

**DESCRIPTION OF SERVICES**

To record, maintain, and report financial information that is provided efficiently, timely, accurately, and is useful to citizens, management, and departments in order to enhance decision-making.

**OBJECTIVES**

1. Provide financial information that customers want in the clearest manner possible.
2. Provide timely and quality information in a cost-effective manner that meets customer needs.
3. Develop/distribute all financial reports required by law, by granting agencies and for management purposes by user departments.
4. Manage disbursements in a way that treats funds with fiduciary care, while promptly and accurately disburses money to vendors.

**BUDGET SUMMARY**

	FY 04 Budget	FY 05 Adopted	FY 06 Adopted
Personnel	\$ 363,692	\$ 393,602	\$ 410,192
Operating	22,750	24,550	24,550
Received from JCSA, etc.	(273,361)	(289,545)	(299,153)
Total	<u>\$ 113,081</u>	<u>\$ 128,607</u>	<u>\$ 135,589</u>

**PERSONNEL**

Full-time Personnel	8	8	8
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**WORKLOAD INDICATORS**

	FY 04 Adopted	FY 05 Adopted	FY 06 Adopted
Invoices Processed	25,750	25,000	25,000
Payroll Checks Issued	26,500	27,000	27,500

**BUDGET COMMENTS**

The budget allows for a continuation of Accounting services to James City County and various fiscal agencies. The Service Authority, Regional Jail, and Regional Juvenile Detention facility pay a combined total of approximately 70 percent toward the cost of this Division. This Division also provides fiscal agent services to the Olde Towne Medical Center and the County's Industrial Development Authority.