

County Treasurer's Office

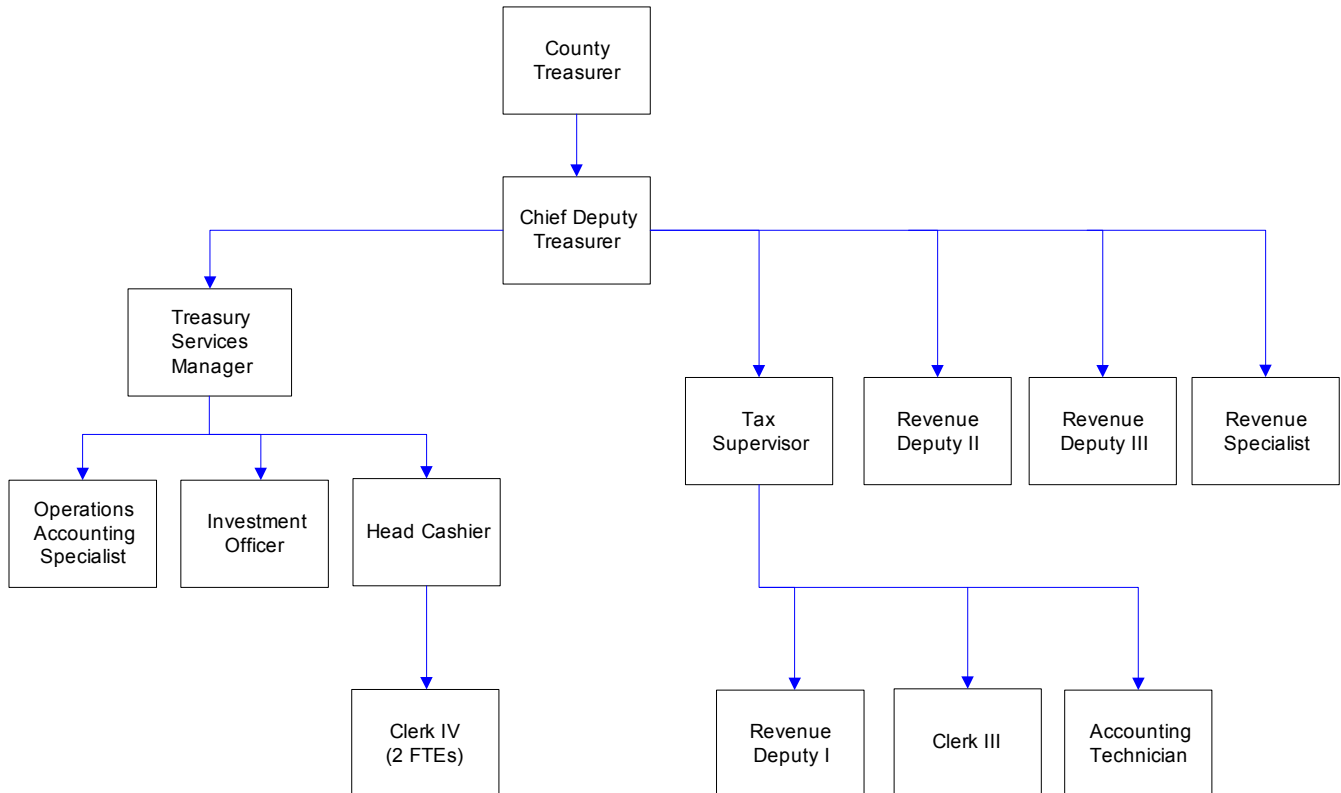
An elected official, the County Treasurer collects taxes, and reports, invests and manages all monies and debt for Whatcom County and all other junior and special purpose districts. This office provides banking services to the organization, forecloses on property for delinquent taxes, maintains an inventory of county-owned property, and conducts property sales.

FTE's for this department

Year	2005	2006	2007	*2008	*2009	*2010
FTE	16.00	16.00	16.00	16.00	15.00	15.00

**budget*

The chart below shows the organizational structure for 2009 only.



Mission & Objectives

Mission

Efficiently and effectively manage all monies and debt for Whatcom County and all other junior and special purpose districts. Provide exemplary service to all of our customers by being responsive, courteous, and knowledgeable.

Whatcom County Investment Pool

Manage all cash to achieve maximum potential with safety and public trust of primary concern.

Objectives

Treasurer

- Mail tax statements by February 14th.
- Achieve 97% collection rate of current tax and special assessment receivables.
- Mail delinquent tax statements by May 15th.
- Send billing to all new taxpayers identified after original billing.
- Complete processing of tax payments within five (5) working days of deadline.
- Work cooperatively with Assessor, administration and other project stakeholders to plan, manage and implement a new Assessor/Treasurer software system including electronic filing of real estate excise tax (REET) documents as required by 2010.
- Increase use of alternative payment methods by 1% annually.
- Deposit all funds received from districts and departments within 24 hours.
- Review and pursue sales tax and miscellaneous tax revenues to ensure the county receives all revenue to which it is entitled. File claims for taxes on all bankruptcy notifications on behalf of the county.
- Provide cash handling training opportunities every six months to county cash handlers. Review and update cash handling policies and procedures as necessary.
- Conduct quarterly meetings of the Administrative Finance Committee to review county investment portfolio. Annually review and update investment policy as needed. In coordination with county administration, develop a debt policy for Whatcom County.
- Deliver financial reports to all departments and districts by the 10th business day each month.
- Produce quarterly cash balance reports and make the reports available to the public on the Treasurer's website.
- Initiate and complete foreclosure proceedings on all eligible tax parcels delinquent three or more years.
- Work cooperatively with Public Works in administering special assessment tax roll information to eliminate billing delays and errors.
- Mail delinquent notices within 30 days after due date on all local and road improvement accounts. Initiate foreclosure proceedings on all accounts two or more years delinquent.

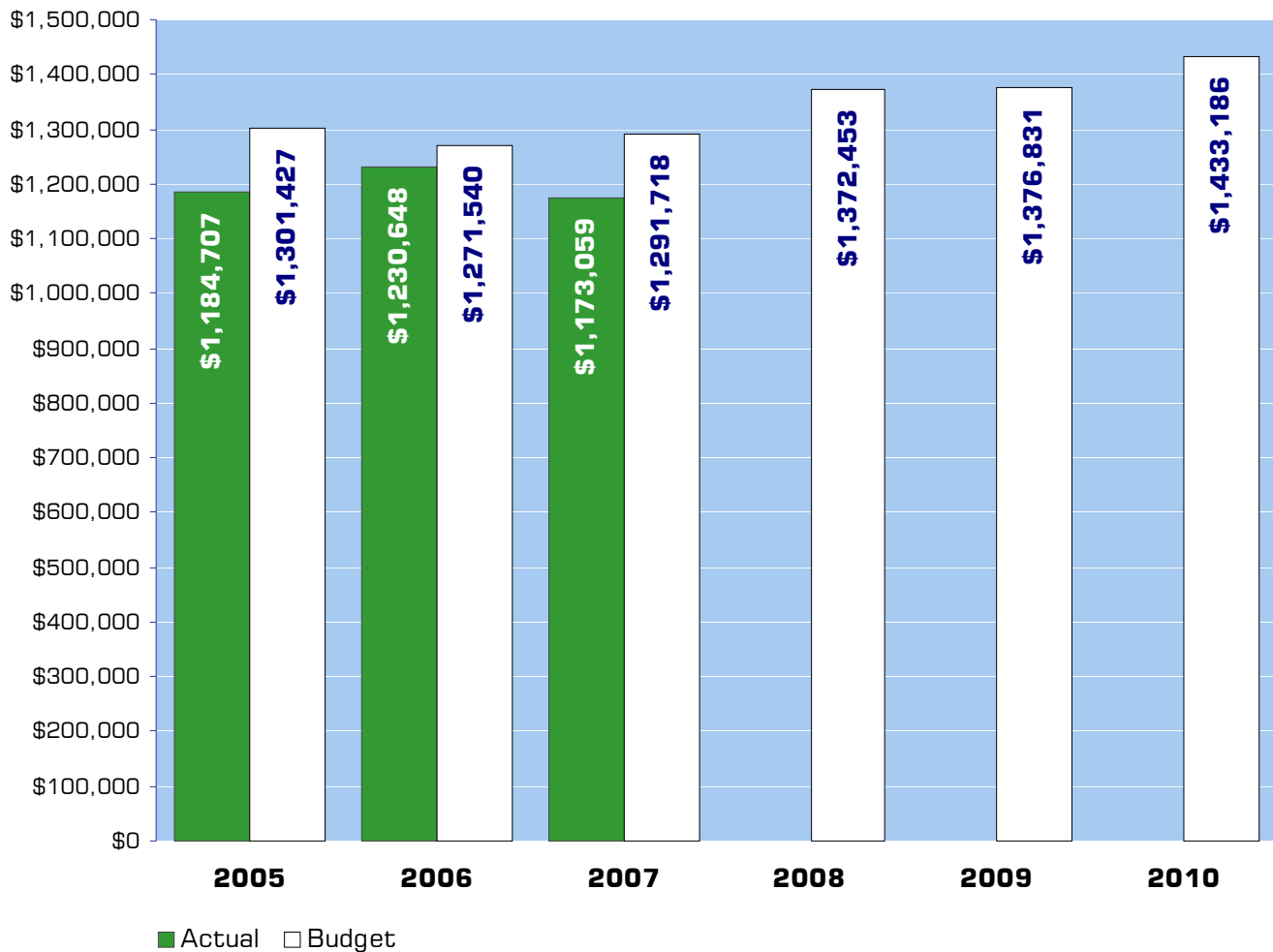
Objectives continued

- Provide staffing support for the Property Management Committee. Maintain real property asset files. Complete real property inventory.

Whatcom County Investment Pool

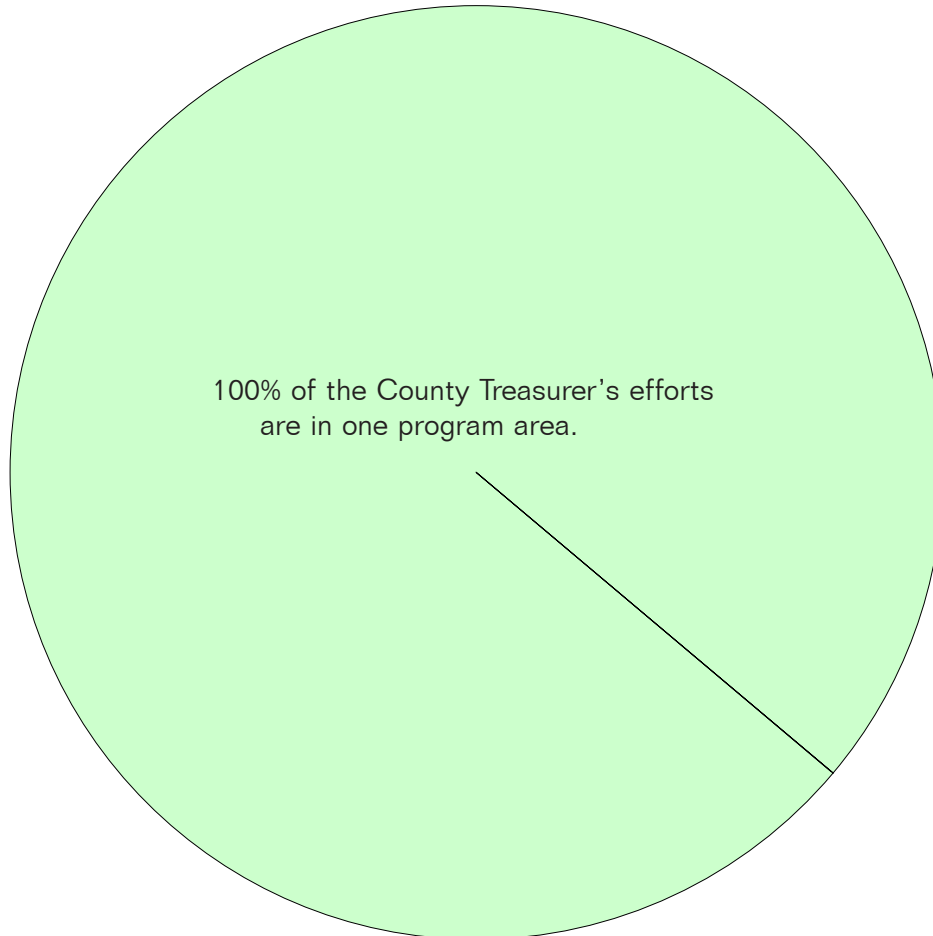
- Achieve an overall rate of return on investments which is higher than the Local Government Investment Pool (LGIP).
- Process within 24 hours all investment deposit/withdrawal requests that meet policy requirements.

Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

2009-2010 Budget by Program



NOTE: Capital expenditures and interfund operating and residual equity transfers are not shown to more accurately reflect ongoing operational costs.

Program Summary

Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
----------------	----------------	----------------	----------------	----------------	----------------

OPERATIONS
General Fund

3300 Treasurer	1,184,707	1,230,648	1,173,059	1,372,453	1,376,831	1,433,186
<i>Total Treasurer Operations</i>	1,184,707	1,230,648	1,173,059	1,372,453	1,376,831	1,433,186
TOTAL TREASURER	1,184,707	1,230,648	1,173,059	1,372,453	1,376,831	1,433,186
<i>Percent Change from Previous Year</i>	4.2%	3.9%	-4.7%	17.0%	0.3%	4.1%

2009-2010 Funding Sources

	2009	2010
General Fund	1,183,581	1,239,936
Charges for Services	88,250	88,250
O&M Transfer	65,000	65,000
Miscellaneous Revenues	40,000	40,000
Total Funding	1,376,831	1,433,186

General Fund

Undedicated General Fund resources.

Charges for Services

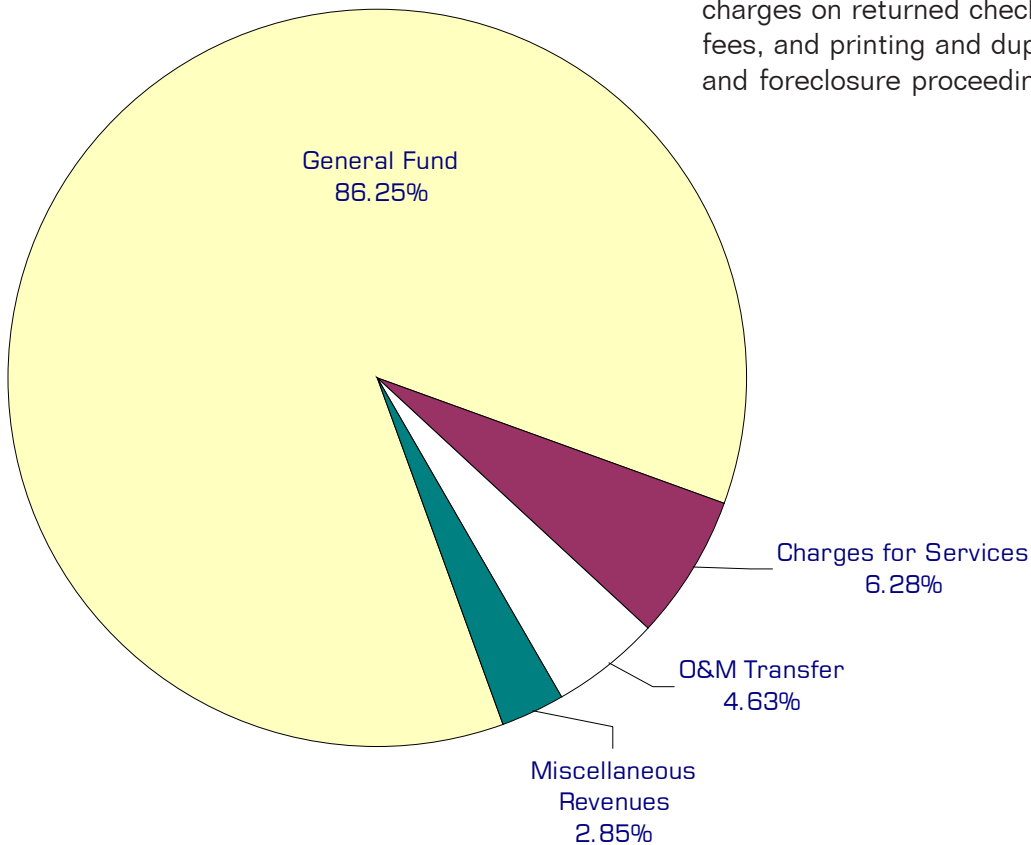
Revenue generated mainly by processing passport applications.

O&M Transfer

Interfund transfer to support services performed by General Fund personnel on behalf of the Treasurer's O&M Fund.

Miscellaneous Revenue

The Treasurer collects small amounts of revenue from a variety of sources, such as charges on returned checks, tax collection fees, and printing and duplicating charges, and foreclosure proceedings.



Performance / Activity Measures

	Actual 2005	Actual 2006	Actual 2007	Projected 2008	Projected 2009	Projected 2010
Excise Documents	13,652	10,918	10,711	9,000	9,000	10,000
Taxpayer & Address Changes	52,332	49,005	68,781	50,000	50,000	50,000
Special Assessment Accounts	14,228	14,621	15,892	16,828	22,000	23,000
Miscellaneous Receipts	10,162	10,353	10,951	11,000	11,250	11,500
Tax Accounts	108,118	106,973	108,564	109,731	110,000	111,000
Warrants Redeemed	85,000	82,628	80,581	81,000	80,000	79,000
Segregations & Combinations	1,032	1,775	3,082	2,850	2,850	2,850
Foreclosure Parcels	78	49	51	57	60	75
Cancellations & Supplementals	2,469	2,490	3,106	3,400	3,500	3,700
Refunds	1,820	2,054	2,217	2,300	2,400	2,500
Tax Collection Rate	97.60%	97.72%	97.32%	97.30%	97.20%	97.30%
Bonds Issued (thousands)	\$ 25,928	\$ 75,150	\$ 6,704	\$ 15,000	\$ 20,000	\$ 25,000
Bonds Redeemed (thousands)	\$ 43,491	\$ 26,518	\$ 20,979	\$ 19,072	\$ 21,065	\$ 16,864
Alternative Payment Options Used	139,885	144,500	147,092	150,000	151,000	152,000
Investment Transactions	5,974	6,128	5,742	5,938	6,000	6,500
Interest Rate Return Difference WCIP vs LGIP	(.51)%	(.85)%	(.19)%	1.20%	.75%	.50%
Financial Transaction Activity	\$1.45 billion	\$1.75 billion	\$1.90 billion	\$1.99 billion	\$1.96 billion	\$1.93 billion
Average size of WCIP (thousands)	\$ 200,000	\$ 232,733	\$ 263,913	\$ 247,000	\$ 236,000	\$ 230,000
Annual WCIP Activity (thousands)	\$ 193,483	\$ 277,679	\$ 362,120	\$ 415,000	\$ 477,250	\$ 548,837
Passport Applications	1,897	2,420	3,875	2,500	2,500	2,500

Expenditures Summary

Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
----------------	----------------	----------------	----------------	----------------	----------------

GENERAL FUND

3300 Treasurer						
Salaries & Wages	604,703	616,292	626,668	670,181	670,117	708,325
Benefits	184,468	208,412	229,038	276,382	269,952	290,599
Supplies	14,214	12,431	12,697	22,622	22,622	22,622
Other Services & Charges	381,322	393,513	304,656	403,268	414,140	411,640
<i>TOTAL TREASURER</i>	1,184,707	1,230,648	1,173,059	1,372,453	1,376,831	1,433,186
<i>Percent Change from Previous Year</i>	4.2%	3.9%	-4.7%	17.0%	0.3%	4.1%

Services

Process Passport Applications for the United States Department of State

As a certified passport agency, process passport applications, making sure forms are completed properly and that identification is verified. Applications are forwarded to the US Department of State for passport issuance.

Tax Administration and Collection

Billing, collection, receipting and distribution of all property taxes and special assessments for all taxing districts. Administration and collection of taxes under various state and local taxing authorities.

Financial Services

Provide investment portfolio management, cash management, debt management, financial reporting and reconciliation services.