

**El Dorado County Treasurer-Tax Collector  
Schedule of Fees**

<b>FEE NAME:</b>		<b>Non-payment of Credit Card Fee</b>	<b>Year Fee Adjusted</b>
<b>LEGAL AUTHORITY:</b>		Government Code 54985 Revenue & Taxation Code 2511.1(f)	Jul-15

<b>DESCRIPTION OF SERVICE:</b>		Processing credit card chargebacks, notifying taxpayers, reversing payments, and recovery of funds for the Treasurer-Tax Collector's Office.
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<b>ESTIMATED VOLUME:</b>		<b>Recurrence:</b> occasional	<b>Quantity:</b> 150		<b>Ext Qty</b>
					150

PROCESS STEPS:	Staff	Task	HOURS
	Fiscal Tech	1 Review credit card chargeback advice from vendor	0.1
		2 Identify items credited to file	0.08
		3 Reverse entry in tax system, add fee, and calculate adjusted amount due	0.08
		4 Prepare and mail notice of adjusted amount to pay	0.1
		5 Prepare reverse deposit to update general ledger	0.15
		6 Work with taxpayers to resolve issue	0.08
		Total	
		Total Time to Complete	0.59
		Staff Hrly Rate	\$ 39.60
		Total Cost this Position	\$ 23.36

COST TO PERFORM:		COST
		Labor to perform task
		23.36
		Copies/Mailing/Supplies
		Bank Charges
		1.50
		Copies 0.04
		0.08
		Envelope(s) 0.03
		0.03
		Postage 0.49
		0.49
		Total cost per transaction
		25.46

<b>CURRENT FEE:</b>			\$	15.00
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<b>PROPOSED FEE:</b>			\$	25.00
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<b>TOTAL ANNUAL PROPOSED FEE:</b>			\$	3,750.00
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Revised by:		Reviewed by:	Approved by:
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