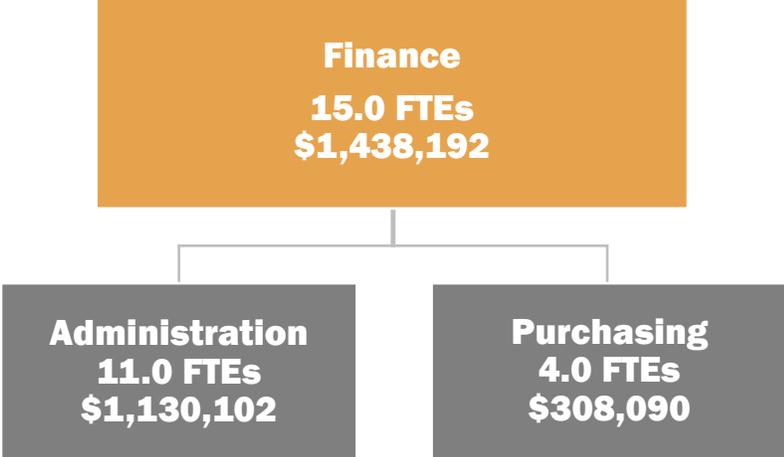


FINANCE

Key Function Organization Chart



Department Services

FINANCE

The Finance Department is responsible for overseeing the financial affairs of Catawba County. Finance is 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.

PURCHASING/SERVICE CENTER

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.

Budget Highlights

FINANCE

Organizations: 170050 - 170101

	2015/16 Actual	2016/17 Current	2017/18 Requested	2017/18 Adopted	Percent Change
Revenues					
Investment Earnings	\$717,004	\$400,000	\$539,019	\$650,000	62.5%
Personnel Indirect Cost	\$38,128	\$41,581	\$41,581	\$43,217	3.9%
Miscellaneous	24,687	824	0	20,000	2327.2%
Charges & Fees	\$175	0	0	200	0%
General Fund	397,697	954,479	921,664	724,775	-24.1%
Total	\$1,177,691	\$1,396,884	\$1,502,264	\$1,438,192	3.0%
Expenses					
Personal Services	\$940,951	\$1,171,864	\$1,262,030	\$1,197,958	2.2%
Supplies & Operations	223,686	225,020	240,234	240,234	6.8%
Capital	13,054	0	0	0	0%
Total	\$1,177,691	\$1,396,884	\$1,502,264	\$1,438,192	3.0%
Expenses by Division					
Administration	\$438,086	\$1,096,140	\$1,195,684	\$1,130,102	3.1%
Accounting	454,090	0	0	0	0%
Purchasing	285,515	300,744	306,580	308,090	2.4%
Total	\$1,177,691	\$1,396,884	\$1,502,264	\$1,438,192	3.0%
Employees					
Permanent	15.30	15.00	16.00	15.00	0.0%
Hourly	0.15	0.60	1.00	1.00	66.7%
Total	15.45	15.60	17.00	16.00	2.6%

The budget increase of \$41,308 (3.0 percent) is due to the over-hire of a key position slotted for retirement to ensure continuity of operations, planned compensation increases, and the accumulation of several smaller increases including accounting and banking services.

Performance Measurement

FISCAL YEAR 2017/18

The Finance Department will continue to maximize the County's resources and will be responsible for accurately processing all financial transactions and for complying with Federal, State, and local guidelines. Finance will also continue to partner with the Budget & Management Office to provide information for the development of the Fiscal Year 2018/19 budget.

MID-YEAR FISCAL YEAR 2016/17

At mid-year the Finance Department was on target to achieve or had already achieved 100 percent (20 of 20) of its Fiscal Year 2016/17 outcomes. The department successfully contributed to the Fiscal Year 2017/18 budget development process by providing the Budget & Management Office preliminary revenue and Fund Balance projections in October. Finance received the Government Finance Officers Associations (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 34th year in a row for producing the Fiscal Year 2015/16 Comprehensive Annual Financial Report (CAFR). Additionally, Finance received GFOA's award

for Outstanding Achievement in Popular Annual Financial Reporting for the seventh year in a row. The Accounting Division made deposits and processed all reports in a timely manner. Tax forms, 1099s for vendors, and W-2s for County employees were distributed by January 31st, in accordance with Federal law.

Purchasing sought to make County operations more environmentally friendly by encouraging County departments and contractors to purchase at least 15 percent recycled products. To date, 17 percent has been spent on recycled or environmentally friendly products and services. Purchasing also logged all green purchases for office supplies, janitorial services, and lawn care. Countywide, \$2.3 million has been expended on recycled products through the Cooperative Purchasing Programs.

FISCAL YEAR 2015/16

Finance Administration monitored all financial transactions per regulations and submitted	Fiscal Year	Total Outcomes	Achieved	Not Achieved	Success Rate
	2015/16	20	20	0	100%
	2014/15	19	19	0	100%
	2013/14	18	18	0	100%

the CAFR in a timely fashion. All outcomes were achieved in a courteous and collegial way evidenced by a 100 percent satisfaction rating in the Finance Administration annual end-of-year survey. This included providing the Budget & Management Office with preliminary revenue projections and monitoring debt payments for existing debt.

Accounting achieved all its outcomes, including ensuring 100 percent timeliness in Accounts Payable, Accounts Receivable and Payroll, W2 and tax payment processing, and fixed asset information with less than 1 percent error rate across all functions.

Purchasing achieved all of its outcomes, saving departments \$115,484 through the informal quote process. Further, 21 percent of expenditures went toward green and environmentally friendly products and services. Finally, a “How to do Business with Catawba County” class developed with Catawba Valley Community College to diversify vendors occurred with success on May 11th. Purchasing did all this with a 100 percent satisfaction based on its annual end-of-year survey.

Outcomes

FINANCE ADMINISTRATION & ACCOUNTING

1. The County follows the requirements of the Local Government Budget and Fiscal Control Act. The Finance Department ensures 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 of receipt.
2. The Finance Department assists with the development of the Fiscal Year 2017-18 budget by providing the Budget & Management Office with information on a timely basis, normally by October 31, 2017, 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. The Finance Department will provide financial information in an accurate, efficient, and timely manner by reviewing internal controls and testing of transactions for selected departments by June 30, 2017, preparing the Comprehensive Annual Financial Report (CAFR) by December 1, 2017, and submitting the CAFR to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting by December 31, 2016.
 4. The County is responsible for financing major capital projects including those for the local public schools and community college. 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. These efforts will maximize cash on hand and borrow money as inexpensively as possible, saving taxpayer dollars through interest avoidance.
 5. The Finance Department is responsible for accurately processing financial transactions in a timely manner.
 - a. Make accurate and timely payments (an average of 600+ checks and Electronic Funds Transfer payments) to all vendors on a weekly basis accurately 98 percent of the time, as evidenced by corrected checks.
 - b. Process and distribute 100 percent of required Form 1099s by January 31 for vendor tax records.
 - c. Deposit daily all revenue received 100 percent of the time, as evidenced by deposit ticket dates.
 - d. Make accurate and timely payment of wages to 1,100+ full-time and hourly employees on a bi-weekly basis accurately 99 percent of the time, as evidenced by corrected payments.
 - e. Process and distribute 100 percent of required Form W-2s by January 31 for employees' tax records.
 - f. Process the reporting and payment of Federal and State payroll taxes and employee benefits by due date 100 percent of the time, as evidenced by date of payment.
 - g. Process a monthly billing cycle by mailing bills within 5 working days of the cutoff date 98 percent of the time.

- h. Post all accounts receivable payments within 5 working days after receipt 98 percent of the time.
- 6. The Finance Department will 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) by ensuring documentation for the annual audit, all additions, deletions, and transfers are processed by August 31.
- 7. The Finance Department is responsible for the stewardship of County cash assets.
 - a. The department will reconcile bank accounts within 15 days of receipt of bank statements.
 - b. Excess cash will be invested at the highest possible yield while following NC General Statutes to maintain safety and liquidity of those investments.
- 8. The Finance Department seeks to ensure courteous and collegial relations with other County departments by achieving at least a 95 percent satisfaction rate on its annual customer service survey.

PURCHASING AND SERVICE CENTER

- 1. Make County operations more environmentally friendly by encouraging County departments and contractors to purchase at least 20 percent recycled and other environmentally preferable products.
- 2. Work with the Construction Manager, selected architect and Jail staff to complete the design for the Jail Expansion by December 30, 2017.
- 3. Work with the Construction Manager to complete the Justice Center/Public Safety Expansion within budget.
- 4. 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 diverse publications
 - b. Sending notices to minority sub-contractors 10 days before the bidding
 - c. Instructing a class on "How to do business with Catawba County"
- 5. To ensure courteous and collegial relations with County departments, Purchasing will achieve 95 percent satisfaction rate on its annual end-of-the-year survey.