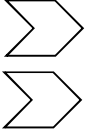


AUDITOR - CONTROLLER

Marcia Salter, Auditor-Controller



Auditor-Controller (10202) \$ 1,544,364

Total \$ 1,544,364





Auditor-Controller Summary

	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Adopted</u>	<u>13/14</u> <u>Estimated</u>	<u>14/15</u> <u>Proposed</u>	<u>14/15</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	66,480	42,450	36,539	33,050	33,050	-22.1%
Miscellaneous Revenues	4,147	-	4,353	7,350	7,350	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,372,326	1,373,764	1,389,806	1,503,964	1,503,964	9.5%
Total Revenues	1,442,953	1,416,214	1,430,698	1,544,364	1,544,364	9%
Expenses						
Salaries & Benefits	1,308,596	1,313,745	1,324,866	1,424,426	1,424,426	8.4%
Services & Supplies	135,527	103,469	106,832	120,938	120,938	16.9%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,170)	(1,000)	(1,000)	(1,000)	(1,000)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,442,953	1,416,214	1,430,698	1,544,364	1,544,364	9%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	12.00	12.00	12.00	12.00	12.00	
		June 30, 2014				June 30, 2015
		Projected	FY 14/15	FY 14/15	FY 14/15	Projected
		Fund Balance	Revenue	Expense	Net Change	Fund Balance
General Fund	Fund # 0101	*	1,544,364	1,544,364	-	*
			1,544,364	1,544,364	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2014-15 General Fund analysis.



Auditor-Controller

Mission Statement:

The mission of the Auditor-Controller's Office is to provide independent accounting, reporting and auditing services to County departments, Special Districts and Schools in accordance with Federal, State and local law in an efficient and cost-effective manner, thus maximizing their value to the citizens of Nevada County.

Service Description:

All the services performed by the Auditor-Controller's Office are mandated by Federal, State, or local law. They include, but are not limited to: prescribing accounting policy and procedures, accounting and reporting, budget oversight, audit, property tax administration and regular maintenance of the county general ledger, payroll, property tax and capital asset systems.

This office establishes the county property tax rates, prepares the county property tax bills, apportions property taxes collected and property tax refunds, audits claims and generates payments to vendors for goods and services, processes 26 bi-weekly payrolls, processes transactions to and maintains 492 funds and 10,000 general ledger accounts and prepares annual financial reports. The office also prepares the annual Countywide Cost Allocation Plan as required by the Code of Federal Regulations - 2 CFR 225.

The office operates with a staff of eleven under the direction of the Auditor-Controller. The Auditor-Controller serves on the Risk Management Committee, Nevada County Budget Subcommittee, Nevada County Finance Authority, the Information Services Steering Board and the associated technology-focused Community of Interest committees. The Auditor-Controller and staff actively participate in the State Association of County Auditors (SACA) with the Accounting Standards and Procedures Committee, the Legislative Committee and various manager subcommittees in their respective areas. The Auditor-Controller is currently serving as the first Vice President appointed to SACA.

Major Accomplishments in 2013-14:

- Received for the sixth consecutive year the GFOA Award for Excellence in Financial Reporting for the 2011-12 Comprehensive Annual Financial Report (CAFR).
- Received the California State Controller's Award for Achieving Excellence in Financial Reporting for the twelfth consecutive year.
- Completed the County's CAFR for fiscal year 2012-13 and submitted to the GFOA for consideration for the Award for Excellence in Financial Reporting by December 31. CAFR published on the website by January 22.
- Completed the Countywide Cost Allocation Plan and submitted to the State Controller's Office by the December 31st deadline as required by the Office of Management and Budget to apply costs to Federal awards.
- Audited \$899 million in 83,400 journal transactions for compliance with applicable regulations, accounting requirements, budget authority and funding constraints.
- Within 10 days of receipt, audited and processed 60,606 accounts payable transactions totaling \$130 million. Ensured sales tax charges were accurate and vendor 1099 information correct. Increased electronic payments to vendors by 2.5%.
- Administered \$77.8 million annual payroll for an average of 835 permanent and temporary employees ensuring compliance with State and Federal payroll and tax regulations, County MOU agreements, and CalPERS requirements. Processed 100% of the 2,078 Employee Personnel Actions received timely prior to payroll processing.
- Calculated and levied current secured, unsecured and public utility charges totaling \$187,388,442 including 11 voter approved debt bonds and 137 special assessments for 63,309 tax bills for fiscal year 2013/14. Issued 2,836 secured, unsecured and supplemental refunds totaling \$1,755,654 and 2,357 supplemental bills totaling \$1,610,229 in fiscal year 2012/13. Processed 2,378 secured and unsecured roll corrections. Allocated \$192 million in tax revenues to local agencies.
- Coordinated the multi-system conversion of the warrant processing within the Auditor's office,



Auditor-Controller

Social Services department and the Superintendent of Schools to the new County service bank, Bank of the West.

- Transitioned County credit card program to new account type with increased reporting functionality and rebates to the County.
- Assisted departments in establishing internal control procedures to implement the Official Payments credit card payment services.
- Provided training opportunities to County fiscal staff through the Auditor's Forums and hands-on trainings including Fraud Prevention.
- Implemented all necessary accounting and reporting changes as required by GASB Statements 60, 62, 63, 65, and 66 by the effective dates.

Objectives & Performance Measures for 2014-15:

Objective:

Maintain high quality customer service for both internal and external customers by enhancing process efficiencies, accuracy and timeliness of financial transactions.

Performance Measures:

- Audit and process department authorized vendor claims within 10 working days of receipt in Auditor-Controller's office 100% of the time.
- Audit department journal batches submitted by the deadline within the month received.
- Process 100% of Employee Personnel Actions received timely prior to payroll processing.
- Complete a process review for warrant printing and distribution for potential efficiency improvements. Explore efficiencies and revenue potential of ePayables payment processes.
- Regularly review and update accounting policies and procedures to incorporate new technologies and accounting requirements.

Objective:

Verify the effectiveness of internal control structure and provide recommendations to department managers to improve financial accountability, fiscal control, safeguard County assets and mitigate potential risks.

Performance Measures:

- Complete cash management audits of 100% of cash handling departments, including review of internal controls and procedures.
- Complete 100% of the 120 credit card transaction audits within planned timeframes.
- Audit 14% of FY12/13 contracts representing over 50% of the \$30 million total contract dollars.
- Continue to review contract processes and requirements to improve consistency in contract procedures and efficiencies.

Objective:

Continually maintain and improve the financial management systems used by County departments in accordance with sound principles of internal controls assuring the integrity of data used by the public and County management to promote efficiencies and reduce redundancies.

Performance Measures:

- Begin implementation of new property tax system to replace outdated legacy system and increase efficiencies within and across the offices of Auditor, Tax Collector and Assessor.
- Complete the upgrade of the Finance Plus accounting system to the most current release by June 30, 2015.
- Participate in the monthly Internal Services and Contract Management Communities of Interest (COI) group meetings to bring forward department needs and recommendations for a countywide contract tracking and management system.
- Continue training of County departments by Auditor-Controller staff on financial processes by instructing 120 users through three Auditor Forums and 24 users through bi-annual hands-on trainings.

Objective:

Provide timely, accurate and accessible financial information of the County organization.

Performance Measures:

- Obtain an unqualified opinion and the GFOA award for excellence on the County's Comprehensive Annual Financial Report.
- Publish the audited comprehensive annual financial statements on the County Auditor-Controller's web page by January 28th.



Auditor-Controller

- Obtain the California State Controller's Award for Achieving Excellence in Financial Reporting.
- Compile and submit the Countywide Cost Allocation Plan to the State Controller's Office by December 31st.
- Provide interim financial information to the public by publishing financial status reports on the Auditor website quarterly.
- Incorporate all applicable new GASB statement requirements by the implementation dates.

Service Budget Unit Code	- 10202
Office/Department	- Auditor-Controller
Major Service Area	- Auditor-Controller



Auditor-Controller (10202)

	<u>12/13</u>	<u>13/14</u>	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
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Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	12.00	12.00	12.00	12.00	12.00	
2014/15 Fund Analysis:						
					Fund Balance	
					Added (Used)	
General Fund	Fund # 0101	Revenues	Expenses			
		1,544,364	1,544,364		-	
		1,544,364	1,544,364		-	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



