



**Caroline County, Virginia
Fiscal Year 2006-2007 Adopted Budget**

Function: General Government Administration
Department/Officer: Treasurer
Division: Treasurer

Mission:

The office of the Treasurer is a constitutional office and operates independently of the local government. It is an elected position for a four-year term and serves at the pleasure of the voters. The Treasurer is directly answerable to the citizens of her locality. The Treasurer's responsibilities encompass the collection and deposit of state and local funds, the investment and disbursement of local funds, and the accounting for those funds. The mission of this office is to serve the citizens of Caroline County by providing the highest level of customer service, integrity and fiscal responsibility. We will apply fairly, uniformly and impartially the laws of the Commonwealth of Virginia and Caroline County, while remaining accountable to the citizens of Caroline.

Budget Unit Description/Activities:

Directs and plans for the collection of and accounting for all local tax revenues coming into the locality. Supervises the mailing/billing and collection of real estate taxes, personal taxes, and land-use and roll-back taxes. The Treasurer is responsible for implementing State mandated programs that impact the billing process such as the Personal Property Tax Relief Act of 1998. Prepares files for tax service agencies as requested. Posts payment tapes and listings from mortgage companies. As part of the tax billing process, reconciles tax books to ensure correct posting to General Ledger. Directs the billing and/or collection of other local revenues, including vehicle licenses (decals), animal licenses, transient occupancy taxes, meals taxes, business licenses, utility fees, local sales tax, building permits, as well as other local fees. Manages the receipting of State funds at the local level. Responsible for collecting, timely depositing and reconciliation of State accounts. State funds managed by the Treasurer include State Income Taxes and Estimated Income Taxes. Responsible for issuing titles, registrations and driver transcripts as DMV Licensing Agent. Responsible for timely depositing of DMV funds and managing the DMV inventory of titles, plates and decals. Oversees the delinquent collections program. Involves the use of wage liens, DMV stops and vehicle registration, land sales through Bill-In-Equity proceedings, and State set-off debt liens. Funds collected include delinquent real estate taxes, personal property taxes and bad checks. Administers internal controls over the locality's cash position in order to ensure sufficient funds are available to meet all authorized expenditures. Additionally, the Treasurer ensures that all warrants are properly drawn by the locality with adequate authorization and appropriations. Directs receipting operations to ensure the safeguarding of receipts and the timely deposit of funds. Exercises sole discretion in the selecting of the bank/depository. Responsible for monitoring banking institution(s) for compliance with the Security for Public Deposit Act. Manages the accounting, reconciling and reporting of funds under the control of the Treasurer's office. Administers the investment of local funds in accordance with the Code of Virginia. Ensures the best rate of return from allowable investments while minimizing risk and meeting the County's liquidity needs.

Fiscal Year 2006-2007 Goals/Objectives:

- Implement on-line Treasurer's applications to allow inquiry of real estate and personal property taxes, payment of taxes, decals and utilities.
- Implement PC based DMV Select to improve DMV services by reducing customer wait time.
- Increase collection efforts through more delinquent notices, DMV stops and wage/bank liens to increase tax collections. In spite of our current efforts, 2.6% of real estate taxes are delinquent after one year and 7.14% of personal property taxes are still delinquent.
- Explore with the Board of Supervisors and County Finance staff, the impact of eliminating County decals with Hanover, Spotsylvania, and King George Counties' plans to eliminate the sale of annual licenses.

Service Level/Performance Statistics:

<u>Description</u>	<u>FY 2003-04 Actual</u>	<u>FY 2004-05 Actual</u>	<u>FY 2004-05 Estimated</u>	<u>FY 2005-06 Projected</u>
Real Estate Tax Bills Mailed	45,256	44,742	46,000	48,000
Personal Property Tax Bills Mailed	34,673	36,120	38,000	39,500
Mortgage Company Accounts Maintained	7,279	8,718	9,000	10,000
Vehicle Decals Sold	24,213	26,259	27,000	28,500
Accounts With State for Debt Set Off	8,699	4,442	4,000	4,000
Delinquent Notices Sent	2,930	5,718	6,500	7,000
Tax Liens Issued	52	5	100	300
DMV Stops Placed	50	10	200	500
Tax Verifications for Title Examiners	2,653	3,583	4,000	4,500
State Income Tax Payments Received	1,708	1,772	1,800	1,900
Utility Payments Processed	4,878	5,674	6,000	6,500
DMV License Agent Transactions	7,060	9,143	8,500	9,000
Building Permit Payments Processed	763	3,606	4,000	4,250

Budget Highlights:

No significant changes have been adopted in the Fiscal Year 2006-2007 Budget for this unit.

Budgeted Funding and Expenditures:

	<u>FY 2004-05 Budget</u>	<u>FY 2004-05 Actual</u>	<u>FY 2005-06 Amended Budget</u>	<u>FY 2006-07 Adopted Budget</u>	<u>Change Amount</u>	<u>%</u>
<u>Funding Sources:</u>						
General Local Revenue	\$ 202,486	\$ 207,745	\$ 215,527	\$ 218,578	\$ 3,051	1.4%
Permits, Fees & Charges	\$ 5,000	\$ 1,613	\$ 2,000	\$ 2,000	\$ -	0.0%
Categorical Aid: State	\$ 102,881	\$ 105,080	\$ 114,440	\$ 117,185	\$ 2,745	2.4%
Categorical Aid: Federal	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Local	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 310,367	\$ 314,438	\$ 331,967	\$ 337,763	\$ 5,796	1.7%

Expenditures:

Personnel Services	\$ 182,782	\$ 188,854	\$ 198,835	\$ 204,589	\$ 5,754	2.9%
Employee Benefits	\$ 68,366	\$ 69,531	\$ 74,432	\$ 69,394	\$ (5,038)	-6.8%
Purchased Services	\$ 9,895	\$ 12,510	\$ 7,850	\$ 8,151	\$ 301	3.8%
Other Charges	\$ 29,890	\$ 23,143	\$ 32,100	\$ 34,200	\$ 2,100	6.5%
Materials & Supplies	\$ 16,034	\$ 17,179	\$ 17,150	\$ 19,000	\$ 1,850	10.8%
Capital Outlay	\$ 3,400	\$ 3,221	\$ 1,600	\$ 2,429	\$ 829	51.8%
Total	\$ 310,367	\$ 314,438	\$ 331,967	\$ 337,763	\$ 5,796	1.7%