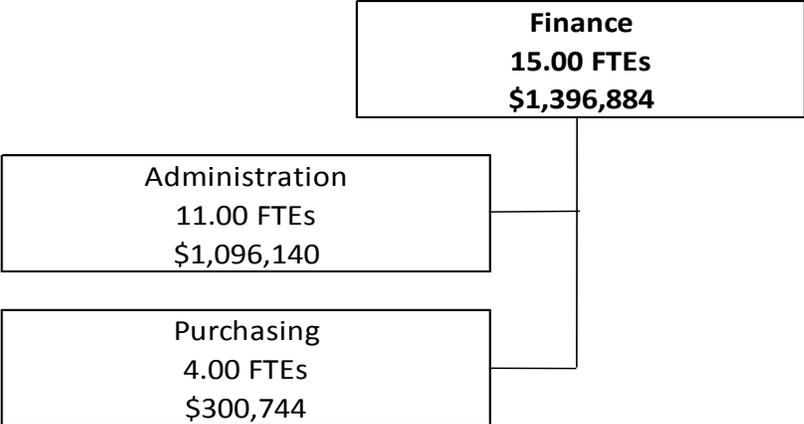


**Catawba County Government**



# Finance

Organizations: 170050 - 170101

	2014/15 Actual	2015/16 Current	2016/17 Requested	2016/17 Approved	Percent Change
<b>Revenues</b>					
Investment Earnings	\$448,434	\$400,000	\$400,824	\$400,824	0.2%
Personnel Indirect Cost	36,701	\$38,128	41,581	\$41,581	9.1%
Miscellaneous	0	0	0	0	0%
Charges & Fees	325	0	0	0	0%
General Fund	794,830	846,396	910,186	954,479	12.8%
<b>Total</b>	<b>\$1,280,290</b>	<b>\$1,284,524</b>	<b>\$1,352,591</b>	<b>\$1,396,884</b>	<b>8.7%</b>
<b>Expenses</b>					
Personal Services	\$1,068,493	\$1,065,094	\$1,128,946	\$1,171,864	10.0%
Supplies & Operations	211,797	219,430	223,645	225,020	2.5%
Capital	0	0	0	0	0%
<b>Total</b>	<b>\$1,280,290</b>	<b>\$1,284,524</b>	<b>\$1,352,591</b>	<b>\$1,396,884</b>	<b>8.7%</b>
<b>Expenses by Division</b>					
Administration	\$543,537	\$548,722	\$1,051,678	\$1,096,140	99.8%
Accounting	469,242	455,789	0	0	0%
Purchasing	267,511	280,013	300,913	300,744	7.4%
<b>Total</b>	<b>\$1,280,290</b>	<b>\$1,284,524</b>	<b>\$1,352,591</b>	<b>\$1,396,884</b>	<b>8.7%</b>
<b>Employees</b>					
Permanent	15.30	14.80	15.00	15.00	1.4%
Hourly	0.15	0.60	0.60	0.60	0.0%
<b>Total</b>	<b>15.45</b>	<b>15.40</b>	<b>15.60</b>	<b>15.60</b>	<b>1.3%</b>

## Budget Highlights

The Finance department's budget increased \$112,360 from Fiscal Year 2015/16. The increase is mainly related to performance pay, health, retirement, and the 27<sup>th</sup> payroll. Controlling for the costs of the 27<sup>th</sup> payroll (which amounts to \$41,344), normal operating increases equate to 5.5 percent. Funding for a Purchasing Specialist position was also increased to full-time, and a part-time Accounting Specialist III position was combined with funds from Part-time Wages to create another full-time Accounting Specialist III position to support Finance's succession planning efforts.

## Performance Measurement

### Fiscal Year 2016/17

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 Office to provide information for the development of the Fiscal Year 2017/18 budget.

## **Fiscal Year 2015/16**

At mid-year the Finance Department was on target to achieve or had already achieved 100 percent (20 of 20) of its Fiscal Year 2015/16 outcomes. The Department successfully contributed to the Fiscal Year 2016/17 budget development process by providing the Budget Office preliminary revenue and Fund Balance projections in October. Finance, for producing the Fiscal Year 2014/15 Comprehensive Annual Financial Report (CAFR), received the Government Finance Officers Associations (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 33<sup>rd</sup> year in a row. Additionally, Finance has received, for the sixth year in a row, GFOA's award for Outstanding Achievement in Popular Annual Financial Reporting. 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 31<sup>st</sup>, 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, 16.4 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, just under \$1 million has been expended on recycled products through the Cooperative Purchasing Programs.

## **Fiscal Year 2014/15**

### *Finance Administration*

Finance Administration monitored all financial transactions per regulations and submitted the Comprehensive Annual Financial Report (CAFR) in a timely fashion. All outcomes were achieved, including achieving a 100 percent satisfaction rating from customers in Finance's annual end-of-year survey providing the Budget office with preliminary revenue projections and monitoring debt payments for existing debt.

### *Accounting*

Accounting achieved all of 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*

Every outcome was achieved in Purchasing. Purchasing saved departments \$253,989 through the informal quote process. Further, 29 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 County's vendor base occurred with success on April 15<sup>th</sup>. The department did all this with a 100 percent satisfaction based on the annual end-of-year survey.

## FINANCE

### Statement of Purpose

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.

### 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 2017-18 budget by providing the Budget Office with information on a timely basis, normally by October 31, 2016, 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 Department of State Treasurer (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, 2017, to ensure the financial integrity of the County.
  - b. Preparation of the Comprehensive Annual Financial Report (CAFR) that, in the opinion of independent auditors, presents fairly the financial position of the County.
  - c. Completing the CAFR and submitting to the Local Government Commission by December 1, 2016 and the Government Finance Officers Association (GFOA) 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 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 Finance Department is responsible for accurately processing financial transactions in a timely manner.
  - a. The department will make accurate and timely payments (an average of 600+ checks and Electronic Funds Transfer (EFT) 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 1099 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-2 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).
  - a. In order to produce documentation for the annual audit, all additions, deletions, and transfers will be 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.
  - a. The department will achieve at least a 95 percent satisfaction rate on its annual customer service survey.

## 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 20 percent recycled and other environmentally preferable products.
3. Work with the Construction Manager, selected architect and Jail staff to complete the design for the Jail Expansion by December 30, 2016.
4. Work with the Construction Manager and Chief Information Officer to complete the Justice Center/Public Safety Expansion within budget.
5. In order for the County's vendor base to better reflect the diversity of the 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 Charlotte Post (\$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 an additional "How to do Business with Catawba County" video that goes into more detail; this will be a supplement to the first video that was an introduction.
  - e. Work with local branch libraries in giving seminars to small businesses and provide libraries with How to Do Business brochures.
6. Provide daily courier service between all departments, agencies, and the U.S. Postal Service in a timely manner, accurate and courteous manner by 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.

7. To ensure courteous and collegial relations with County departments, Purchasing will achieve 95 percent satisfaction rate on its annual end-of-the-year survey.