



Treasurer

Brian Nava, County Treasurer

**2051 Kaen Road
430**

**Oregon City, Oregon 97045
503-742-5990**

Website Address: <http://www.clackamas.us/treasurer/>



Department Mission/Purpose

The Mission of the Treasurer's office is to actively invest, account for, manage, distribute and safeguard the County's cash assets.

General Overview

The Clackamas County Treasurer is the Chief Investment Officer for the County. The Treasurer's office has responsibility for all the cash management and investment activities of the County including reconciliation functions for 20 County bank accounts; distribution of tax revenue to over 100 different taxing authorities in Clackamas County; all Clackamas County investment purchases and sales; maintenance of all banking and investment custody agreements; maintenance of approximately 50 County and public trust accounts; County debt service payments and assist with arbitrage calculations. The Treasurer is also the appointed Internal Audit Director, and has responsibility for managing the internal audit function in Clackamas County.

Department:		Treasurer			
Strategic Plan:		Actual	Actual	Estimated	Projected
19-20		16-17	17-18	18-19	19-20
Countywide Area of Focus:		Provide financial stability and leadership			
Department Goal 1:	Interest earnings consistent with County Investment Policy				
Activity to Further Goal:	Accurate cash flow forecasting so that investments can be appropriately laddered				
Performance Measure:	Compare earnings to Clackamas County Investment Policy benchmark earnings	exceeds	exceeds	exceeds	exceeds
Activity to Further Goal:	Compliance with Investment Policy type, issuer and maturity limitations				
Performance Measure:	Quarterly analysis of investment portfolio with comparison to stated requirements	yes	yes	yes	yes
Department Goal 2:	Accuracy of financial data related to cash balances				
Activity to Further Goal:	Timely monthly bank reconciliations				
Performance Measure:	Bank accounts typically reconciled within 30 days of receipt of the bank statement	yes	yes	yes	yes
Department Goal 3:	Tax distributions that comply with statute				
Activity to Further Goal:	Cooperation with the Assessor's office staff to work out distribution timelines				
Performance Measure:	Compliance with applicable statutes	yes	yes	yes	yes
Department Goal 4:	Electronic Receipts, Payments and Documents				
Activity to Further Goal:	Work with departments to find opportunities where payments can be converted from manual (e.g. check or cash) to electronic (e.g. EFT or ACH).				
Performance Measure:	Evaluate opportunities to convert payments and receipts from manual to electronic and begin conversion with specific departments.	n/a	n/a	n/a	yes
Performance Measure:	Review documentation being provided in paper format and determine if we can move to a paperless format (e.g. tax distribution statements)	n/a	n/a	n/a	yes

Department:

Treasurer

**Actual
16-17**

**Actual
17-18**

**Estimated
18-19**

**Projected
19-20**

Strategic Plan:

19-20

		Actual 16-17	Actual 17-18	Estimated 18-19	Projected 19-20
Department Goal 5:	Develop Internal Audit function for Clackamas County				
Activity to Further Goal:	Creation of Internal Audit Charter, Internal Audit Oversight Committee, Internal Auditor recruitment and hire				
Performance Measure:	Completion of activities	yes	yes	yes	yes
Activity to Further Goal:	Perform risk based assessment and develop internal audit plan				
Performance Measure:	Presentation to Internal Audit Oversight Committee and Clackamas County Board of Commissioners	yes	yes	yes	yes
Activity to Further Goal:	Prepare, present and publish internal audit reports as per the audit plan				
Performance Measure:	Presentation to Internal Audit Oversight Committee and Clackamas County Board of Commissioners	yes	yes	yes	yes



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CLACKAMAS
C O U N T Y

**Clackamas County, OR.
Revenue and Expense Report**

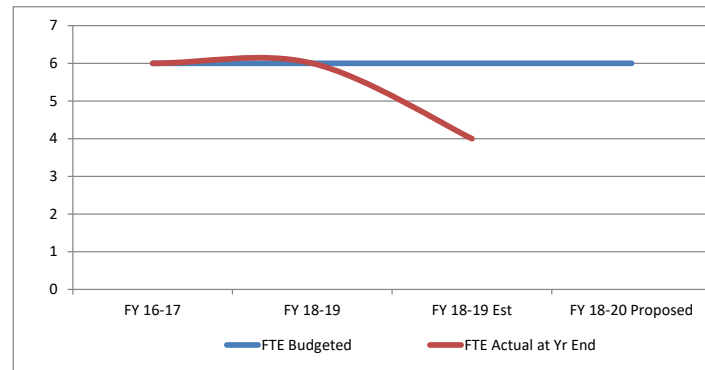
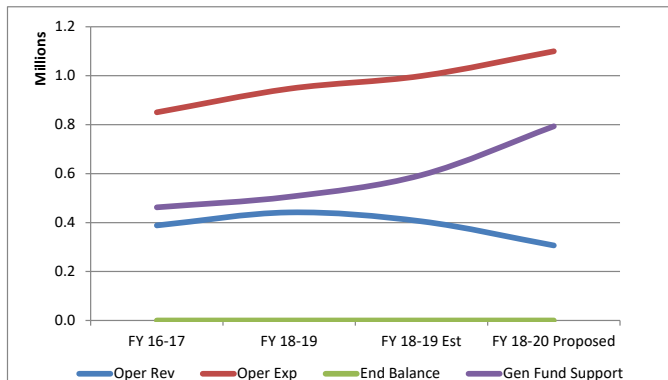
Treasurer	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 Projected Year End	2019-20 Department Requested	2019-20 Proposed Budget	Change from Prior Year Budget	Pct. Change from Prior Year Budget
0109 Treasurer								
100 General Fund								
341813 Internal Investment Fees	380,308	435,979	285,000	400,000	300,000	300,000	15,000	5.26
341824 Internal VISA Equip Fee	5,865	5,040	6,500	5,000	6,500	6,500	0	0.00
341880 Other Internal County Services	0	479	0	0	0	0	0	0.00
360001 Miscellaneous Revenue	2,110	0	0	0	0	0	0	0.00
Total Revenue	388,283	441,498	291,500	405,000	306,500	306,500	15,000	5.15
411100 Regular Full Time Employees	458,096	470,148	490,495	467,300	0	511,893	21,398	4.36
413000 Temporary Workers	0	0	0	6,211	0	0	0	0.00
414030 Overtime	0	0	0	1,000	1,000	1,000	1,000	0.00
414050 Vacation Sell-Back	2,066	0	2,500	2,500	2,500	2,500	0	0.00
415000 Fringe Benefits	255,337	294,945	326,286	330,300	4,100	380,777	54,491	16.70
415020 Worker Compensation	2,198	336	389	500	0	401	12	3.08
415030 Unemployment	434	833	394	1,000	0	290	(104)	(26.40)
421100 General Office Supplies	11,006	4,835	9,000	9,000	9,000	9,000	0	0.00
421200 Computer Supplies	4,584	4,377	0	0	0	0	0	0.00
422403 Serving Supplies	0	71	0	0	0	0	0	0.00
422910 Miscellaneous Meeting Expense	177	0	250	250	250	250	0	0.00
431120 Safekeeping Services	5,010	4,930	5,500	6,000	6,000	6,000	500	9.09
431612 Armored Car Charges	8,907	9,895	8,500	8,500	9,000	9,000	500	5.88
432100 Telephone	4,288	4,570	4,500	4,500	4,500	4,500	0	0.00
433100 Travel and Per Diem (no mileage)	1,193	2,249	4,000	4,000	4,000	4,000	0	0.00
433110 Mileage Reimbursement	597	914	600	600	600	600	0	0.00
435180 Casualty Insurance	5,301	9,875	7,500	7,500	0	9,328	1,828	24.37
435210 Public Officials Bonds	2,500	2,500	3,000	3,000	3,000	3,000	0	0.00
437210 Office Equipment Repair & Maint	13	0	0	0	0	0	0	0.00
437231 Software Maintenance	7,870	1,756	7,780	7,800	7,800	7,800	20	0.26
437290 Other Equipment Repairs & Maint	3,051	4,176	5,000	12,000	5,000	5,000	0	0.00
438110 Office Rental	12,906	35,601	36,451	36,451	37,163	37,163	712	1.95
439100 Dues & Memberships	1,818	2,374	3,500	3,500	3,500	3,500	0	0.00
439200 Training & Staff Development	2,411	1,440	5,500	5,500	5,500	5,500	0	0.00
439340 Investigative Expense	3,825	8,232	13,500	4,216	13,500	13,500	0	0.00
478101 Finance Alloc Cost	3,949	4,762	4,643	4,643	0	4,969	326	7.02
478102 Tech Svc Alloc Cost	19,614	19,526	19,281	19,281	0	17,110	(2,171)	(11.26)
478103 Building Maint Alloc Cost	12,643	31,194	29,271	29,271	0	33,656	4,385	14.98
478104 PGA Alloc Cost	3,879	3,956	1,619	1,619	0	3,820	2,201	135.95

**Clackamas County, OR.
Revenue and Expense Report**

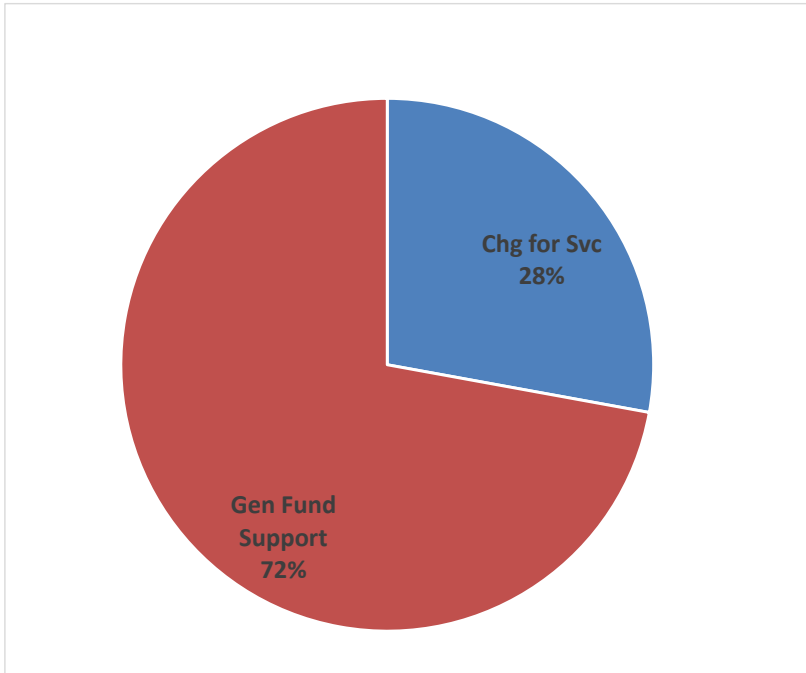
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change	Pct. Change
	Actual	Actual	Amended	Projected	Department	Proposed	from Prior	from Prior
Treasurer			Budget	Year End	Requested	Budget	Year Budget	Year Budget
0109 Treasurer								
100 General Fund								
478105 Records Mgt Alloc Cost	1,138	1,284	576	576	0	1,436	860	149.31
478106 Purchasing Alloc Cost	552	645	822	822	0	980	158	19.22
478107 Courier Alloc Cost	2,148	3,290	2,692	2,692	0	2,811	119	4.42
478111 Personnel Admin Alloc Cost	7,517	8,491	9,014	9,014	0	10,597	1,583	17.56
478112 County Admin Alloc Cost	2,980	3,150	3,038	3,038	0	3,050	12	0.39
478117 Mailroom Overhead Allocation	503	893	571	571	0	603	32	5.60
478201 Electric Utility Alloc	1,319	3,593	3,771	3,771	0	3,608	(163)	(4.32)
478202 Natural Gas Utility Alloc	52	150	361	361	0	349	(12)	(3.32)
478203 Water Utility Alloc	456	1,375	1,308	1,308	0	1,339	31	2.37
478204 Trash Removal Alloc	159	444	482	482	0	510	28	5.81
Total Expense	850,497	946,811	1,012,094	999,077	116,413	1,099,840	87,746	8.67
Total General Fund	(462,214)	(505,313)	(720,594)	(594,077)	190,087	(793,340)	(72,746)	10.10
Total Treasurer	(462,214)	(505,313)	(720,594)	(594,077)	190,087	(793,340)	(72,746)	10.10
Grand Total	(462,214)	(505,313)	(720,594)	(594,077)	190,087	(793,340)	(72,746)	10.10

**Treasurer - General Fund
Summary of Revenue and Expense**

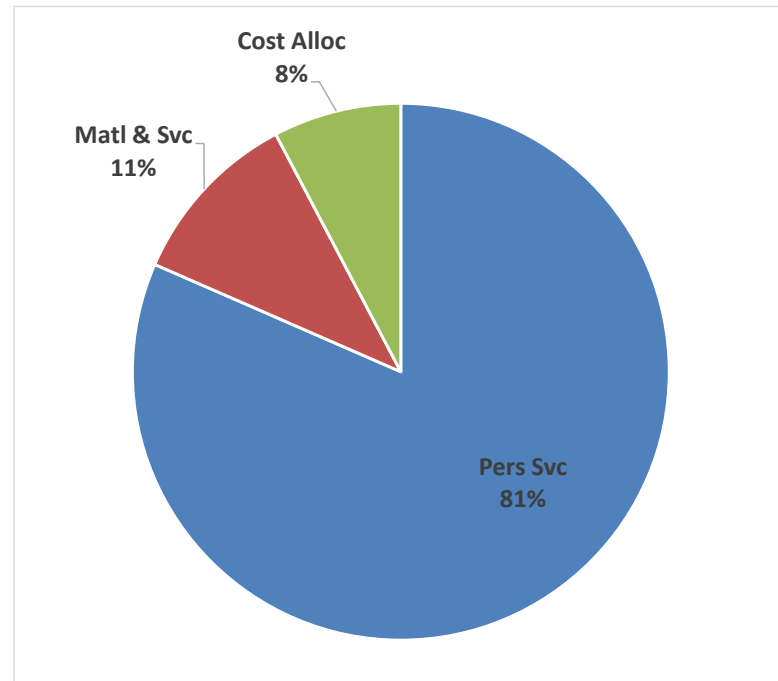
	FY 16-17	FY 18-19	FY 18-19 Amended Budgeted	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	0	0	0	0	0	0	0%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	386,173	441,498	291,500	405,000	306,500	15,000	5.1%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	2,110	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	388,283	441,498	291,500	405,000	306,500	15,000	5.1%
% Change	NA	13.7%	-34.0%	-8.3%	-24.3%		
Personnel Services	718,132	766,263	820,064	808,811	896,861	76,797	9.4%
Materials & Services	75,456	97,795	114,581	112,817	118,141	3,560	3.1%
Cost Allocation Charges	56,909	82,753	77,449	77,449	84,838	7,389	9.5%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0	0%
Operating Expenditure	850,497	946,811	1,012,094	999,077	1,099,840	87,746	8.7%
% Change	NA	11.3%	6.9%	5.5%	10.1%		
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0	0%
Total Expenditure	850,497	946,811	1,012,094	999,077	1,099,840	87,746	8.7%
Ending Balance (if applicable) (includes Reserve & Contingency)	0	0	0	0	0	0	0%
General Fund Support (if applicable)	462,214	505,313	720,594	594,077	793,340	72,746	10.1%
Full Time Equiv Positions (FTE) Budgeted	6.0	6.0	6.0		6.0	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	6.0	6.0		4.0			
Full Time Equiv Positions (FTE) Vacant at Yr End	0.0	0.0		2.0			



**Treasurer - General Fund
FY 19-20 Proposed Budget**



Resources



Requirements