

Clackamas County Treasurer's Office

FY23-24 BUDGET PRESENTATION

FY22-23 Major Accomplishments

AREA	DESCRIPTION
Timely Tax Distribution	Through April of fiscal year 2023, we have safely and securely performed the timely tax distribution of over \$1 billion to the over 120 taxing districts of Clackamas County. Without the timely and accurate distribution of these funds, most taxing districts (e.g. police, fire, cities, school districts, water districts, libraries, etc.) throughout Clackamas County could not continue operations.
Fraudulent Checks	Caught and rejected the continued attempted barrage of fraudulent checks. From July 2022 through April 2023, we have identified and stopped over \$50,000 in fraud attempts. We work with the local authorities on these fraud attempts.
Alternative Collateralization Options	Recent legislation allows for the use of alternative collateralization methods. No local government in the state has attempted to implement and utilize these alternative methods, until now. The Clackamas County Treasurer's Office (in working with County Counsel, the Clackamas County Sheriff's Office and the Oregon State Treasury,) is the first local government in the state to implement one of these alternative collateralization options. THE TREASURER'S OFFICE CONTINUES TO HELP THE COUNTY BECOME MORE BUSINESS FRIENDLY.
Translation	The Office of County Internal Audit developed and began using a translation notice on all audit reports. This enhances accessibility and transparency for Clackamas County stakeholders and community members.
Cash Handling Training	Many trainings were performed throughout the year. A total of 162 personnel who handle cash for the Clackamas County were trained in cash handling procedures, techniques and more.
Meeting and exceeding processing goals	Since at least fiscal year 2021, we have processed all complete and accurate deposit summaries received within 4 business days, 100% of the time. This includes through events like Covid, wildfires, ice storms, system implementations, turnover, and more.
Internal Audit Consulting Services	We provided consulting services as a non-voting member of the County Policy Committee, and Information Security and Privacy Committee, supporting several new countywide policies and initiatives. Additionally, we responded to four consulting project requests, supporting collaboration and well-informed operations and decision-making practices.

FY22-23 Major Accomplishments

AREA	DESCRIPTION
Real-Time Improvements	The Office of Internal Audit facilitated real-time process improvements by proactively issuing a mid-engagement management letter. This allowed more residents to receive Emergency Rental Assistance Services.
Money Management Program	We worked and are working with Social Services and the County's Housing Authority, respectively, to upgrade their ability to assist vulnerable populations, including seniors and people with disabilities, on managing their finances.
Down 20% staff	Ability to maintain operations and continuity while being down ~20% staff. Very proud of my colleagues efforts to postpone vacations and work overtime through this shortage. They showed true dedication to our mission and goals. Expected to be fully staffed shortly.
System Implementation	We have worked with almost every County Office, Department and Division to implement and update two new systems at the County and within Treasurer's Office. This helps ensure tax payer, customer and County funds remain safe, liquid and achieve the best yield possible.
CCSO ITF Funds	Worked with Clackamas County Inter-agency Task Force (CCITF) and CCSO Finance to increase their purchasing options so they can continue to reduce illegal drugs and related crimes – including child endangerment – in Clackamas County.
Good Government Hotline	Working with County Counsel and Health, Housing and Human Services, the capacity of the Good Government hotline was increased to include HIPAA/Privacy Concerns. This will allow the County to become more efficient and effective in operations, while also helping ensure compliance with federal requirements.
Internal Audit Assurance Services	<p>In fiscal year 2023, resources were allocated to the following critical engagements. One report has been issued and one report is in the final design stage through April 2023.</p> <ul style="list-style-type: none"> Emergency Rental Assistance Program Information Security Program (final reporting stage) Civil Rights (In progress) County Financial Condition Analysis (In progress) ARPA Business Support Program (Work suspended; Program cancelled)

Line of Business/Program	Results Measure	FY21-22 Actual	FY22-23 Target	FY22-23 Projected Performance	FY23-24 Target
Treasury	% of identified cash handlers that received cash handling and controls training.	113 trained	90%	162 trained	90%
	% of accurate deposit summaries processed within 4 business days.	100%	95%	100%	95%
	% of bank reconciliations completed within 30 days of receipt of bank statement, % of bank reconciliations completed within 45 days of receipt of bank statement.	100% and 100%	90% and 100%	99% and 100%	90% and 100%
	% of fraudulent checks denied.	100%	100%	100%	100%
	% of tax distributions completed timely, in accordance with the law, to the over 120 taxing districts in Clackamas County.	100%	100%	100%	100%
	% of County public funds in qualified depositories or adequately collateralized in accordance with law.	100%	100%	100%	100%

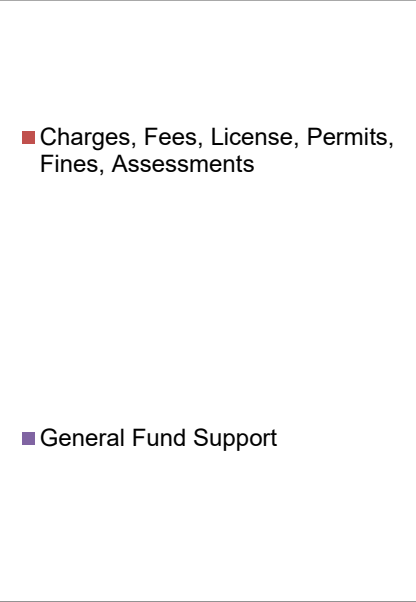
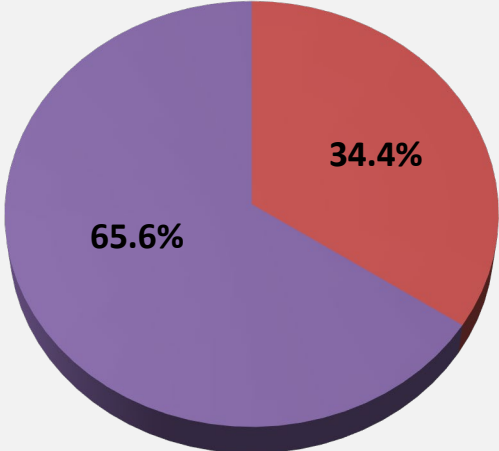
Line of Business/Program	Results Measure	FY21-22 Actual	FY22-23 Target	FY22-23 Projected Performance	FY23-24 Target
Internal Audit	% of audit plan that will be completed each year.	85%	90%	85%	90%
	# of consulting requests resolved within 14 days.	67%	80%	100%	80%
	Output: # of audit reports issued (since inception).	14	N/A	17 Projected	N/A
	Output: # of audit recommendations (since inception).	96	N/A	122 through April 2023	N/A
	Output: # reports made to the Good Government Hotline.	144	N/A	150 through April 2023	N/A

Program Profiles: FY23-24 Summary

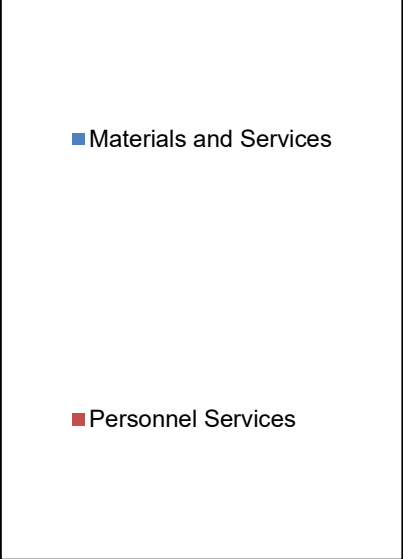
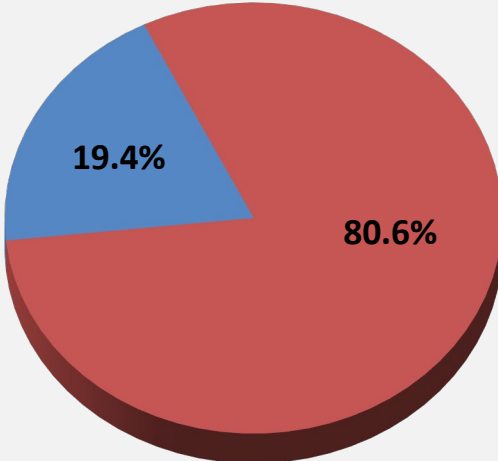
Line of Business	Program Name	BCC Priority	Total Funds (in Millions)	% County General Fund	% Restricted Funds	Mandate: Fed/State/City /IGA/None	% Program Operated by County	Metrics: % Target Meet/Exceed/Improve
Treasury	Treasury	Build Public Trust through Good Government	\$1.16	55%	0%	Oregon Constitution & Oregon Revised Statutes	100%	100% generally meeting or exceeding target
Internal Audit	Internal Audit	Build Public Trust through Good Government	\$0.36	100%	0%	County Code	100%	100% generally meeting or exceeding target

FY23-24 Revenue and Expenses

Revenues



Expenses





Office of the County Treasurer (19)

Department Budget Summary by Fund

<i>Line of Business Name</i>	<i>Program Name</i>	FY 23-24 General Fund (100)	FY 23-24 ARPA Fund (230)*	FY 23-24 Total Budget	FY 23-24 General Fund Support in Budget**	FY 23-24 Total FTE
Treasury Services	Treasury	1,163,745	-	1,163,745	640,048	5.0
Internal Audit Services	Internal Audit	360,211		360,211	360,211	2.0
TOTAL		1,523,956	-	1,523,956	1,000,259	7.0
<i>FY 22-23 Budget (Amended)</i>		1,432,645	-	1,432,645	1,035,145	7.0
<i>\$ Increase (Decrease)</i>		91,311	-	91,311	(34,886)	0.0
<i>% Increase (Decrease)</i>		6.4%	-	6.4%	-3.4%	0.0%

****General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax.**

**19-Treasurer's Office / 100-General Fund
Summary of Revenue and Expense**

	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Amended Budget	FY22-23 Projected Year-End	FY23-24 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
Charges, Fees, License, Permits, Fines, Assessments	555,343	643,221	397,500	397,502	523,697	126,197	32%
All Other Revenue Resources	-	30,735	-	-	-	-	-
General Fund Support	-	944,685	1,035,145	1,035,145	1,000,259	(34,886)	-3%
Operating Revenue	559,506	1,618,641	1,432,645	1,432,647	1,523,956	91,311	6%
Total Revenue	559,506	1,618,641	1,432,645	1,432,647	1,523,956	91,311	6%
Personnel Services	875,299	1,053,650	1,146,675	1,114,148	1,228,123	81,448	7%
Materials and Services	209,451	193,860	285,971	318,499	295,833	9,862	3%
Capital Outlay	-	-	-	-	-	-	-
Operating Expenditure	1,084,751	1,247,510	1,432,646	1,432,647	1,523,956	91,310	6%
Total Expense	1,084,751	1,247,510	1,432,646	1,432,647	1,523,956	91,310	6%
Revenues Less Expenses	(525,244)	371,132	-	-	-		

FY21-22: Presentation changes are the result of the new county-wide chart of account implementation.

**General Fund Departments: Starting in FY20-21, amounts in Revenue Less Expenses will be moved into Non-Departmental at year-end.*

**19-Treasurer's Office / 230-Special Grants Fund
Summary of Revenue and Expense**

	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Amended Budget	FY22-23 Projected Year-End	FY23-24 Budget	\$ Change from Prior Year Budget	% Change from Prior Year Budget
Federal, State, Local, All Other Gifts & Donations	-	6,189	-	-	-	-	-
Operating Revenue	-	6,189	-	-	-	-	-
Total Revenue	-	6,189	-	-	-	-	-
Personnel Services	-	6,189	-	-	-	-	-
Operating Expenditure	-	6,189	-	-	-	-	-
Total Expense	-	6,189	-	-	-	-	-
Revenues Less Expenses	-	-	-	-	-		

FY21-22: Presentation changes are the result of the new county-wide chart of account implementation.

Significant Policy and/or Financial Issues

Description	Impact
<p>Decrease in general fund The Treasurer's office general fund support was decreased by ~7%.</p>	<p>At this time we have found ways to temporarily increase revenue and cut our services and supplies budget to maintain staffing levels. We do not believe this will be sustainable in the long-term.</p>
<p>Increase in allocated costs The Treasurer's Office allocated costs were increased by ~13%.</p>	<p>At this time we have found ways to temporarily increase revenue and cut our services and supplies budget to maintain staffing levels. We do not believe this will be sustainable in the long-term.</p>
<p>Collateralization Many recent bank failures has heightened our continued diligence to ensure funds meet statutorily mandated collateralization rules.</p>	<p>While the Treasurer's Office has always ensured compliance with collateralization statutes, collateralizing funds is not cheap or getting cheaper. We have already seen costs rise to ensure collateralization requirements are met.</p>
<p>Funding Sources Expected to Decrease Over the recent years the County received a significant influx in funding sources that have not been experienced before (e.g. CARES, ARPA, FEMA, etc.). We expect these one-time funding sources to decrease.</p>	<p>Less funding sources and less fund balance means less revenue to the County and the Treasurer's Office.</p>



Thank you Clackamas County Treasurer's Office

FY23-24 BUDGET PRESENTATION





Office of the County Treasurer (19)

Department Budget Summary by Fund

<i>Line of Business Name</i>	<i>Program Name</i>	FY 23-24 General Fund (100)	FY 23-24 ARPA Fund (230)*	FY 23-24 Total Budget	FY 23-24 General Fund Support in Budget**	FY 23-24 Total FTE
Treasury Services	Treasury	1,163,745	-	1,163,745	640,048	5.0
Internal Audit Services	Internal Audit	360,211	-	360,211	360,211	2.0
TOTAL		1,523,956	-	1,523,956	1,000,259	7.0
<i>FY 22-23 Budget (Amended)</i>		1,432,645	-	1,432,645	1,035,145	7.0
<i>\$ Increase (Decrease)</i>		91,311	-	91,311	(34,886)	0.0
<i>% Increase (Decrease)</i>		6.4%	-	6.4%	-3.4%	0.0%

****General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax.**



Office of the County Treasurer

Treasury Services

Purpose Statement

The purpose of the Treasury Line of Business and Program is to provide active investing, accounting, banking, managing, distribution, and safeguarding services to the public of Clackamas County so they can trust that their funds are secure and to the taxing districts, offices and departments of Clackamas County so they can efficiently and effectively provide services to their customers.

Performance Narrative

This line of business and program has the following main roles and provides the following services:

- | | |
|--------------------------|------------------------------------------------|
| 1. Investing | 6. Safeguarding funds |
| 2. Accounting | 7. Merchant service maintenance and compliance |
| 3. Banking | 8. Interest distribution |
| 4. Managing funds | 9. Cash reconciliations |
| 5. Distribution of funds | 10. Abandoned property |

Key Performance Measures

		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Target	FY 22-23 Actuals as of Qtr 3	FY 23-24 Target
Result	% of identified cash handlers that received cash controls training.	34 trained to date	113 trained to date	90%	163 trained to date	90%
Result	% of accurate deposit summaries are processed within 4 business days.	100%	100%	95%	100%	95%
Result	% of bank reconciliations completed within 30 days of receipt of bank statement, % of bank reconciliations completed within 45 days of receipt of bank statement.	100% and 100%	100% and 100%	95% and 100%	99% and 100%	95% and 100%
Result	% of fraudulent checks denied.	100%	100%	100%	100%	100%
Result	% of tax distributions done timely, in accordance with the law, to the over 120 taxing districts in Clackamas County.	100%	100%	100%	100%	100%
Result	% of County funds being in qualified depositories or adequately collateralized in accordance with law.	100%	100%	100%	100%	100%
Output	# of deposit summaries posted (Just for the quarter ended, not a running total).	4864	4971	N/A Note 2	4700	N/A Note 2
Output	# of people receiving cash handling training.	34 trained to date	113 trained to date	N/A Note 2	163 trained to date	N/A Note 2
Output	# of bank reconciliations completed (Just for the quarter ended, not a running total.)	56	72	N/A Note 2	101	N/A Note 2
Output	# of reoccurring EFT/ACH set-up (Fiscal Year)	30	38	N/A Note 2	39	N/A Note 2
Milestone	All organizations will have the ability to set up reoccurring EFT/ACH payments to the County.	Complete	Complete	2022	Complete	N/A Note 3
Milestone	The Treasurer's Office will implement a macro to upload deposit summaries into the financial management application.	Complete	Complete	2021	Complete	N/A Note 3
Milestone	% of non-confidential information currently mailed will be available electronically or posted online.	90%	100%	2022	100%	N/A Note 3
Note 1	<i>Fiscal Year 2020-2021 is the first year of Performance Clackamas for the Treasurer's Office.</i>					
Note 2	<i>This is an output measure. There is no "Target" output related to this measure, it is designed for tracking and trend analysis purposes.</i>					
Note 3	<i>This is a milestone measure. The milestone was achieved, so there exists no future target for this measure.</i>					
Note 4	<i>For all Treasurer's Office Performance Clackamas results, view the webpage online being developed by County Administration. This will also provide additional notes and information related to these results.</i>					
Note 5	<i>The County and the Treasurer's Office are in the process of updating performance clackamas for the Treasurer's Office.</i>					

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Oregon Revised Statutes (ORS) mandates generally all the services outlined above and more. This includes but is not limited to ORS 208, 294, 295 and 451. Grant funding is not necessarily used to fund these services, but it would be in jeopardy if cash management procedures by the Treasurer's Office were not complied with as outlined by the federal government and ORS. For example, the Federal Office of Management and Budget (OMB) Circular A-133 is one of the federal OMB Circulars that outlines and references to cash management requirements.



	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Amended Budget	FY22-23 Projected Year- End	FY23-24 Budget	Change from Prior Yr Budget	% Change from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	4,163	6,189	-	-	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	555,343	643,221	397,500	397,502	523,697	126,197	32%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-
All Other Revenue Resources	-	30,735	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-
General Fund Support	-	619,607	697,993	697,993	640,048	(57,945)	-8%
Operating Revenue	559,506	1,299,753	1,095,493	1,095,495	1,163,745	68,252	6%
Total Revenue	559,506	1,299,753	1,095,493	1,095,495	1,163,745	68,252	6%
Personnel Services	875,299	735,193	819,523	786,996	876,912	57,389	7%
Materials and Services	209,451	193,428	275,971	308,499	286,833	10,862	4%
Capital Outlay	-	-	-	-	-	-	-
Operating Expense	1,084,751	928,621	1,095,494	1,095,495	1,163,745	68,251	6%
Debt Service	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Reserve for Future Expenditures	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-	-
Total Expense	1,084,751	928,621	1,095,494	1,095,495	1,163,745	68,251	6%
Revenues Less Expenses	(525,244)	371,132	-	-	-		

Notes:

Costs have risen faster and higher than the 3% increase in general fund support received.



Office of the County Treasurer

Internal Audit Services

Purpose Statement

The purpose of the Internal Audit Line of Business and Program is to provide assurance and consulting services to the public, employees, offices and departments of Clackamas County so they can feel confident that the public's interest are protected and can engage with a more accountable, higher performing, and more transparent local government.

Performance Narrative

This line of business and program provides the following services:

1. Consultations
2. Assurance Services: Includes, but is not limited to, performance audits, compliance audits, financial audits, information technology audits.
3. Fraud reviews and audits
4. Follow-up audits

Key Performance Measures

		FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Target	FY 22-23 Actual as of Qtr. 3	FY 23-24 Target
Result	% of accepted audit recommendations that are implemented within 2 years.	70%	80%	50%	80%	90%
Result	% of audit plan that will be completed each calendar year.	63%	85%	90%	85%	90%
Output	# of audit reports issued (since IA inception).	11	14	N/A Note 2	17 projected for FY22-23	N/A Note 2
Output	# of audit recommendations (since IA inception).	92	96	N/A Note 2	122	N/A Note 2
Output	# of reports made to the Good Government Hotline alleging fraud, waste and/or abuse (since hotline inception).	138	144	N/A Note 2	150	N/A Note 2
Milestone	Develop survey of consultation and assurance service recipients.	2021	N/A Note 3	2021	N/A Note 3	N/A Note 3
Milestone	Contract for peer review of Internal Audit.	In progress	In progress	2025	In progress	2025
Milestone	Research will be completed to determine if the Internal Audit function should be codified into County Code.	2021	N/A Note 3	N/A Note 3	N/A Note 3	N/A Note 3
Milestone	Hire a new staff/senior auditor.	2021	N/A Note 3	N/A Note 3	N/A Note 3	N/A Note 3
Note 1	<i>Fiscal Year 2020-2021 is the first year of Performance Clackamas for the Treasurer's Office.</i>					
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Note 5	<i>The County and the Treasurer's Office are in the process of updating performance clackamas for the Treasurer's Office.</i>					

Program includes:

Mandated Services Y

Shared Services Y

Grant Funding N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation The Office of the County Treasurer's, Internal Audit Line of Business and Program within the Treasurer's Office, works with all county departments, offices, service districts, component units and more as mandated and outlined in County Code 2.15.



	FY20-21 Actuals	FY21-22 Actuals	FY22-23 Amended Budget	FY22-23 Projected Year- End	FY23-24 Budget	Change from Prior Yr Budget	% Change from Prior Yr Budget
Beginning Fund Balance	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts & Donations	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines, Assessments	-	-	-	-	-	-	-
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-
All Other Revenue Resources	-	-	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-
General Fund Support	-	325,078	337,152	337,152	360,211	23,059	7%
Operating Revenue	-	325,078	337,152	337,152	360,211	23,059	7%
Total Revenue	-	325,078	337,152	337,152	360,211	23,059	7%
Personnel Services	-	324,646	327,152	327,152	351,211	24,059	7%
Materials and Services	-	432	10,000	10,000	9,000	(1,000)	-10%
Capital Outlay	-	-	-	-	-	-	-
Operating Expense	-	325,078	337,152	337,152	360,211	23,059	7%
Debt Service	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Reserve for Future Expenditures	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-	-
Total Expense	-	325,078	337,152	337,152	360,211	23,059	7%
Revenues Less Expenses	-	-	-	-	-	-	-

Notes:
 Costs have risen faster and higher than the 3% increase in general fund support received.