

Finance Department

Department Mission

The purpose of the Finance Department is to facilitate the effective and efficient use of County resources and to provide a record and accountability for those resources. The Finance Department maintains financial records according to established accounting principles; coordinates budget preparation and implementation; and provides financial information to the County Board and County departments.

Overview of Expenditures and Revenues

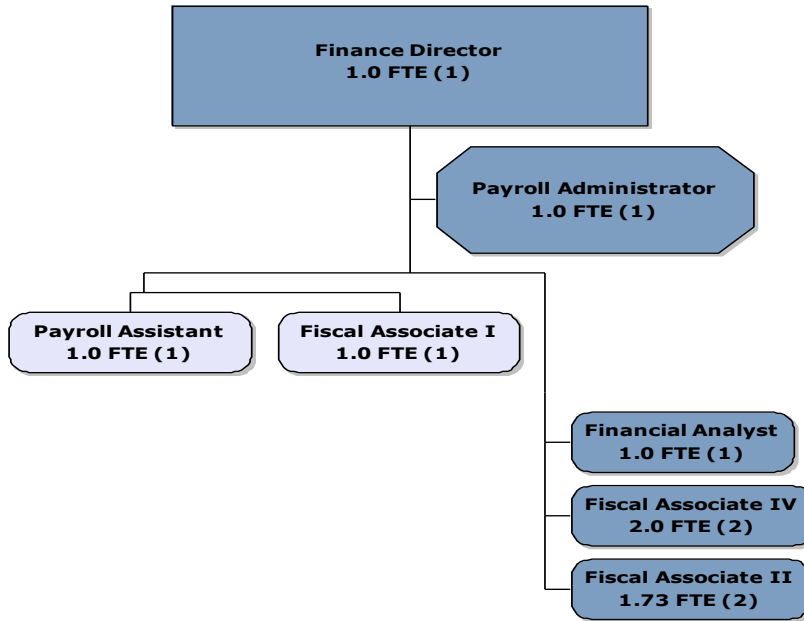
	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Approved	% Change
Expenditures:						
Personnel	\$ 718,710	\$ 650,096	\$ 627,616	\$ 614,523	\$ 530,990	
Services & Supplies	173,449	59,640	159,838	79,113	79,113	
Equipment	-	-	-	-	-	
Total Expenditures	\$ 892,160	\$ 709,736	\$ 787,454	\$ 693,636	\$ 610,103	-14.04%
Revenues:						
Federal/State Grants	-	-	-	-	-	
Charges & Fees	-	-	-	-	-	
Miscellaneous	8,015	20,000	5,000	5,000	5,000	
Fund Balance Applied	-	-	-	-	-	
Property Tax Levy	695,466	689,736	689,736	688,636	605,103	-12.27%
Total Revenues	\$ 703,481	\$ 709,736	\$ 694,736	\$ 693,636	\$ 610,103	

Summary of Budget Changes & Highlights

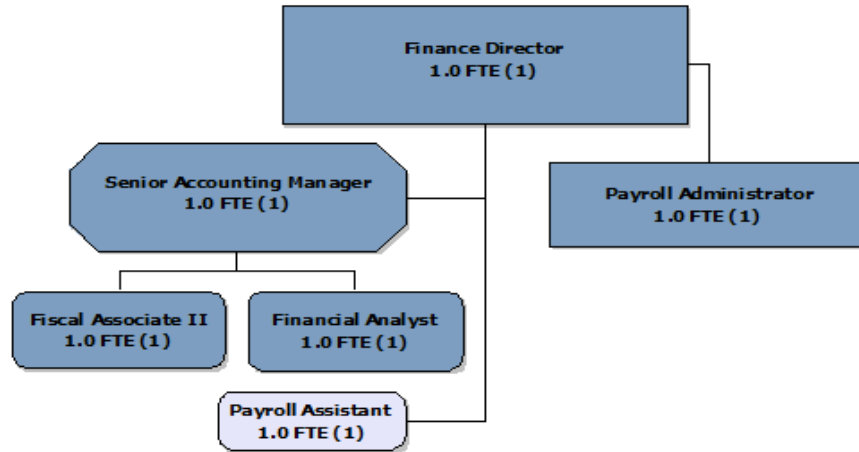
- Continue to develop and implement policies and procedures related to the County's internal controls in order to strengthen accountability, increase transparency, and enhance understandability.
- Continue to evaluate and implement changes to the County's accounting and financial management system in order to improve efficiencies in the day-to-day processing of payroll, accounts payable and general ledger transactions.
- Provide professional direction for County staff on accounting and financial matters. Recommend new or updated financial policies to the Committee on Finance and Budget and the County Board.
- Produce periodic financial and payroll reports to the County Board and County departments.
- Continue analysis and updates for all budget-related forms and processes. Compile, analyze, maintain and monitor the County's budget.
- Review County financial records for compliance with regulatory requirements and generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

Staffing/Organizational Chart

Current:



Approved:



Year	2011	2012	2013	2014	2015	2016	2017	2018	% Change
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	6.00	-31.3%

Program Financials

2018 Approved Program/Service	General Acct'g & Budget Priority 1	Accounts Payable Priority 2	Payroll Priority 3	Totals
Expenditures:				
Personnel	\$ 285,699	\$ 69,437	\$ 175,854	\$ 530,990
Service & Supplies	33,906	11,302	33,905	79,113
Equipment	-	-	-	-
Total Expenditures	\$ 319,605	\$ 80,739	\$ 209,759	\$ 610,103
Revenues:				
Federal/State Grants	\$ -	\$ -	\$ -	\$ -
Charges & Fees	-	-	-	-
Miscellaneous	5,000	-	-	5,000
Fund Balance Applied	-	-	-	-
Property Tax Levy	314,605	80,739	209,759	605,103
Total Revenues	\$ 319,605	\$ 80,739	\$ 209,759	\$ 610,103
Mandated Service?	Yes	Yes	Yes	

2017 Approved Program/Service	General Acct'g & Budget Priority 1	Accounts Payable Priority 2	Payroll & Benefits Priority 3	Accounts Receivable Priority 4	Totals
Expenditures:					
Personnel	\$ 288,787	\$ 75,740	\$ 263,656	\$ 21,913	\$ 650,096
Service & Supplies	53,540	2,000	3,550	550	59,640
Equipment	-	-	-	-	-
Total Expenditures	\$ 342,327	\$ 77,740	\$ 267,206	\$ 22,463	\$ 709,736
Revenues:					
Federal/State Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	20,000	-	-	-	20,000
Fund Balance Applied	-	-	-	-	-
Property Tax Levy	322,327	77,740	267,206	22,463	689,736
Total Revenues	\$ 342,327	\$ 77,740	\$ 267,206	\$ 22,463	\$ 709,736
Mandated Service?	Yes	Yes	Yes	Yes	

#1 General Accounting & Budget		Budget \$ 319,605	Levy \$ 314,605		FTE's 3.00
Provide financial information and related budgetary assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.					
OUTPUTS					
		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
<i>(YTD column = Jan-Jun results)</i>					
Number and percent of finance department budget deadlines met according to the budget calendar. <i>(New measure)</i>		n/a	n/a	n/a	n/a
Number of new audit findings reported in the management letter prepared by the County's external auditors. <i>(New measure)</i>		n/a	n/a	n/a	0
Number of policies drafted/adopted. <i>(New measure)</i>		n/a	n/a	n/a	n/a
Number of key accounts requiring reconciliation on an annual basis/percentage reconciled (reconciliations performed quarterly). <i>(New measure)</i>		n/a	n/a	n/a	n/a
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
Provide accurate and timely financial information and related budgetary assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.	100% of annual audit reports and State Reports were completed by their due dates.	100%	100%	100%	100%
	Quarterly financial reports are provided to the County Board within forty-five (45) days of quarter end. <i>(New measure)</i>	100%	n/a	n/a	n/a
	100% of fund balances are researched and validated quarterly. <i>(New measure)</i>	100%	n/a	n/a	n/a
	Maintain and enhance the County's bond rating as issued by Moody's.	Aa1	Aa1	Aa1	n/a - no debt has been issued or refunded to date in 2017.
	Percent of total journal entries inputted by accounting which require correction due to data entry error. <i>(New measure)</i>	<2%	n/a	n/a	<2%
#2 Accounts Payable		Budget \$80,739	Levy \$80,739		FTE's 1.00
Process payment to county vendors for approved goods & services.					
OUTPUTS					
		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
<i>(YTD column = Jan-Jun results)</i>					
Number of voucher checks prepared and filed during the year:		15,262	15,511	14,730	7,316
Number of 1099's issued during the year:		435	466	454	n/a - not yet issued
Number of credit card transactions processed during the year:		4,678	5,116	5,925	3,188

<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
Process timely & accurate payments to county vendors for approved goods & services.	100% of payments are processed by the due date or within one week of receipt from the authorizing department.	100%	100%	100%	100%
	100% of accounts payable with rebate incentives are processed prior to deadline.	100%	100%	100%	100%
#3 Payroll		Budget \$209,759	Levy \$209,759		FTE's 2.00
Process payment to county employees for approved time worked and provide payroll information and related assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.					
OUTPUTS					
<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number of paychecks/bank deposits processed:		14,730	14,829	15,157	7,238
Number of employees utilizing electronic timesheets/percentage of employees compared to total employees. <i>(New measure)</i>		n/a	n/a	9/1.6%	20/3.2%
Number of reports prepared and provided to other county departments, outside agencies, and other customers. <i>(New measure)</i> .		n/a	n/a	n/a	205
Total dollar amount of employee reimbursements processed. <i>(New measure)</i> .		n/a	n/a	n/a	\$ 24,565
Number of W2's issued to employees.		694	713	744	n/a - not yet issued
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<u>2015</u>	<u>2016</u>	<u>YTD2017</u>
Provide accurate and timely payroll processing and required reporting to various governmental agencies.	100% of payrolls were processed and completed by noon each Thursday prior to paydays.	100%	100%	100%	100%
	100% of payroll reports to agencies were filed by the required due dates.	100%	100%	100%	100%
Provide accurate and timely information regarding payroll and employee benefit programs.	100% of payroll reconciliations for employee benefit balances are completed within thirty (30) days of quarter end. <i>(New measure)</i>	n/a	n/a	n/a	n/a
Totals		Budget \$610,103	Levy \$605,103		FTE's 6.00