

**PROGRAM MISSION**

To safeguard, manage, and account for all revenues and bond proceeds received for the County Government and Public Schools ensuring the security, proper stewardship and the availability of these funds to meet County and Public School expenditure requirements. Provide and manage banking services to the County Government and Public Schools (County).

The Accounting and Treasury Management Division ensures the security of County funds, and the availability of those funds to meet County expenditure requirements. This includes the investment of revenues and bond proceeds not immediately required for operational and capital activities according to budget forecasts for short and long-term cash flow requirements. Funds are invested to obtain the highest yield possible while protecting the principal invested. Timely and accurate accounting for revenues provides financial information critical to the management of the County budget. The Division organization encompasses two main areas, which are segregated for purposes of necessary checks and balances: Accounting and Treasury Management Sections.

- The **Accounting Section** prepares and enters data which accurately reflects revenue activity for the general fund and special purpose funds. This section is responsible for the timely reporting and remittance of funds received on behalf of the Commonwealth (e.g. estimated state income tax payments) and for the reporting to the Commonwealth of abandoned property. Treasurer’s schedules and exhibits presented in the County’s Comprehensive Annual Financial Report (CAFR) are prepared by this section. The Accounting Section ensures the integrity of transactions entered into the general and subsidiary ledgers; monitors established control procedures, and completes bank reconciliations. This section also performs analysis and development of policies and procedures to ensure that internal control and the security of County funds are maintained.
  
- The **Treasury Management Section** monitors the receipt of funds, forecasts cash flow requirements, selects banking services and maintains banking relationships. This section also manages the investment portfolio for the County consistent with the state statute and Arlington County’s investment policy, and seeks to match projected cash flow requirements with investment maturities. This section prepares the Treasurer’s reports to the County Finance Board.

**PROGRAM FINANCIAL SUMMARY**

	FY 2005 Actual	FY 2006 Adopted	FY 2007 Proposed	% Change '06 to '07
Personnel	\$609,985	\$813,991	\$891,945	10%
Non-Personnel	7,950	9,773	8,385	-14%
<b>Total Expenditures</b>	<b>617,935</b>	<b>823,764</b>	<b>900,330</b>	<b>9%</b>
<b>Total Revenues</b>	<b>144,825</b>	<b>111,369</b>	<b>116,886</b>	<b>5%</b>
<b>Net Tax Support</b>	<b>\$473,110</b>	<b>\$712,395</b>	<b>\$783,444</b>	<b>10%</b>
Authorized FTEs	10.0	10.0	10.0	
Funded FTEs	10.0	10.0	10.0	

**SIGNIFICANT BUDGET HIGHLIGHTS**

- ↑ The FY 2007 proposed budget reflects a two percent market pay line adjustment, a 10% increase in employer health insurance costs, an increase in employer retirement contributions to maintain full funding of the retirement fund, and the hiring of vacant positions at above budgeted steps.
- ↓ The decrease in non-personnel expenses (\$1,388) is due to a decrease in the Department of Technology Services projected telephone costs for the division.
- ↑ The increase in revenue (\$5,517) is due to an increase in administrative fees partially offset by a decrease in DMV Select revenue.

**PERFORMANCE MEASURES**

	FY 2002 Actual	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Estimate	FY 2007 Estimate	FY 2007 Goal
Investment performance to ensure earnings over 90 day T-bill rate	100%	100%	100%	95%	80%	80%	80%
Bank reconciliation within accounting close date	35%	50%	59%	95%	100%	100%	100%
Cash flow actual to forecast	50%	75%	75%	80%	80%	80%	80%
Meet or exceed the DMF monthly closing schedule	N/A	N/A	N/A	95%	100%	100%	100%
Reduce the amount of abandoned property remitted to state	79%	82%	82%	85%	80%	80%	80%
Number of significant audit (outside) exceptions included in the final audit report attributable to the Treasurer's office	1	0	0	0	0	0	0
Number of audit exceptions in the annual state funds audit report	1	0	0	0	0	0	0

- Uncashed payments issued by Arlington County are considered abandoned property at the end of each fiscal year. The Treasurer's office has until November of the next fiscal year to have the payments cashed by the property owner. If the check is not cashed, the money is remitted to the state as abandoned property. The Treasurer's office goal is to reduce the fiscal year-end outstanding balance by 80%.