

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

Department: **PURCHASING**
(00220)
Function: **General**
Activity: **Finance**
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>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	289,507	317,000	336,000	336,000
710103 Extra Help	8,225	0	0	0
710200 Retirement	55,834	53,300	83,200	83,200
710300 Health Insurance	23,100	36,230	26,500	26,500
710400 Workers' Compensation Insurance	1,804	1,490	1,171	1,171
TOTAL SALARIES & EMPLOYEE BENEFITS	378,470	408,020	446,871	446,871
<u>SERVICES & SUPPLIES</u>				
720300 Communications	1,148	2,800	1,800	1,800
720600 Insurance	206	223	282	282
720800 Maintenance - Equipment	424	700	500	500
721100 Memberships	0	180	0	0
721300 Office Expense	4,896	5,500	5,500	5,500
721500 Publications & Legal Notices	0	500	500	500
721600 Rents & Leases - Equipment	107	2,500	1,200	1,200
721900 Special Departmental Expense	14	0	0	0
722000 Transportation & Travel	0	500	150	150
TOTAL SERVICES & SUPPLIES	6,795	12,903	9,932	9,932
TOTAL - PURCHASING	385,265	420,923	456,803	456,803

COMMENTS

The Purchasing Office is responsible for processing orders for most supplies, services and equipment for County Departments, transferring of items among Departments to secure maximum utilization, and disposal of obsolete and surplus items. This office also administers a number of functions listed in the Central Services budget. This function is administered by the County Administrative Office.

STAFFING

<u>Permanent</u>	<u>2007-08 Authorized</u>	<u>2008-09 Request & Recommend</u>
Assistant Administrative Officer	1	1
Administrative Analyst I/II	1	1
Central Services Assistant	2	2
Central Services Worker	1	1
Office Assistant I / II	0	0
Purchasing Assistant I or II/Buyer I/II	1	1
Buyer II or Senior Buyer	<u>1</u>	<u>1</u>
Total Permanent	7	7

WORKLOAD

	<u>Actual & Estimate 2007-08</u>	<u>Estimated 2008-09</u>
<u>Purchasing</u>		
Purchase Orders Processed	1,800	1,890
Requisitions Processed	4,300	4,500
Formal Bids Prepared	51	55
Annual Bids Prepared	16	16
Informal Bids Prepared	422	480
Accounts Payable Claims Reviewed	8,200	8,600
Purchasing Agent Agreements	200	250
 <u>Mailroom Activity</u>		
Pieces of Mail Processed	700,000	750,000
Pieces of Mail Received/Sorted	306,000	327,000
 <u>Surplus</u>		
Items Sold/Processed	870	750

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$336,000 based on present and recommended staff.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 **Communications** (\$1,800) is recommended for telephone, fax, and modem expenditures.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** is recommended at \$500. This account covers the cost of maintenance for one typewriter, three calculators, printers, computers, miscellaneous office equipment, and the computer equipment for the Purchasing link to the Auditor-Controller's Office.
- 721300 **Office Expense** (\$5,500) This account covers the cost of copying production, office supplies cost, and printed forms.
- 721500 **Publications & Legal Notices** (\$500) This account pays for the publication of bids and legal notices.
- 721600 **Rents & Leases - Equipment** is recommended at \$1,200 to provide for copier rental (\$980), and rental of a vehicle from Central Garage. The estimated mileage is 480 miles per year at a cost of 45¢ per mile.
- 722000 **Transportation & Travel** costs are recommended at \$150. This account pays for travel expenses and training for the Department.