

PROGRAM NARRATIVE

120 Office of the State Treasurer

Date: 12/07/2012**Time:** 14:09:21**Program:** Administration**Reporting level:** 00-120-100-00-00-00-00000000**Program Performance Measures**

The State Treasurer's Office does not currently use a formal system for tracking overall program performance measures.

Program Statistical Data

The State Treasurer's Office processes billions of dollars in receipts and income deposits for over 100 state agencies. We are responsible for the cash management of over \$2 billion in general and special funds. Our agency provides investment services for over 25 state agencies and/or trust funds in 90 individual investment accounts. The State Treasurer's Office distributes over \$600 million yearly in tax distributions to nearly 500 political subdivisions.

Explanation of Program Costs

Salary and wages are used to support seven (7) full time employees.

Data processing costs are related to programs for tax revenue distribution to political subdivisions, on-line and credit card deposits, batch printing of outstanding check lists, bank cancelled check reports, disk storage and records management fees. Telephone costs support eight (8) telephone lines. Postage costs are for mailing of payroll to agencies in other cities, State Treasurer's correspondence, and notification of distributions to political subdivisions. Lease rental payments are made on the office copy machine. Dues and professional development costs include staff enhancement training such as computer workshops. Operating fees cover service agreements on the vault and copy machine. Insurance covers Risk Management Fund contributions and Fire and Tornado Fund.

NDCC section 57-62-02(5) requires the Office of State Treasurer to include in its biennial budget request funds for the purpose of reimbursing coal producing counties for 50% of Coal Severance Tax funds paid to non-coal producing counties from coal producing counties.

Program Goals and Objectives

To fulfill the constitutional and statutory responsibilities of the Office of State Treasurer in order to assure the sound financial oversight and absolute safety of all public funds collected, managed and disbursed.

REQUEST DETAIL BY PROGRAM

120 Office of the State Treasurer

Bill#: HB1005

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:21

Program: Administration	Reporting Level: 00-120-100-00-00-00-00000000
--------------------------------	--

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Salaries and Wages					
Salaries - Permanent	673,956	762,303	(4,630)	757,673	257,088
Temporary Salaries	0	7,500	5,355	12,855	0
Fringe Benefits	248,844	284,721	10,872	295,593	91,725
Total	922,800	1,054,524	11,597	1,066,121	348,813
Salaries and Wages					
General Fund	922,800	1,054,524	11,597	1,066,121	348,813
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	922,800	1,054,524	11,597	1,066,121	348,813
Operating Expenses					
Travel	6,412	11,000	0	11,000	0
Supplies - IT Software	1,984	2,000	0	2,000	840
Supply/Material-Professional	1,595	2,000	0	2,000	0
Miscellaneous Supplies	0	100	0	100	0
Office Supplies	2,753	4,400	0	4,400	0
Postage	4,099	4,000	0	4,000	0
Printing	934	3,500	0	3,500	0
IT Equip Under \$5,000	6,733	1,000	0	1,000	2,430
Other Equip Under \$5,000	21	2,000	0	2,000	0
Office Equip & Furn Supplies	1,390	2,000	0	2,000	6,378
Insurance	2,874	2,900	0	2,900	0
Rentals/Leases-Equip & Other	3,228	4,000	0	4,000	0
Repairs	4,173	1,500	0	1,500	5,500
IT - Data Processing	111,357	336,588	(266,588)	70,000	147,751
IT - Communications	10,588	10,500	0	10,500	350
IT Contractual Svcs and Rprs	0	0	0	0	300
Professional Development	4,247	5,000	0	5,000	0
Operating Fees and Services	3,245	4,300	0	4,300	0
Fees - Professional Services	0	1,278	0	1,278	0
Non-Operating Expenses	15	0	0	0	0
Total	165,648	398,066	(266,588)	131,478	163,549
Operating Expenses					
General Fund	165,648	398,066	(266,588)	131,478	163,549
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0

REQUEST DETAIL BY PROGRAM

120 Office of the State Treasurer

Bill#: HB1005

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:09:21

Program: Administration		Reporting Level: 00-120-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Total	165,648	398,066	(266,588)	131,478	163,549
Technology Project Carryover					
IT - Data Processing	54,000	0	0	0	0
Total	54,000	0	0	0	0
Technology Project Carryover					
General Fund	54,000	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	54,000	0	0	0	0
In Lieu of Tax Payments					
Grants, Benefits & Claims	893,573	0	0	0	0
Total	893,573	0	0	0	0
In Lieu of Tax Payments					
General Fund	893,573	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	893,573	0	0	0	0
Transportation Funding					
Transfers Out	35,000,000	48,000,000	(48,000,000)	0	0
Total	35,000,000	48,000,000	(48,000,000)	0	0
Transportation Funding					
General Fund	35,000,000	48,000,000	(48,000,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	35,000,000	48,000,000	(48,000,000)	0	0
Coal Severance Payments					
Grants, Benefits & Claims	0	252,800	0	252,800	0
Total	0	252,800	0	252,800	0
Coal Severance Payments					
General Fund	0	252,800	0	252,800	0

REQUEST DETAIL BY PROGRAM

120 Office of the State Treasurer
 Biennium: 2013-2015

Bill#: HB1005

Date: 12/07/2012

Time: 14:09:21

Program: Administration		Reporting Level: 00-120-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	252,800	0	252,800	0
Total Expenditures	37,036,021	49,705,390	(48,254,991)	1,450,399	512,362
Funding Sources					
General Fund					
Total	37,036,021	49,705,390	(48,254,991)	1,450,399	512,362
Total Funding Sources	37,036,021	49,705,390	(48,254,991)	1,450,399	512,362
FTE Employees	7.00	7.00	0.00	7.00	2.00

CHANGE PACKAGE DETAIL

120 Office of the State Treasurer
Biennium: 2013-2015

Bill#: HB1005

Date: 12/07/2012

Time: 14:09:21

Program: Administration			Reporting Level: 00-120-100-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

Base Budget Changes

One Time Budget Changes

A-E 1 Remove prior biennium one-time funding		0.00	(48,266,588)	0	0	(48,266,588)
Total One Time Budget Changes		0.00	(48,266,588)	0	0	(48,266,588)

Ongoing Budget Changes

Base Payroll Change		0.00	11,597	0	0	11,597
Total Ongoing Budget Changes		0.00	11,597	0	0	11,597

Total Base Budget Changes		0.00	(48,254,991)	0	0	(48,254,991)
----------------------------------	--	-------------	---------------------	----------	----------	---------------------

Optional Budget Changes

One Time Optional Changes

A-D 4 Add One-Time IT Funding	2	0.00	191,516	0	0	191,516
Total One Time Optional Changes		0.00	191,516	0	0	191,516

Ongoing Optional Changes

A-C 2 Add FTE 1	1	1.00	207,388	0	0	207,388
A-C 3 Add FTE 2	3	1.00	157,223	0	0	157,223
Total Ongoing Optional Changes		2.00	364,611	0	0	364,611

Total Optional Budget Changes		2.00	556,127	0	0	556,127
--------------------------------------	--	-------------	----------------	----------	----------	----------------

Optional Savings Changes

A-G 5 3% Optional Savings Package	4	0.00	(43,765)	0	0	(43,765)
Total Optional Savings Changes		0.00	(43,765)	0	0	(43,765)