

Clerk-Treasurer

Agency Number: **36**
Budget Function: **Administration**

The Clerk-Treasurer consisted of the Offices of the Clerk and Treasurer. The Clerk supports the City Council, processes licenses, and conducts elections. The Office of Clerk-Treasurer's mission is to be widely recognized as a model operation with a reputation for satisfying customers with prompt, courteous and professional service. Programs will be administered in a manner that assures public confidence in accuracy, productivity, and fairness. The agency serves the informational needs of governing bodies and agencies, elected officials, news media, and the general public. Work will be performed in accordance with Wisconsin State Statutes, Madison General Ordinances, Department of Revenue mandates, and related case law.

<u>Major Service</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Projected</u>	<u>2008 Request</u>	<u>2008 Executive</u>	<u>2008 Adopted</u>
Clerk	1,092,627	0	0	0	0	0
Treasury	467,763	0	0	0	0	0
Agency Total	<u>\$ 1,560,390</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Executive Budget Highlights

The Budget includes:

1. In 2007, the Clerk-Treasurer was divided into separate Clerk and Treasurer agencies. Historical information is presented here for reconciliation purposes.

Clerk-Treasurer

Budget Service Descriptions:

Clerk

The mission of the City Clerk is to provide administrative support to the Madison Common Council, to process City licenses and permits, to conduct and coordinate elections, and to act as the custodian of all City records.

Service Summary			
	2006 Actual	2007 Budget	2008 Executive
Total Expenditures	\$ 1,110,257	\$ 0	\$ 0
Less Inter-Agency Billings	17,629	0	0
Net Total	<u>\$ 1,092,627</u>	<u>\$ 0</u>	<u>\$ 0</u>

Treasury

The mission of the City Treasury is to promptly receipt, safeguard and invest all City revenues accurately and efficiently, and to maintain complete and accurate tax assessment/payment records.

Service Summary			
	2006 Actual	2007 Budget	2008 Executive
Total Expenditures	\$ 748,744	\$ 0	\$ 0
Less Inter-Agency Billings	280,981	0	0
Net Total	<u>\$ 467,763</u>	<u>\$ 0</u>	<u>\$ 0</u>

Clerk-Treasurer
Summary by Major Object of Expenditure

	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Projected</u>	<u>2008</u> <u>Request</u>	<u>2008</u> <u>Executive</u>	<u>2008</u> <u>Adopted</u>
Permanent Salaries	\$ 521,924	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Hourly Employee Pay	36,120	0	0	0	0	0
Overtime Pay	11,716	0	0	0	0	0
Fringe Benefits	263,151	0	0	0	0	0
Purchased Services	802,656	0	0	0	0	0
Supplies	210,969	0	0	0	0	0
Inter-Departmental Charges	12,464	0	0	0	0	0
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 1,859,001	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Inter-Agency Billings	<u>298,611</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Budget	<u>\$ 1,560,390</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>