

MACOMB COUNTY, MICHIGAN

GENERAL FUND

TREASURER

GENERAL COUNTY

101

25301

3

DEPARTMENT PURPOSE:

To act as custodian of the monies and securities of the County.
Files Uniform Commercial Code documents which pertain to financing of personal property within the County.

DEPARTMENT FUNCTIONS:

The County Treasurer handles disbursements of state land board monies to the local municipalities.
All delinquent property taxes and settlements on current tax collections to the treasurers of the townships, cities and villages within Macomb County are handled through the County Treasurer.
A Land File Mapping Division of the Treasurers department maintains updated records of every parcel of land within the county limits.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED	2008
			2007 BUDGET	BUDGET
Treasurer		\$106,745	1	1
Deputy Treasurer	69,336	86,670	1	1
Investment Officer	67,357	84,196	1	1
Tax Collection Administrator	56,543	70,678	1	1
Tax Service Coordinator	51,889	64,861	1	1
Settlement Officer	45,832	57,289	1	1
Administrative Secretary	38,773	48,467	1	1
Bookkeeper Supv/Settlement Assistant	36,358	45,448	1	1
Draftsperson Technical Writer	36,005	45,006	2	2
Investment Assistant	36,005	45,006	1	1
Supervisor of Records	33,225	41,531	1	1
Senior Secretary	33,638	40,773	1	1
Account Clerk IV	30,632	36,038	9	9
Cashier	30,632	36,038	1	1
Cashier I (1)	29,885	35,159	1	1
Account Clerk III	30,014	34,301	4	4
Computer Maintenance Clerk	29,281	33,465	1	1
Co-op Clerk (4 PT)	8.19	8.83 /hr		
TOTAL			29	29

(1) Position red-circled--filled with Cashier II (\$40,773.) until vacant.

MACOMB COUNTY, MICHIGAN

2008 BUDGET SUMMARY

FUND 101 - GENERAL FUND
 ORG 25301 - TREASURER

ACCOUNT NAME	FUND 101 2006 ACTUAL	2007 CURRENT BUDGET	ACTUAL YTD 12/29/07	2008 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	2,127,224	2,335,103	2,028,225	2,101,695
DATA PROCESSING SUPPLIES	0	800	59	500
ENGINEERING SUPPLIES	0	800	0	250
OFFICE SUPPLIES	11,903	16,676	12,431	14,676
BOOKS & PUBLICATIONS	1,860	2,000	1,704	2,000
POSTAGE & DELIVERY	38,691	32,500	32,405	32,500
FEES-BANK	0	500	0	500
MEMBERSHIP DUES	1,147	1,170	1,170	1,150
LOCAL TRAVEL	15	200	13	200
TRAVEL EXPENSE	213	230	110	250
PRINTING & REPRODUCTION	1,633	11,000	3,096	15,000
ADVERTISING	0	4,900	0	5,000
RECORD COPYING	0	500	0	1,000
VEHICLE OPERATING & REPAIR	2,165	3,500	2,505	3,500
EQUIPMENT REPAIR & MAINT	6,439	6,518	2,336	1,718
MISCELLANEOUS	0	100	40	100
CASH OVER AND SHORT	270	250	126	250
TOTAL OPERATING EXPENSES	64,336	81,644	55,995	78,594
INSURANCE	12,465	14,890	14,889	19,577
TELEPHONE	18,551	18,060	18,059	23,752
EQUIPMENT RENTAL	4,461	4,462	4,089	4,462
MIS-COMPUTER MAINTENANCE	4,241	3,480	3,480	3,269
MIS-DATA CENTER SERVICES	49,465	43,620	43,620	50,275
TOTAL INTERNAL SVCS COSTS	89,182	84,512	84,137	101,335
TOTAL ORGANIZATION	<u>2,280,742</u>	<u>2,501,259</u>	<u>2,168,357</u>	<u>2,281,624</u>

PERFORMANCE MEASUREMENTS

CRITERIA	2005 ACTUAL	2006 ACTUAL	2007 PROJECTED	2008 PROJECTED
TAX RECEIPTS PROCESSED	30,142	31,423	31,500	31,500
DEED CERTIFICATIONS	24,032	18,230	19,000	19,000
NEW CONDO/AMENDMENTS	156	141	145	145
NEW SUBDIVISIONS MAPPED	20	32	30	30