

2011-12 Revenue Projections

	2009-10 Actual	2010-11 Original Budget	2010-11 Revised Budget	2010-11 Actual 5/11/2011	2010-11 Dept. Projected Actual	FY2011-12 Manager Recommendation
104435	<i>Rev-Tax Admin & Land Records</i>					
433500 Digital Ortho Grant	(43,023)	-	-	-	-	-
472226 Mapping Sales	(4,389)	(5,000)	(5,000)	(3,178)	(3,800)	(4,000)
487001 Refunds-Tax Audits	(2,100)	-	-	(4,000)	(4,000)	-
487200 Reimb for Copies	-	(300)	(300)	-	-	-
487800 Cash Over/(Short)	(426)	-	-	3,799	-	-
Total	(49,937)	(5,300)	(5,300)	(3,378)	(7,800)	(4,000)

Rev-Tax Admin & Land Records

		2010-11 Projected Actual	<i>Prior Years Actual</i>		
			FY 09-10	FY 08-09	FY 07-08
104435	<i>Rev-Tax Admin & Land Records</i>				
433500	Digital Ortho Grant	-	(43,023)	-	-
472226	Mapping Sales	(3,800)	(4,389)	(5,124)	(8,446)
487001	Refunds-Tax Audits	(4,000)	(2,100)	(2,200)	(2,706)
487800	Cash Over/(Short)	-	(426)	1,384	1,346
104435		(7,800)	(49,937)	(5,940)	(9,807)
Total Tax		(7,800)	(49,937)	(5,940)	(9,807)

TAX ASSESSOR EXPENDITURES

2011-12 Manager's Recommendation

	2010-11 Revised Budget	2011-12 Department Request	2011-12 Manager Recomm	Manager Inc (Dec)
105436				
510002 Salaries & Wages-Regular	396,910	383,136	383,136	-
512501 FICA Tax	30,390	28,701	28,701	-
512502 Employees Group Health Ins	62,820	62,935	62,935	-
512503 State Retirement & 401K	45,455	45,868	45,831	(37) Rate change
530000 Advertising	3,800	5,600	5,600	-
530500 Dues and Subscriptions	2,040	1,515	1,515	-
531500 Insurance & Bonds	5,500	8,305	8,305	-
532500 Main & Rep-Buildings &	10,200	6,680	6,680	-
532501 Main & Rep-Equipment	5,400	4,500	4,500	-
534000 Postage	39,640	38,180	38,180	-
534501 Rental Payments-Equipment	1,120	1,120	1,120	-
535000 Supplies-Departmental-Misc	24,298	15,980	15,980	-
535014 Supplies-Janitorial	1,700	1,700	1,700	-
535018 Supplies-Printed Materials	32,390	29,200	29,200	-
535500 Telephone &	4,900	5,876	5,876	-
536000 Training & Development	6,440	10,440	10,440	-
537000 Utilities-Electricity & Water	25,000	25,000	25,000	-
537001 Utilities-Gas & Fuel Oil	4,000	4,000	4,000	-
537504 Contracted Serv-Janitorial	17,500	13,250	13,250	-
537508 Contracted Serv-Other	138,373	92,970	92,970	-
537514 Cont Serv-Software	16,060	10,410	10,410	-
610000 Depreciable Assets	132,872	-	-	-
620000 Non-depreciable Assets	4,350	2,000	2,000	-
620150 Non-Deprec Assets -	-	2,500	2,500	-
105436	<u><u>1,011,158</u></u>	<u><u>799,866</u></u>	<u><u>799,829</u></u>	<u><u>(37)</u></u>

TAX ASSESSOR EXPENDITURES

		<i>Prior Years Actual</i>			
		<u>2010-11 Projected Actual</u>	<u>2009-10 Actual</u>	<u>2008-09 Actual</u>	<u>2007-2008 Actual</u>
105436	TAX ASSESSOR EXPENDITURES				
510001	Fees Paid to Board Members	150	225	-	4,000
510002	Salaries & Wages-Regular	345,800	391,434	414,845	449,994
510003	Salaries & Wages-Parttime	-	-	-	3,420
510004	Salaries & Wages-Overtime	-	-	-	391
510050	Board Member Expenses	-	-	-	274
512501	FICA Tax	26,500	27,921	30,061	33,185
512502	Employees Group Health Ins	59,000	62,642	65,933	70,167
512503	State Retirement & 401K	39,600	38,776	41,093	44,652
530000	Advertising	3,500	3,292	2,627	2,596
530500	Dues and Subscriptions	1,800	1,679	1,224	1,132
531500	Insurance & Bonds	5,500	9,827	8,974	10,615
532500	Main & Rep-Buildings & Grounds	7,000	3,951	189,942	23,432
532501	Main & Rep-Equipment	4,200	2,445	5,879	1,003
534000	Postage	38,000	41,791	35,767	33,395
534501	Rental Payments-Equipment	1,010	1,008	1,008	2,622
535000	Supplies-Departmental-Misc	15,000	9,912	10,778	12,220
535004	Supplies-Vehicle Fuel	-	-	-	72
535014	Supplies-Janitorial	1,700	1,744	1,323	1,307
535018	Supplies-Printed Materials	32,000	21,180	31,133	20,406
535500	Telephone & Communications	4,600	4,685	4,597	4,417
536000	Training & Development	2,500	2,743	5,494	9,614
536200	Travel	-	-	26	27
537000	Utilities-Electricity & Water	25,000	22,290	21,904	22,483
537001	Utilities-Gas & Fuel Oil	4,000	3,875	4,299	3,650
537504	Contracted Serv-Janitorial	16,620	18,245	20,088	19,422
537508	Contracted Serv-Other	120,000	78,106	41,191	42,155
537514	Cont Serv-Software	12,500	2,250	-	4,350
610000	Depreciable Assets	132,872	-	33,128	277,087
610150	Deprec. Assets - Computer	-	6,758	-	-
620000	Non-depreciable Assets	3,000	3,360	4,344	17,597
620150	Non-Deprec Assets - Computer	-	5,512	-	-
105436	TAX ASSESSOR EXPENDITURES	<u><u>901,852</u></u>	<u><u>765,651</u></u>	<u><u>975,660</u></u>	<u><u>1,115,685</u></u>

Tax Administration and Mapping

FY2012

PROPOSED BUDGET FOR FISCAL YEAR 2011-2012

105436		Approved	2010-2011	Department			
Tax Administration, Assessor		Original	Revised	Request	Inc.	%	
		2010-2011	Budget	2011-2012	(Dec)	Inc (Dec)	Reasons for Increase/Decrease
5100	Board of E & R	0	0	0	-	0%	
5100-02	Salaries & Wages Reg.	396,910	396,910	383,136	(13,774)	-3%	
	9 Full Time employees			383,136			
5100-03	Salaries & Wages Part Time	0	0	0	-	0%	
5100-04	Salaries & Wages Overtime	0	0	0	-	0%	
5100.25	Salaries- Annual Adjustments	0	0	0	-	0%	
5100-50	Board of E & R Expenses	0	0	0	-	0%	
5125-01	FICA	30,390	30,390	28,701	(1,689)	-6%	
	7.65% of gross \$412,745 x 7.65% = \$31,749.99			28,701			
5125-02	Group Health Insurance	62,820	62,820	62,935	115	0%	
	9 people 6,980 x 9= 62,820			62,935			
5125-03	Retirement	45,455	40,010	45,868	413	1%	
	7.32% State + 5% 401(K) 12.32%			45,868			
	\$412,745 x 12.32% = \$50,850						
5200-03	Professional Services Legal	0	0	0	-	0%	
5300-00	Advertising	3,800	3,800	5,600	1,800	47%	
	Tax listing			3,000			\$2626.80 as of 2/23/11
	Board of E & R			2,600			moved fr 4539 (Reappraisal budget)
5305-00	Dues & Subscriptions	2,040	2,180	1,515	(525)	-26%	
	IAAO Dues (4 x \$200)			800			Steve & Kelly - will add Chrissy & Laura 2013
	AAO Business Personal (2 x \$45)			90			Kelly & Chrissy
	NCAAO Dues (3 x \$15 & 2 x \$40)			125			Bill, Steve, Laura, Kelly & Chrissy
	Piedmont Regional Assessor Assoc.			50			
	Business journal			100			Business Personal
	Legislation and other SOG publications			250			
	N C Realtors			100			Steve
5315-00	Insurance & Bond	5,500	9,830	8,305	2,805	51%	
	Professional Liability 9 x \$160			1,440			
	Unemployment (9)			0			
	Blanket bond (9 X \$5.00)			45			
	General Liability (9 x \$80) 9 full time			720			
	Workers compensation (9)			2,600			
	Cost for 4351 for Building Insurance			3,500			
5325-00	Maintenance & Repairs Building & Grounds	6,000	9,000	6,680	680	11%	
	Heating & Air - \$430 Backflow Preventers (required by City)			6,680			Heat & AC - Backflow Preventers
5325-01	Maintenance & Repairs to Equipment	5,400	5,400	4,500	(900)	-17%	
	Copy machines (120,000) copies per year plus overage			1,000			
	Misc. equipment			1,000			
	Printing Overage for Copier			1,500			
	Postage Machine per year repair contract			1,000			\$900 this year
5325-02	Maintenance & Repairs to Vehicles	0	0	0	-	0%	
5340-00	Postage	39,640	39,640	38,180	(1,460)	-4%	
	Abstract mailing @ .35 each x 84,000			29,400			
	Business Abstracts @ .40 each x 9,500			3,800			
	Discovery .44 each x 3500			1,540			
	Daily Mail			3,000			
	Rent of Post Office Box \$220 per year			220			
	Rent of scanning PO Box \$220 per year			220			
5345-01	Rental Payments - Equipment	1,120	1,120	1,120	-	0%	
	Rent of postage meter \$280 x 4qt = \$1,120			1,120			

Tax Administration and Mapping							FY2012
PROPOSED BUDGET FOR FISCAL YEAR 2011-2012							
105436	Approved	2010-2011	Department				
Tax Administration, Assessor	Original	Revised	Request	Inc.	%		
	2010-2011	Budget	2011-2012	(Dec)	Inc (Dec)	Reasons for Increase/Decrease	
5350-00	Departmental Supplies	17,390	25,498	15,980	(1,410)	-8%	
	Copy paper			3,500			
	Copy and printer supplies Toner			4,500			
	Misc. supplies			3,000			
	Envelopes			2,000			
	Software upgrades			1,000			
	1 Desk Top Printers replacements at \$980			980			Replacements as needed
	5-UPS or replacement batteries 5 x \$200			1,000			Replacements
5350-04	Supplies - Automotive	0	0	0	-	0%	
5350-14	Janitorial Supplies	1,700	1,800	1,700	-	0%	
	Misc. Janitorial supplies - all divisions			1,700			
5350-18	Supplies Printed Material	29,250	32,390	29,200	(50)	0%	
	Tax abstracts			24,000			
	Business cards			200			
	Pricing guides (motor vehicle, boat, airplane)			4,000			
	Informational Pamphlets, Present Use Info and others			1,000			
5355.00	Telephone	4,900	4,800	5,876	976	20%	
	Service 13 Phones, 1 Fax line 14*23.00*12=3,864			3,864			
	Long distance			650			
	Advertising (\$25 per month)			300			
	Cell phones 1 phones 14.78*12=177.36			178			
	Volcemail 12*32=384			384			
	Service calls inside system			500			
5360-00	Training and Development	6,440	6,440	10,440	4,000	62%	Appraisal certifications required
	Tax Law and Personal Property Appraisal			1,400			
	Tax schools SOG (3 employees)			3,000			
	Assessors conference -Fall (3)			1,800			
	Association meetings			240			
	Local Training and Special Seminars			1,000			
	SQL and .Net Training			3,000			
5362-00	Travel	300	300	0	(300)	-100%	
5370-00	Utilities - Electric & Water	25,000	25,000	25,000	-	0%	
	All Divisions			25,000			
5370-01	Utilities - Gas and Fuel	4,000	4,000	4,000	-	0%	
	All Divisions			4,000			
5375-04	Contracted Services Janitorial	17,500	17,500	13,250	(4,250)	-24%	
				13,250			
5375-08	Contracted Services Other	93,270	138,373	92,970	(300)	0%	
	Motor Vehicle Pricing (185mx.07) + Books \$ 400			13,350			
	Business Personal Audits, Approximately 120 audits			60,000			
	Scanning current abstracts 84,000 x .22 = \$18,480 Part of Workflow			18,480			Scan abstract before keying
	Alarm South annual fire and alarm monitoring			600			
	Terminix			540			
5375-12	Contracted Services Hardware (in IT budget)	0	0	0	-	0%	
5375-14	Contracted Services - Software	12,400	16,060	10,410	(1,990)	-18%	
	Mobile "O" software support (YOTTA)			4,160			10 or more seats (\$3660) + \$500 image maint.
	Parcel Analyst Support 6x \$900 = \$ 6,250 not in IMS Budget			6,250			SDS - \$4,250
6100-00	Depreciable Assets	0	132,872	0	-	0%	
6101.50	Depreciable Assets Computer	0	0	0	-	0%	
				0			
6206	Non-Depreciable Assets	4,350	4,350	2,000	(2,350)	-54%	
	Security System Enhancement, sound & replace a camera			2,000			
6201.50	Non-Depreciable Assets Computer	0	0	2,500	2,500	100%	

6201.50 - Non-Depreciable COMPUTER HARDWARE/SOFTWARE REQUEST

2011-2012

Department Assessor

Cost must be between \$1,000 and \$4,999. Life of more than 1 year.

1)3 desktop replacement computers \$5,300

Justification:

2 desktop replacement computers @ \$1,800 each and 1 desktop replacement @ \$1,700. These computers are to be replaced according to the rotation cycle. The 2 for \$1,800 each are for the supervisors/upper management. These are used 6-7 hours per day. Will need dual monitors. (asset #'s 13478A, 13700A & 13481A)

ITS COMMENTS:

We do not recommend replacing these 3 workstations (workstations were purchased in October 2008). We are now purchasing workstations with a 4 year warranty and recommend a 5 year replacement cycle,

\$5,400

2)3 black & white printers - networkable - able to print duplex

Justification:

These are being requested to replace 3 older printers we currently have in our office. One purchased 8/1/99, one on 7/1/2000 and one on 9/1/2000. These printers are networkable and have 2 trays plus by-pass tray. They are starting to age and give us problems - not sure how much longer they will last. By printing duplex it will save on paper usage. Also the cost for SCRC to come out and service these printers is \$85 per hour (even if they are only here 10 minutes) plus the cost of parts including shipping and handling. (these are all HP4050TN printers - TAX08, TAX09 & TAX 02 - asset #'s 10311, 10692 & 10756)

ITS COMMENTS:

We recommend replacing these 3 printers with 1 HP 5200dtn workgroup printer. Cost \$2,500.00 This printer has a 65,000 pages per month duty cycle.

\$

3)

Justification:

ITS COMMENTS:



Nettie Johnson, J.D.
Thu Feb 24 15:24:43 2011

Date

6101.50 - Depreciable COMPUTER HARDWARE/SOFTWARE REQUEST

2011-2012

Department _____ Assessor _____

Cost must meet or exceed \$5,000. Equipment must have a life of more than 1 year.

1) Replace the Tax SQL server _____ \$30,000 _____

Justification:

The conversion to the new Bi-Tek software is scheduled for September 2010. Our current server specs should be sufficient for the new software according to ITS. Attached are the recommended specs from Bi-Tek. The server is now approximately 5 years old. Due to the age and unknowns of the new software, we feel that this should be in the budget as a failsafe. The server will not be replaced unless there are performance issues or failures. We do not feel we can afford not to have a contingency plan. The estimate of \$30,000 was used from Mr. Doolittle's capital budget plans & we were unable to locate a quote in his files.

ITS COMMENTS:

We do not recommend replacing this server. This server is very robust and meets the specifications required by the vendor. This server was purchased 10/10/2007.

2) _____ \$ _____

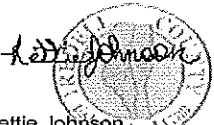
Justification:

ITS COMMENTS:

3) _____ \$ _____

Justification:

ITS COMMENTS:



Nettie Johnson
Thu Feb 24 15:23:42 2011

Nettie Johnson _____ Date _____