

PROGRAM MISSION

To safeguard, manage, and account for all revenues and bond proceeds received for the County Government and Public Schools ensuring the security, proper stewardship and availability of these funds to meet County and Public School expenditure requirements. To provide and manage banking services to the County Government and Public Schools.

The Accounting and Treasury Management Division ensures the security of County funds and the availability of those funds to meet County expenditure requirements. This includes the investment of revenues and bond proceeds not immediately required for operational and capital activities according to budget forecasts for short and long-term cash flow requirements. Funds are invested to obtain the highest yield possible while protecting the principal invested. Timely and accurate accounting for revenues provides financial information critical to the management of the County budget. The Division consists of two sections, which are segregated in order to maintain necessary checks and balances: the Accounting Section and the Treasury Management Section.

- The **Accounting Section** prepares and enters data that accurately reflect revenue activity for the general fund and special purpose funds. This section is responsible for the timely reporting and remittance of funds received on behalf of the Commonwealth (e.g. estimated state income tax payments) and for the reporting to the Commonwealth of abandoned property. The Treasurer’s schedules and exhibits presented in the County’s Comprehensive Annual Financial Report (CAFR) are prepared by this section. The Accounting Section ensures the integrity of transactions entered into the general and subsidiary ledgers; monitors established control procedures; and completes bank reconciliations. This section also analyzes and develops policies and procedures to ensure that internal control and the security of County funds are maintained.

- The **Treasury Management Section** monitors the receipt of funds, forecasts cash flow requirements, selects banking services and maintains banking relationships. This section also manages the investment portfolio for the County consistent with the state statute and Arlington County’s investment policy, and seeks to match projected cash flow requirements with investment maturities. This section prepares the Treasurer’s reports to the County Finance Board.

PROGRAM FINANCIAL SUMMARY

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$858,072	\$1,030,652	\$1,072,176	4%
Non-Personnel	-	8,385	8,388	-
Total Expenditures	858,072	1,039,037	1,080,564	4%
Total Revenues	161,354	144,810	152,938	6%
Net Tax Support	\$696,718	\$894,227	\$927,626	4%
Permanent FTEs	10.0	11.0	11.0	
Temporary FTEs	-	-	-	
Total Authorized FTEs	10.0	11.0	11.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ Personnel expenditures include 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.
- ↑ Increase in revenue (\$8,128) is primarily due to a four percent increase in the State Compensation Board reimbursement that took effect in December 2007, but was not reflected in the FY 2008 budget, and adjustments to projections for process and seizure fee revenue based on prior year actuals.

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
Investment performance to ensure earnings over 90 day T-bill rate	100%	95%	95%	100%	80%	85%	90%
Bank reconciliation within accounting close date	59%	95%	100%	100%	100%	100%	100%

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Cash flow actual to forecast	75%	80%	95%	95%	80%	85%	90%
Meet or exceed the DMF monthly closing schedule	N/A	92%	100%	100%	100%	100%	100%
Reduction in the amount of abandoned property remitted to state	82%	85%	90%	90%	80%	85%	90%
Number of significant audit (outside) exceptions included in the final audit report attributable to the Treasurer's office	0	0	0	0	0	0	0
Number of audit exceptions in the annual state funds audit report	0	0	0	0	0	0	0

- Investment performance relative to the 90-day T-bill rate is highly dependent on actions by the Board of Governors of the Federal Reserve, as well as other unanticipated trends in broader economic markets, and is therefore difficult to predict with accuracy.
- Uncashed payments issued by Arlington County are considered abandoned property at the end of each fiscal year. The Treasurer's office has until November of the next fiscal year to have the payments cashed by the property owner. If the check is not cashed, the money is remitted to the state as abandoned property.