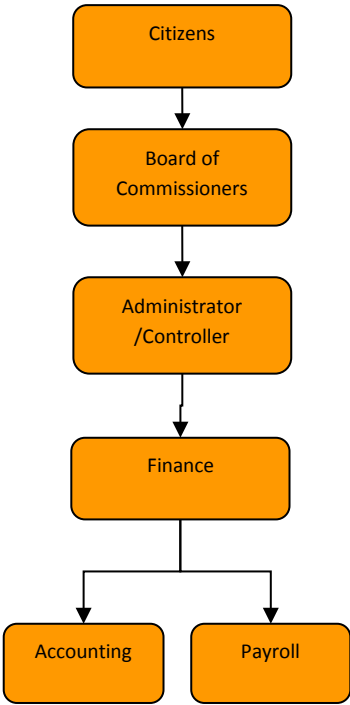


Finance Department



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, cost effective services, and information to our customers.

Activities

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

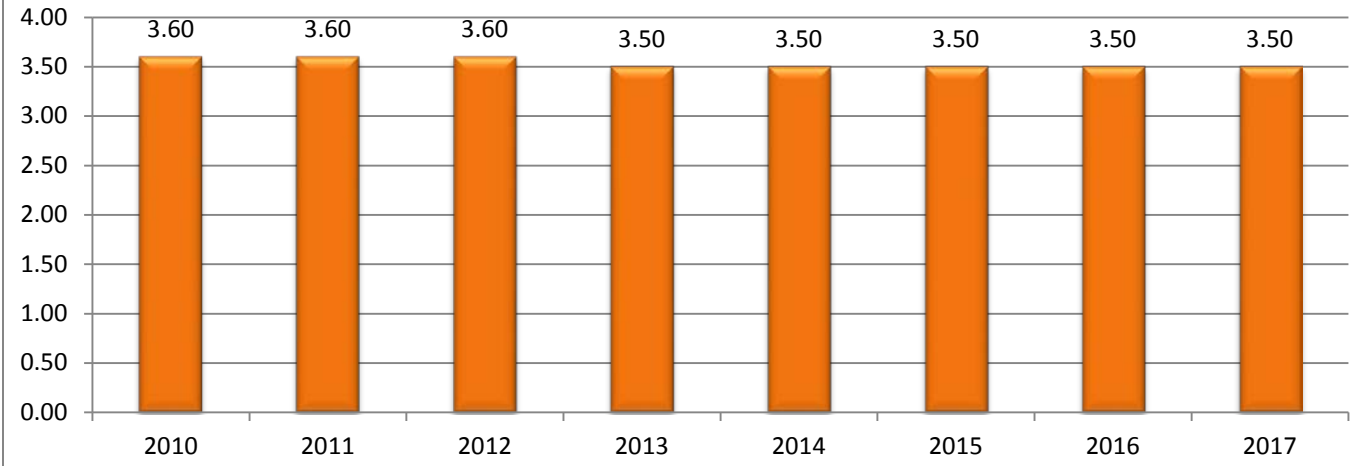
- ✓ The county continues to migrate employee payroll checks to Automated Clearing House (ACH), otherwise known as direct deposit.

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.

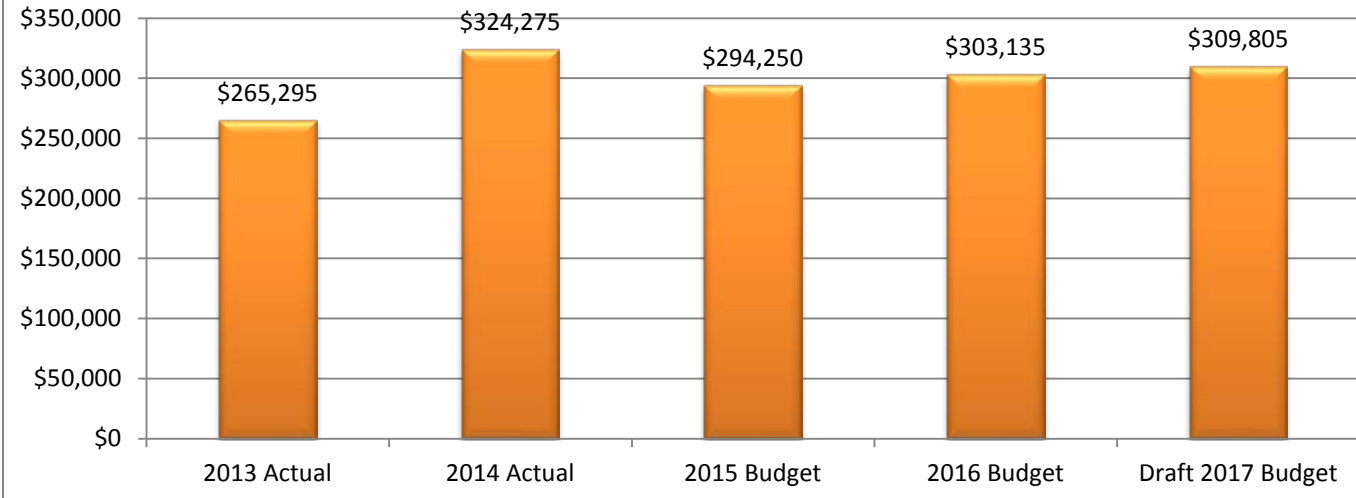
Finance Department FTE History



Expenditure History

| | 2013 <u>ACTUAL</u> | 2014 <u>ACTUAL</u> | 2015 <u>BUDGET</u> | 2016 DEPT. <u>REQUESTED</u> | 2016 <u>BUDGET</u> | 2017 DEPT. <u>REQUESTED</u> | DRAFT 2017 <u>BUDGET</u> |
|---------------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|--------------------------------|-----------------------------|
| PERSONNEL SERVICES | \$245,231 | \$306,783 | \$273,725 | \$282,610 | \$282,610 | \$289,280 | \$289,280 |
| SUPPLIES & MATERIALS | \$15,814 | \$13,165 | \$15,900 | \$15,900 | \$15,900 | \$15,900 | \$15,900 |
| CONTRACT SERVICES | - | \$1,248 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 |
| OTHER EXPENSES | \$4,250 | \$3,079 | \$3,025 | \$3,025 | \$3,025 | \$3,025 | \$3,025 |
| TOTAL PROGRAM COST | \$265,295 | \$324,275 | \$294,250 | \$303,135 | \$303,135 | \$309,805 | \$309,805 |

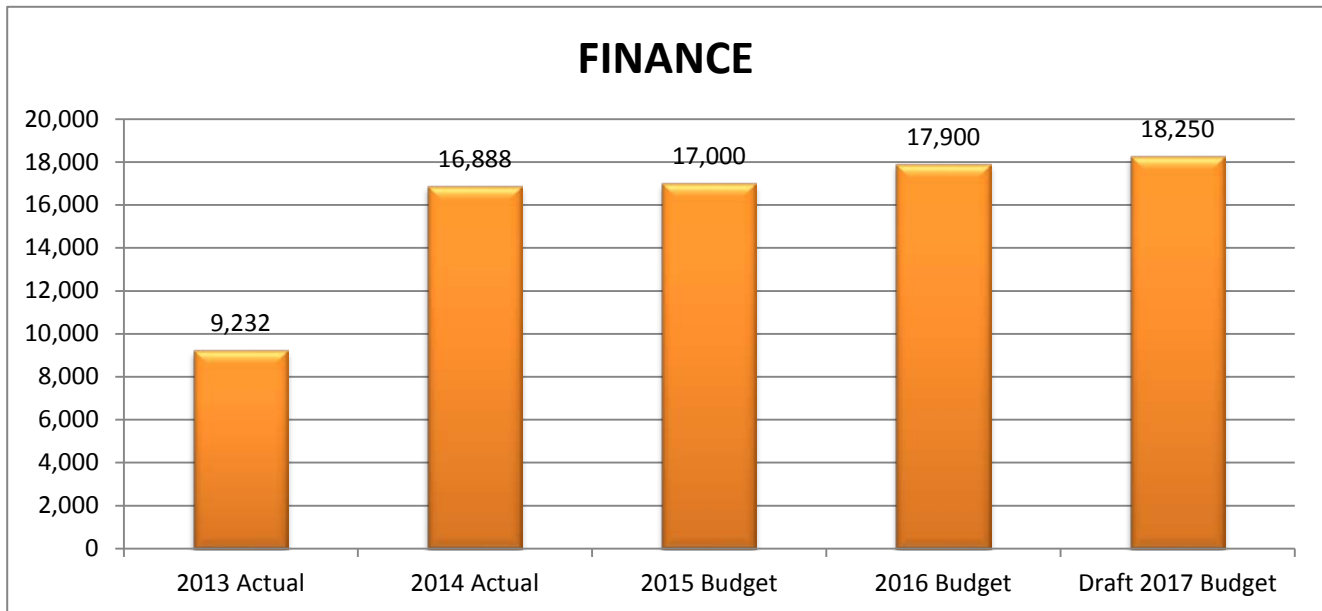
FINANCE



Finance Department

Revenue History

| | 2013 <u>ACTUAL</u> | 2014 <u>ACTUAL</u> | 2015 <u>BUDGET</u> | 2016 DEPT. <u>REQUESTED</u> | 2016 <u>BUDGET</u> | 2017 DEPT. <u>REQUESTED</u> | DRAFT 2017 <u>BUDGET</u> |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|--------------------------------|--------------------------------|
| CHARGES/FEEES | \$9,232 | \$16,888 | \$17,000 | \$17,900 | \$17,900 | \$18,250 | \$18,250 |
| TOTAL PROGRAM COS | \$9,232 | \$16,888 | \$17,000 | \$17,900 | \$17,900 | \$18,250 | \$18,250 |



Strategic Outcomes

| <u>Indicator</u> | 2011 <u>Actual</u> | 2012 <u>Actual</u> | 2013 <u>Actual</u> | 2014 <u>Actual</u> | 2015 <u>Target</u> | 2016 <u>Target</u> | 2017 <u>Target</u> |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| % of AP checks processed in timely fashion | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| GFOA CAFR award for Financial Reporting | yes | yes | yes | yes | yes | yes | yes |
| % of Payroll checks processed in timely fashion | 100% | 100% | 100% | 100% | 100% | 100% | 100% |

Other Key Indicators

| <u>Indicator</u> | <u>2011 Actual</u> | <u>2012 Actual</u> | <u>2013 Actual</u> | <u>2014 Actual</u> | <u>2015 Target</u> | <u>2016 Target</u> | <u>2017 Target</u> |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| AP checks written | 15,079 | 15,242 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Annual audit (CAFR) | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Payroll checks written | 17,730 | 17,485 | 17,700 | 17,500 | 17,500 | 17,500 | 17,500 |
| AP Staff | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 |
| Accounting Staff | 3.25 | 1.85 | 1.85 | 1.85 | 1.85 | 1.85 | 1.85 |
| Payroll Staff | .5 | .50 | .50 | .50 | .50 | .50 | .50 |
| AP checks written per FTE | 12,078 | 12,194 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Payroll checks written per FTE | 35,460 | 34,970 | 35,400 | 35,400 | 35,400 | 35,400 | 35,400 |
| % of AP batches completed after weekly check run | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| % of Payroll batches completed after weekly check run | 100% | 100% | 100% | 100% | 100 % | 100 % | 100 % |



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