

Service	New or Existing	Cap Amount Set by Regulation YES / NO	Amount Based on Client's Ability to Pay YES / NO	Estimated No. of Units	Current Fee Unit	Actual Cost per Unit	Recommended Fee/Unit 2017/18	Recommended Frequency	Increase (Decrease)	Estimated Revenue FY2018/19	Fee Authority	Description/Exception
TAX COLLECTOR												
1 DELINQUENT COST ON SECOND INSTALLMENT OF CURRENT SECURED BILLS	EXISTING	NO	NO	2,587	\$ 10.00	\$ 20.00	\$ 20.00	WHEN SECOND INSTALLMENTS BECOME DELINQUENT	INCREASE	\$ 25,870	GOVT CODE 54985	COLLECTED WHEN SECOND INSTALLMENT OF TAXES ARE DELINQUENT
2 COST OF NOTICING SECURED ABSTRACT ROLL	NEW	NO	NO	1,572	\$ -	\$ 75.00	\$ 75.00	ONCE A YEAR AND ONLY THE FIRST YEAR A PARCEL GOES DELINQUENT	INCREASE	\$ 117,900	GOVT CODE 54985	ONCE A YEAR AND ONLY THE FIRST YEAR A PARCEL GOES DELINQUENT
3 INSTALLMENT PLAN FEE	EXISTING	NO	NO	134	\$ 35.00	\$ 75.00	\$ 75.00	WHEN SOMEONE SETS UP A PAYMENT PLAN ON SECURED OR UNSECURED TAXES	INCREASE	\$ 5,360	R&T CODE 4217 AND GOVT CODE 54985	COLLECTED WHEN SOMEONE SETS UP A PAYMENT PLAN OR REINSTATES A PAYMENT PLAN IN SECURED ABSTRACT OR UNSECURED ABSTRACT
4 LOT LINE /MEGER CALCULATION/COLLECTION FEE	EXISTING	NO	NO	20	\$ 15.00	\$50.00	\$50.00	CHARGED WHEN ONCE PER APPLICATION FOR THE CALCULATION OF A PRE PAID BOND AND THE COLLECTION AND POSTING OF THE ACTUAL TAX	INCREASE	\$ 700	GOVT CODE 54985	COLLECTED WHEN A BOND FOR PROPERTY TAX IS REQUIRED FOR A LOT LINE /MERGER
5 SESEGATIONS FEES	EXISTING	NO	NO	5	\$ 35.00	\$ 100.00	\$ 100.00	CHARGED WHEN THERE ARE MULTIPLE OWNERS ON A PROPERTY AND THEY WANT THEIR OWN SEPARATE TAX BILL	INCREASE	\$ 325	GOVT CODE 54985	CHARGED WHEN THERE ARE MULTIPLE OWNERS ON A PROPERTY AND THEY WANT THEIR OWN SEPARATE TAX BILL
										\$ 150,155		
LASSEN COUNTY TREASURER												
7 NSF FEE FOR BAD CHECKS	NEW	NO	NO	NO	\$ 50.00	\$ -	\$ 50.00	ONCE PER BAD CHECK	INCREASE	\$ 2,500	GOVT CODE 54985	CHARGED WHEN SOMEONE'S CHECK IS RETURNED
					Grand Total Estimated Re \$ 150,155 (Fiscal Year)							

LASSEN COUNTY ASSESSOR

Houly Rate*
Feb 2018 Estimates

Treasurer/Tax Collector	70.81
Asst Tax Collector	46.51
Actt Tech2	34.68
Acct Tech 2	28.49

C	D	E	F	G	H	I
Description of Service or Product						
Assessors Office Information and Services						
Detail	Personnel	Time	Rate	Developmental Cost*	Cost	Recommended Fee
Delinquent Second Installment Cost, cost of notice, additional time dealing with delinquent accounts and tax payer inquiries and mortgage company inquiries	Treasurer/Tax Collector	200	70.81	0.00	14,162.00	Increasing the cost from \$10.00 to 20.00 per delinquent 2nd installment bill
	Assistant Treasurer/Tax Collector	348	46.50	0.00	16,182.00	
	Acct Tech 2	417	34.68	0.00	14,461.56	
	Acct Tech 2	120	28.49	0.00	3,418.80	
April 11 - June 30						
				5,942.20	5,942.20	\$2.20 per notice for supplies, postage, and usage of equipment and program cost
		1085			54,166.56	\$20.00 per bill with an average number of bills being 2700
Cost of Noticing Securd Abstract:						
This cost is based on a one time fee with the average life of delinquent secured account being three. This fee is for cost of quarterly billing , cost of 2 year publication, and cost of 5 year publication also includes certified postage for publications. This also includes the departments time to service the delinquent secured roll						
July through June	Treasurer/Tax Collector three year aver	200	70.81	0.00	14,162.00	One Time \$75.00 fee when parcel first goes delinquent
	Assistant Treasurer/Tax Collector	480	46.50	0.00	22,320.00	
	Acct Tech 2	900	34.68	0.00	31,212.00	
	Acct Tech 2	200	28.49	0.00	5,698.00	
				46,000.00	46,000.00	This is the three year average cost for supplies postage and usage of equipment and program cost with an average of 1572 accounts
		1780			119,392.00	

	C	D	E	F	G	H	I
33							
34	Installment Payment Plan Fee	Treasurer/Tax Collector	10	70.81	0.00	708.10	Increasing fee from \$35.00 to \$75.00 Increase installment payment plan fee in both unsecured and secured abstract from \$35.00 to \$75.00
35		Assistant Treasurer/Tax Collector	50	46.50		2,325.00	Average number of plans 134
36		Acct Tech 2	95	34.68		3,294.60	
37		Acct Tech 2	30	28.49		854.70	
38			185		3,000.00	3,000.00	\$22.39 per year per plan for supplies postage and usage of equipment and program cost
39						10,182.40	
40							
41	LOT LINE CALCULATION FEE	Assessor	6	66.52		399.12	Increasing this fee from \$15.00 to \$50.00
	This fee consists of the time it takes to calculate a bond for prepayment of taxes do to a lot line or merger of property. This also takes in account the noticing that must be done to other outside and county agencies, as well as refunds or collection of overpayments once the tax roll is issued.						
42		Treasurer/Tax Collector	1	70.81		70.81	Average number of lot line adjustments/mergers is 20
43		Assistant Treasurer/Tax Collector	2	46.50		93.00	
44		Acct Tech 2	9	34.68		312.12	
45		Acct Tech 2	0	28.49		0.00	This amount is the annual amount sent for supplies postage, cost of refunds and collections on underpayments, as well as program costs
46					200.00	200.00	
47			18			1,075.05	
48							
49							
50							
51							
52							
53							
54							
55							
56							

	C	D	E	F	G	H	I
57							
58							
59							
60							
61							
62							
63	SEGREGATION FEES						
64	This fee consists of the time it takes to calculate the amount of multi owners of one properties share of taxes. It also takes into account the added handling of the Auditor's office for creating multi bills, and the tax collector for billing and collecting multiple bills in both current and delinquent rolls.						
65		Assessor	4	66.52		266.08	Increase fee from \$35.00 per parcel to \$100.00 per parcel
66		Treasurer/Tax Collector	1	70.81		70.81	
67		Assistant Treasurer/Tax Collector	4	46.50		186.00	
68		Acct Tech 2	4	34.68		138.72	
69		Acct Tech 2	0	28.49		0.00	
		Account Auditor	4	36.35		145.40	
70					200.00	200.00	The average number of people involved in a single split is currently 7
71			17			1,007.01	
72							
73	Research This is the minimum hourly charge that we would collect, if a tax collector asks us to research history not readily available on our computer screens, and provide copies. All requests will be charged a 1 hour minimum fee						
		Treasurer/Tax Collector	0	70.81	0.00	0.00	Increasing this fee from \$15.00 to \$50.00
74		Assistant Treasurer/Tax Collector	0.25	46.50	0.00	11.63	
75		Acct Tech 2	1	34.68	0.00	34.68	
76		Acct Tech 2	0.2	28.49	0.00	5.70	
77			1.45			52.00	
78							
79	NSF FEE The Treasurer would charge this fee to all departments that receive nsf checks, so that those departments can recover the fee from the individual that bounces their check						
		Treasurer/Tax Collector	0	70.81	0.00	0.00	Increasing this fee from 0 to \$50.00
80		Assistant Treasurer/Tax Collector	0.5	46.50	0.00	23.25	
81		Acct Tech 2	0	34.68	0.00	0.00	
82		Acct Tech 2	0.75	28.49	0.00	21.37	
83					10.00 Bank Fee	10.00	
84			1.25			54.62	
85							
86							
87	* Per Revenue and Taxation Code 409, the actual cost is not limited to duplication or reproduction costs, but may include recovery of developmental and indirect costs such as overhead, personnel, supply, material, office, storage, and computer costs.						
88							

DEPARTMENT: TREASURER/TAX COLLECTOR/OR&R

FUNCTION/ACTIVITY

[illegible]

2/15/18

2-15-18

TINA DUNLAP																												
DEPARTMENT: TREASURER/TAX COLLECTOR/OR&R																												
MONTH/YEAR FEBRUARY 2018																												
FUNCTION/ACTIVITY	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	TOTAL							
VACATION																												
HOLIDAY								8					8															
SICK LEAVE																												
OTHER LEAVE PERSONAL																												
INTERNAL ADMIN																												
TRAINING																												
SUPPLEMENTAL ROLL																												
ACCTS PAYABLE																												
SPECIAL DISTRICTS																												
SECURED PROCESSING	6	6.5	6	6.5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6								
UNSECURED PROCESSING	1	0.5	0.5	0.5	0.5	1	1	1	1	0.5	1	1	1	1	1	1	0.5	1	1	1								
SECURED ABSTRACT	1	0.5	1	0.5	1	0.5	0.5	0.5	0.5	1	0.5	0.5	0.5	1	0.5	0.5	1	0.5	0.5	0.5								
UNSECURED ABSTRACT		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	0.5	0.5	0.5								
DEFAULTED PROPERTY																												
TREASURY-BANK RECONCILIATION																												
TREASURY INVESTMENTS																												
TREASURY REPORTS																												
TREASURY DEPT FINANCING																												
OR&R CASE MANAGEMENT																												
DELINQUENT																												
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	160							

EMPLOYEE SIGNATURE *Tina Dunlap*

DATE *3/1/18*

SUPERVISOR SIGNATURE *Ken M. Lee*

DATE _____

TINA DUNLAP
DEPARTMENT: TREASURERTAX COLLECTOR/OR&R
MONTH/YEAR MARCH 2018

FUNCTION/ACTIVITY	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	TOTAL
VACATION																							0
HOLIDAY																							0
JURY DUTY																							0
SICK LEAVE																							0
OTHER LEAVE PERSONAL																							8
INTERNAL ADMIN																							0
TRAINING																							0
SUPPLEMENTAL ROLL																							0
ACCTS PAYABLE																							0
SPECIAL DISTRICTS																							0
SECURED PROCESSING		6	6.5	6	6.5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	127
UNSECURED PROCESSING		1	0.5	0.5	0.5	0.5	1	1	1	1	0.5	1	1	1	1	1	0.5	1	1	1	0.5	1	16.5
SECURED ABSTRACT		1	0.5	1	0.5	1	0.5	0.5	0.5	0.5	1	0.5	0.5	1	1	0.5	1	0.5	0.5	1	1	1	15
UNSECURED ABSTRACT			0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5				0.5	0.5	0.5	0.5	0.5	0.5	1	9.5
DEFAULTED PROPERTY																							0
TREASURY-BANK RECONCILIATION																							0
TREASURY INVESTMENTS																							0
TREASURY REPORTS																							0
TREASURY DEPT FINANCING																							0
OR&R CASE MANAGEMENT																							0
DELINQUENT																							0
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	176

EMPLOYEE SIGNATURE *Tina Dunlap* DATE *4/24/18*
SUPERVISOR SIGNATURE *Janae Reed* DATE *4-24-18*

DEPARTMENT: TREASURER/TAX COLLECTOR/OR&R

FUNCTION/ACTIVITY

[illegible]

Three barrels

5/30/18

Expenditure

5/11/18

TINA DUNLAP																																
DEPARTMENT: TREASURER/TAX COLLECTOR/OR&R																																
MONTH/YEAR MAY 2018																																
FUNCTION/ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
VACATION																																
HOLIDAY																																
SICK LEAVE																																
OTHER LEAVE PERSONAL																																
INTERNAL ADMIN																																
TRAINING																																
SUPPLEMENTAL ROLL																																
ACCTS PAYABLE																																
SPECIAL DISTRICTS																																
SECURED PROCESSING	6	6.5	6	6.5	6	6.5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
UNSECURED PROCESSING	1	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	1	0.5	1	1	1	1	1	1	1	0.5	1	0.5	1	1	1	1	1	1	1	1	
SECURED ABSTRACT	1	0.5	1	0.5	1	0.5	1	0.5	0.5	0.5	0.5	0.5	1	0.5	1	0.5	0.5	1	1	1	0.5	1	0.5	1	0.5	1	0.5	0.5	8	8	6.5	36
UNSECURED ABSTRACT		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5				0.5	0.5	0.5	0.5	0.5	0.5					0.5	8.5
DEFAULTED PROPERTY																																
TREASURY-BANK RECONCILIATION																																
TREASURY INVESTMENTS																																
TREASURY REPORTS																																
TREASURY DEPT FINANCING																																
OR&R CASE MANAGEMENT																																
DELINQUENT																																
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	184

EMPLOYEE SIGNATURE Tina Dunlap

DATE 6/7/18

SUPERVISOR SIGNATURE Jenna Davis

DATE 6-7-18

DEPARTMENT: TREASURER/TAX COLLECTOR		
MONTH/YEAR: JANUARY 2018		

MONTH/YEAR: JANUARY 2018

FUNCTION/ACTIVITY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	TOTAL
VACATION																								0
HOLIDAY											8													8
SICK LEAVE																						8.00	8.00	16
ELECTIONS VOLUNTEER																								0
INTERNAL ADMIN																								0
TRAINING																								0
SUPPLEMENTAL ROLL																								0
ACCTS PAYABLE																								0
SPECIAL DISTRICTS																								0
SECURED PROCESSING							2	2	2	2		2	2	2	2	2	2	2	2	2	2	2	2	28
UNSECURED PROCESSING							0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		7
SECURED ABSTRACT							1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		14
UNSECURED ABSTRACT							0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		7
DEFAULTED PROPERTY							0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		7
TREASURY-BANK RECONCILIATION							1.5	1.5	1.5	1.5		1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5		21
TREASURY INVESTMENTS							0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		7
TREASURY REPORTS							1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		14
TREASURY DEPT FINANCING																								0
OR&R CASE MANAGEMENT																								0
PASSPORTS							0.5	0.5	0.5	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		7
TOTALS	0	0	0	0	0	0	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136
EMPLOYEE SIGNATURE	<i>Chenela Davis</i>						DATE 8/30/18																	
SUPERVISOR SIGNATURE	<i>John A. Davis</i>						DATE 8/30/18																	

DEPARTMENT: TREASURER/TAX COLLECTOR
MONTH/YEAR: FEBRUARY 2018

FUNCTION/ACTIVITY

HOLIDAY

3.25

TRAINING

ACCTS PAYABLE

SECURED F

SECURED A

1.5

0.5

—

1

10

0.5

Q

DATE _____

4/23/18

DATE _____

4/23/18

RHONDA JOINES
DEPARTMENT: TREASURER/TAX COLLECTOR
MONTH/YEAR: MARCH 2018

FUNCTION/ACTIVITY	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	TOTAL
FAMILY SICK																5.75	3.5		1.5	5.5		4.5	20.75
HOLIDAY																							0
SICK LEAVE																							0
ELECTIONS VOLUNTEER																							0
INTERNAL ADMIN																							0
TRAINING																							0
SUPPLEMENTAL ROLL																							0
ACCTS PAYABLE																							0
SPECIAL DISTRICTS																							0
SECURED PROCESSING	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		1	2	2		2	0.5	37.5
UNSECURED PROCESSING	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		0.5	0.5	0.5		0.5		9.5
SECURED ABSTRACT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0.75	1	1		1		18.75
UNSECURED ABSTRACT	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5			0.5	0.5		0.5		9
DEFAULTED PROPERTY	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5			0.5			0.5		8.5
TREASURY-BANK RECONCILIATION	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5		1.5	1.5	1.5	1.5	1.5	1.5	33
TREASURY INVESTMENTS	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	0.5	0.5	10
TREASURY REPORTS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		0.75	0.75	1	0.5	0.5	1	20.5
TREASURY DEPT FINANCING																							0
OR&R CASE MANAGEMENT																							0
PASSPORTS	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5			0.5			0.5		8.5
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0	176

EMPLOYEE SIGNATURE *Rhonda Joines* DATE *4/23/18*
SUPERVISOR SIGNATURE *Shirley Davis* DATE *4-23-18*

LAURA DENNIS

DEPARTMENT: TREASURER/TAX COLLECTOR

MONTH/YEAR: JANUARY 2018

FUNCTION/ACTIVITY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	TOTAL
VACATION																								0
HOLIDAY		8									8													16
SICK LEAVE																								0
OTHER LEAVE PERSONAL																								0
INTERNAL ADMIN																								0
TRAINING																								0
SUPPLEMENTAL ROLL																								0
ACCTS PAYABLE																								0
SPECIAL DISTRICTS																								0
SECURED PROCESSING		4	4.00	4	2	4.00	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	82
UNSECURED PROCESSING		1	1	1	1	1	1	1	1	1	1	1.00	1	1	1	1	1	1	1	1	1	1	1	21
SECURED ABSTRACT		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21
UNSECURED ABSTRACT																								19
DEFAULTED PROPERTY			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1.00	1	1	1	1	1	1	20
TREASURY-BANK RECONCILIATION		2		1																				3
TREASURY INVESTMENTS					2																			2
TREASURY REPORTS																								0
TREASURY DEPT FINANCING																								0
COLLECTIONS																								0
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	184

EMPLOYEE SIGNATURE

Laura Dennis

DATE

2-13-18

SUPERVISOR SIGNATURE

Henry M. [Signature]

DATE

2-13-18

LAURA DENNIS

DEPARTMENT: TREASURER/TAX COLLECTOR

MONTH/YEAR: FEBRUARY 2018

FUNCTION/ACTIVITY	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	TOTAL
VACATION				8												8.00					16
HOLIDAY								8					8								16
SICK LEAVE												2					1.50	0.5	0.5		4.5
OTHER LEAVE PERSONAL			8																	5	13
INTERNAL ADMIN																					0
TRAINING																					0
SUPPLEMENTAL ROLL																					0
ACCTS PAYABLE																					0
SPECIAL DISTRICTS																					0
SECURED PROCESSING	4	4			2	4.00	4		4	4	4	4		4	4		4	4	4	2	56
UNSECURED PROCESSING	1	1			1	1	1		1	1	1	1.00		1	1		1	1	1	0	14
SECURED ABSTRACT	1	1			1	1	1		1	1	1	1		1	1		1	1	1	0	14
UNSECURED ABSTRACT		1			1	1	1		1	1	1			1	1		0.00	0.5	0.5	0	10
DEFAULTED PROPERTY		1			1	1	1		1	1	1			1	1		0.5	1	1	0	11.5
TREASURY-BANK RECONCILIATION	2													1	1					1	3
TREASURY INVESTMENTS					2																2
TREASURY REPORTS																					0
TREASURY DEPT FINANCING																					0
COLLECTIONS																					0
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0	160

EMPLOYEE SIGNATURE

Laura Dennis

DATE

4-10-18

SUPERVISOR SIGNATURE

Myra Bell

DATE

4-16-18

LAURA DENNIS																															
DEPARTMENT: TREASURER/TAX COLLECTOR																															
MONTH/YEAR: MARCH 2018																															
FUNCTION/ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
VACATION																															0
HOLIDAY																															0
SICK LEAVE																															0
OTHER LEAVE PERSONAL																															0
INTERNAL ADMIN																															30
TRAINING																															0
SUPPLEMENTAL ROLL																															0
ACCTS PAYABLE																															0
SPECIAL DISTRICTS																															0
SECURED PROCESSING																															72
UNSECURED PROCESSING																															18
SECURED ABSTRACT																															18
UNSECURED ABSTRACT																															16
DEFAULTED PROPERTY																															17
TREASURY-BANK RECONCILIATION																															3
TREASURY INVESTMENTS																															2
TREASURY REPORTS																															0
TREASURY DEPT FINANCING																															0
COLLECTIONS																															0
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0	176

EMPLOYEE SIGNATURE	<i>Laura Dennis</i>	DATE	4-10-18
SUPERVISOR SIGNATURE	<i>Ray M. Bell</i>	DATE	4-10-18

LAURA DENNIS																															
DEPARTMENT: TREASURERTAX COLLECTOR																															
MONTH/YEAR: MAY 2018																															
FUNCTION/ACTIVITY	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	TOTAL							
VACATION					8														2					10							
HOLIDAY																				8				8							
SICK LEAVE																								0							
OTHER LEAVE PERSONAL											8													8							
INTERNAL ADMIN																								0							
TRAINING																								0							
SUPPLEMENTAL ROLL																								0							
ACCTS PAYABLE																								0							
SPECIAL DISTRICTS																								0							
SECURED PROCESSING	4	4	4.00	4			4	4	4	4	4	4	4	4	4	4	4	4	4		4	4	4	80							
UNSECURED PROCESSING	1	1	1	1			1	1	1	1	1	1.00	1	1	1	1	1	1	1		1	1	1	19							
SECURED ABSTRACT	1	1	1	1			1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	19								
UNSECURED ABSTRACT		1	1				1	1	1	1	1	1	1	1	1	1	1.00	1			1	1	2								
DEFAULTED PROPERTY		1	1				1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	18								
TREASURY-BANK RECONCILIATION	2																						16								
TREASURY INVESTMENTS				2																			2								
TREASURY REPORTS																							2								
TREASURY DEPT FINANCING																							0								
COLLECTIONS																							0								
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	184							

EMPLOYEE SIGNATURE	<i>Laura Dennis</i>	DATE	6-6-18
SUPERVISOR SIGNATURE	<i>Raymond</i>	DATE	6-7-18

LAURA DENNIS																															
DEPARTMENT: TREASURERTAX COLLECTOR																															
MONTH/YEAR: JUNE 2018																															
FUNCTION/ACTIVITY	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	TOTAL									
VACATION																															
HOLIDAY																															
SICK LEAVE																															
OTHER LEAVE PERSONAL																															
INTERNAL ADMIN																															
TRAINING																															
SUPPLEMENTAL ROLL																															
ACCTS PAYABLE																															
SPECIAL DISTRICTS																															
SECURED PROCESSING	4	4	4.00	4	4	4.00	4		4	4	4	4		4	4																
UNSECURED PROCESSING	1	1	1	1	1	1	1	1	1	1	1.00	4		1	1																
SECURED ABSTRACT	1	1	1	1	1	1	1	1	1	1	1	1		1	1																
UNSECURED ABSTRACT																															
DEFAULTED PROPERTY																															
TREASURY-BANK RECONCILIATION	2																														
TREASURY INVESTMENTS																															
TREASURY REPORTS																															
TREASURY DEPT FINANCING																															
COLLECTIONS																															
TOTALS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	168										

EMPLOYEE SIGNATURE	<i>Laura Dennis</i>	DATE	<i>6/29/18</i>
SUPERVISOR SIGNATURE	<i>[Signature]</i>	DATE	