719
Town of Waukesha	\$9,673,574	\$10,238,144	\$10,123,240	\$10,418,946	\$10,933,378	\$10,608,409
TOTAL	\$112,419,896	\$119,879,851	\$121,079,826	\$124,697,850	\$128,138,371	\$131,887,299

Program Description

The County cash balances are invested using the State's Local Government Investment Pool, Aaa/AAA money market funds and securities by investment firms with contracts managed by the Department of Administration Financial Services division that are authorized by State Statutes and in accordance with the County's adopted investment policies. The primary investment objective is the preservation of capital in the overall portfolio, to protect investment principal, to maintain liquidity and to maximize the return on investment.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	0.20	0.20	0.20	0.20	0.00
Other Revenue (a)	\$5,497,600	\$5,750,000	\$4,659,366	\$5,350,000	(\$400,000)
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy \ (Credit) (b)	(\$5,592,900)	(\$5,695,566)	(\$5,695,566)	(\$5,294,825)	\$400,741
Total Revenues	(\$95,300)	\$54,434	(\$1,036,200)	\$55,175	\$741
Personnel Costs	\$17,826	\$17,780	\$17,716	\$17,820	\$40
Operating Expenses	\$37,594	\$0	\$2,000	\$0	\$0
Interdept. Charges	\$35,541	\$36,654	\$36,654	\$37,355	\$701
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$90,961	\$54,434	\$56,370	\$55,175	\$741

Rev. Over (Under) Exp.	(\$186,261)	-	(\$1,092,570)	-	-
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- (a) 2009 Estimate of investment income is projected to be \$580,000 higher than the amount shown due to a 2009 3rd Quarter Bond sale which is not reflected in the amount.
- (b) Budgeted revenues in excess of expenditures are used to reduce tax levy funding for other General Governmental operations.



Program Highlights

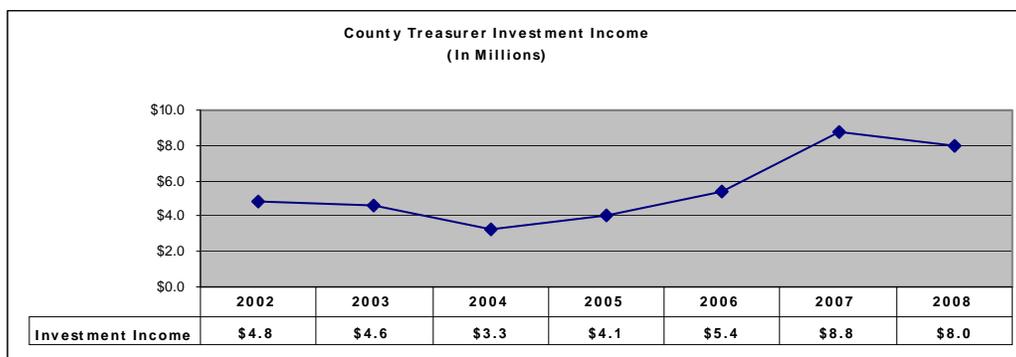
Other Revenue is Investment Income which is estimated to decrease \$400,000 or 6.9% from the 2009 Budget as a result of expected lower investment rates of return.

Personnel costs and operating expenses remain stable at approximately the 2009 budget levels.



Activity

Interest rates declined to historic levels throughout 2002-2004. The fixed income portfolios were not affected by rate reductions until reinvestment of funds beginning early in 2001. Investment income has shown an upward trend since 2004, peaking in 2007 at \$8.8 million. Investment Income in 2008 declined from 2007 figures, however Investment income exceeded budgetary levels for 2008. 2009 Investment income is expected to perform below budgetary levels due to economic downturn.



Administrative Services

County-Wide Key Strategic Outcome: Quality programs and services delivered with competence and skill

Program Description

The Administrative Services division is responsible for coordinating and providing efficient administrative/clerical support. The Office collects and receipts departmental monies for the County and disburses all checks.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	4.60	4.60	4.60	4.10	(0.50)
Charges for Services	\$1,721	\$2,000	\$2,000	\$2,000	\$0
Interdepartmental	\$10,859	\$20,498	\$3,750	\$0	(\$20,498)
Other Revenue	\$1,913	\$1,400	\$1,400	\$1,400	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy \ (Credit) (a)	\$338,732	\$352,710	\$352,710	\$333,890	(\$18,820)
Total Revenues	\$353,225	\$376,608	\$359,860	\$337,290	(\$39,318)
Personnel Costs	\$234,053	\$290,910	\$279,271	\$258,174	(\$32,736)
Operating Expenses	\$19,874	\$48,100	\$36,674	\$41,616	(\$6,484)
Interdept. Charges	\$21,404	\$37,598	\$37,598	\$37,500	(\$98)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$275,331	\$376,608	\$353,543	\$337,290	(\$39,318)
Rev. Over (Under) Exp.	\$77,894	-	\$6,317	-	-

a) Budgeted revenues in excess of expenditures are used to reduce tax levy funding for other General Governmental operations.



Program Highlights

Interdepartmental Revenues are budgeted to decrease from \$20,498 to \$0 as a result of the discontinuation of a 50% shared position with the County Clerk's office.

Personnel costs are budgeted to decrease \$32,736 to \$258,174 primarily due to a 0.50 FTE shift to the Tax collection program and costs to continue the remaining 4.10 FTE. Operating expenses are budgeted to decrease \$6,484 to \$41,616 to closer reflect prior year actual spending levels and anticipated spending needs.