

2016 Salary Survey					
	:County				
OFFICE	<u>ANNUAL SALARY</u> (Use high & low if not the same)	<u>Annual Supplemental Salary</u> (Use high & low if not the same)	<u>Annual Travel Allowance</u> (Use high & low if not the same)	<u>Annual Car Allowance</u> (Use high & low if not the same)	<u>Vehicle Furnished</u> (Yes or No)
County Judge					
County Commissioner - high					
County Commissioner - low					
County Clerk - if not comb.					
District Clerk - if not comb.					
Comb. County/District Clerk					
County Auditor					
Tax Assessor-Collector					
Treasurer					
County Attorney-if not comb.					
District Attorney-if not comb.					
Criminal Dist. Attorney					
Justice of the Peace - high					
Justice of the Peace - low					
Sheriff					
Constable - high					
Constable - low					

CountyWide	Amount
1. What is the county budget? - See Instruction #11!	
2. What is the number of budgeted employees? (FTE's) - See Instruction #12!	
3. What is the bonded indebtedness? - See Instruction #13!	
4. What is the starting date for the county fiscal year (M/D/YY)?	

Name of Person Reporting:

Office:

Phone Number:

E-Mail Address:

Return completed form:

The following instructions for TAC's 2016 Salary Survey are provided to ensure that data is entered in a consistent manner from county to county. The instructions below are NOT in the order the questions appear on the survey.

1. **Fiscal Year of Survey** - Please enter data for the budget that your county is using as of March 15, 2016.
2. **County** - Please enter the name of your county.
3. **High/Low** - Note that many of the columns and rows mention high or low amounts. The intent is to determine the range of salaries/supplements/allowances when more than one individual holds a particular office title such as occurs for Commissioners, Justices of the Peace and Constables.
 - 3.1 For example, assume the lowest paid County Constable makes \$8,400 per year and the highest paid makes \$12,500 in your county. Then \$8,400 is entered for Constable - Low and \$12,500 is entered for Constable - High.
 - 3.2 In the above example, it is possible that the highest annual salary may go to a constable who does not receive the highest supplemental salary. In that case, enter the highest salary and the highest supplemental salary in the Constable - High field even if they go to different officials. Similarly, the lowest salary and the lowest supplemental salary go in the Constable - Low field.
 - 3.3 If all the Constables have the same salary, please enter that salary in both the Constable - Low and Constable - High fields. For example, if the Annual Salary for Constables is \$11,800 for all Constables, enter \$11,800 for both Constable - Low and Constable - High.
4. **District Officials** - Some district officials receive part of their salary from the county (District Clerk, District Attorney). Enter only that portion of their salary paid by your county.
5. **County and District Officials** - Some officials serve as both the county representative and the district representative (for example, the County/District Clerk). Enter only that portion of their salary paid by your county.
 - 5.1 **County and District Clerks** - Enter their information under "Comb. County/District Clerk."
 - 5.2 **County and District Attorney** - Enter the information for both County & District Attorneys and Criminal District Attorneys in the "Criminal Dist. Attorney" row. Use the County Attorney row for County Attorneys only and the District Attorney row for District Attorneys only.
 - 5.3 **Supplemental Salary** - If you have a combined County & District official who only receives a supplement from your county, include that amount under Supplemental Salary and enter \$0 under Salary.
6. **Annual Salary** - Please enter the annual salary for the official in question. Do NOT include any Supplemental Salaries, Longevity Pay, Travel Allowance, or Uniform Allowance.
7. **Annual Supplemental Salary** - Enter the annual dollar amount of any and all salary supplements, if applicable. Do not include supplements listed in other columns. DO include state supplements that are not included in other columns.
8. **Annual Travel Allowance** - Enter the annual dollar amount of the Travel Allowance, if applicable. Do not include car allowance. If you can not separate travel allowance from training then leave this column blank. Do not include reimbursements (the official has to file paperwork to get it and doesn't pay taxes on it).
9. **Annual Car Allowance** - Enter the annual dollar amount of the Car Allowance, if applicable. Do not include Travel Allowance.
10. **Vehicle Furnished** - Enter a "Y" if a vehicle is furnished by the county, including if vehicle was purchased by official using department funds, otherwise enter a "N" if the county does NOT furnish a vehicle. Do not include amount of car allowance if provided to official. Do not include shared pool cars.
11. **County Budget** - Enter the county budget for government fund types excluding capital project funds for the survey fiscal year. (Included: general fund, special revenue funds, and debt service funds. Not included: capital projects funds, enterprise funds, and internal service funds.)

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12. **Budgeted Employees** - Enter the number of full-time equivalents (FTE's) in the county budget entered for County Budget. Include county officials.
13. **Bonded Indebtedness** - Enter the dollar amount of the county's outstanding bond obligations at the start of the survey FY. Include principal only. Only include amounts approved by the voters. Include refunding bonds, but **do not include certificates of obligation**. Include refunding bonds if original bond was approved by voters.
14. **Name/Office/Phone Number/E-Mail Address of Person Reporting** - Please complete these fields in case any questions arise. Office should be either the County Judge, County Treasurer, or County Auditor.

Additional comments or explanation - Please do not insert rows or columns into the survey spreadsheet. If any additional entries or comments are considered necessary, e-mail them to Tim Brown (timb@county.org).