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Blaine County  
Fiscal Year 2024  
Budget Narrative Template

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Prepared by:  
Blaine County Administrator's Office  
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**FY24 Strategic Priorities**

Each budget request for FY24 should directly correlate to at least one of the FY24 Strategic Priorities. All funding requests and approvals will be weighed against how they align with the Strategic Priorities.



## **General Information**

**Office/Department:**           **Treasurer**

**Budget Contact Person:**   **John David Davidson**

**Budget Team Members:**   **John David Davidson**

## **Office/Department Profile**

### **Operational Description**

The Treasurer’s duties and responsibilities are numerous and extensive. Our office is responsible for receiving all moneys belonging to the county, and all other moneys by law directed to be paid to the treasurer, safely keep the same, and apply and pay them out, rendering account thereof as required by law. We must file and keep the certificates of the auditor delivered to us when moneys are paid into the treasury, and keep an account of the receipt and expenditure of all such moneys. We have to keep our books so that the amounts received and paid out on account of separate funds or specific appropriations are exhibited in separate and distinct accounts, and the whole receipts and expenditures shown in one general or cash account. The aforementioned responsibilities are daily occurrences. The treasurer must settle his or her accounts relating to the collection, care and disbursement of public revenue, of whatsoever nature and kind, with the auditor, each month keeping track of the amount of money or other property received prior to the period of such settlement, the sources from which the same was derived, the amount of payments or disbursements, and to whom, with the amount remaining on hand. In making such account, and for all other purposes, the treasurer shall report uncollected fees, personal property taxes or other revenue due but unpaid for a period of five (5) years.

The Treasurer’s office receipts and deposits all monies coming into the County from all sources daily, and invests idle funds in secure instruments to achieve the best possible return, to help fund the county budget in the safest manner possible, within the pre-established limits and guidelines defined by Idaho Statute as well as the Blaine County Investment Policy. The Treasurer works closely with all local financial institutions, the State Treasurer’s office and investment brokers to obtain the best return on all financial accounts and reconciles these accounts. All financials are balanced with the Clerk each month, quarterly, and yearly. The Treasurer’s Office calculates, bills, receipts and apportions property tax payments for all of the taxing districts within Blaine County. Customers call daily requesting this information. The Chief Deputy works closely with numerous mortgage companies and taxing service agencies in

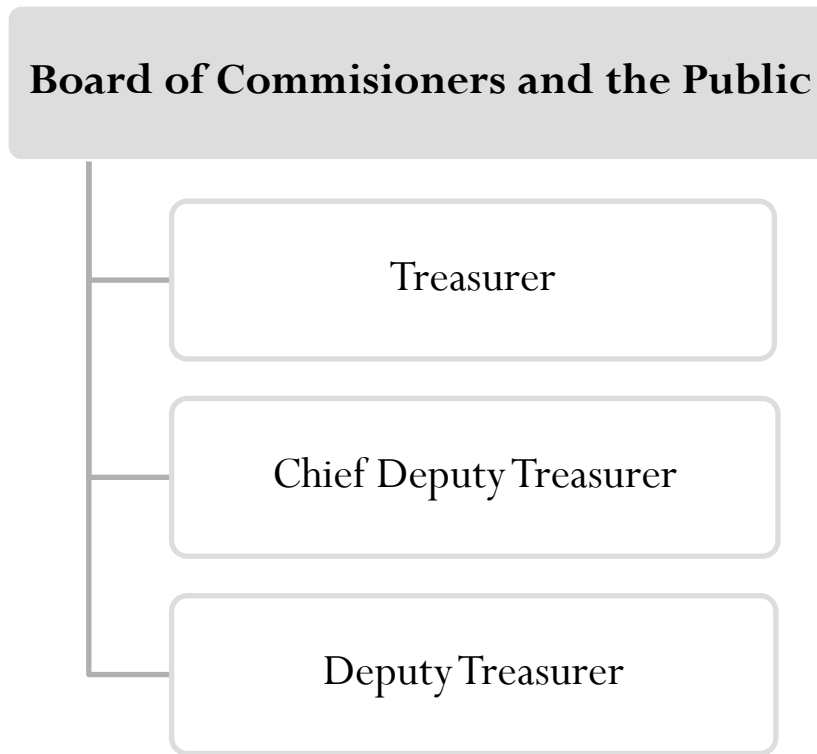
maintaining electronic mortgage request and payment files. The Treasurer's office builds, prints, and mails tax reminders and delinquent notices each year either internally or through a third-party vendor.

Our office is also responsible for tax deeding properties. In July, after the third year of delinquent taxes, our office mails the first courtesy letter informing the tax payer that the tax deed process is initiating. The second letter is mailed in September, and then is followed with the Notice of Pending Issue of Tax Deed in January. Research is simultaneously being conducted to locate parties of interest on these properties and to solve any problems that may have surfaced prior to the Tax Deed hearing in May. We also maintain numerous bankruptcy files. The Treasurer must also act as Public Administrator for deceased persons' estates who have no other representatives.

### **Department Mission**

The County Treasurer and staff are committed to ensuring the public's trust in the demonstration of fiscal accountability and effective management of Blaine County's resources. By focusing on providing exceptional and professional customer service, efficiency in operations, cost effective decision making, and prudent and practical investment strategies, we can continue to provide, and improve upon the services our office provides to the people of Blaine County.

## Organizational Structure



Like any other county department or office, the Treasurer’s Office reports to the County Commissioners, while its duties and obligations are for the people of Blaine County. Although the Treasurer’s Office is hierarchical in structure, the opportunities to share responsibilities and cooperate on projects, outcomes, and goals are numerous.

### **FY23 Fiscal Year Review**

#### **FY23 Performance Metrics**

*(Provide a bulleted list of at least 3 performance metrics - Note – going forward these should be reported on year-over-year as well as a history of this data)*

- Ensure efficient County operations.
- Improve upon County investments
- Ensure professional customer service
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## **FY23 Fiscal Year Highlights**

- Investment Earnings
- Community Outreach and Education
- Technological

## **FY24 Fiscal Year Budget Request Highlights**

### **Requested Resources and Associated Costs**

- Other- As IAC Vice President and Blaine County's representative that will be attending WIR conferences, our travel will be more expensive for this coming fiscal year. Also, membership dues will most likely increase.
  - \$500 for travel and \$100 for membership dues
  - Identify associated cost of request (unsure as to what you want me to put here)
  - The strategic priority is to represent Blaine County and our priorities at the State and regional levels of government.

## **FY24 Fiscal Year Anticipated Highlights**

### **FY24 Anticipated Projects, Performance and Highlights**

*(Provide a bulleted list of at least 3 anticipated highlights based upon budget requests or anticipated projects.)*

- Working with the Clerk and Assessor to figure out which software we will be using moving forward
- Interest Income on investments
- Education and outreach