

City
Treasurer
Resource
Program
Summary

Appropriation Summary

	FY 2003-04 Actual	FY 2004-05 Amended	FY 2005-06 Proposed	FY 2005-06 Adopted	% Change
Expenditures	1,454,598	1,644,833	1,647,031	1,671,689	1.63
FTE	22	22	22	22	0.00

Department Mission

The City Treasurer is a Constitutional Officer, elected by the Citizens for a four- year term. The Treasurer is responsible for the Receipt, and Collection of revenues due the City: the Safekeeping of those revenues, Investment of excess funds, and the appropriate Disbursements of funds. The Treasurer is also responsible for the collection of State Income Taxes, and Estimated State Income Taxes, the proper safekeeping and accounting of these funds, and the timely deposit of these funds in the Depository for the Commonwealth of Virginia.

Department Budget in Brief

Due to increasing retirement rates, health rates and internal service charges, the City Treasurer budget increased 5%.

Department Operational Summary

- Provide excellent Customer Service to all Citizens in a most courteous, professional and compassionate manner.
- Utilize all resources available to effectively collect revenues due the City in a timely manner.
- Maintain a professional and competent staff by offering continuing educational opportunities through the Treasurers' Association of Virginia "Career Development Program", encouraging attainment of "Master Deputy Treasurer" Certification. To date, six Deputies have completed all educational requirements, and five additional or in process.
- Maintain a set of high performance standards of accountabilities, resulting in the attainment of the " Award of Accreditation" presented by the Treasurers' Association of Virginia for fiscal Years ending June 30, 2004, and June 30, 2005. The following required accreditation criteria is maintained:
- The Treasurer has been awarded the designation of Master Governmental Treasurer by the Weldon Cooper Center for Public service at the University of Virginia
- The office maintains a minimum number of employees enrolled in the Certified Deputy treasurer program administered by the Weldon Cooper Center.
- The Office has adopted and implemented the City's written Personal Policies, with addendums/ exceptions applicable to the Office of the Treasurer.
- The office has adopted and implemented written Customer Service Policies.

City Treasurer Resource Program Summary

- The Office has developed and implemented written Delinquent Collections Policies and procedures in compliance with both the Code of Virginia and Code of the City.
- The Office's collection rate for the 12-month period immediately following the tax due date, is not less than 95% for Real Estate, and 90% for Personal Property. The actual collection rates for the past year were 99.8% for Real Estate and 93.8% for Personal Property.
- The Office has developed, adopted, and implemented a written Investment Policy.
- The most recent outside audit of the Office of the Treasurer reported no findings of material financial weakness under the direction of the Treasurer.
- Utilize all Delinquent Collection Options authorized by the Code of Virginia, and the Code of the City in collecting all Taxes, Parking Violations, EMS charges, and Miscellaneous Receivables.
- Continue to work cooperatively with the City Council, the City Manager, the Chief Financial Officer, the information Technology Department, the Police Department, the Fire Department, and all other departments whereas the authority of the office of the City Treasurer can be of benefit to the City, and its Citizens.

Expenditures	FY 2003-04	FY 2004-05	FY 2005-06	FY 2005-06
	Actual	Amended	Proposed	Adopted
<i>Salaries</i>	654,348	721,677	769,627	771,652
<i>Benefits</i>	156,156	207,771	224,289	225,365
<i>Contractual Services</i>	18,988	66,742	75,498	75,498
<i>Materials and Supplies</i>	88,477	115,608	112,676	134,233
<i>Other Operating Expenses</i>	135,393	111,020	112,130	112,130
<i>Internal Service Charges & Expenses</i>	396,218	407,015	352,812	352,812
<i>Capital Outlay</i>	5,018	15,000	-	-
Total Expenditures	1,454,598	1,644,833	1,647,031	1,671,689