

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 disbursing money to vendors.

BUDGET SUMMARY

	<u>FY08 Adopted</u>	<u>FY09 Proposed</u>	<u>FY10 Proposed</u>
Personnel	\$514,169	\$527,719	\$544,677
Operating	24,800	20,833	22,663
Received from JCSA, etc.	<u>(343,538)</u>	<u>(355,942)</u>	<u>(362,645)</u>
Total	<u>\$195,431</u>	<u>\$192,610</u>	<u>\$204,695</u>

PERSONNEL

Full-time Personnel	9	9	9
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PERFORMANCE MEASURES

	<u>FY 06 Actual</u>	<u>FY 07 Actual</u>	<u>FY 08 Adopted</u>	<u>FY 09 Proposed</u>
Invoices Processed	24,528	25,611	24,400	26,500
Payroll Checks Issued	29,421	30,458	30,500	31,000
Purchasing card transactions reviewed - New measure	N/A	N/A	18,500	19,000

BUDGET COMMENTS

This budget has achieved operational savings through the reduced printing of direct deposit forms and printing reports directly to CD, versus paper. This Division charges for its services to the Service Authority, Regional Jail, and Regional Juvenile Detention facility for a combined total of approximately 64 percent of its funding. This Division also provides fiscal agent services to the Olde Towne Medical Center and the County's Economic Development Authority.