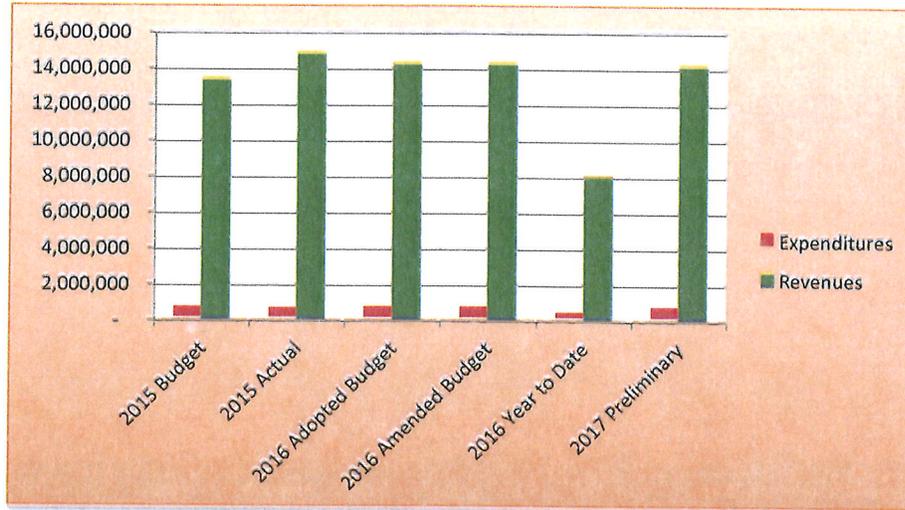




# Treasurer

## 2017 Preliminary Budget Budget Summary

	2015 Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Year to Date	2017 Preliminary
<a href="#">Expenditures</a>	579,076	533,695	601,381	601,381	302,377	607,630
<a href="#">Revenues</a>	13,299,466	14,761,944	14,183,179	14,183,179	7,892,793	14,075,474
<a href="#">Salaries</a>						
<a href="#">Employees</a>						
<a href="#">Forms/Documents</a>						
<a href="#">Statistics</a>						



# Kittitas County

## 2017 Preliminary Budget Narrative

### Treasurer's Office

#### Mission Statement:

The Kittitas County Treasurer's Office will efficiently and accurately manage the public funds that have been entrusted to our care. With an emphasis on providing all of our customers, whether taxpayers or business partners, a high level of customer service, based on our core values of honesty, integrity, professionalism, accountability and respect.

#### Accomplishments

With "strengthening Kittitas County's ability to provide high quality service to the public and continue to improve customer service" the top priority in 2017 for the Board of County Commissioners, our department has taken a proactive approach in ensuring we are meeting this standard.

During 2016 our office has worked closely with the Auditor's Recording Department to bring Kittitas County current with electronically filing of real estate excise tax affidavits and e-recording deeds. This keeps the lines down in both offices because title companies do not need to send one of their employees to our office during the business day. The documents arrive securely using an online portal. Saving our staff time by not having to double enter the information the submitter (Title Company) has already filled out. With more than 2,300 of these types of transactions per year, our office is saving anywhere from 30 to 45 minutes. Our next step is to incorporate the Assessor's Office since they process all open space removal forms. But this has been a long time coming and has streamlined the entire process for both departments.

Last year was the first year Kittitas County was able to allow for credit card and debit card acceptance. The following departments were added in 2016: Public Health, CDS, Sheriff's Office, and Fire District #2. We continue to add departments with Solid Waste being our next department. This will allow citizens of the county to take garbage and yard waste to the land fill and not have to worry about remembering to bring their checkbook or cash with them. In our society today, more and more people pay by card rather than cash or check. We have also brought departments on who can now accept payments through their website both securely and effectively.

The County Finance Committee worked extremely hard and diligent to turn the investment performance around for our county. As of today, the Kittitas County General Fund has about \$110,000 earned as opposed to prior years only earning around \$14,000 for the same time period. It should be noted that investing in bonds has the same payment timeframe as when we make a bond (debt) payment. Meaning, we should see our interest earnings from our bonds in both November and December of this year.

This past summer our office was able to bring an ATM machine into the courthouse. Various departments were asking to have one inside the walls of the court house. The courts had expressed the need to keep individuals in the court house to get cash so they could pay their fines, rather than having to leave. Since at times the person would just walk away and not return to pay. The same is true in other departments such as: the Treasurer's, Clerk's, Human Resources, and the Auditor's Office. It should be noted that this does not cost Kittitas County anything; the ATM Company monitors their machine and services it. They earn their money based on the volume of transactions.

Switching our online credit card payment provider was a huge success because it allows for easy reconciliation of reports to employees work. Posting of taxpayers payments is faster and ensures up to date numbers, both for the person making the payment as well as in the county's books.

Training has been another huge success since our office staff is relatively new. We do not have anyone on staff that has more than four years working in the Treasurer's Office. This can be viewed as a negative, but having new people from different backgrounds is helping to lay the ground work of a solid foundation that we continue to build on. We are open minded, not using the phrase, "Well, that's just the way it's been done." Training has helped grow our knowledge and has had effects on other offices and departments. We are proud of the work we are doing and continue to improve.

Laserfiche has been one of our newest, greatest assets. From a workflow standpoint our office is processing more with fewer mistakes. We are making technology work for us rather than relying on ourselves because that is when things are forgotten or not double checked. We handle all cash and investments for the county so we are installing processes departments and districts of the county can use to submit these forms.

### **Goals:**

#### **Short Term:**

To continue on our success stated above. There is always room for improvement and we continue to seek perfection in the work that is produced in this office. Laserfiche still has a ways to go, but we've made a giant step forward in our workflow. Next, we will bring on junior taxing districts so they can submit cash, investment, transfer, EFT's and disbursements electronically to our office. This helps reduce mistakes, improves efficiency on our end and makes all stakeholders who use this office happier.

Continue to work with the Assessor's Office to implement their portion of Simplifile. This is what our office is using with the Auditor's Recording department to accept electronic real estate excise tax affidavits.

Training. You will see an increase in the budget for travel and training, along with reductions in other expense categories to more than cover the increase. It is imperative to our success as an office that we continue to send staff to trainings.

## Long Term:

Partnering with the Assessor's Office to build up funds set aside to purchase a new software system to track the county's parcels and receipt of payments. The current software used is T2 but other products are available and we are in the classic, "you get what you pay for" situation. T2 is on the lower end of what is on the market and we continue to see more and more counties in the state of Washington move away from it.

## **Budget Increases**

### **Training & Travel**

We continue to visit various counties to learn from how they conduct business, as well as the need to send staff to continuing education. This is a need to set our department up with the numerous tasks and deadlines we face daily.

GL787

JMP - PRELIM REV OVER EXPENSES

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1  
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Dpt 0031	TREASURER	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM BUDGET	%
Obj 310	TAXES											
1	3131110	REAL & PERSONAL PRO		8,118,648-	7,300,000-	6,068,673-	7,300,000-				7,300,000-	0.0
1	3131120	DIVERTED COUNTY ROA		203,095-	200,000-	149,660-	200,000-				200,000-	0.0
1	3131311	LOCAL RETAIL SALES		4,016,533-	3,300,000-	2,505,558-	3,300,000-				3,300,000-	0.0
1	3131720	LEASEHOLD EXCISE TA		16,523-	15,000-	11,829-	15,000-				15,000-	0.0
1	3131731	RE EXCISE TAX-TREAS		4,165-	5,000-	3,475-	5,000-				5,000-	0.0
1	3131740	TIMBER EXCISE TAX		3,735-	1,500-	1,010-	1,500-				1,500-	0.0
1	313191601	INTEREST REFUND ON		337		208						0.0
1	3131110010	PROPERTY TAX SHIFT			1,000,000-		1,000,000-				1,000,000-	0.0
1	31311100010	PROPERTY TAX ABEYAN			109,715-							0.0
Obj 310	TAXES			12,362,363-	11,931,215-	8,739,997-	11,821,500-				11,821,500-	0.9-
Obj 330	INTERGOVERNMENTAL REVENUES											
1	313360231	DNR PILT NAP/NRCA		68,020-	68,019-		68,019-				68,019-	0.0
1	313360251	IN LIEU TAX FISH &		31,890-	31,890-	30,587-	31,890-				31,890-	0.0
1	313360641	MARIJUANA ENFORCEME		13,772-	27,545-	13,772-	27,545-				27,545-	0.0
1	3133215230	BUREAU OF LAND MANA		959,547-	940,000-	1,013,919-	940,000-				940,000-	0.0
1	3133500910	PUD PRIVILEGE TAX		242,431-	303,000-	277,305-	303,000-				303,000-	0.0
	33606940	LIQUOR EXCISE TAX		19,077-	20,000-	26,975-	20,000-				20,000-	0.0
	33606950	LIQUOR BOARD PROFIT		73,917-	70,000-	36,987-	70,000-				70,000-	0.0
Obj 330	INTERGOVERNMENTAL REVENUES			1,408,654-	1,460,454-	1,399,544-	1,460,454-				1,460,454-	0.0
Obj 340	CHARGES FOR GOODS & SERVICE											
1	3134142	TREASURER FEES		9,939-	2,000-	30,531-	2,000-				2,000-	0.0
1	3134160	SALE OF PHOTOCOPIES		24-	10-	34-	10-	10-			20-	50.0
1	313414250	TREASURER REET FEES		79,203-	70,000-	74,481-	70,000-				70,000-	0.0
1	3134142014	TREASURER DNR ASSMT		6,723-	6,000-	4,942-	6,000-				6,000-	0.0
Obj 340	CHARGES FOR GOODS & SERVICE			95,888-	78,010-	109,988-	78,010-	10-			78,020-	0.0
Obj 350	FINES & PENALTIES											
1	3135910	PENALTIES ON TAXES		10,470-								0.0
1	313591002	FAILURE TO LIST PER		41,736-	32,000-	47,535-	32,000-				32,000-	0.0
Obj 350	FINES & PENALTIES			52,206-	32,000-	47,535-	32,000-				32,000-	0.0
Obj 360	MISCELLANEOUS REVENUES											
1	3136111	INVESTMENT INTEREST		36,769-	75,000-	106,081-	75,000-				75,000-	0.0
1	3136119	INVESTMENT SERVICE		3,899-	3,000-	7,238-	3,000-	2,000-			5,000-	40.0
1	3136140	INTEREST ON RET. SA		4,163-	1,300-	3,615-	1,300-				1,300-	0.0

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Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1  
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Dpt 0031	TREASURER	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM BUDGET	%
Obj 360	MISCELLANEOUS REVENUES											
1	3136981	OVER & SHORT		342		77						0.0
1	3136990	MISCELLANEOUS REVEN		38-								0.0
1	313614005	INTEREST DELINQUENT		796,009-	600,000-	643,284-	600,000-				600,000-	0.0
1	313699002	CREDIT CARD REBATES		161-	100-	83-	100-				100-	0.0
1	313699003	VENDOR REBATES		41-	100-		100-				100-	0.0
1	313699060	NSF CHECK SERVICE F		2,095-	2,000-	2,240-	2,000-				2,000-	0.0
Obj 360	MISCELLANEOUS REVENUES			842,832-	681,500-	762,465-	681,500-	2,000-			683,500-	0.3
Total Revenues				14,761,944-	14,183,179-	11,059,530-	14,073,464-	2,010-			14,075,474-	0.8-
Obj 510	SALARIES AND WAGES											
1	3151001	SALARIES		264,177	288,324	212,469	297,147				297,147	3.0
1	3151002	OVERTIME		5,525	4,000	1,775	4,000	500-			3,500	14.3-
1	3151003	EXTRA HELP		1,350				5,000			5,000	100.0
1	3151004	VACATION PAYOFF		1,138		129						0.0
Obj 510	SALARIES AND WAGES			272,189	292,324	214,373	301,147	4,500			305,647	4.4
Obj 520	PERSONNEL BENEFITS											
1	3152001	FICA		20,531	22,981	16,098	23,038	344			23,382	1.7
1	3152002	MEDICAL AID/LABOR &		1,369	2,050	1,006	1,667	25			1,692	21.2-
1	3152003	RETIREMENT		20,616	34,819	23,952	34,903	58-			34,845	0.1
1	3152004	MEDICAL BENEFITS		55,591	60,480	44,543	60,480				60,480	0.0
1	3152006	UNEMPLOYMENT		702	759	550	778	19			797	4.8
Obj 520	PERSONNEL BENEFITS			98,809	121,089	86,150	120,866	330			121,196	0.1
Obj 531	OFFICE AND OPERATING SUPPLI											
1	3153101	OFFICE SUPPLIES		8,731	8,700	4,640	8,700	2,700-			6,000	45.0-
1	3153115	OPERATING SUPPLIES		272		283						0.0
Obj 531	OFFICE AND OPERATING SUPPLI			9,002	8,700	4,923	8,700	2,700-			6,000	45.0-
Obj 535	SMALL TOOLS/MINOR EQUIPMENT											
1	3153561	MINOR SMALL OFFICE		1,529	2,000	821	2,000				2,000	0.0
1	3153562	MINOR OFFICE FURNIT		3,605	1,500	421	1,500				1,500	0.0
1	3153563	MINOR COMPUTER EQUI		1,209	2,100		2,100	500-			1,600	31.3-
1	3153564	MINOR COMPUTER SOFT		615								0.0
Obj 535	SMALL TOOLS/MINOR EQUIPMENT			6,958	5,600	1,242	5,600	500-			5,100	9.8-

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JMP - PRELIM REV OVER EXPENSES

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1  
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Dpt 0031	TREASURER	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM BUDGET	%
Obj 541	PROFESSIONAL SERVICES											
1 3154101	PROFESSIONAL SERVIC			3,753	3,000	1,067	3,000	1,000-			2,000	50.0-
1 3154109	PENALTIES & ASSESSM			132	200	75	200				200	0.0
1 3154112	BANKING FEES			33,213	42,000	29	42,000				42,000	0.0
1 3154127	CONTRACTED SHREDDIN			227	140	92	140				140	0.0
1 3154141	ADVERTISING			349	1,550	1,501	1,550	250-			1,300	19.2-
Obj 541	PROFESSIONAL SERVICES			37,674	46,890	2,764	46,890	1,250-			45,640	2.7-
Obj 542	COMMUNICATIONS											
1 3154201	TELEPHONE			2,040	2,100	1,521	2,100				2,100	0.0
1 3154202	POSTAGE			15,618	18,400	11,775	18,400	800-			17,600	4.6-
1 3154204	CELLULAR PHONE COMM			1,066								0.0
Obj 542	COMMUNICATIONS			18,724	20,500	13,296	20,500	800-			19,700	4.1-
Obj 543	TRAVEL											
1 3154301	TRAVEL			1,728	2,250	2,343	2,250	400			2,650	15.1
Obj 543	TRAVEL			1,728	2,250	2,343	2,250	400			2,650	15.1
Obj 544	TAXES & OPERATING ASSESMEN											
1 3154451	INTERGOVT TAXES & O			90	97	67	97				97	0.0
Obj 544	TAXES & OPERATING ASSESMEN			90	97	67	97				97	0.0
Obj 545	OPERATING RENTAL/LEASES											
1 3154501	OPERATING RENTAL/LE			354								0.0
Obj 545	OPERATING RENTAL/LEASES			354								0.0
Obj 546	INSURANCE AND BONDS											
1 3154601	INSURANCE			4,587			4,500				4,500	100.0
1 3154604	LIABILITY INSURANCE				4,500							0.0
Obj 546	INSURANCE AND BONDS			4,587	4,500		4,500				4,500	0.0
Obj 548	REPAIRS & MAINTENANCE											
1 3154803	EQUIPMENT REPAIRS &			2,306	2,500		2,500				2,500	0.0
1 3154809	COMPUTER SOFTWARE M			58,623	65,631	58,103	66,000				66,000	0.6
1 3154813	EQUIPMENT MAINT AGR					840						0.0
Obj 548	REPAIRS & MAINTENANCE			60,929	68,131	58,943	68,500				68,500	0.5

GL787

JMP - PRELIM REV OVER EXPENSES

Report Format 562

GL Period 12 ending December 31, 2016

Transaction status 1  
Rounding to Whole Dollars

Fnd 001	GENERAL FUND	Dpt 0031	TREASURER	2015 ACTUAL	2016 BUDGET	2016 ACTUAL	2017 DEPT REQUEST	2017 PRELIM ADDITIONAL	2017 ADJUST REDUCTION	2017 ADDL REDUCTION	2017 PRELIM BUDGET	%
Obj 549	MISCELLANEOUS											
1 3154902	DUES & SUBSCRIPTION			672	400	260	400				400	0.0
1 3154904	FILING & RECORDING				500		500				500	0.0
1 3154905	PRINTING & BINDING			10,427	16,500	9,866	16,500				16,500	0.0
1 3154906	REGISTRATION/TRAINI			1,270	2,500	4,122	2,500	400			2,900	13.8
1 3154915	COMPUTER SOFTWARE S			771		622						0.0
Obj 549	MISCELLANEOUS			13,140	19,900	14,870	19,900	400			20,300	2.0
Obj 564	EQUIPMENT											
1 3156404	COMPUTER SOFTWARE			5,000	7,000	7,000	7,000	2,000-			5,000	40.0-
Obj 564	EQUIPMENT			5,000	7,000	7,000	7,000	2,000-			5,000	40.0-
Obj 575	CAPITAL LEASES/INSTALLMENT											
1 3157501	CAPITAL LEASES - PR			4,509	4,400	3,382	4,400	1,100-			3,300	33.3-
Obj 575	CAPITAL LEASES/INSTALLMENT			4,509	4,400	3,382	4,400	1,100-			3,300	33.3-
Tot Expenses				533,694	601,381	409,354	610,350	2,720-			607,630	1.0
Dpt 0031	TREASURER			14,228,250-	13,581,798-	10,650,176-	13,463,114-	4,730-			13,467,844-	0.9-
Fnd 001	GENERAL FUND			14,228,250-	13,581,798-	10,650,176-	13,463,114-	4,730-			13,467,844-	0.9-
	Report Final Totals			14,228,250-	13,581,798-	10,650,176-	13,463,114-	4,730-			13,467,844-	0.9-

# 0031 – Treasurer's Office Organizational Chart

