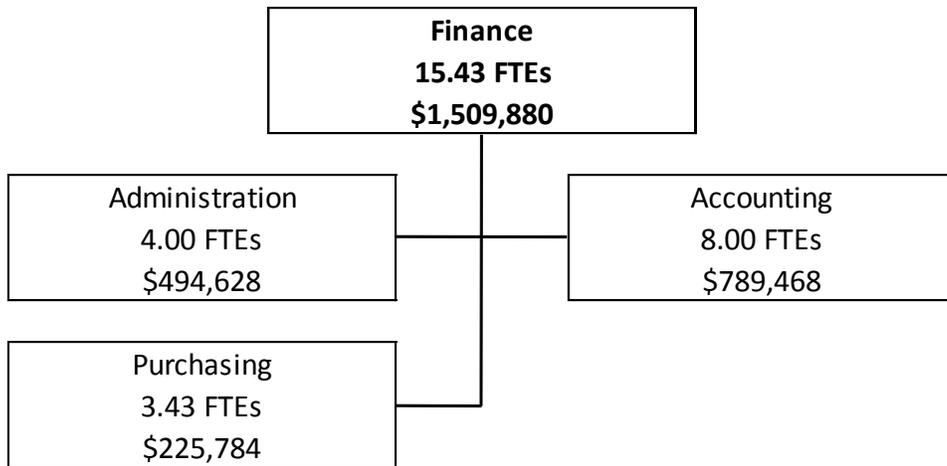


Catawba County Government



Finance

Summary

	2009/10 Actual	2010/11 Current	2011/12 Requested	2011/12 Approved	Percent Change
Revenues					
Investments Earnings	\$978,157	\$800,000	\$800,000	\$800,000	0%
Personnel Indirect Cost	32,944	32,944	32,944	32,944	0%
Mental Health Contracts	17,965	7,239	7,239	7,055	-3%
Miscellaneous	0	1,500	0	0	0%
Charges & Fees	700	0	0	0	0%
General Fund	446,507	735,467	752,296	669,881	-9%
Total	\$1,476,273	\$1,577,150	\$1,592,479	\$1,509,880	-4%
Expenses					
Personal Services	\$910,490	\$956,182	\$971,511	\$964,112	1%
Supplies & Operations	565,783	620,968	620,968	545,768	-12%
Capital	0	0	0	0	0%
Total	\$1,476,273	\$1,577,150	\$1,592,479	\$1,509,880	-4%
Expenses by Division					
Administration	\$477,978	\$513,844	\$517,573	\$494,628	-4%
Accounting	776,744	826,270	834,895	789,468	-4%
Purchasing	221,551	237,036	240,011	225,784	-5%
Total	\$1,476,273	\$1,577,150	\$1,592,479	\$1,509,880	-4%
Employees					
Permanent	15.80	15.80	15.80	15.43	-2%
Hourly	0.25	0.30	0.15	0.15	-50%
Total	16.05	16.10	15.95	15.58	-3%

Budget Highlights

Functions included within the Finance Department are: Administration, Accounting, and Purchasing/Service Center. Accounting encompasses Receivables, Payables, Billing and Payroll. The Purchasing/Service Center assists all County departments with purchasing goods and services and provides mail courier and copying services.

Finance's budget represents a four percent reduction from the previous year, with this reduction coming from several areas. The contract the County has with EMS Management Services for Ambulance billing was renegotiated, resulting in a savings of \$50,000 per year. Additionally, the Mail Courier position was reduced from 40 hours per week to 25 hours per week, meaning there will be only one mail run per day between County buildings and the Post Office as opposed to the traditional two trips per day.

The department additionally implemented E-Payment, a procurement card rebate program. Based on the volume of annual credit card charges and the volume of transactions the County

pays to vendors electronically, Bank of America will pay a rebate back to the County, which is estimated to save \$22,800 in banking services costs next year.

Performance Measurement

Fiscal Year 2011/12

The Departments' outcomes continue to stress the importance of accurate financial information, such as revenue forecasting and recommendations on the use of fund balance. The Accounting Division will focus on accurate and timely payments, including generating vendor payments accurately 99 percent of the time as evidenced by corrected checks. The Purchasing Division continues to place their highest priority on the timely and economical procurement of goods and services by using cooperative purchasing alignments, using informal quotes when appropriate, and holding their annual educational Purchasing Workshop. The departments' goal to make County operations more environmentally friendly by encouraging County departments and contractors to purchase recycled and other environmentally preferable products was reduced from 10 percent of purchases to 20 percent.

Fiscal Year 2010/11

At midyear, all outcomes for the Finance Department have been achieved or on target to be achieved including:

- Assisting with the development of the Fiscal Year 2011/12 budget by providing the Budget Office with information on a timely basis.
- Ensuring that all financial transactions comply with the requirements of the Local Government Budget and Fiscal Control Act.
- Making accurate and timely payments (an average of 600+ checks and Electronic Funds Transfer (EFT) payments) to all vendors on a weekly basis.
- Conducting a departmental survey with a 90 percent satisfaction rate, in the spring of 2011.
- Making County operations more environmentally friendly by encouraging County departments and contractors to purchase at least 10 percent recycled and other environmentally preferable products.

Fiscal Year 2009/10

- The Department received 100 percent positive answers of "Agree" or "Strongly Agree" on their departmental survey.
- The contractor for ambulance billing achieved an 83 percent collection rate.
- The internal auditor's tests were completed by the end of the fiscal year and the Comprehensive Annual Financial Report (CAFR) was completed by December 31, 2009.
- Promoted purchasing recycled products in every department by collaborating with Utilities and Engineering's Recycling Program.

FINANCE ADMINISTRATION

Statement of Purpose

The Finance Department is responsible for overseeing the financial affairs of Catawba County. We are accountable to the citizens to ensure that the County maximizes its resources and handles funds in accordance with all applicable local, State, and Federal regulations.

Outcomes

1. The Finance Department assists with the development of the Fiscal Year 2012/13 budget by providing the Budget Office with information on a timely basis, normally by October 31, 2011, that includes the following:
 - a. Revenue projections for major revenue sources (property taxes, sales tax, ABC profits, and investment earnings).
 - b. Assessment of the County's level of Fund Balances and recommendations on the amount of Fund Balance that can be appropriated.
 - c. Debt service requirements.
2. The County follows the requirements of the Local Government Budget and Fiscal Control Act. The Finance Department ensures that transactions comply with these requirements by:
 - a. Monitoring all financial transactions in accordance with the annually adopted Budget Ordinance.
 - b. Accurately recording all amendments to the County's Budget Ordinance within five working days from receipt.
3. Timely and accurate financial information is important to the County's association with various funding and oversight agencies. These may include bond ratings agencies for future debt issuance; Federal, State, and local granting agencies; the Local Government Commission; and others. The Finance Department provides financial information in an accurate, efficient and timely manner by:
 - a. Review of internal controls and testing of transactions for selected departments before June 30, 2012, to ensure the financial integrity of the County.
 - b. Completing the County's Comprehensive Annual Financial Report (CAFR) by October 31, 2011, and submitting to the Local Government Commission by December 1, 2011.
 - c. Submitting the CAFR to the Board of Commissioners, other County departments, agencies, and citizens by December 31, 2011.

- d. Submitting the CAFR to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting by December 31, 2011.
- 4. The County is responsible for financing major capital projects including those for the local public schools and community college. The goal of the Finance Department is to maximize cash on hand and borrow money as cheaply as possible.
 - a. The department will plan, execute, and oversee all underwriting and debt issuance of Catawba County including any approved new debt financing issues needed for Public Schools, Community College, or renovations/additions to County facilities or equipment.
- 5. The County uses PeopleSoft as its financial accounting and human resources software. Upgrades are necessary to ensure that the County is using the latest technology available.
 - a. The Finance department will assist with the implementation of PeopleSoft upgrades with the intention of having these available to users no later than December 31, 2011.
- 6. Conduct departmental survey with a 95 percent satisfaction rate.

ACCOUNTING

Statement of Purpose

The Accounting Division of the Finance Department is responsible for accurately processing all financial transactions in a timely manner. These processes are in place in order to maximize cash on hand and comply with Federal, State, and local guidelines.

Accounts Payable/Receivable

Outcomes

1. Make accurate and timely payments (an average of 600+ checks and Electronic Funds Transfer (EFT) payments) to all vendors on a weekly basis by:
 - a. Processing all documentation received and generating vendor payments accurately 98 percent of the time as evidenced by corrected checks.
2. Compliance with all Federal, State, and local guidelines by:
 - a. Processing and distributing 100 percent of the 1099s by January 31st for vendor tax records.
 - b. Processing State reports and, if applicable, accompanying payments by applicable due dates.
 - c. Making daily deposits of all revenue received 98 percent of the time, as evidenced by deposit ticket dates.
3. Maintain an accurate and thorough inventory of all County fixed assets (items costing \$5,000 or more with a useful life of two years or more) in order to produce documentation for the annual audit by processing additions, deletions, and transfers by August 31st.
4. Conduct departmental survey with a 95 percent satisfaction rate.

Payroll

Outcomes

5. Make accurate and timely payment of wages to 1,100+ full-time and hourly employees on a bi-weekly basis:
 - a. Processing all documentation received and calculating wage payments accurately 99 percent of the time, as evidenced by corrected payments.

6. Compliance with all Federal, State, and local guidelines to prevent any penalties and enable employees to maximize their employee benefits by:
 - a. Processing and distributing 100 percent of Form W-2s by January 31st for employees' tax records.
 - b. Reporting, processing, and paying of Federal and State taxes and employee benefits when due 100 percent of the time, as evidenced by date of payment.
7. Conduct departmental survey with a 95 percent satisfaction rate.

Billing

Outcomes

8. As a measure of good customer service and vendor relations, the billing office has the following procedures in place:
 - a. Posting all payments within five working days 98 percent of the time
 - b. Process a monthly billing cycle by mailing bills within five working days of cutoff 98 percent of the time.
 - c. Processing refund requests within 10 working days 98 percent of the time.
 - d. Coordinate collection efforts with third party ambulance billing service company to ensure a 78 percent collection rate on ambulance bills.
9. Conduct departmental survey with a 95 percent satisfaction rate.

PURCHASING/SERVICE CENTER

Statement of Purpose

To ensure the timely procurement of quality goods and services as economically as possible within the guidelines of General Statutes and County Code. To provide timely, accurate, and courteous mail and courier service to County departments.

Outcomes

1. Expedite the procurement of County goods and services and respond to departmental needs as economically and timely as possible by:
 - a. Continuing participation in cooperative purchasing alliances (US Communities) and North Carolina State Contract.
 - b. Educate departments on what cooperative purchasing alliances and State Contract have to offer and use these services when it is cost and time effective.
 - c. Ensuring County formal projects and goods are obtained within the guidelines of General Statute and County Code.
 - d. Reviewing formal bid requests (equipment and supplies totaling \$90,000 and over) establishing specifications, conducting formal bid openings and making recommendations to the Board of County Commissioners to the satisfaction of County departments.
 - e. Conducting departmental survey with a 90 percent satisfaction rate.
 - f. Assisting departments in obtaining informal quotes (for purchases of supplies and equipment less than \$90,000) are obtained effectively and at the best value.
 - g. Maintaining a list of vendors, review State Contract, and cooperative purchasing contracts and solicit at least three quotes when feasible.
 - h. Maintaining a log of all informal quotes received, indicating the savings incurred.

2. Make County operations more environmentally friendly by encouraging County departments and contractors to purchase at least 20 percent recycled and other environmentally preferable products by:
 - a. Continuing to work with the Waste Reduction Coordinator/Educator to promote the use of procuring recycled products and continue to encourage and promote procurement of recycled products.
 - b. Maintaining a log of all procurement of recycled products.

3. In order for our vendor base to better reflect the diversity of our County; strive to reach the County's Minority Outreach goal of 5 percent for informal and formal building construction projects by:

- a. Conducting a pre-bid conference for each formal construction bid and educating contractors. Work with minority-focused and small business groups that support minority business and small business inclusion in the solicitation of bids. Solicit bids from known minority businesses and contractors for applicable projects and services.
 - b. Maintaining a log of all procurement of goods, services, and construction contracting with minority vendors and contractors.
4. Provide daily courier service between all departments, agencies, and the U.S. Postal Service in a timely manner, accurate and courteous manner by:
- a. Ensuring all Purchasing staff is familiar with the postal equipment and mail route in the event the mail courier is absent. Maintain a regular schedule for the mail route; comply with special requests when feasible.
 - b. Conduct departmental survey with a 90 percent satisfaction rate.