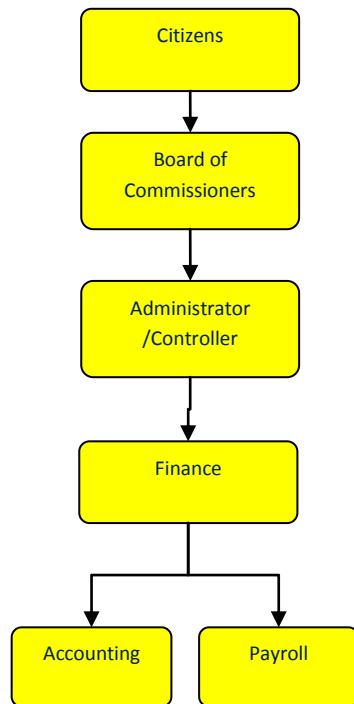


# Finance Department



## Mission Statement

In cooperation with other departments and agencies, to properly account for the transactions of the County, ensure that policies are followed; assist other departments in a planned and proactive manner. To provide timely month-end and year-end closing for internal & external users of county financials.

To promote, facilitate, and enhance safe, healthy, and positive working conditions, amicable resolution of differences, a consistent, cooperative and inoffensive work environment and hiring and promotion opportunities for all County employees. To provide timely, responsible, and cost effective services and information to our customers.

## Activities

- Process journal entries, accounts receivable and invoicing customers
- Maintain County general ledger accounting system
- Liaison between County and outside fiscal agencies
- Monitor internal controls to ensure accuracy of financial records and that policies are followed
- Provide IFAS support
- Provide accounting support to all County departments
- Monitor County's internal controls to ensure financial records are accurate
- Create, maintain and update procedures/instruction manuals for accounts payable and accounts receivable
- Recruitment and benefit management
- Labor relations and conflict resolution



## Strategic Plan Impact

### ✓ Internal Service Agency

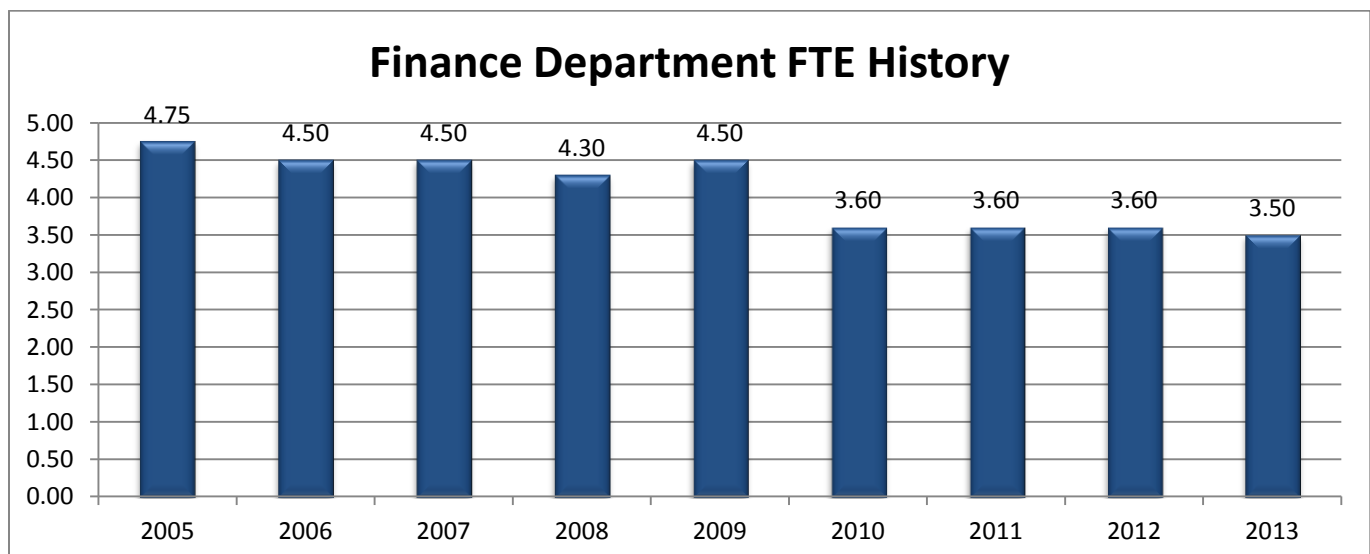
The Department of Administrative Services is an internal service agency. The functions of this department are essential to the delivery of strategic services. The Administrative Services Department provides accounting and human resource support to other county departments. They process vendor payments and bi-weekly payroll, maintain the general ledger system, manage employee benefit programs, and facilitate labor relations and contract interpretations among a host of other duties and responsibilities. These functions provide the information and statistics that county leadership uses to make decisions and allocate resources to accomplish the strategic plan.

## Accomplishments

- ✓ The county continues to migrate employee payroll checks to Automated Clearing House (ACH), otherwise known as direct deposit. In 2006, 66% of employees were getting paid via ACH, whereas in 2010 84% of employees are being paid via ACH.

## Budget Adjustments

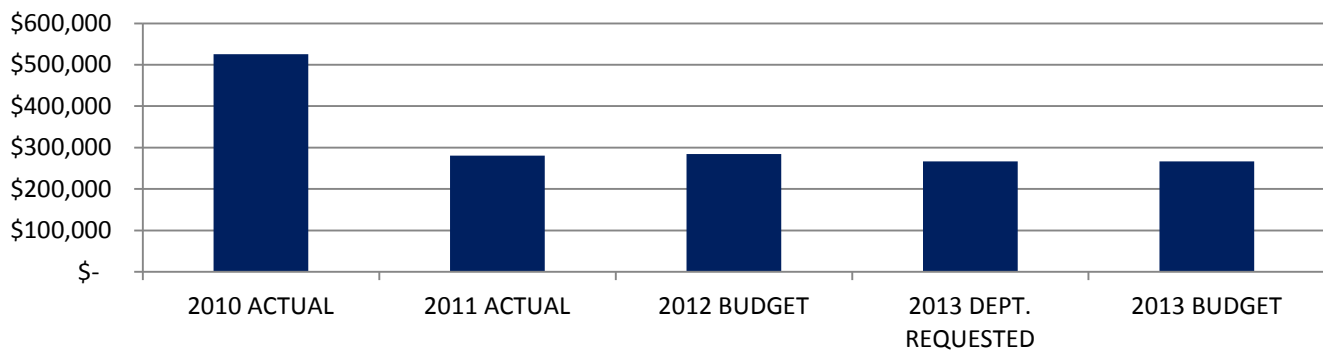
Due to the contracting of Human Resources services with the City of Jackson, the Administrative Services budget and Human Resources budget have been split. Employee sharing between the two departments continues. Further realignment of Human Resources and Finance occurred in 2012. The Finance Department increased professional staff and employees previously under Finance Supervision were moved to Human Resources.



## Expenditure History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
PERSONNEL SERVICES	488,708	258,602	265,001	247,613	247,613
SUPPLIES & MATERIALS	19,530	18,095	14,090	14,090	14,090
CONTRACT SERVICES	2,418	2,536	3,000	3,000	3,000
OTHER EXPENSES	14,609	1,307	2,010	2,010	2,010
<b>TOTAL PROGRAM COST</b>	<b>\$525,265</b>	<b>\$280,540</b>	<b>\$284,101</b>	<b>\$266,713</b>	<b>\$266,713</b>

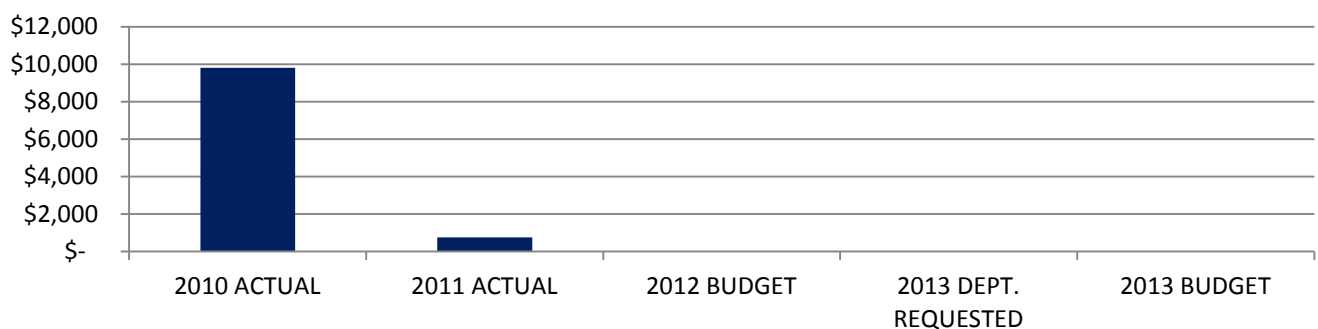
## Finance Department Expenditures



## Revenue History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
CHARGES/FEES	1,544	757	-	-	-
INTERGOVERNMENTAL	8,217	-	-	-	-
<b>TOTAL PROGRAM COST</b>	<b>\$9,761</b>	<b>\$757</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Finance Department Revenues



## Strategic Outcomes

<u>Indicator</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Target</u>	<u>2013 Target</u>
% of AP checks processed in timely fashion	100%	100%	100%	100%	100%	100%
GFOA CAFR award for Financial Reporting	yes	yes	yes	yes	yes	yes
% of Payroll checks processed in timely fashion	100%	100%	100%	100%	100%	100%

## Other Key Indicators

<u>Indicator</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Target</u>	<u>2013 Target</u>
AP checks written	16,421	13,941	15,079	15,242	15,000	15,000
Annual audit (CAFR)	1	1	1	1	1	1
Payroll checks written	18,514	17,707	17,730	17,485	17,700	17,500
AP Staff	1.25	1.25	1.25	1.25	1.25	1.25
Accounting Staff	4.25	3.25	3.25	1.85	1.85	1.85
Payroll Staff	1	.5	.5	.50	.50	.50
AP checks written per FTE	13,136	11,152	12,078	12,194	12,000	12,000
Payroll checks written per FTE	18,514	35,414	35,460	34,970	35,400	35,400
% of AP batches completed after weekly check run	100%	100%	100%	100%	100%	100%
% of Payroll batches completed after weekly check run	100%	100%	100%	100%	100%	100%