

City
Treasurer
Program
Summary

Appropriation Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted	% Change
Expenditures	\$1,297,642	1,564,230	1,652,336	1,644,833	5.15%
FTE	23	22	21	22	4.76%

Mission

The City Treasurer is a Constitutional Officer and is elected at large for a four-year term. This office's primary function is revenue receipt and collection, revenue safekeeping, fund investment, and appropriate fund disbursement accounting. The Treasurer is also responsible for receiving State of Virginia Funds, accounting for them, and daily revenue "Pay Overs," to include State Income Tax and Estimated State Income Tax. In support of revenue receipt and collection, as required by the state law, for a period of seven years, the Treasurer maintains each Portsmouth citizen's tax payment records.

Budget in Brief

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

Operational Summary

- Providing excellent customer service to all citizens.
- Utilizing all resources available to effectively collect, on a timely basis, all City revenues.
- For delinquent account collection, including programs offered by the Division of Motor Vehicles and the Department of Taxation, utilize all collection options available and authorized by City Code and Code of Virginia.
- To effectively collect all miscellaneous receivables, work cooperatively with the City's Chief Financial Officer.

City
Treasurer
Resource
Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted
<i>Expenditures</i>				
Salaries	\$ 611,362	711,606	721,677	721,677
Benefits	139,679	163,762	215,274	207,771
Contractual Services	24,244	65,741	74,750	74,750
Materials and Supplies	84,320	104,600	107,600	107,600
Other Operating Expenses	141,188	108,020	111,020	111,020
Internal Service Charges and Expenses	296,849	395,501	407,015	407,015
Capital Outlay	-	15,000	15,000	15,000
Total Expenditures	\$ 1,297,642	1,564,230	1,652,336	1,644,833

Personnel Summary

Chief Deputy (CD III)	1	1	1	1
Attorney-CI Funds	-	-	1	1
Clerk Deputy I – CI Funds	4	4	4	4
Clerk Deputy I	4	4	4	4
Senior Clerk Deputy II-CI Funds	1	-	-	-
Senior Clerk Deputy II	2	2	2	2
Supervisor Deputy III	4	4	4	4
Senior Supervisor Deputy IV	2	2	2	2
Administrative Assistant	1	1	-	-
Deputy Delinquent Tax Col.-CI Funds	3	3	2	3
City Treasurer	1	1	1	1
Total Positions	23	22	21	22