Fiscal Accounting Services

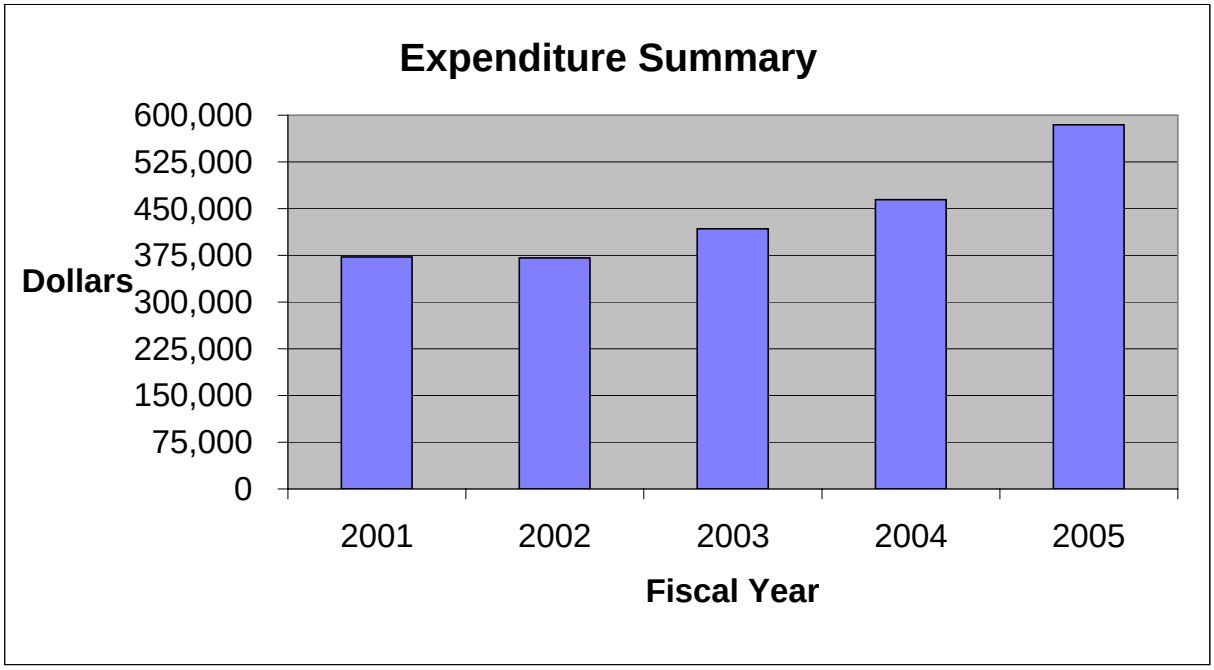
Mission:
The mission of the Division of Fiscal Accounting Services is to support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, and billing of charges for utility services.

Goals:
- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our water, sewer maintenance, and solid waste customers, and to secure the revenue stream associated with services provided.
- To support County Departments by maintaining data and providing timely financial information as needed and requested.

Implementation Strategies for FY2005:
- To increase the use of direct deposits for vendor payments.
- To expand the use of the imaging system.
- To support the expansion of the use of the P-card and E-forms.
- To provide training and support to users of the Kronos time and attendance system, and explore ways to improve the timekeeping process for Kronos system users.
- To expand grant support provided to departments and agencies.
- To identify programs and processes that can be streamlined or improved.

Fiscal Accounting Services is also responsible for:
- maintaining insurance schedules for all County real estate, vehicles, and other personal property, and filing any necessary claims;
- accounting for the workers' compensation activity for the County;
- accounts receivable billing for transportation charges, scales usage, grass cutting, demolition, and other miscellaneous County services and charges;
- maintaining the County's general ledger, charge-outs to user departments, journal entries, and grant reporting to granting agencies;
- providing W-2's and 1099's for recipients, and related tax returns to IRS;
- providing support to the Schools in the areas of payroll, accounts payable, and general ledger.

Budget Issues:
- In FY2001, the cost for the staff of the Utility Billing operations was transferred to the Sewer Utility Fund and the Solid Waste Management Fund.
- In FY2003, a Grants/Payroll Coordinator position was added to assist in locating new grant funding sources and coordinate information to the departments as well as provide support for various payroll functions.
- For FY2005, the increase in data processing fees is a result of the vendor applying a more aggressive approach to charging for programming.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
50125 Fiscal Accounting Services						
Personnel Services	319,890	326,765	361,795	407,304	449,124	525,258
Contractual Services	3,150	3,206	5,384	4,000	4,000	6,380
Internal Services	26,087	23,745	25,265	28,700	28,700	29,890
Other Charges	9,029	6,794	7,578	11,300	11,300	11,400
Materials & Supplies	8,039	8,699	9,543	8,700	8,700	8,700
Capital Outlay	5,984	1,890	7,943	4,600	4,600	3,000
Activity Total	372,179	371,099	417,508	464,604	506,424	584,628
Percentage Change	-4.59%	-0.29%	12.51%	11.28%	N/A	25.83%

FTE's						
Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	6.00	6.00	7.00	7.00	8.00	8.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	-
Trades & Crafts	-	-	-	-	-	1.50
Total	7.50	7.50	8.50	8.50	9.50	10.50