

Warren County Auditor  
Support Services Committee Meeting Agenda  
July 1, 2010  
Information Submitted by: Mary Gallagher, County Auditor

Action Agenda: New Business

1. Request Referral to Personnel Committee:

A. Request to create a new Part-Time Audit Clerk Position.

The position would assist the County Auditor in conducting internal auditing of expenses submitted by county departments and agencies. Also the position will provide clerical assistance and office coverage in the absence of the County Auditor.

Salary Grade 4, Annual Full-Time \$24,908 (Prorated not to exceed 25 hours weekly \$11.975/hr)

B. Request Resolution to delete position of full time Deputy County Auditor/Principal Account Clerk annual salary \$36,225.90 Employee # 10893, due to promotion.

\*\*Resulting in a salary savings of approximately \$8800 (August-December 2010.)

*RESOLUTION REQUEST FORM NO. 11*

*Request to Create New Position*

**DEPARTMENT NAME:** County Auditor

**DATE:** June 4, 2010

(a) Title of Requested Position:

Audit Clerk (Part-Time 25 hours/week)

(b) Annual Base Salary (and Grade if Applicable):

\$24,908/annual full-time salary Grade 4 Part-time rate \$11.97/hour

(c) Effective Date for New Position:\*

\*Please do not backdate unless the purpose is to correct an error.

Estimate early July, 2010

(d) List Any Position in the Department's Table of Organization Being Deleted as a result of this Request: (Include annual salary and grade if applicable):

Principal Account Clerk \$36,225.90 Grade 10

(e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

1320 110 County Auditor Regular Salaries approx. \$8,000

(f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)

Yes.

(g) Is this a mandated position? If so, please explain:

No.

(h) Is there expected revenue from this position? If so, please explain:

No.

# Budget Performance Report

Fiscal Year To Date: 6/30/2010

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: A General										
Expense										
Department: 1320 County Auditor										
110 Salaries - Regular	\$96,876.78	\$0.00	\$96,876.78	\$3,326.55	\$0.00	\$0.00	\$52,273.18	\$44,603.60	54%	\$96,507.33
120 Salaries- Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
140 Salaries- Sick Leave Incentive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$400.00
210 Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
220 Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
260 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
410 Supplies	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$330.34	\$769.66	30%	\$1,041.26
421 Equipment Rental	\$1,494.00	\$0.00	\$1,494.00	\$124.50	\$0.00	\$0.00	\$747.00	\$747.00	50%	\$1,494.00
422 Repair/Maint-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
423 Telephone	\$100.00	\$0.00	\$100.00	\$1.63	\$0.00	\$0.00	\$8.32	\$91.68	8%	\$20.25
424 Postage	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$1.93	\$48.07	4%	\$3.42
425 Reproduction Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
426 Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
428 Data Processing & Internet Fees	\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	0%	\$90.00
435 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
436 Advertising Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
439 Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
444 Travel/Education/Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
810 Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
830 Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
831 Medicare Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
840 Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
850 Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
855 Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
860 Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
865 Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department: 1320 County Auditor totals:	\$99,710.78	\$0.00	\$99,710.78	\$3,452.68	\$0.00	\$0.00	\$53,360.77	\$46,350.01	54%	\$99,556.26
Expenditure Totals:	\$99,710.78	\$0.00	\$99,710.78	\$3,452.68	\$0.00	\$0.00	\$53,360.77	\$46,350.01	54%	\$99,556.26
Fund Totals: General	\$99,710.78	\$0.00	\$99,710.78	\$3,452.68	\$0.00	\$0.00	\$53,360.77	\$46,350.01	54%	\$99,556.26
Expenditure Grand Totals:	\$99,710.78	\$0.00	\$99,710.78	\$3,452.68	\$0.00	\$0.00	\$53,360.77	\$46,350.01	54%	\$99,556.26