



# Auditor-Controller

- **Total Budget**
  - Operating: \$5,507,010
  - One-time Rollover: \$295,813
  - Capital: \$10,000
- **General Fund Contribution**
  - \$3,191,726 (42% of total)
- **Budget FTE**
  - 44.6 Down from 57.9 in 2007-2008 – 23% Reduction

# FY 2010-11 Accomplishments

## First the Basics:

- 823 Funds Maintained, 380 County/443 Non-County
- Cash Transactions \$7.2 B, County \$1.2 B
- 22,000 Deposits
- 205,000 Payments – 122,000 Checks, 83,000 ACH
- CAFR Published 8/25/10
- Budget Loaded 7/31/10
- Cost Allocation Plan Requested Extension 1/31/11
- Federal Single Audit filed 2/02/11
- Property Tax Distribution \$650 M
- 26 Payrolls and 130,000 Paychecks
- Constantly Manage the County's Internal Controls

# FY 2010-11 Accomplishments Continued

## Constant Improvements:

### Financial Information Systems Expansion Project

- Added functionality to FIN Web for additional transaction types, chart of accounts maintenance, controlled disbursements, uploading of excel and other file types for automated transaction preparation, enhanced vendor maintenance, and improved board contract tracking.

### Property Tax System Project

- Working with the Treasurer-Tax Collector to implement a vendor product to replace the 30-year old mainframe property tax billing and collection system.

# FY 2010-11 Accomplishments

## Continued

### Payroll

- The division successfully created a new payroll accounting processing manual documenting all necessary steps for processing the County's biweekly payroll.

### Internal Audit

- Completed all mandated audits on a timely basis, including completion of the FY 2009-10 Single Audit and the Tax Redemption Officer Audit. Updated County's Cash Handling Manual and developed new fraud policy.

# FY 2011-12 Proposed Service Level Impacts

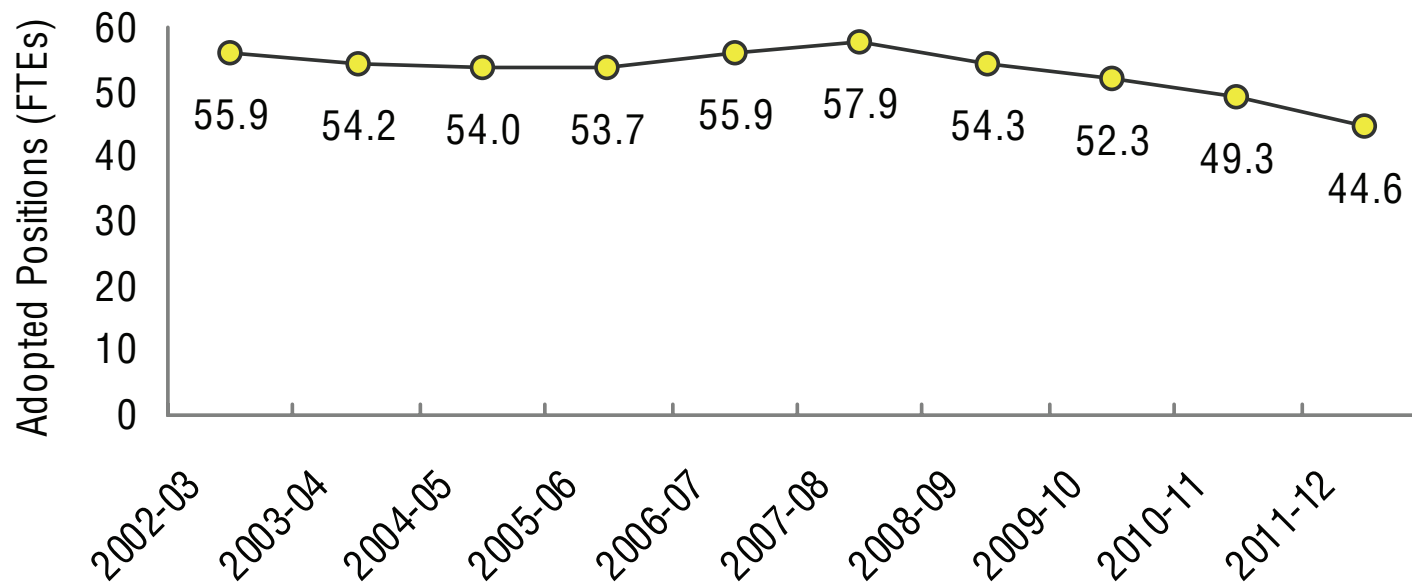
- The Auditor-Controller has a projected staff of 45 employees.
- The department has dropped its budgeted staffing level over the last five years from 57.9 FTE in FY 2007-08 to a proposed staffing level of 44.6 FTE in FY 2011-12.
- Each of the past five years the department has held positions vacant, returned funds to the general fund balance at year end and reduced positions in the subsequent budget cycle to offset increases in salary, retirement and benefit costs.
- This has resulted in the reduction and unfunding of 13.3 FTE's or a 23% decrease in positions since FY 2007-08.

# FY 2011-12 Proposed Service Level Impacts Continued

- This fiscal year the Auditor-Controller was requested to reduce the department general fund contribution by \$371,000, absorb \$335,000 of salary, retirement and benefit cost increases and incur additional property tax mainframe costs of \$108,000.
- To balance we propose to unfund three positions held vacant in FY 2010-11 saving \$400,000, layoff and delete one filled position at \$111,000 and use FY 2010-11 departmental savings of \$273,466 in FY 2011-12.
- The department will also draw on \$295,813 of departmental system and maintenance designations.

# FY 2011-12 Proposed Service Level Impacts Continued

## STAFFING TREND



# **FY 2011-12 Proposed Ongoing Service Level**

## **Supplemental Request:**

**To maintain the basics and continue with constant improvements, we propose to add back three Accountant-Auditors - \$274,863, one Financial Systems Analyst and \$500,000 for Property Tax system development and implementation:**

- New Auditor training and development program – hire three new graduates.**
- Add Analyst and funding for A-C portion of the tax system.**



# FY 2011-12 Proposed Ongoing Service Level Continued

## Manage Risks:

### Property Tax

- Participate with the Treasurer-Tax Collector in the implementation of the new Manatron Property Tax system. We estimate that 8-10 full time equivalents should be working on this project.

### Payroll

- Process multiple changes required by proposed concession agreements and changes to retirement rates, costs and benefits.

### Internal Audit

- Assist departments with financial internal control structures, especially during this period of downsizing departmental financial positions.

# FY 2011-12 Proposed Ongoing Service Level Continued

## Financial Reporting, Budget and Cost

- Maintain timeliness and quality of financial and budget documents.

## Application Development

- Efficiencies gained by full implementation of online transaction processing in FIN Web in FY 2011-12 include automating travel claims and budget revision requests and reporting.