

## COUNTY TREASURER

### MISSION

The mission of the County Treasurer is to serve as the chief custodian of county finance. Basic duties include receiving, keeping and accounting, paying, applying, and disbursing all monies belonging to the County. Additional duties include: original reconciliation and safekeeping of county bank accounts; custodian of bail bond collateral; financial manager and coordinator of all revenue bond funds, including initial issuance, establishment of accounts, acceptance of original funds, payment of accounts; Agent for state reports and payments on certain accounts; and facilitator for social security, county retirement, group health insurance, credit union, deferred compensation, and savings bonds deductions for county employees and ex-officio treasurer of county levee districts. The County Treasurer is responsible for collecting delinquent funds other than taxes. County Treasurer also serves as treasurer for the Fort Bend Flood Control Water Supply Corporation, the Fort Bend Toll Road, and the Drainage District. The County Treasurer serves on the Investment Committee, Bail Bond Board, and liaison for all county departments with the county depository.

### GOALS

#### GOAL 1

**Insure smooth integration of new software.**

**Objective 1** Actively participate in the installation of a financial Enterprise Resource Planning system and insure that Treasury Employees are fully trained.

#### GOAL 2

**Identify areas of improved efficiency.**

**Objective 1** Make the necessary adjustments needed to take advantage of potential technology improvements.

#### GOAL 3

**Establish a system to insure 100% timely reporting to the Treasurer's office.**

**Objective 1** Take the steps necessary to create accurate reports.

**COUNTY TREASURER**

<b>Performance Measures</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of receipts deposited within two working days.	100%	100%	100%
Number of cash receipts processed.	8,250	8,250	8,000
Number of checks processed.	120,000	120,000	120,000
Timeliness Report from Depository	100%	100%	100%
Bank shows number of transferred bonds returned promptly.			
Number of cash transfers processed.	9,940	9,940	5,000
Service Fee retained for prompt filing of state reports	\$311,670	\$311,670	\$372,000
# of State Reports filed.	33	33	54
Percentage of County assets collateralized	110%	110%	110%
Number of accounts requiring collateral.	111	111	156
Licensed bonding companies- collateral held.	23	23	41
	\$2,507,200	\$2,507,200	\$2,767,700
Number of accounts reconciled per month	97	97	90
Prepare checks for distribution	116,000	116,000	120,000

**COUNTY TREASURER**

FUND: 100 General

ACCOUNTING UNIT: 100497100 County Treasurer

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2009 ACTUAL</b>	<b>2010 ADOPTED</b>	<b>2011 ADOPTED</b>
Salaries and Personnel Costs	\$ 703,104	\$ 722,802	\$ 707,203
Operating Costs	\$ 197,342	\$ 191,785	\$ 180,785
Information Technology Costs	\$ 0	\$ 450	\$ 0
<b>TOTAL</b>	<b>\$ 900,445</b>	<b>\$ 915,037</b>	<b>\$ 887,987</b>

FUND: 100 General

ACCOUNTING UNIT: 100497101 Court Collections

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2009 ACTUAL</b>	<b>2010 ADOPTED</b>	<b>2011 ADOPTED</b>
Salaries and Personnel Costs	\$ 102,929	\$ 104,879	\$ 102,903
Operating Costs	\$ 23,508	\$ 24,384	\$ 19,044
Information Technology Costs	\$ 1,610	\$ -	\$ -
Capital Acquisitions	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 128,047</b>	<b>\$ 129,263</b>	<b>\$ 121,947</b>

FUND: 100 General

ACCOUNTING UNIT: 100497102 EMS Collections

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2009 ACTUAL</b>	<b>2010 ADOPTED</b>	<b>2011 ADOPTED</b>
Salaries and Personnel Costs	\$ 352,023	\$ 376,708	\$ 360,766
Operating Costs	\$ 90,751	\$ 74,190	\$ 77,534
Information Technology Costs	\$ -	\$ 2,326	\$ 0
Capital Acquisitions	\$ -	\$ -	\$ 6,900
<b>TOTAL</b>	<b>\$ 442,774</b>	<b>\$ 453,224</b>	<b>\$ 445,200</b>

# COUNTY TREASURER

## 2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
County Treasurer	J00006	00	1
Accounting Clerk I	J07050	07	1
Payroll Specialist	J08079	08	3
Administrative Assistant	J09001	09	1
Accounting Clerk III	J09099	09	1
Assistant County Treasurer	J14036	14	1
Sr. Accounting Clerk	J10AC	10	1
Senior Payroll Specialist	J10AC	10	1
Clerk II	J06007	06	4
Collections Supervisor	J10064	10	1
Collections Clerk	J07016	07	1
Clerk III	J07008	07	1
Senior Collection Clerk	J08080	08	1
Collections Manager	J10065	10	1
Payroll Supervisor	J13050	13	1
<b>Total Authorized Positions</b>			<b>20</b>

## ORGANIZATION CHART

