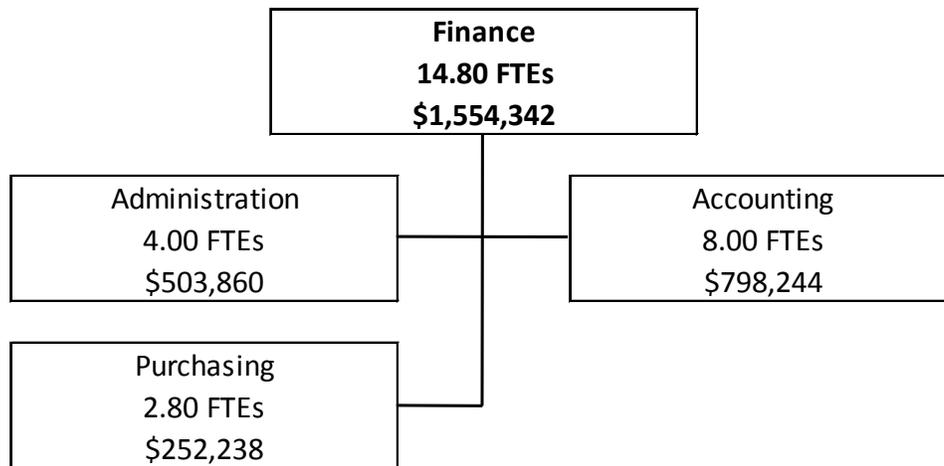


Catawba County Government



Finance

Summary

	2010/11 Actual	2011/12 Current	2012/13 Requested	2012/13 Approved	Percent Change
Revenues					
Investment Earnings	\$427,877	\$800,000	\$500,000	\$500,000	-38%
Personnel Indirect Cost	32,944	32,944	33,273	33,273	1%
Mental Health Contracts	7,239	7,055	0	1,000	-86%
Miscellaneous	997	0	0	0	0%
Charges & Fees	725	0	0	0	0%
General Fund	1,088,059	669,881	1,014,746	1,020,069	52%
Total	\$1,557,841	\$1,509,880	\$1,548,019	\$1,554,342	3%
Expenses					
Personal Services	\$943,495	\$964,112	\$985,983	\$992,306	3%
Supplies & Operations	614,346	545,768	562,036	562,036	3%
Capital	0	0	0	0	0%
Total	\$1,557,841	\$1,509,880	\$1,548,019	\$1,554,342	3%
Expenses by Division					
Administration	\$497,046	\$494,628	\$498,856	\$503,860	2%
Accounting	837,295	789,468	796,925	798,244	1%
Purchasing	223,500	225,784	252,238	252,238	12%
Total	\$1,557,841	\$1,509,880	\$1,548,019	\$1,554,342	3%
Employees					
Permanent	15.80	15.43	14.80	14.80	-4%
Hourly	0.30	0.15	0.65	0.65	333%
Total	16.10	15.58	15.45	15.45	-1%

Budget Highlights

Functions included within the Finance Department are Administration, Accounting, and Purchasing. Accounting encompasses receivables, payables, billing and payroll. Purchasing assists all County departments with purchasing goods and services and provides management of mail courier services.

The budget eliminates a mail courier service position, as this service has been shifted to contract with the private sector. Part-time project management assistance is funded to assist with the Animal Shelter expansion, new Sherrills Ford Library, and the Justice/Public Safety Center expansion.

Performance Measurement

Fiscal Year 2012/13

The Department's outcomes continue to stress the importance of accurate financial information, such as revenue forecasting and recommendations on the use of fund balance. Accounting focuses on accurate and timely payments, with goals of generating vendor payments accurately 98 percent of the time (as evidenced by corrected checks) and processing payroll correctly 99 percent of the time as evidenced by correct payments. Purchasing continues to place its highest priority on the timely and economical procurement of goods and services by using cooperative purchasing agreements, using informal quotes when appropriate, and educating departments on available cooperative purchasing alliances and North Carolina State contracts. An outcome related to providing courier and postal service in a timely, accurate and courteous manner was changed to reflect contracting this service instead of providing it internally.

Fiscal Year 2011/12

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

- Assisting with the development of the Fiscal Year 2012/13 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.
- Maximizing cash on hand and borrowing money as cheaply as possible. The Finance Director completed a \$48.1 million debt refunding in November 2011 that is expected to save the County \$2.4 million in interest over the life of the debt obligation.
- Assisting in the upgrade of the PeopleSoft Finance and Human Resources software.
- Purchasing saved departments an estimated \$29,457 by obtaining informal quotes.

Purchasing is not on track to meet its outcome of encouraging County departments and contractors to purchase at least 20 percent recycled and other environmentally preferable products. To date only 3 percent of purchases have met this standard.

Fiscal Year 2010/11

The Finance Department was successful in assisting in the preparation of the Fiscal Year 2011/12 budget, ensuring the County follows the Local Government Budget and Fiscal Control Act, and providing all needed financial information to oversight organizations such as bond rating agencies, Federal, State, and local granting agencies, and the Local Government Commission. All divisions of the department maintain high customer service as well, with departments reporting a 100 percent satisfaction rate on an annual survey.

Accounting maintained timely and accurate payments, processing 16,000 payments with only 4 keying errors resulting in voided checks. This is a 99.98 percent success rate, bettering their outcome goal of a 99 percent accuracy rate. The same is true for payroll checks as well, with the department processing 33,000 payroll checks with only 8 errors reported.

Purchasing was able to further the County's goal of "going green" by working with the Waste Reduction Coordinator/Educator to encourage County departments and contractors to purchase at least 10 percent recycled materials. An inventory of materials purchased indicated that the County purchased 12 percent recycled goods in Fiscal Year 2010/11, surpassing this goal. The division also helped forward the County's Minority Outreach goals by educating contractors and conducting a "How to do Business with Catawba County" session through Catawba Valley Community College's Small Business Program in November 2010. These efforts continue to show success, with \$278,241 of County money going to minority or woman-owned businesses in 2010/11.

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 2013/14 budget by providing the Budget Office with information on a timely basis, normally by October 31st, 2012, 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, 2013, to ensure the financial integrity of the County.
 - b. Completing the County's Comprehensive Annual Financial Report (CAFR) and submitting to the Local Government Commission by December 1, 2012.
 - c. Submitting the CAFR to the Board of Commissioners, other County departments, agencies, and citizens by December 31, 2012.
 - d. Submitting the CAFR to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting by December 31, 2012.

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. 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 70 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; 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 out-sourced company is familiar with the postal needs and mail route for all County departments. Maintain a regular schedule for the mail route and comply with special requests when feasible.
 - b. Conduct departmental survey with a 90 percent satisfaction rate.