



TREASURER Accounting

TREASURER – 270 EXPENDITURES BY CATEGORY:

	Actuals FY 2006	Actuals FY 2007	Estimated FY 2008	Budget FY 2008	% Var	Budget FY 2009	% Var
Salary and Benefits	1,708,925	1,713,115	1,696,678	1,932,383	14%	1,932,383	0%
Operating Expense	204,625	205,975	204,268	270,705	33%	270,705	0%
Capital Expenditures	-	-	-	-	-	-	-
Carryovers	16,612	3,136	20,552	-	-100%	-	0%
PROG EXPENDITURES TOTAL	1,930,162	1,922,226	1,921,498	2,203,088	15%	2,203,088	0%

FUNDING SOURCE SUMMARY

General Fund	1,930,162	1,922,226	1,921,498	2,203,088	15%	2,203,088	0%
PROG FUNDING SOURCE TOTAL	1,930,162	1,922,226	1,921,498	2,203,088	15%	2,203,088	0%
Authorized Full-time Equivalents	37	37	37	37	0%	37	0%

PURPOSE:

The Accounting Department in the Bernalillo County Treasurer's Office accounts for all receipts and disbursements made by Bernalillo County, balances the books, and maintains adequate controls to assure accurate and timely reporting to include bond proceeds

SERVICES PROVIDED:

- Distributes property taxes collected of approximately \$535 million to 13 governmental taxing agencies, including Bernalillo County
- Prepares the Treasurer's monthly, quarterly and annual financial reports.
- Reconciles the County bank account.
- Monitors and accounts for the County's General Obligation and Revenue Bonds.
- Monitors daily bank accounts for all of Bernalillo County.
- Reports to the Board of Finance quarterly.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Successfully received zero audit findings during the fiscal year 2007 audit.
- Received the CAFR award for Excellence in Financial Reporting three years in a row.
- Successful implementation of Desktop Deposit for Department banking.
- Successfully transitioned from official payments to Link 2gov for online payments.
- Successful implementations of online e check payments.
- Enhanced banking activities to prevent fraud by the use of positive pay.
- Achieved AAA bond rating.

COUNTY GOAL: County government will strive to ensure that properties are appropriately valued and taxes efficiently collected.

DEPARTMENTAL OBJECTIVES:

FY09

- To continue our commitment of keeping the financial reports, monthly settlements, refunds and other financial programs current.
 To provide the Bernalillo County Commissioners, and other County Officials with accurate financial and investment information.
- To continue training and cross-training enhancing our use in understanding of the computer software IAS/SAP.
 To increase the confidence level of the accounting team and IT in utilizing the computer software and in-house programming/reporting.
- To successfully have the SAP software modules programmed to meet our needs for monthly settlements and additional reporting requirements.
 To gain and keep the confidence of the various agencies and departments.

To provide cross training on the SAP modules within the department.

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TREASURER

Program Support

PURPOSE:

The Program Support Group is responsible for Establishing department policies and the administration of personnel, finance, investments, quality assurance, budget matters, and payroll within the Treasurer's Office

SERVICES PROVIDED:

Administers the Bernalillo County banking operations and coordinates efforts with the Bernalillo County Fiscal Agent Bank.

Performs the budgeting, purchasing, and payroll functions for the Treasurer's Office.

Performs the investment activities for County funds.

Prepares the County's investment portfolio

Responds to taxpayer and taxing entity inquires.

Provides general administrative support for the office.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Increased investment income by over 3 million dollars, 27% increase.
- Implemented Convenient Property Tax Payment Locations:
- Responses to email received from the Treasurers' web page continue to be completed within 24 hours.
- Achieved AAA Bond rating.
- Senate Bill SB177 monthly prepayment of property taxes passed House and Senate awaiting Governors signature.
- Received Certificate of Achievement for Excellence in Financial reporting from GFOA three years in a row.
- Second successful year of On-line payments at no cost to Bernalillo County.
- Drop Box Locations
 - Bernalillo County/City Hall – Marquette Street
 - Raymond G. Sanchez CC -9800 4th Street NW
 - Paradise Hills CC – 5901 Paradise Blvd, NW
 - Westside CC – 1250 Isleta Blvd, SW
 - Tijeras City Hall - #12 Camino Municipal
- Saving the county thousands of dollars, the cost of printing, assembling and distributing, paper reports by making the Treasurers' monthly Financial Report, Trial Balance and Revenue Reports paperless and available online.

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DEPARTMENTAL OBJECTIVES:

FY09

- To continue to expand payment options for taxpayers. Provide convenience to taxpayers and reduce payment processing through the Treasurers' Office and Fiscal Agent Bank
- To continue to optimize investment income within state guidelines and the Bernalillo County Investment Policy for FY 08/09.
- To continue to exceed the benchmark of one year US Treasury Bill rate throughout the year.
- To continue to keep interest and penalty revenue in Bernalillo County by aggressively pursuing collection through the Delinquent Accounts Department
- To continue to request sponsorship of legislation to extend by one year the turning over of the delinquent tax roll to the State of New Mexico Taxation and Revenue Department.
- Continue to expand and enhance performance of the Treasurers Office with the, ongoing training, and advancement implementing a career ladder.
- By continuing to expand the staffing level, employees will be able to maintain an optimum performance while allowing for additional training by implementing a career ladder.

Treasurer-Program Support

FY10

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TREASURER

Taxpayer Services

PURPOSE:

The purpose of the Taxpayer Services sections of the County Treasurer's Office is to provide customer service to property taxpayers, send out property tax bills and delinquency notices, collect and receipt property tax payments, process amendments to the tax roll, post interdepartmental deposits, process Claims for Refund filed in District Court and process bankruptcy claims fielding U.S. Bankruptcy Court.

SERVICES PROVIDED:

- Assist property taxpayers, mortgage and title companies with inquiries and concerns.
- Mail approximately 265,000 property tax bills, and 29,800 delinquency notices annually.
- Collect and receipt approximately \$470 million dollars from property tax payments.
- Process court claims for refund from District Court; suspend funds in accordance with State Statutes.
- Research bankruptcy filings, process Proofs of Claim, and reconcile funds.
- Provide tax releases for manufactured homes enabling individuals to relocate their manufactured homes in and out of Bernalillo County.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Lockbox information was converted from microfilm to CD which provides clearer information.
- Implemented new Paid in Protest (PUP) module and streamlined the process of tracking court claims.
- Streamlined the tax reconciliation process to eliminate the need for manual entries by interfacing with Assessor information.
- Coordinated with IT to create the BC15 screen for researching delinquent parcels, and the BC16 screen which projects interest and penalty.

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DEPARTMENTAL OBJECTIVES:

FY09

- To implement pre-payment of taxes in Treasurers Office.
 - To offer property tax payers the option of paying in advance and expediting timely processing of payments.
- To implement a program on collections of delinquent taxes for Manufactured Homes.
 - In addition to collecting property taxes on both current and delinquent manufactured homes, the tax roll would be purged of manufactured homes that are no longer located in Bernalillo County.
- To coordinate a split and combine program between The Treasurers Office and the Assessors Office for properties that have been split or combined.
 - To eliminate unpaid property taxes on properties that have been split or combined.

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Treasurer-Taxpayer Services

PERFORMANCE DATA:

Performance Measures	Actual FY 05/06	Actual FY 06/07	Actual FY 07/08	Target FY 2009	Target FY 2010
Revenue Collected	\$383,127,289	\$451,292,424	\$513,363,469	\$580,000,000	\$686,000,000
Cashiering Transactions	92,388	132,226	113,960	119,658	125,640
Tax Bill	259,437	264,148	268,866	282,309	296,424
Correction to tax roll	2,602	2,317	2,470	2,594	2,724
Delinquent Notices	32,762	30,149	33,009	34,650	36,385