

COUNTY TREASURER'S OFFICE

ORGANIZATIONAL CHART

COUNTY TREASURER

ADMINISTRATION

SERVICE TO PUBLIC

SERVICE TO COUNTY
DEPARTMENTS

SERVICE TO
COUNTY GOV'T.

DEPARTMENT DESCRIPTION

The County Treasurer's office is a mandated department by New York State and County law. The County Treasurer is the custodial agent for all County taxes, fees, grants and all other County monies, as well as responsible for the investment of all funds, including General Fund, Road Fund, Machinery Fund, Self Insurance, Solid Waste, Special Trust, Capital Projects, etc. The Treasurer accounts for all receipts and expenditures, including sales tax, and the distribution of same to local municipalities. Payrolls are processed in house, payroll tax returns, payroll deductions and retirement reporting for all County employees. The County Treasurer maintains health insurance records for all County employees and retirees. We currently maintain twelve (12) separate Health Insurance policies, as well as monitoring and complying with Family Medical Leave, COBRA and HIPPA laws.

The Treasurer issues and accounts for all vendor payments, with the exception of the Self Insurance Fund. All Federal and State aid vouchers are received and are reconciled against the departmental claims. Bank reconciliations are performed in the Treasurer's office for all funds.

The Treasurer's office handles numerous functions that taxpayers and residents may not realize until they need the particular service. The County Treasurer issues Certificates of Residency for attendance at any community college in New York State. During the summer of 2011, we issued almost 1,700 certificates. We pay great attention to detail, when we issue the certificate, as well as when processing the college invoices. Enrollment at Community college has risen dramatically over the past several years, and we do not want to spend taxpayer money if the student is not a county resident.

Other job duties include collecting, recording and refunding bail deposits; DWI and other fines; reconciling unpaid school and unpaid village taxes and disbursing of the same; accounting for all paid and unpaid Recycling fees; maintaining Court & Trust monies; distribution of mortgage tax monies to local municipalities; tax searches; the collection and enforcement of Occupancy (Bed Tax) monies, along with various other tasks.

The County Treasurer is the Chief Tax Enforcing officer for County Taxes; this office collects and enforces payment of all delinquent taxes, which includes delinquent school and/or village taxes, if applicable. In May each year, the Town Tax collectors return the unpaid taxes to the County Treasurer. In November of each year, this office files a tax lien in the office of the County Clerk. Also, in November we receive and account for all unpaid School and unpaid Village taxes, to add as a levy to the next County tax bill. This office is responsible for the tax foreclosure procedure, securing title searches; producing and mailing legal notices, legal advertisements, mailing to all interested parties, posting of parcels; and the final acquisition of County-owned property.

DEPARTMENT: COUNTY TREASURER

MISSION:

We endeavor to continue to provide the best quality of service to the taxpayers and residents of Orleans County, as well as other County departments. We work daily with attorneys, realtors, abstractors, town clerks and town assessors. The public we serve deserve to be treated with respect, honesty and compassion by their public officials and staff.

KEY 2011 ACCOMPLISHMENTS

- Successfully completed 2010 Calendar year audit with independent auditing firm, EFP Rotenberg. The County received an unqualified opinion and was praised for outstanding financial recordkeeping and documentation.
- Worked with actuary firm to develop GASB 45 liability figures for inclusion in the 2011 County Annual Update Document.
- The County maintained its strong bond rating of A1 from Moody's Rating Agency.
- Started paying the utility vendors with on-line payments.

KEY 2013 GOALS

- Redesign the existing policy on the disposition of County-Owned property; current policy is from 1986 and the need to change is becoming increasing apparent. Lawsuits in other parts of the state are making changes necessary.
- Will expand the number of vendors we pay on-line. This process will save money on printing, postage and paper costs.

BUDGET SUMMARY- COUNTY TREASURER

	Actual	Actual	Adopted
Appropriations:	<u>2010</u>	<u>2011</u>	<u>2012</u>
Salary/Fringe	337,514	353,492	382,563
Equipment	1,613	1,770	1,325
Contractual	<u>49,601</u>	<u>36,142</u>	<u>50,620</u>
Total	338,728	391,405	434,508
Revenues:	999,325	1,086,901	970,000
Net County Support:	(610,597)	(695,496)	(535,492)

BUDGET HIGHLIGHTS:

- NYS Retirement continues to be the highest increase in the fringe benefit line
- Health Insurance premiums continue to rise
- Reduced the part-time staff hours to control costs
- Contractual expenses are kept to minimum, the full GASB 45 report is issued every other year (Cost 9,900)