

ANNUAL REPORT LEON COUNTY TAX COLLECTOR

Fiscal Year 2007-2008



Accountability

As an independently elected Constitutional Office of the State of Florida with jurisdiction in and for Leon County, the tax collector is accountable to the citizens and taxpayers of Leon County. To that end, this office relies strongly upon an independent annual audit as well as upon the statutory oversight that is provided by the Florida Department of Revenue.

Every employee of the Leon County Tax Collector is charged with earning the public's trust and confidence by providing the best in customer service through assured quality and the effective and efficient use of public resources. Candid feedback from our customers on how well this office is meeting that charge helps us to meet or exceed their expectations. For that reason, comments and inquiries from customers are always welcomed.

Our Mission

To collect authorized taxes and fees from people and businesses in a fair and professional manner, and to efficiently distribute the proceeds to the taxing authorities in accordance with the law.

Our Vision

To proactively meet the needs of our customers through superior service, innovation, and technology.



“Taxing Situations Made Easier”

Post Office Box 1835
Tallahassee, Florida 32301-1835
E-mail: webtax@leoncountyfl.gov
Web site: www.leontaxcollector.net

October 29, 2008

Leon County Taxing Authorities
Tallahassee, Florida

As we end the 2007-08 Fiscal Year, I am pleased to submit the annual report of the Office of the Leon County Tax Collector which is required by section 218.36(1)(2), Florida Statutes. During this year, we have worked hard to meet the goals that we set: to improve internal controls and to fully utilize the computerized applications and systems that are available to us. Of course, our top priority remains the continuous improvement of customer service.

Our office is proud of the accomplishments we have achieved during the past year. As tax collector for Leon County, I have, and will continue to identify opportunities to improve the effectiveness and efficiency of our operations. By doing so, I am able to distribute in excess of \$1.4 million in unexpended fee income during the 2007-08 Fiscal Year to the Taxing Authorities in Leon County. Accordingly, the appropriate officer within each of those Taxing Authorities has been provided with a payment equaling their share of these unexpended fees.

It is with pleasure that I serve the citizens of Leon County.

Sincerely,

Doris H. Maloy
Tax Collector



Accomplishments

Customer Service

- Developed training modules and utilized the new intranet site as a training vehicle.
- Increased frequency of customer satisfaction surveys.
- Established an on-line payment process for Tourist Development Taxes.
- Established a new Southside Office.

Internal Control

- Created a quality review unit.
- Worked with a consultant to review operating procedures. Many of the recommendations will be implemented in the 2008-09 Fiscal Year.

Full Utilization of Applications

- Enhanced the WF cashing system to eliminate FDLIS & FRVIS double posting.
- Streamlined balancing and posting efforts by using PDF files for delivering tax searches.

New Processes and other Activities

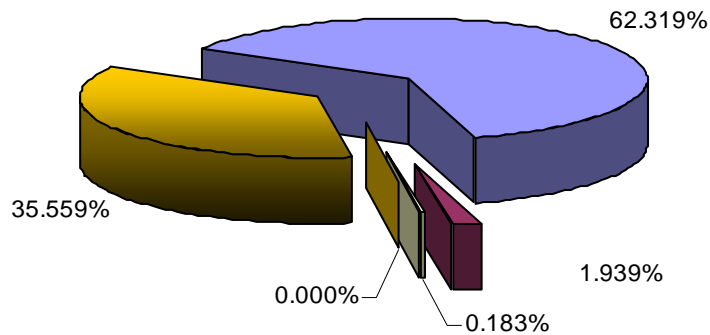
- Developed the office intranet site.
- Implemented the Image Cash Letter to deposit checks electronically and receive same day credit.
- Migrated to new and higher capacity production servers.
- Posted a better than 80% success rate in mobile home delinquent registration renewals.

**CALCULATION OF DISTRIBUTION OF UNEXPENDED FEES
PERIOD ENDED SEPTEMBER 30, 2008**

UNEXPENDED FEES **\$ 1,412,391.11**

	TOTAL REVENUES	PERCENTAGE OF REVENUES	EXCESS FEES
COUNTY	\$4,799,830.02	62.319%	\$ 880,188.02
SCHOOL	\$ 149,303.36	1.939%	\$ 27,386.26
NWFWMD	\$ 14,085.66	0.183%	\$ 2,584.68
	\$ 0.00	0.000%	\$ 0.00
OTHER SOURCES	\$2,738,760.35	35.559%	\$ 502,232.15
TOTAL	\$7,701,979.39	100.00%	\$1,412,391.11

Percentage of Revenues



DISTRIBUTION TO:

COUNTY (COUNTY & OTHER SOURCES)	\$1,382,420.17
SCHOOL	\$ 27,386.26
NWFWMD	\$ 2,584.68
FALLSCHASE	\$ 0.00
TOTAL	\$1,412,391.11

**FUND GROUP
REVENUES AND EXPENDITURES/EXPENSES
PERIOD ENDED SEPTEMBER 30, 2008**

Reporting Entity: **LEON COUNTY TAX COLLECTOR** ID NUMBER: **37-004**

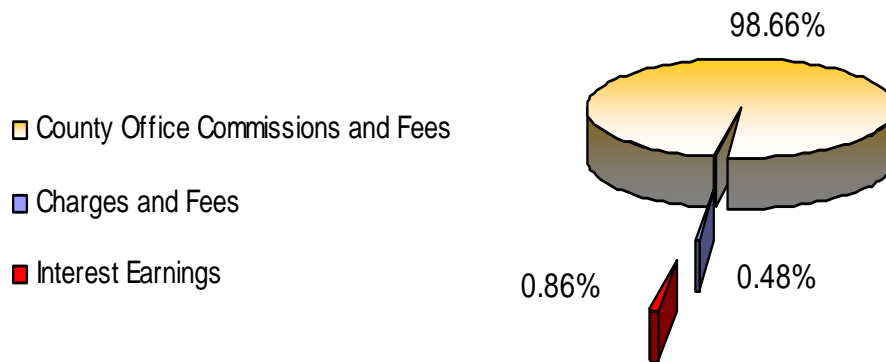
Reporting Group: **GENERAL**

EXPENDITURES AND OTHER DEBITS

Account No.	Description	Amount
513.4651	Repairs and Maintenance. - Office Equip.	\$ 4,100.00
513.4652	Repairs and Maintenance. - Vehicles	\$ 3,284.80
513.4653	Repairs and Maintenance. - Office Space	\$ 16,258.50
513.4654	Repairs and Maintenance. - EDP	\$ 99,719.19
513.4751	Printing and Reproduction	\$ 2,113.20
513.4851	Promotional	\$ 10,509.33
513.4951	Legal Ads	\$ 12,447.01
513.4952	Banking Charges	\$ 5,564.84
513.5159	Office Supplies	\$ 132,281.06
513.5251	Fuel & Lube	\$ 9,915.67
513.5255	Comp Software	\$ 3,958.72
513.5451	Books	\$ 1,470.50
513.5453	Education	\$ 7,026.64
513.5454	Dues/Memberships	\$ 7,152.21
	Total	\$1,424,804.70
	Capital Outlay	
513.6451	EDP Machinery & Equip	\$ 34,906.86
513.6452	Office Furniture	\$ 3,119.73
513.6453	Office Equip	\$ 14,003.00
513.6454	Vehicles	\$ 0.00
	Total	\$ 52,029.59
TOTAL EXPENDITURES AND OTHER DEBITS		\$6,289,588.28
UNEXPENDED FEES		\$1,412,391.11

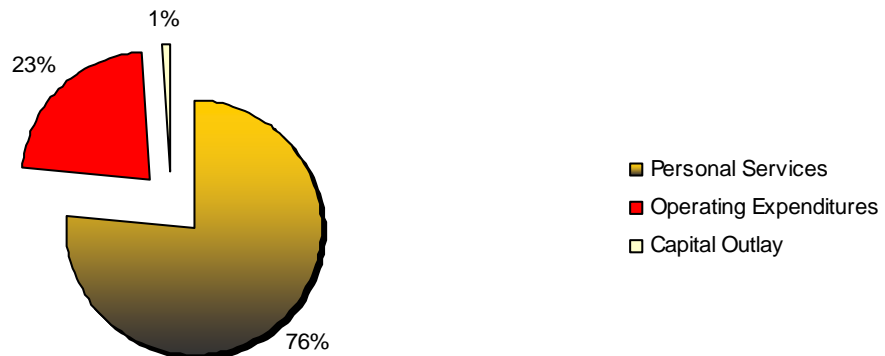
Fee Income Earned by the Leon County Tax Collector During the 2007/2008 Fiscal Year

Source	Amount	Percent
County Office Commissions and Fees	\$7,599,055.70	98.66%
Charges and Fees	\$ 36,677.71	0.48%
Interest Earnings	\$ 66,245.98	0.86%
Total Revenues & Other Credits	\$7,701,979.39	100.00%



Expenditures and Other Debits Incurred During the 2007/2008 Fiscal Year

Description	Amount	Percent
Personal Services	\$4,812,753.99	76.52%
Operating Expenditures	\$1,424,804.70	22.65%
Capital Outlay	\$ 52,029.59	0.83%
Total Expenditures & Other Debits	\$6,289,588.28	100.00%



Surplus of Earned Income Over Expenditures

Total Revenues & Other Credits	\$7,701,979.39
Total Expenditures & Other Debits	\$6,289,588.28
Net Surplus of Income over Expenses	\$1,412,391.11

Surplus as a Percentage of Total Income **18.34%**

2007-08 Annual Report

Leon County Tax Collector

**FUND GROUP
REVENUES AND EXPENDITURES/EXPENSES
PERIOD ENDED SEPTEMBER 30, 2008**

Reporting Entity: **LEON COUNTY TAX COLLECTOR**

ID NUMBER: **37-004**

Reporting Group: **GENERAL**

REVENUES AND OTHER CREDITS

Account No.	Description	Amount
County Office Commission and Fees		
341.801	Occupational Licenses	\$ 173,835.86
341.802	Out of Business Permit Fee	\$ 350.00
341.803	Hunting and Fishing Licenses	\$ 11,614.50
341.807	Driver License Fees	\$ 247,122.75
341.810	DMV Fees	\$ 1,317,285.10
341.811	Mail Fees	\$ 1,212.15
341.830	Parking Citation Fees	\$ 1,936.10
341.835	Tourist Development Tax	\$ 67,361.78
341.840	Sales and Use Tax	\$ 7,955.00
341.850	County Commissions	\$ 4,799,830.02
341.860	NWFWMD	\$ 14,085.66
341.861	Falls Chase	\$ 0.00
341.862	City	\$ 1,614.88
341.863	Piney Z	\$ 25,353.74
341.864	Capital Region CDD	\$ 75,743.58
341.870	School	\$ 149,303.36
341.880	Tax Redemptions & Certificates	\$ 668,462.64
341.882	Delinquent TPP	\$ 35,988.58
	Total	\$ 7,599,055.70
Other Gen. Government Charges & Fees		
341.904	Real Estate Advertising	\$ 19,397.62
341.905	TPP Advertising	\$ 2,378.29
341.900	Tag List	\$ 0.00
341.901	Bad Check Fees	\$ 10,024.17
341.903	Miscellaneous Fees	\$ 2,610.81
341.906	Overage From Trust Account	\$ 2,266.82
	Total	\$ 36,677.71
Interest Earnings		
361.100	Interest - Banks	\$ 66,245.98
361.200	Interest - SBA	\$ 0.00
	Total	\$ 66,245.98
TOTAL REVENUES AND OTHER CREDITS		\$7,701,979.39

**REVENUES AND EXPENDITURES/EXPENSES
PERIOD ENDED SEPTEMBER 30, 2008**

Reporting Entity: **LEON COUNTY TAX COLLECTOR** ID NUMBER: **37-004**

Reporting Group: **GENERAL**

EXPENDITURES AND OTHER DEBITS

Account No.	Description	Amount
Personal Services		
513.1100	Executive Salaries	\$ 130,044.00
513.1200	Regular Salaries and Wages	\$3,307,178.39
513.1300	Other	\$ 0.00
513.2151	FICA	\$ 251,417.94
513.2251	Retirement - Official	\$ 21,496.32
513.2252	Retirement - Employees	\$ 262,292.65
513.2253	Retirement - Senior Management	\$ 38,061.26
513.2254	Retirement - Drop Employees	\$ 37,318.67
513.2351	Life and Health Insurance	\$ 748,895.76
513.2451	Workers Compensation	\$ 16,049.00
513.2551	Unemployment Compensation	\$ 0.00
Total		\$4,812,753.99
Operating Expenditures/Expenses		
513.3151	EDP Professional Services	\$ 0.00
513.3154	Legal Services	\$ 7,577.44
513.3451	Contracted Services	\$ 427,335.87
513.4051	Travel	\$ 30,767.39
513.4151	Telephone	\$ 33,808.93
513.4251	Postage	\$ 118,776.18
513.4351	Utilities	\$ 76,374.00
513.4451	Rental & Lease - Office Equipment	\$ 891.64
513.4452	Rental & Lease - Vehicle	\$ 0.00
513.4453	Rental & Lease - Office Space	\$ 400,193.01
513.4454	Rental & Lease - EDP	\$ 0.00
513.4459	Rental & Lease - Other	\$ 7,395.36
513.4551	Auto Insurance	\$ 4,692.00
513.4559	Bonds/Notaries	\$ 1,191.21