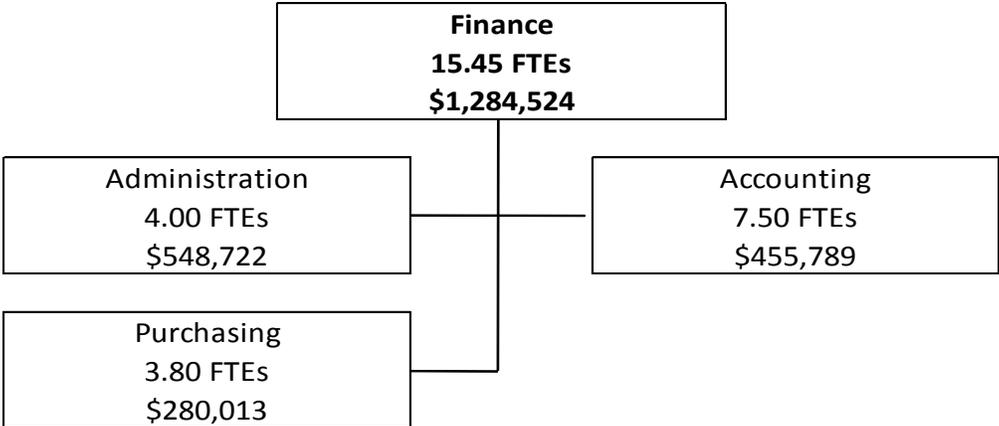


**Catawba County Government**



# Finance

Organizations: 170050 - 170101

	2013/14 Actual	2014/15 Current	2015/16 Requested	2015/16 Approved	Percent Change
<b>Revenues</b>					
Investment Earnings	\$497,677	\$400,000	\$400,000	\$400,000	0.0%
Personnel Indirect Cost	33,433	36,701	36,701	\$38,128	3.9%
Miscellaneous	5,414	0	0	0	0%
Charges & Fees	504	0	0	0	0%
General Fund	1,075,565	847,245	823,380	846,396	-0.1%
<b>Total</b>	<b>\$1,612,593</b>	<b>\$1,283,946</b>	<b>\$1,260,081</b>	<b>\$1,284,524</b>	<b>0.0%</b>
<b>Expenses</b>					
Personal Services	\$1,019,974	\$1,059,516	\$1,040,651	\$1,065,094	0.5%
Supplies & Operations	592,619	224,430	219,430	219,430	-2.2%
Capital	0	0	0	0	0%
<b>Total</b>	<b>\$1,612,593</b>	<b>\$1,283,946</b>	<b>\$1,260,081</b>	<b>\$1,284,524</b>	<b>0.0%</b>
<b>Expenses by Division</b>					
Administration	\$510,153	\$538,865	\$542,584	\$548,722	1.8%
Accounting	842,580	465,940	444,440	455,789	-2.2%
Purchasing	259,860	279,141	273,057	280,013	0.3%
<b>Total</b>	<b>\$1,612,593</b>	<b>\$1,283,946</b>	<b>\$1,260,081</b>	<b>\$1,284,524</b>	<b>0.0%</b>
<b>Employees</b>					
Permanent	15.80	15.30	15.30	15.30	0.0%
Hourly	0.15	0.15	0.15	0.15	0.0%
<b>Total</b>	<b>15.95</b>	<b>15.45</b>	<b>15.45</b>	<b>15.45</b>	<b>0.0%</b>

## Budget Highlights

The Finance Department's budget remained practically flat, adequately budgeted to address all Administrative, Accounting, and Purchasing duties. 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. The budget reduces a Finance Specialist position in payroll from full to half time.

## Performance Measurement

### Fiscal Year 2015/16

Finance will continue to provide a high level of service, as the department is responsible for accurately processing all financial transactions and for complying with Federal, State, and local guidelines. In fact, a new outcome will measure the timeliness of cash management by reconciling bank accounts within 15 days or receipt of bank statements.

Finance will continue to partner with the Budget Office to provide an accurate financial forecast for the development of the Fiscal Year 2016/17 budget. The Finance Department will continue managing the expansion of the Justice/Public Safety Center building.

## **Fiscal Year 2014/15**

### *Administration*

Through mid-year, Finance Administration had monitored all financial transactions per regulations and submitted the Comprehensive Annual Financial Report (CAFR) in a timely fashion. All outcomes were achieved. This included providing the Budget office with preliminary revenue projections and monitoring debt payments for existing debt

### *Accounting*

Accounting was on target through December 31 to achieve all its outcomes, including ensuring 100 percent accuracy and timeliness in Accounts Payable, Accounts Receivable and Payroll, W2 and tax payment processing, and fixed asset information for Fiscal Year 2013/14.

### *Purchasing*

Every outcome was on target through the middle of the year in Purchasing. Purchasing saved departments \$135,770 through the informal quote process. Further, 31 percent of expenditures went toward green and environmentally friendly products and services. Finally, a Small Business class developed with Catawba Valley Community College to diversify the vendor base will occur before end of fiscal year.

## **Fiscal Year 2013/14**

### *Administration*

Finance Administration achieved all five of its outcomes. The first outcome provided preliminary revenue projections for revenue sources, assessments of the County's Fund Balances, and debt service requirements by mid-October. The second outcome ensured that all financial transactions and budget amendments were completed within five working days of receipt and by the annually adopted Budget Ordinance, respectively. Finance Administration submitted financial information to the County's various funding and oversight agencies in a timely and accurate fashion. The County's Comprehensive Annual Financial Report (CAFR) was submitted to the Board of Commissioners and to the Government Finance Officers Association by December 31, 2013. Financing of the Justice Center and refunding of various debt issues were completed in March 2014. Finally, Finance Administration exceeded its 95 percent satisfaction rating goal, with a 100 percent satisfaction rating from responding departments.

### *Accounting*

Accounting achieved all its outcomes for Fiscal Year 2013/14. Staff made accurate and timely payments (15,324) during the fiscal year. Also, Accounting ensured compliance with all the Federal, State, and local guidelines by distributing 100 percent of 1099s and W-2 forms by January 31, 2014, processing State reports, and making daily deposits through the use of remote deposit. Accounting maintained all fixed

asset information for the fiscal year. Payroll made accurate and timely payment of wages to over 1,100 full-time and hourly employees on a bi-weekly basis, for a total of 31,365 payments. Additionally, Accounting obtaining a 100 percent satisfaction rating from customers, exceeding its goal of a 95 percent satisfaction rating.

### *Purchasing*

Purchasing achieved all of its outcomes, expediting the procurement of County goods and services and responding to departmental needs as economically as possible and continuing to participate in cooperative purchasing alliances, with \$1.7 million spent through these programs. Purchasing also educated departments on purchase options and reviewed formal bid requests, making recommendations to the Board of Commissioners. Purchasing sought to diversify the vendor base to better reflect the diversity in Catawba County by placing all pre-bid conference dates and advertisements in minority media platforms and maintaining a log of all procured goods and services that came from minority vendors and contractors. Finally, County operations were more environmentally friendly through a variety of strategies, including a Vendor Fair and logging the dollars spent toward green products where it made financial sense, with 40 percent of all purchases considered to be green products.

## 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 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 5 working days from receipt.
2. The Finance Department assists with the development of the Fiscal Year 2016-17 budget by providing the Budget Office with information on a timely basis, normally by October 31, 2015, that includes the following:
  - a. Revenue projections for major revenue sources (property taxes, sales tax, ABC profits and investment earnings).
  - b. Preliminary estimates of the County's level of fund balances and recommendations on the amount of fund balances available for appropriation.
  - c. Debt service requirements
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, 2016, 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, 2015.
  - c. Submitting the CAFR to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting by December 31, 2015.
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. To ensure courteous and collegial relations with County departments, Finance Administration will achieve a 95 percent satisfaction rate on its annual customer service survey.

## **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 (biweekly?) basis by:
  - a. Processing all documentation received and generating vendor payments accurately 98% of the time as evidenced by corrected checks.
2. Compliance with all Federal, State, and local guidelines by:
  - a. Processing and distributing 100% of required Form 1099 by January 31 for vendor tax records.
  - b. Making daily deposits of all revenue received 98% 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 2 years or more) in order to produce documentation for the annual audit by processing additions, deletions, and transfers by August 31.
4. To ensure courteous and collegial relations with County departments, Accounts Payable will achieve a 95 percent satisfaction rate on its annual customer service survey.

### **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% 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% of required Form W-2 by January 31 for employees' tax records.
  - b. Reporting, processing and paying of Federal and State taxes and employee benefits when due 100% of the time, as evidenced by date of payment.
7. To ensure courteous and collegial relations with County departments, Payroll will achieve a 95 percent satisfaction rate on its annual customer service survey.

### **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 5 working days 98% of the time
  - b. Process a monthly billing cycle by mailing bills within 5 working days of cutoff 98% of the time.
9. To ensure courteous and collegial relations with County departments, Billing will achieve a 95 percent satisfaction rate on its annual customer service survey.

### **Cash Management Outcomes**

10. As a measure of stewardship of County cash assets, the Finance Department will reconcile bank accounts within 15 days of receipt of bank statements.

## 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. Ensuring County formal projects and goods are obtained within the guidelines of General Statute and County Code.
  - c. 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.
  - d. Assisting departments in obtaining informal quotes (for purchases of supplies and equipment less than \$90,000) are obtained effectively and at the best value.
  - e. 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 15 percent recycled and other environmentally preferable 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. Advertising in the minority paper (\$600)
  - b. Sending notices to minority sub-contractor 10 days before the bidding
  - c. Instructing a class on "How to do business with Catawba County"
  - d. Develop a "How to Do Business with Catawba County" brochure to send with a vendor form to minority/women-owned business in Catawba and surrounding counties as identified on the Office of Historically Underutilized Business (HUBSCO) Website
  - e. Develop a You Tube video on "How to do Business With Catawba County"
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; comply with special requests when feasible.
5. To ensure courteous and collegial relations with County departments, Purchasing will achieve 90 percent satisfaction rate on its annual end-of-the-year survey.