

Treasurer's Office

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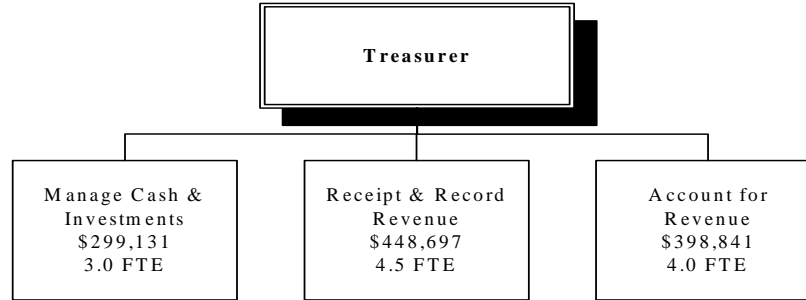
Our Mission

Authorized by the Michigan Constitution and statutes to serve as the County's banker and investment officer. Responsible for accounting of County revenue including collection of delinquent property taxes and the County's property tax levy.

Our Vision

Model best practices in cash and financial management through effective internal controls and a cohesive, talented team; fulfill customer needs through personalized communication, outreach, and education.

How We Are Structured:



2.0 FTE assigned to the Tax Foreclosure Prevention Program without General Fund expenditure.

Treasurer's Office Services We Provide (Programs)

Manage Cash & Investments

Manage County's investment portfolio and perform daily banking and cash management for County departments and other governmental entities.

Account for Revenue

Ensure that County revenue is properly deposited and recorded in the general ledger; maintain property tax records; prepare annual and periodic reports.

Receipt & Record Revenue

Perform statutory duties to collect, receive, record, and distribute taxes and other revenue.

Treasurer's Office

What We Do➔

(Process/Activities)

Manage Cash & Investments

- Allocate interest earnings to General Fund and other funds
- Conduct daily banking
- Fund Parks & Recreation and Road Commission obligations
- Fund payroll, A/P, debt repayment, and other obligations
- Fund retirement obligations
- Issue delinquent tax notes
- Prepare Treasurer's Reports
- Project cashflow needs
- Select Investments

Receipt & Record Revenue

- Balance recorded receipts with deposited cash
- Collect & distribute current property taxes
- Collect & distribute delinquent property taxes
- Collect & distribute revenue from accomodations ordinance, deed certifications, tax searches, & dog licenses
- Issue dog licenses
- Make refunds & adjustments as directed
- Perform deed certifications
- Perform tax searches
- Receive & record revenue for all County departments & programs

Account for Revenue

- Balance bank receipts to General Ledger
- Balance Trust & Agency accounts
- Conduct settlement with 28 local units of government
- Ensure taxing jurisdictions (including County and SET) receive levied revenue
- Maintain & prepare Treasurer's Statements for millage elections
- Maintain accurate dog license records
- Meet annual CAFR/audit requirements
- Secure, update, adjust, & maintain property tax roll records

What We Produce➔

(Outputs)

- Monthly calculation and posting of interest earnings
- Banking transactions
- Daily funding of obligations
- Daily funding of obligations
- Daily funding of obligations
- Annual issue
- Monthly report
- Cash forecasts
- Appropriate investments
- Daily cashout report and supporting schedules
- Accurate receipts and records
- Accurate receipts and records
- Accurate receipts and records
- Individual tags and annual notices
- Refunds/billings completed
- Certifications provided for recording
- Individual tax search results and billing information
- Accurate receipts and records
- Monthly reconciliation reports
- Monthly reconciliation reports
- Settlement reports and records
- Settlement reports and records
- Up-to-date database and on-demand reports
- Up-to-date database (Equalizer-dogs)
- CAFR and supporting schedules
- Up-to-date database (Equalizer)

How Efficient Are We

(Process Measures)

Measurement	2004 Actual	2005 Projected	2006 Target	2007 Target
Requests for public information handled promptly and accurately	100%	100%	100%	100%
Receipt, record, and account for revenue timely and accurately	100%	100%	100%	100%
Property tax collections, distributions, receipts, billings, and adjustments handled timely and accurately	100%	100%	100%	100%
Investment transactions, cash receipts, and funding requests monitored daily and reconciled monthly	100%	100%	100%	100%

Who We Serve➔
(Customers)

Residents of Washtenaw County

What We Are Accomplishing
(Outcomes)

Account for Revenue

- Board & public informed
- Public funds safeguarded
- Public records are accurate, secure
- Voters are informed

Manage Cash & Investments

- Board & public informed
- Cash matched to liquidity needs
- Public funds safeguarded

Receipt & Record Revenue

- Customer needs are fulfilled
- Eligible dogs are licensed
- Public funds safeguarded

Who We Work With

(Partners)

- Cities, villages, and townships
- County Clerk/Register
- County Equalization department
- Non-profit organizations
- School districts
- State of Michigan

How Effective Are We

(Program Measures)

Measurement	2004 Actual	2005 Projected	2006 Target	2007 Target
Statutory requirements for notices, reports, and actions fulfilled	100%	100%	100%	100%
Public information provided accurately and timely with privacy safeguards	100%	100%	100%	100%
Funding obligations met timely	100%	100%	100%	100%
County revenue handled safely, timely, and accurately	100%	100%	100%	100%
Compliance with State investment law and County investment policy	100%	100%	100%	100%

Treasurer's Office

POSITION TYPE	No. POSITIONS	No. POSITIONS	No. POSITIONS	No. POSITIONS
	1-1-2004	1-1-2005	1-1-2006	1-1-2007
MANAGERIAL	3.00	3.00	3.00	3.00
PROFESSIONAL	6.00	4.00	4.00	4.00
SUPPORT	4.50	4.50	4.50	4.50
Total	13.50	11.50	11.50	11.50

EXPENDITURES	2004 Actuals	2005 Adopted	2006 Requested	2006 Adopted	2007 Adopted
Personal Services	917,888	820,288	810,546	810,546	854,991
Supplies	37,869	36,693	36,693	36,693	36,693
Other Services	21,685	26,035	26,035	26,035	26,035
Internal Service Charge	295,458	295,458	273,395	273,395	273,395
Capital Outlay	0	0	0	0	0
Transfers Out	0	0	0	0	0
Total	\$1,272,900	\$1,178,474	\$1,146,669	\$1,146,669	\$1,191,114

VARIANCE ANALYSIS

Personal Services: The amounts on this page include only the Treasurer's General Fund budget. The Property Tax Foreclosure Prevention Program is self-funded; staff and budget are not reflected above. In addition, 0.75 FTE above is reimbursed by the Delinquent Tax Revolving Fund. Personnel cost savings are due to elimination of 2.0 FTE in 2005 and reallocation of positions between funding sources in 2006. Increases in salary and fringes reflect labor contract agreements and estimated fringe rates for 2006 and 2007.

Internal Service Charges: Change due to allocation of indirect cost recalculation on annual basis.

The Treasurer's Office operations and expenditures result in the generation of County General Fund revenue in the approximate amount of:

- \$70,000,000 in real property taxes
- \$ 1,000,000 in investment earnings
- \$ 67,000 in accomodation taxes
- \$ 21,000 in dog license tags
- \$ 18,000 in tax searches and deed certifications

EXPENDITURES

