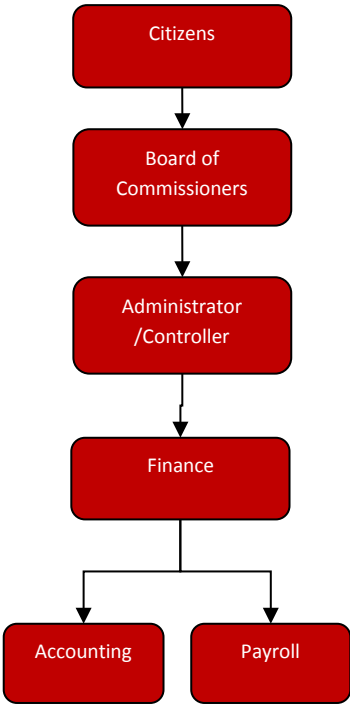


# Finance Department

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## Mission Statement

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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

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Process journal entries, accounts receivable and invoicing customers. Maintain County general ledger accounting system. Act as liaison between County and outside fiscal agencies. Monitor internal controls to ensure accuracy of financial records and ensure policies are followed.

Provide IFAS support and 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; participate in 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

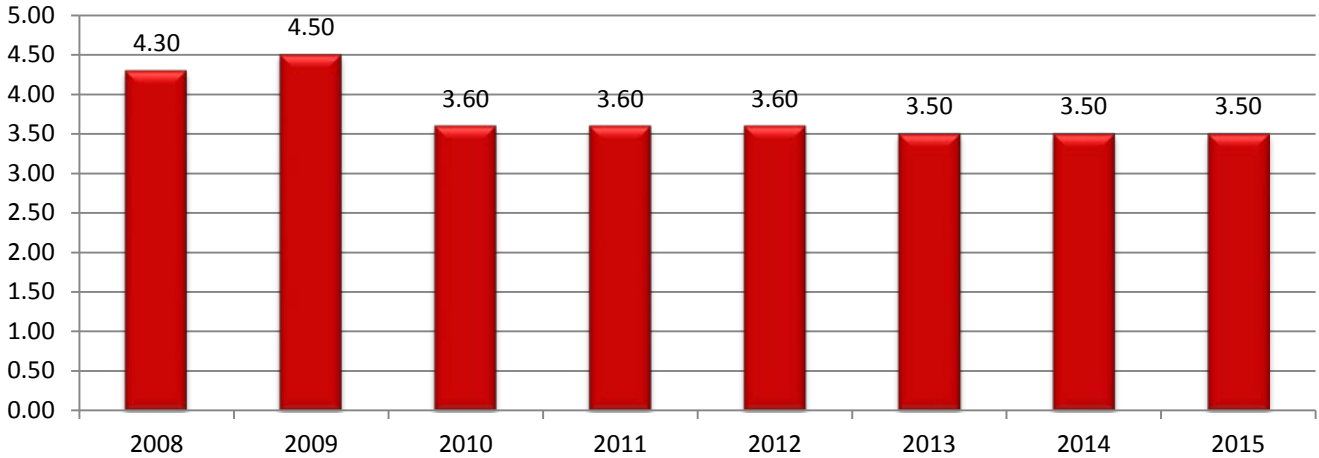
- ✓ The county continues to migrate employee payroll checks to Automated Clearing House (ACH), otherwise known as direct deposit.

### Budget Adjustments

Due to the contracting of Human Resources services with the City of Jackson, the Administrative Services budget and Human Resources budget were split in 2013. Employee sharing between the two departments continues. Further realignment of Human Resources and Finance occurred in 2014. Accounting staff performing work in the Health Department and Department on Aging have come together in one unit under the Finance Director.

The Finance Department increased professional staff and employees previously under Finance Supervision were moved to Human Resources.

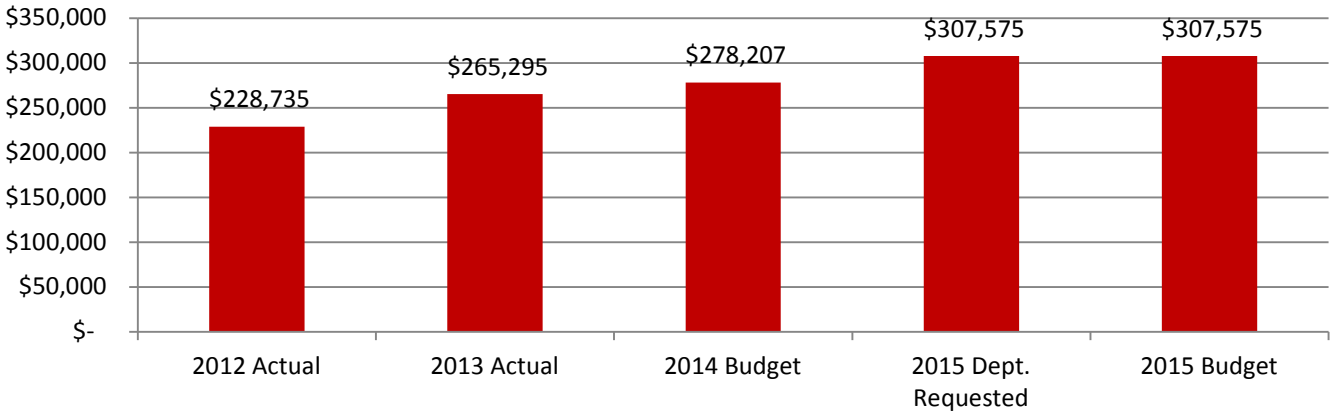
### Finance Department FTE History



### Expenditure History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
PERSONNEL SERVICES	199,869	245,231	259,107	287,050	287,050
SUPPLIES & MATERIALS	18,474	15,814	15,490	15,900	15,900
CONTRACT SERVICES	7,654	-	1,600	1,600	1,600
OTHER EXPENSES	2,738	4,250	2,010	3,025	3,025
<b>TOTAL PROGRAM COST</b>	\$228,735	\$265,295	\$278,207	\$307,575	\$307,575

### FINANCE

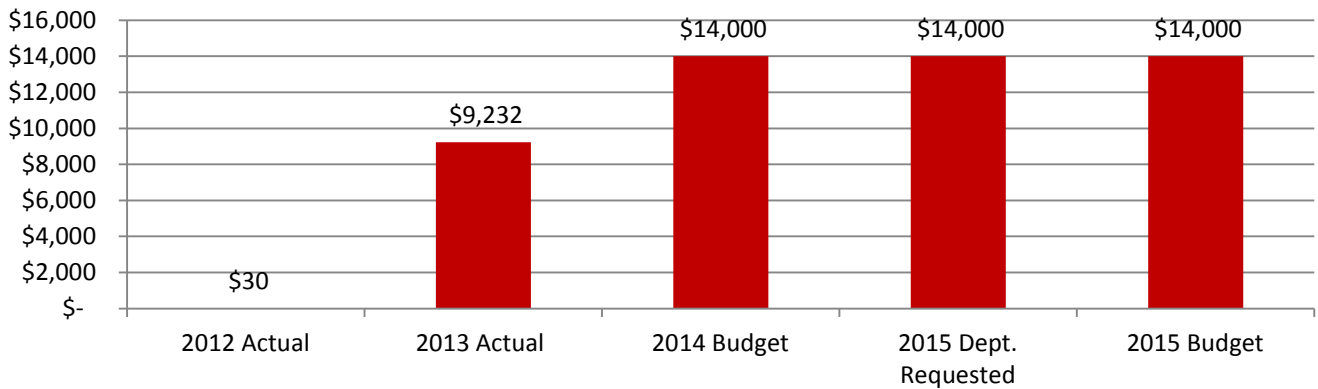


# Finance Department

## Revenue History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
<b>CHARGES/FEES</b>	30	9,232	14,000	14,000	14,000
<b>TOTAL PROGRAM COST</b>	\$30	\$9,232	\$14,000	\$14,000	\$14,000

## FINANCE



## Strategic Outcomes

<u>Indicator</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Target</u>	2015 <u>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>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Target</u>	<u>2015 Target</u>
AP checks written	13,941	15,079	15,242	15,000	15,000	15000
Annual audit (CAFR)	1	1	1	1	1	1
Payroll checks written	17,707	17,730	17,485	17,700	17,500	17500
AP Staff	1.25	1.25	1.25	1.25	1.25	1.25
Accounting Staff	3.25	3.25	1.85	1.85	1.85	1.85
Payroll Staff	.5	.5	.50	.50	.50	.50
AP checks written per FTE	11,152	12,078	12,194	12,000	12,000	12000
Payroll checks written per FTE	35,414	35,460	34,970	35,400	35,400	35400
% 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 %



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