

Treasury Performance Management

Duties of the County Treasurer:

* Daily receipting and balancing of the general funds	* File personal property chargebacks with the State
* Short & Long term investing of funds. Having sufficient daily cash on hand	* Issue tax certificates and maintain the sale book
* Supply all forms and flash drives with tax reports for the 18 municipalities	* Bill and collect the Agricultural Use Value charges
* Collect 1st installment taxes for City of Eau Claire, Altoona and Ludington	* Report and publish unclaimed funds for the County
* Collect second installment for the entire county from February - August	* Maintain the Lottery Credit list and yearly audit.
* Calculate January, February and August settlements for all taxing jurisdictions	* Reconcile Alio accounts and prepare journal entries
* Create and publish the legal notice for Tax Deed/In Rem	* Maintain accuracy of online tax portal
* Certify and sign off that there are no delinquent taxes for timber cutting permits	
* Certify properties for the purpose of recording plats and for the DNR Managed Forest Program	
* Maintain records and collect delinquent taxes year round & advanced tax payments prior to the new bills being created	
* Calculate mill rates; enter municipal special charges; county special charges; file associated tax reports with the State of WI	
* Create & produce 19 municipal tax rolls, reports and the 54,000 tax statements. Maintain these records for 15 years	
* Filing and remitting monthly/quarterly/yearly state reports for Register of Deeds; Probate; County Clerk; and Clerk of Courts	
* Daily provide taxpayers, realtors, title companies, attorneys and lending information the most reliable and efficient service possible.	
* Report and pay managed forest land and private forest crop settlements to the Department of Natural Resources	
* Disburse County Payroll and Accounts Payable. Assist in ACH payments both incoming and outgoing.	
* Assist municipal Clerks and Treasurers and provide yearly training for our tax software and key dates for the DOR	
* Prepare a yearly budget; annual report and performance management report.	

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Total number of real estate tax statements produced (during December)	50,084	50,357	50,804	n/a
- Number of real estate tax stmts produced for the City of Eau Claire only	22,964	23,066	23,418	n/a
- Number of real estate tax stmts produced outside the City of Eau Claire	27,120	27,291	27,386	n/a
Number of personal property tax statements produced (during December)	3,196	3,222	3,128	n/a
Number of municipalities supported by Treasurer's Office	18	18	19	19
Number of municipalities contracting with Eau Claire County for tax collection	3	3	3	3
Number of general transactions processed per year	4,172	4,228	3,829	283
Dollar amount of tax transactions collected during the year	\$123,855,231	\$126,682,803	\$141,986,733	\$55,275,285
Dollar amount of delinquent taxes collected during the year	\$2,178,446	\$2,360,848	\$2,009,680	\$113,351
Number of Seasonal Employees	2	2	2	2
Year to date total overage (shortage) of daily cash receipts	\$31	\$63	\$23	-\$25
Total tax receipt dollars collected & processed through Treasurer's office	\$126,033,677	\$129,043,651	\$143,996,413	\$55,388,636
Number of Tax Certificates mailed out in September	1,119	986	1,110	n/a
Number of Letters mailed out "1st installment missed" in February	1,157	850	740	780

*YTD indicates Jan results

OUTCOMES	<u>Benchmark</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
100% of tax rolls and statements will be available to the municipal treasurers by	100%	100%	100%	100%
There will be no fines assessed against Eau Claire Co. due to delay in issuing settlement payments to municipalities, school districts, or the State of WI.	\$0	\$0	\$0	\$0
Cash balancing shortage or overage will be less than .0005% of the total	0.00002%	0.00005%	0.00002%	-0.00005%
100% of receipts issued by 4:00 p.m. are deposited in the bank each day	100%	100%	100%	100%

*YTD indicates Jan results