

Public Administrator

Department Overview



The Public Administrator serves as guardian, conservator, and administrator of those estates to which he is appointed by the Probate Division of the Circuit Court. He is charged with following the statutory requirements for funds management, care of individuals, and conservation of funds as more specifically set out in the Missouri Probate Code.

The Public Administrator is guided by the principle that when acting as professional fiduciary and advocate to act ethically and in each person's best interests and benefit, to foster autonomy, justice and integrity, and do so in a manner worthy of the public trust.

Public Administration

Staffing by FTE (Full Time Equivalent)

	Adopted Budget 2014	Adopted Budget 2015	Adopted Budget 2016	Adopted Budget 2017	Requested Budget 2018
Public Administrator	1	1	1	1	1
Chief Deputy Pub. Admin.	2	2	2	1	1
Accounting Clerk	0	0	0	0	0
Asst to Care Manager	0	0	0	0	0
Bookkeeper	1	1	1	1	1.5
Bookkeeping Supervisor	1	1	1	1	1
Care Manager	4	5	5	5	5
Care Manager Sup	1	1	1	1	1
Clerk	1	1	1	1	1.5
Database Supervisor	1	1	1	1	1
Entitlements Technician	2	3	3	3	3
Lead Care Manager	2	2	2	2	2
Legal Assistant	2	3	3	3	3
Legal Counsel	2	2	2	3	3
Nurse	1	1	1	1	1
Property & Investment Coord.	1	1	1	1	1
Secretary	1	1	1	1	1
PT Entitlements Clerk	0	0	0	0	0
	23	26	26	26	27

BUDGET OVERVIEW PUBLIC ADMINISTRATOR

<u>Account Type</u>	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Recommended
Salaries	1,492,216	1,602,641	1,276,756	1,597,331
Contractual Services	129,919	97,583	77,358	94,576
Supplies	3,622	2,900	3,247	2,800
Capital Outlay	1,834	3,500	3,441	3,500
	<u>\$1,627,592</u>	<u>\$1,706,624</u>	<u>\$1,360,802</u>	<u>\$1,698,207</u>
 <u>Fund</u>				
General Fund	196,952	207,634	163,290	207,006
Health Fund	1,430,640	1,498,990	1,197,512	1,491,201
	<u>\$1,627,592</u>	<u>\$1,706,624</u>	<u>\$1,360,802</u>	<u>\$1,698,207</u>

**Public Administrator
3501**

Line Item Description	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
ALL FUNDS					
5010 Regular Salaries	\$ 1,064,512	\$ 1,143,285	\$ 876,593	\$ 1,114,895	\$ 1,114,895
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	320	-	-	-	-
5040 FICA Taxes	79,239	87,462	64,389	85,290	85,290
5050 Pension Contributions	155,731	156,876	143,803	150,950	150,950
5060 Insurance Benefits	192,414	215,018	191,971	246,196	246,196
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	1,492,216	1,602,641	1,276,756	1,597,331	1,597,331
6110 Postage	6,734	6,000	6,200	6,000	6,000
6120 Car Allowance & Mileage	59,041	56,083	44,240	52,583	52,583
6230 Printing	994	500	675	500	500
6641 Copier Rental/Maintenance	2,229	3,600	1,851	3,600	3,600
6662 Software Maintenance	-	1,000	499	1,000	1,000
6710 Dues & Memberships	2,716	2,760	2,571	2,760	2,760
6750 Education Benefits	2,098	2,500	2,073	2,500	2,500
6760 Court Costs/Investigation Servs	1,959	1,500	1,478	1,500	1,500
6790 Other Contractual Services	11,687	17,740	10,812	15,733	15,733
6010 Auditing & Accounting Services	4,900	4,900	4,950	4,900	4,900
6080 Other Professional Services	35,000	-	-	-	-
6140 Travel Expense	2,561	1,000	2,010	3,500	3,500
Total Contractual Services	129,919	97,583	77,358	94,576	94,576
7010 Office Supplies	3,265	2,500	2,959	2,500	2,500
7020 Reference Books/Publications	357	400	288	300	300
Total Supplies	3,622	2,900	3,247	2,800	2,800
8150 Office Furniture & Fixtures	1,008	-	-	-	-
8171 Personal Computer/Accessories	826	3,500	3,441	3,500	3,500
Total Capital Outlay	1,834	3,500	3,441	3,500	3,500
Total Public Administrator	\$ 1,627,592	\$ 1,706,624	\$ 1,360,802	\$ 1,698,207	\$ 1,698,207

**Public Administrator
3501**

Line Item Description	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
General Fund					
5010 Regular Salaries	\$ 140,492	\$ 151,332	\$ 116,124	\$ 147,215	\$ 147,215
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	46	-	-	-	-
5040 FICA Taxes	10,520	11,577	8,530	11,262	11,262
5050 Pension Contributions	13,455	13,620	12,485	13,249	13,249
5060 Insurance Benefits	23,951	28,789	24,878	32,964	32,964
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	188,464	205,318	162,016	204,690	204,690
6110 Postage	-	500	-	500	500
6120 Car Allowance & Mileage	7,814	1,083	1,060	1,083	1,083
6230 Printing	-	-	-	-	-
6641 Copier Rental/Maintenance	-	-	-	-	-
6662 Software Maintenance	-	-	-	-	-
6710 Dues & Memberships	-	-	-	-	-
6750 Education Benefits	-	-	-	-	-
6760 Court Costs/Investigation Servs	-	-	-	-	-
6790 Other Contractual Services	673	733	214	733	733
Total Contractual Services	8,488	2,316	1,274	2,316	2,316
7010 Office Supplies	-	-	-	-	-
7020 Reference Books/Publications	-	-	-	-	-
Total Supplies	-	-	-	-	-
Total General Fund	\$ 196,952	\$ 207,634	\$ 163,290	\$ 207,006	\$ 207,006
Health Fund					
5010 Regular Salaries	\$ 924,020	\$ 991,953	\$ 760,469	\$ 967,680	\$ 967,680
5025 Part Time Salaries	-	-	-	-	-
5030 Over Time Salaries	274	-	-	-	-
5040 FICA Taxes	68,719	75,885	55,859	74,028	74,028
5050 Pension Contributions	142,276	143,256	131,318	137,701	137,701
5060 Insurance Benefits	168,463	186,229	167,093	213,232	213,232
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
Total Salaries	1,303,752	1,397,323	1,114,739	1,392,641	1,392,641

**Public Administrator
3501**

	Previous Year	Current Year		Budget Year	
	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Request	2018 Rec.
6010 Auditing & Accounting Services	4,900	4,900	4,950	4,900	4,900
6080 Other Professional Services	35,000	-	-	-	-
6110 Postage	6,734	5,500	6,200	5,500	5,500
6120 Car Allowance & Mileage	51,227	55,000	43,181	51,500	51,500
6140 Travel Expense	2,561	1,000	2,010	3,500	3,500
6230 Printing	994	500	675	500	500
6641 Copier Rental/Maintenance	2,229	3,600	1,851	3,600	3,600
6662 Software Maintenance	-	1,000	499	1,000	1,000
6710 Dues & Memberships	2,716	2,760	2,571	2,760	2,760
6750 Education Benefits	2,098	2,500	2,073	2,500	2,500
6760 Court Costs/Investigation Servs	1,959	1,500	1,478	1,500	1,500
6790 Other Contractual Services	11,013	17,007	10,598	15,000	15,000
Total Contractual Services	121,432	95,267	76,084	92,260	92,260
7010 Office Supplies	3,265	2,500	2,959	2,500	2,500
7020 Reference Books/Publications	357	400	288	300	300
Total Supplies	3,622	2,900	3,247	2,800	2,800
8150 Office Furniture & Fixtures	1,008	-	-	-	-
8171 Personal Computer/Accessories	826	3,500	3,441	3,500	3,500
Total Capital Outlay	1,834	3,500	3,441	3,500	3,500
Total Health Fund	\$ 1,430,640	\$ 1,498,990	\$ 1,197,512	\$ 1,491,201	\$ 1,491,201
Total Public Administrator	\$ 1,627,592	\$ 1,706,624	\$ 1,360,802	\$ 1,698,207	\$ 1,698,207