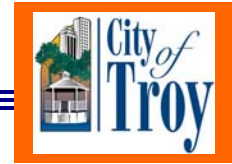




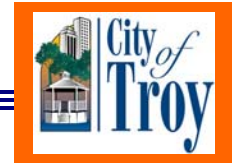
City Treasurer ***Sandra Kasperek***



Department At A Glance

Funding Level Summary	2003/04		Estimated 2005/06		2006/07		% of Change
	Actual	Actual	Budget	Budget	Budget	Budget	
City Treasurer's Office	\$513,081	\$435,383	\$541,080	\$546,680	\$553,860		1.3%
Total Department	\$513,081	\$435,383	\$541,080	\$546,680	\$553,860		1.3%
Personal Services	\$366,696	\$325,110	\$333,360	\$335,190	\$350,450		4.6%
Supplies	15,985	34,587	26,200	26,500	27,300		3.0
Other Services/Charges	130,400	75,686	181,520	184,990	176,110		-4.8
Total Department	\$513,081	\$435,383	\$541,080	\$546,680	\$553,860		1.3%

Personnel Summary	2003/04		2004/05		2005/06		2006/07	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
City Treasurer's Office	5	0	4.5	0	4.5	0	4.5	0
Total Department	5	0	4.5	0	4.5	0	4.5	0



Mission and Service Statements

Mission Statement

The mission of the City Treasurer's Office is to provide knowledgeable and courteous customer assistance for residents, businesses, and visitors and to implement the most current information technology available.

Service Statement

The City Treasurer's Office serves as the focal point for all collections, deposits and disbursement of receipts for the City on a daily basis. The key functions of this office are billing, collection, and distribution of tax roll revenues. Annual tax rolls generate revenue for the state, county, schools, and the city. As taxes are collected, distributions are made to each of these taxing entities. Furthermore, the Treasurer's Office collects revenue in the form of payments for general invoices, annual special assessments for paving, water, sewer, drains, and sidewalks, and quarterly water bills.

A convenient automatic water bill payment plan was implemented for residents who like the option of paying water bills directly from a checking or savings account. Automatic bill payment saves times and money; no more late fees for past due water payments.

Computerized point-of-sale equipment with scanning capabilities provides quick and accurate transaction data entry.

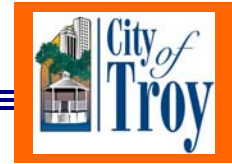
Electronic files containing payment information for hundreds of parcels are imported from tax service companies and downloaded to the tax database.

Water and tax payments are processed at our financial institution's lockbox which provides same-day deposits and daily electronic information files. These files are imported and downloaded to the water and tax databases easily and cost-effectively.

Tax payments by credit card are accepted through the Payments Authority, which applies a convenience fee.

Did You Know ...?

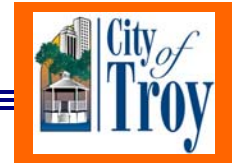
- Tax information is accessible 24 hours a day, 7 days a week on the City of Troy's website www.troymi.gov.



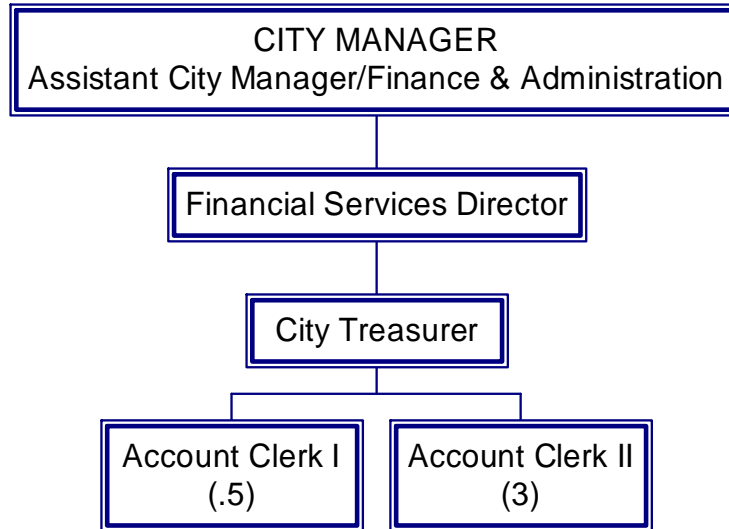
Performance Objectives

- Review policies and procedures and develop strategies to increase efficiency and improve customer service (Objective 1, 3, 9)
- Research additional payment alternatives to provide supplementary cost-effective payment options for customers (Objective 3, 6, 9)
- Research and evaluate outgoing mail solutions (Objective 1, 3)
- Format and submit City of Troy's Investment Policy to the Association of Public Treasurers of the United States and Canada (APT US & C) for national certification (Objective 9)

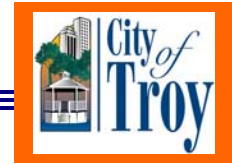
	Performance Indicators	2004/05 Actual	2005/06 Projected	2005/06 Budget	2006/07 Budget
Output	Tax Bill Payments Processed - Manually	25,740	25,000	25,000	24,000
	Tax Bill Payments Processed - Electronically and Lockbox	39,530	41,000	41,000	42,000
	Tax Bill Payments Processed - Online/IVR				
	Credit Card	210	220	220	230
	Tax Adjustments Processed	650	3,320	500	320
	Water Bill Payments Processed - Manually	27,000	30,000	30,000	28,000
	Water Bill Payments Processed - Lockbox	55,000	57,000	57,000	58,000
	Water Bill Payments Processed - Auto Pay	14,000	15,000	15,000	16,000
	Special Assessments Billed	400	200	400	250
	Invoices Processed	2,300	1,650	2,000	1,700
Number of Pieces of Mail Processed	203,000	208,100	200,000	210,000	
Customers Enrolled in Auto Pay	4,000	4,000	4,000	4,000	
Efficiency	Tax Roll Delivered to County	4/1	4/1	4/1	4/1
	% of Real City Property Tax Levy Collected	98%	98%	98%	98%
	% of Personal City Property Tax Levy Collected	95%	95%	95%	95%



Organizational Chart



Staff Summary	Approved 2004/05	Approved 2005/06	Recommended 2006/07
City Treasurer	1	1	1
Account Clerk I	2.5	2.5	0.5
Account Clerk II	1	1	3
Total Department	4.5	4.5	4.5



Summary of Budget Changes

Significant Notes – 2006/07 Budget Compared to 2005/06 Budget

There is an overall increase in Personal Services of \$15,260 or 4.55% due in part to 2 full-time Account Clerk I positions being reclassified as Account Clerk II positions, and because of normal wage increases.

The Supplies budget increased due to a 5.41% increase in postal rates.

The total annual rate for Computer Services increased \$1,190 or 6.83%. The annual rate increased \$170 per computer, from \$2,490 to \$2,660 per computer.

8-Year Operating Budget History

