

PROGRAM MISSION

To ensure the prudent use of County resources.

The Financial Management component of the Department of Management and Finance consists of the Director's Office; Management and Budget; Accounting; and Purchasing and Contracts.

- **Director's Office** (\$459,987, 4.0 FTEs) provides leadership, policy priorities, tools, and services needed to serve Department customers. The Office also provides leadership and support for the Department of Real Estate Assessments.
- **Management and Budget Division** (\$1,154,661, 10.0 FTEs) formulates and executes the County's annual operating budget; provides financial, economic and policy analysis; assesses program performance; researches and recommends options for the County Board, County Manager, departments, agencies, and public; and monitors and forecasts County expenditures and revenues. This Division also coordinates County bond sales, staffs the Industrial Development Authority and the Fiscal Affairs Advisory Commission, and shares responsibility for the Countywide Capital Improvement Program with the Department of Environmental Services.
- **Accounting Division** (\$1,074,345, 10.0 FTEs) provides effective controls and sound financial services by providing the best possible financial information to the County Board, County Manager, departments, agencies, and the public. This Division prepares the County's Comprehensive Annual Financial Report and also oversees the County's invoice and payable process.
- **Purchasing and Contracts Division** (\$664,496, 8.0 FTEs) assists agencies in the purchase of needed goods and services in a timely manner while complying with legal requirements, including the County's purchasing resolution. Assists in providing goods and services for customers at reasonable costs through fair and impartial purchasing actions while allowing all qualified sellers access to County business. The Division assists in bidding strategies and contract development and participates in regional cooperative purchasing efforts to achieve cost reductions through volume buying.

PROGRAM FINANCIAL SUMMARY

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$2,869,663	\$3,119,376	\$3,013,950	-3%
Non-Personnel	327,843	345,937	339,539	-2%
Subtotal	3,197,506	3,465,313	3,353,489	-3%
Intra-County Charges	(20,000)	(106,018)	-	-100%
Total Expenditures	3,177,506	3,359,295	3,353,489	-
Total Revenues	185,311	136,861	213,737	56%
Net Tax Support	\$2,992,195	\$3,222,434	\$3,139,752	-3%
Permanent FTEs	32.0	32.0	32.0	
Temporary FTEs	-	-	-	
Total Authorized FTEs	32.0	32.0	32.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↓ Personnel expenditure decreases reflect historic turnover ratios within the department, and are partially offset by normal salary increases, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a ten percent increase in employer health insurance rates.
- ↓ Non-personnel expenditures reflect a decrease (\$6,398) for reductions in a variety of accounts including travel and training.
- ↓ Intra-County charge decreases reflect the elimination of charges for outside services to DES and Police’s HIDTA program.
- ↑ Revenues primarily reflect an increase in the refunds received by the County as a result of newly implemented purchase card management program (\$73,000).

PERFORMANCE MEASURES

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Maintain Triple-triple A bond rating	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Percent variance between actual tax revenue and third quarter projection	0.48%	0.35%	1.07%	1.02%	1.00%	1.00%	1.00%
Comprehensive Annual Financial Report (CAFR) received “unqualified” opinion from external auditors	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CAFR received GFOA “Certificate of Achievement for Excellence”	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number of protests of purchasing actions upheld by a final authority (court)	0	0	0	0	0	0	0