

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

	FY09 <u>Adopted</u>	FY10 <u>Plan</u>	FY10 <u>Adopted</u>
Personnel	\$527,719	\$544,677	\$493,171
Operating	20,293	22,663	26,750
Received from JCSA, etc.	<u>(355,942)</u>	<u>(362,645)</u>	<u>(349,979)</u>
Total	<u>\$192,070</u>	<u>\$204,695</u>	<u>\$169,942</u>

PERSONNEL

Full-time Personnel	9	9	8
---------------------	---	---	---

PERFORMANCE MEASURES

	FY 07 <u>Actual</u>	FY 08 <u>Actual</u>	FY 09 <u>Projected</u>	FY 10 <u>Adopted</u>
Invoices Processed	25,611	27,724	28,372	28,000
Payroll Checks Issued	30,458	30,944	32,192	31,400
Purchasing card transactions reviewed	N/A	18,322	17,952	17,500

BUDGET COMMENTS

This budget includes the elimination of a Payroll Clerk as a result of the County investment in a new automated timekeeping software system. Funding for annual maintenance of this software has been included. 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 67 percent of its funding. This Division also provides fiscal agent services to the Olde Towne Medical Center and the County's Economic Development Authority.