

**ADMINISTRATION - 01**

This Division oversees the activities of the Office and has direct responsibility for coordinating and financing bond sales for capital projects, real estate and equipment acquisition, and operating cash needs.

The Division administers a comprehensive insurance program designed to minimize the County's exposure to risks in the areas of professional, general and automobile liability, fire and casualty loss, and worker's compensation. The Division also has responsibility for the management of cash flow and the investment of all funds not immediately required for expenditure in an effort to maximize return.

The full time staffing complement was reduced by one position, a Deputy Director, which had been vacant for over a year. Existing staff has assumed all functions associated with this position.

Increases in operating expenses are a result of increased fees with the County's banking services contract. When interest rates were higher, the County would receive significantly more interest income that would offset these fees.

	<b>FY2003 ACTUAL</b>	<b>FY2004 BUDGET</b>	<b>FY2004 ESTIMATED</b>	<b>FY2005 APPROVED</b>	<b>CHANGE FY04-FY05</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 682,401	\$ 978,500	\$ 804,200	\$ 921,000	-5.9%
Fringe Benefits	192,503	245,300	190,600	247,900	1.1%
Operating Expenses	311,978	244,300	293,400	304,800	24.8%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,186,882</b>	<b>\$ 1,468,100</b>	<b>\$ 1,288,200</b>	<b>\$ 1,473,700</b>	<b>0.4%</b>
Recoveries	(838,686)	(964,900)	(972,200)	(1,009,700)	4.6%
<b>TOTAL</b>	<b>\$ 348,196</b>	<b>\$ 503,200</b>	<b>\$ 316,000</b>	<b>\$ 464,000</b>	<b>-7.8%</b>
<b>STAFF</b>					
Full Time - Civilian	-	14	-	13	-7.1%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%