

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 10 Adopted	FY 11 Proposed	FY 12 Proposed
Personnel	\$ 493,171	\$ 487,087	\$ 492,801
Operating	26,750	21,268	24,268
Received from JCSA, etc.	(349,979)	(358,029)	(358,029)
Total	\$ <u>169,942</u>	\$ <u>150,326</u>	<u>159,040</u>

PERSONNEL

Full-time Personnel	8	8	8
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PERFORMANCE MEASURES

	FY 09 Actual	FY 10 Proposed	FY 11 Projected	FY 12 Projected
Invoices Processed	27,375	28,000	25,500	26,000
Payroll Checks Issued	31,305	32,000	31,000	31,000
Purchasing Card Transactions Reviewed	16,876	18,000	15,000	15,500

BUDGET COMMENTS

This Division charges for its services to the Service Authority, Regional Jail, Williamsburg Area Transit Authority, and Regional Juvenile Detention facility for a combined total of approximately 76 percent of its funding. This Division also provides fiscal agent services to the Olde Towne Medical Center and the County's Economic Development Authority.