

PROGRAM MISSION

To ensure the prudent use of County resources.

The Financial Management component of the Department of Management and Finance consists of the Director's Office; Management and Budget; Accounting; and Purchasing and Contracts.

- **Director's Office** (\$374,652, 4.0 FTEs) provides leadership, policy priorities, tools, and services needed to serve Department customers. The Office also provides leadership and support for the Department of Real Estate Assessments.
- **Management and Budget Division** (\$1,150,262, 10.0 FTEs) formulates and executes the County's annual operating budget; provides financial, economic and policy analysis; assesses program performance; researches and recommends options for the County Board, County Manager, departments, agencies, and public; and monitors and forecasts County expenditures and revenues. This Division also coordinates County bond sales, staffs the Industrial Development Authority and the Fiscal Affairs Advisory Commission, and shares responsibility for the Countywide Capital Improvement Program with the Department of Environmental Services.
- **Accounting Division** (\$1,181,820, 11.0 FTEs) provides effective controls and sound financial services by providing the best possible financial information to the County Board, County Manager, departments, agencies, and the public. This Division prepares the County's Comprehensive Annual Financial Report and also oversees the County's invoice and payable process.
- **Purchasing and Contracts Division** (\$619,674, 7.0 FTEs) assists agencies in the purchase of needed goods and services in a timely manner while complying with legal requirements, including the County's purchasing resolution. Assists in providing goods and services for customers at reasonable costs through fair and impartial purchasing actions while allowing all qualified sellers access to County business. The Division assists in bidding strategies and contract development and participates in regional cooperative purchasing efforts to achieve cost reductions through volume buying.

PROGRAM FINANCIAL SUMMARY

	FY 2006 Actual	FY 2007 Revised	FY 2008 Proposed	% Change '07 to '08
Personnel	\$2,764,635	\$2,938,182	\$3,086,489	5%
Non-Personnel	388,345	345,937	345,937	-
Subtotal	3,152,980	3,284,119	3,432,426	5%
Intra-County Charges	(99,536)	(106,018)	(106,018)	-
Total Expenditures	3,053,444	3,178,101	3,326,408	5%
Total Revenues	123,940	132,534	132,534	-
Net Tax Support	\$2,929,504	\$3,045,567	\$3,193,874	5%
Authorized FTEs	34.0	32.0	32.0	
Funded FTEs	34.0	32.0	32.0	

SIGNIFICANT BUDGET HIGHLIGHTS

↑ Personnel expenditures include normal salary increases, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a 15 percent increase in employer health insurance rates.

PERFORMANCE MEASURES

Management and Budget

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Maintain Triple-triple A bond rating	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Percent variance between actual tax revenue and third quarter projection	1.22%	0.48%	0.35%	1.07%	1.00%	1.00%	1.00%
Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Percent of departments using outcome measures	100%	100%	100%	100%	100%	100%	100%
Percent of departments using customer measures	25%	99%	100%	96%	100%	100%	100%
Percent of departments using Process Measures	N/A	N/A	N/A	22%	26%	35%	48%
Percent of departments using Workforce Measures	N/A	N/A	N/A	9%	13%	22%	35%
GFOA Distinguished Budget Award received (yes/no)	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Accounting Division

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Comprehensive Annual Financial Report (CAFR) received "unqualified" opinion from external auditors	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CAFR received GFOA "Certificate of Achievement for Excellence"	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Auditor of Public Accounts Transmittal and CAFR prepared by state deadline	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Percent of Countywide payments processed within payment terms	75%	81%	85%	89%	90%	90%	

Purchasing and Contracts

Critical Measure	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Number of protests of purchasing actions upheld by a final authority (court)	0	0	0	0	0	0	0
Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Formal bids and contracts processed	457	471	514	436	500	500	500
Informal bids and contracts processed	553	326	213	201	250	250	250
Emergency procurements processed	109	92	79	75	100	100	100
Sole source procurements processed	N/A	N/A	195	108	150	150	150