

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2008-09**

Department: **CENTRAL SERVICES
(02100)**
Function: **General**
Activity: **Other General**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2006-07</u>	<u>BOARD APPROVED EXPENDITURES 2007-08</u>	<u>DEPARTMENT REQUEST 2008-09</u>	<u>CAO RECOMMENDATION 2008-09</u>
<u>SERVICES & SUPPLIES</u>				
720300 Communications	9,818	20,000	12,000	12,000
720500 Household Expenses	109	0	0	0
720800 Maintenance - Equipment	75	2,000	1,000	1,000
721203 Miscellaneous Expense	22	1,500	750	750
721300 Office Expense	119,033	3,000	3,500	3,500
721301 Office Expense-Duplicating	43,736	50,000	15,000	15,000
721302 Office Expense-Postage	86,043	325,000	375,000	375,000
721303 Office Expense-Purchasing Agent Store	715	1,500	500	500
721400 Professional & Specialized Services	148,670	189,392	0	0
721406 Professional & Specialized Services - Software Main.	0	0	194,550	194,550
721600 Rents & Leases - Equipment	16,122	3,000	34,000	34,000
722000 Transportation & Travel	374	250	250	250
TOTAL SERVICES & SUPPLIES	424,717	595,642	636,550	636,550
TOTAL - CENTRAL SERVICES	424,717	595,642	636,550	636,550
Intrafund Transfer	(65,545)	(115,000)	(78,000)	(78,000)
GRAND TOTAL - CENTRAL SERVICES	359,172	480,642	558,550	558,550

COMMENTS

Central Services combines the following functions: Telephone Services, Central Duplicating, Mail, Surplus, Central Storage and Purchasing Agent Store. These operations are combined into one budget unit allowing for centralized control of these functions. These functions are administered by the County Administrative Officer.

SERVICES & SUPPLIES

- 720300 **Communications** (\$12,000) is recommended to provide for all non-department specific communications lines, elevator emergency telephone lines, security systems, and other shared services.
- 720800 **Maintenance - Equipment** (\$1,000) This account pays for maintenance agreements for the mail machine, scale and other equipment.
- 721203 **Miscellaneous Expense** (\$750) This account pays for supplies for cleaning the modular buildings, materials for maintaining outside trash bins, surplus inventory repair, and maintenance of the surplus areas.
- 721300 **Office Expense** (\$3,500) provides funds for supplies to be used in various Central Services activities.
- 721301 **Office Expense - Duplicating** is recommended at \$15,000. This account provides funds for paper supplies provided for the Central Duplicating machines. Approximately 3,000,000 copies are reproduced by this function yearly and are charged back to the using Departments. In the past this line item included all duplicating costs, but the Auditor places all copying costs, other than paper, in the Rents & Leases line item.
- 721302 **Office Expense - Postage** is recommended at \$375,000. This account provides postage and mail services for all County Departments, except Social Services and offices located outside the Madera area. This account anticipates a rate increase that will be in effect for Fiscal Year 2008-09.
- 721303 **Office Expense - Purchasing Agent Store** is recommended at \$500. This function provides funds for the central purchasing of common office supplies which are then charged back to using Departments.

SERVICES & SUPPLIES (continued)

- 721400 **Professional & Specialized Services** is recommended at \$194,550 to provide Computer Consultation for the Property Tax System (Megabyte). This service will provide on-going software maintenance enhancements to the programs, and adds/deletes to the Property Tax System Programs when there are County changes or new laws. The basic maintenance support for the Assessor, Auditor and Tax Collector is \$133,500 per year. An additional \$61,050 is included for a required upgrade to convert the Megabyte system to a dot-Net environment; this conversion will cover a 4-year period, and the total cost will be \$224,200 over the 4-year period. This is the second year of the conversion.
- 721600 **Rents & Leases - Equipment** is recommended at \$34,000 for the operation of the Central Services copiers, and vehicle mileage for Central Services functions.
- 722000 **Transportation & Travel** is recommended at \$250 for postal training for newly required regulations and other Central Services functions.

INTRAFUND TRANSFER

This account allows some County Departments to be charged back for the use of the Central Duplicating services, and postage charges in the case of the Courts, Child Support Services, Behavioral Health Services and RMA-Road Department. This transfer is less than previous years due to some of the services being included in the County Cost Allocation Plan.