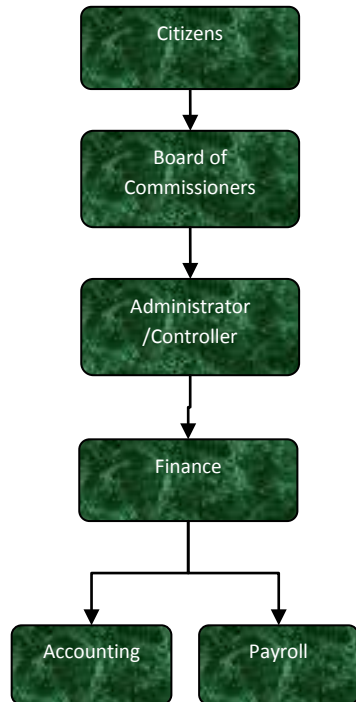


Administrative Services



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

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.



Strategic Plan Impact

✓ Internal Service Agency

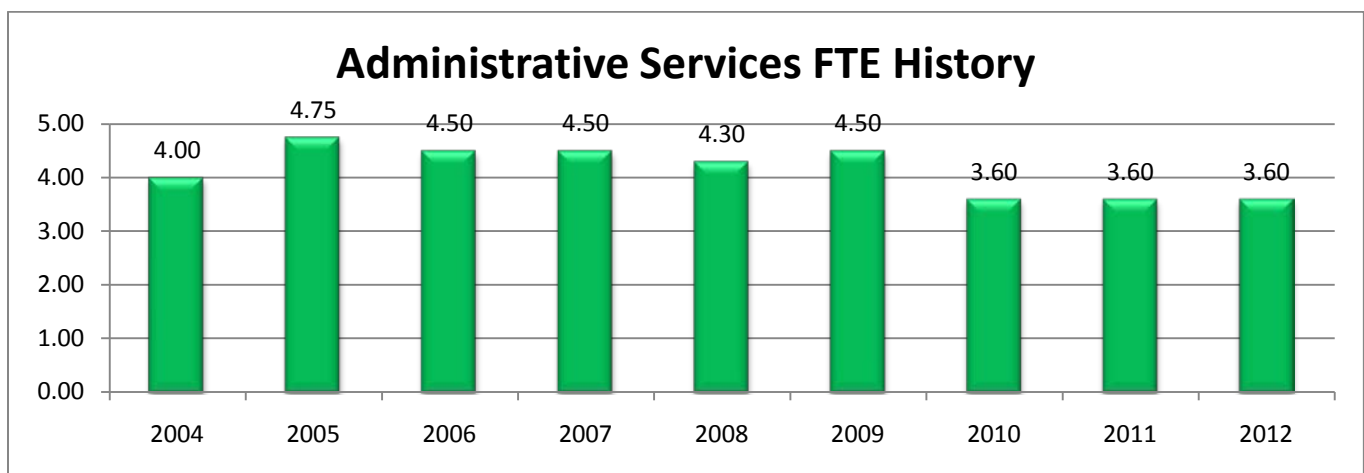
The Department of Administrative Services is an internal service agency. The functions of this department are essential to the delivery of strategic services. The Administrative Services Department provides accounting and human resource support to other county departments. They process vendor payments 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. Costs have been allocated for 2012 according to the forecasted work.

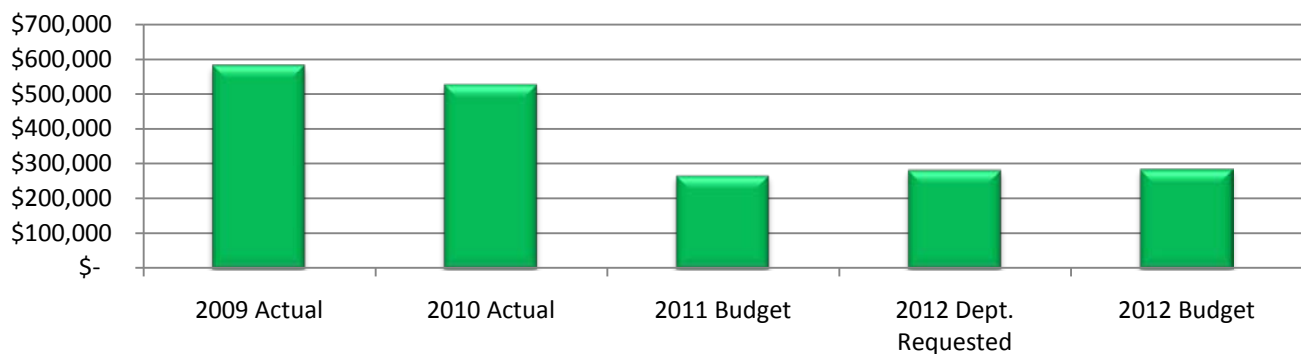


Administrative Services

Expenditure History

	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 DEPT <u>REQUESTED</u>	2012 <u>BUDGET</u>
PERSONNEL SERVICES	523,675	488,708	248,587	262,803	264,999
SUPPLIES & MATERIALS	39,995	19,530	12,894	14,090	14,090
CONTRACT SERVICES	4,176	2,418	3,000	3,000	3,000
OTHER EXPENSES	13,527	14,609	1,960	2,010	2,010
TOTAL PROGRAM COST	\$581,373	\$525,265	\$266,441	\$281,903	\$284,099

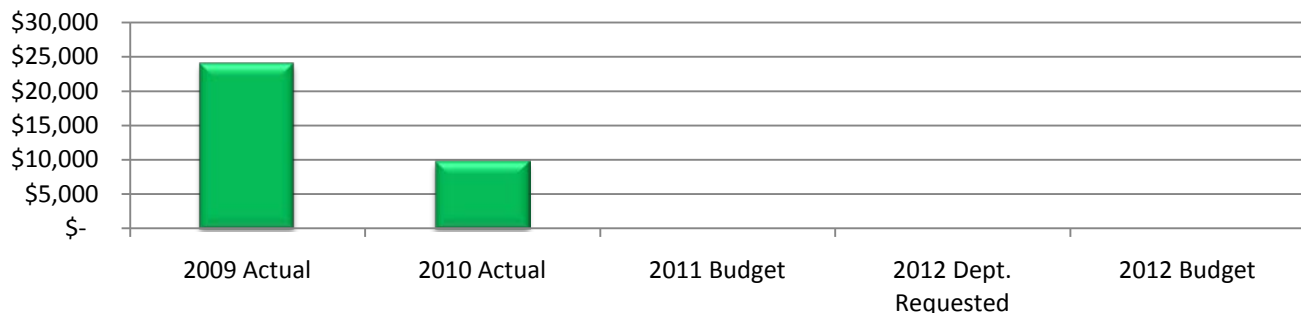
Administrative Services Expenditures



Revenue History

	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 DEPT <u>REQUESTED</u>	2012 <u>BUDGET</u>
CHARGES/FEES	836	1,544	-	-	-
INTERGOVERNMENTAL	23,183	8,217	-	-	-
TOTAL PROGRAM COST	\$24,019	\$9,761	\$0	\$0	\$0

Administrative Services Revenues



Administrative Services

Strategic Outcomes

Indicator	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Target	2012 Target
% 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

Indicator	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Target	2012 Target
AP checks written	16,539	16,421	13,941	15,079	15,000	15,000
Annual audit (CAFR)	1	1	1	1	1	1
Payroll checks written	19,051	18,514	17,707	17,730	17,700	17,700
AP Staff	1.75	1.25	1.25	1.25	1.25	1.25
Accounting Staff	4.75	4.25	3.25	3.25	3.25	3.25
Payroll Staff	1	1	.5	.5	.5	.5
AP checks written per FTE	9,450	13,136	11,152	12,078	12,078	12,078
Payroll checks written per FTE	19,051	18,514	35,414	35,460	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%