

AUDITOR - CONTROLLER

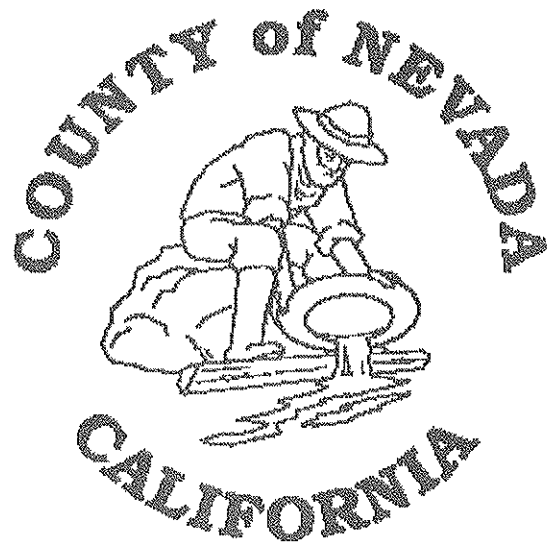
Marcia Salter, Auditor-Controller



Accounting, Audit & Tax (10202) \$ 1,446,802

Total \$ 1,446,802





Accounting, Audit & Tax Summary

	<u>09/10</u> <u>Actual</u>	<u>10/11</u> <u>Adopted</u>	<u>10/11</u> <u>Estimated</u>	<u>11/12</u> <u>Proposed</u>	<u>11/12</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	3,305	-	-	-	-	NA
Charges for Services	22,923	24,502	21,578	16,800	16,800	-31.4%
Miscellaneous Revenues	13,349	3,500	3,693	1,500	1,500	-57.1%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,399,101	1,423,720	1,403,318	1,428,502	1,428,502	0.3%
Total Revenues	1,438,678	1,451,722	1,428,589	1,446,802	1,446,802	0%
Expenses						
Salaries & Benefits	1,315,118	1,340,482	1,327,429	1,311,433	1,311,433	-2.2%
Services & Supplies	126,179	114,740	104,660	137,869	137,869	20.2%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(2,619)	(3,500)	(3,500)	(2,500)	(2,500)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,438,678	1,451,722	1,428,589	1,446,802	1,446,802	0%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	14.50	13.50	14.00	12.00	12.00	

		June 30, 2011 Projected Fund Balance	FY 11/12 Revenue	FY 11/12 Expense	FY 11/12 Net Change	June 30, 2012 Projected Fund Balance
General Fund	Fund # 0101	*	1,446,802	1,446,802	-	*
		1,446,802		1,446,802	-	

* See General Fund Balance and Reserves in Section 1 for the FY 2011-12 General Fund analysis.



Accounting, Audit & Tax

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 people 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 over 500 funds and 10,000 accounts and prepares annual financial reports. The office 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 fourteen under the direction of the Auditor-Controller. Staff 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. Staff actively participates in the State Association of County Auditors with the Accounting Standards and Procedures Committee, the Legislative Committee and various manager subcommittees in their respective areas.

Major Accomplishments in 2010-11:

- Received, for the third year in a row, the GFOA Award for Excellence in Financial Reporting for the 2008-09 CAFR.
- Received the California State Controller's Award for Achieving Excellence in Financial Reporting for the ninth consecutive year.
- Completed the County's Comprehensive Annual Financial Report (CAFR) for fiscal year 2009-10 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 11.
- Audited and processed 4,441 journals of varying complexity equating to 119,671 transactions; audited and processed 9,196 accounts payable batches equating to 71,787 transactions and 37,532 warrants/e-vouchers in fiscal year 2009-10. Increased direct deposit payments to vendors to 23%. Audited and processed 26 bi-weekly payrolls for an average of 953 permanent and temporary employees. Increased direct deposit paychecks to 90%.
- Calculated and levied current secured, unsecured and public utility charges totaling \$190,635,308 including 14 voter approved debt bonds and 130 special assessments for 63,870 tax bills for fiscal year 2010/11. Issued 2,329 secured, unsecured and supplemental refunds totaling \$2,159,543 and 2,837 supplemental bills totaling \$2,284,642 in fiscal year 2009/10. Processed 2,733 secured and unsecured roll corrections.
- Provided 10 training opportunities to County fiscal staff through the Auditor's Forums and hands-on trainings for journal, deposit, payment request procedures and reports
- Completed 31 site reviews of cash controls and 116 audits of credit card controls within County departments.
- Completed implementation of the Employee Access Center in cooperation with Human Resources and Information Services reducing direct employee payroll inquiries and improving availability of payroll information to employees.
- Completed the property tax system needs assessment in cooperation with Information Systems, the Assessor and the Tax Collector offices.



Accounting, Audit & Tax

- Participated in quarterly meetings with agency fiscal staff to improve communication and improve process efficiencies between departments.
- Published outstanding stale dated warrants on the public website to enhance citizen claim process.
- Implemented GASB 54 fund balance restructures effective for FY2010-11 financial reporting.

Objectives & Performance Measures for 2011-12:

Objective:

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

Performance Measures:

- Process department authorized vendor claims within 10 working days of receipt in Auditor-Controller's office 100% of the time.
- Reduce journal transaction corrections by 10%.
- Process 100% of Employee Personnel Actions received timely prior to payroll processing.
- Acquire new property tax system to replace outdated legacy system and increase efficiencies within and across the offices of Auditor, Tax Collector and Assessor.
- Convert a minimum of two paper document processes to electronic using available technology.

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 100% of the 31 department cash handling audits as scheduled.
- Complete 100% of the 116 credit card transaction audits within planned timeframe.
- Complete 100% of scheduled contract audits.
- Participate in the contract process/requirements committee to improve consistency in contract procedures and efficiencies in contract renewal process.

Objective:

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

Performance Measures:

- Upgrade the Finance Plus accounting system to the most current release by September 2011.
- Complete Phase II of the Employee Service Center in cooperation with Human Resources and Information Services to provide on-line benefit enrollment and change requests.
- Participate in the 11 monthly Internal Services COI group meetings and the Financial Systems BST meetings to bring forward department needs and recommend system enhancements and improvements.
- Continue training of County departments by Auditor-Controller staff on financial processes by instructing 200 users through quarterly forums and 36 users through bi-annual hands-on trainings.

Objective:

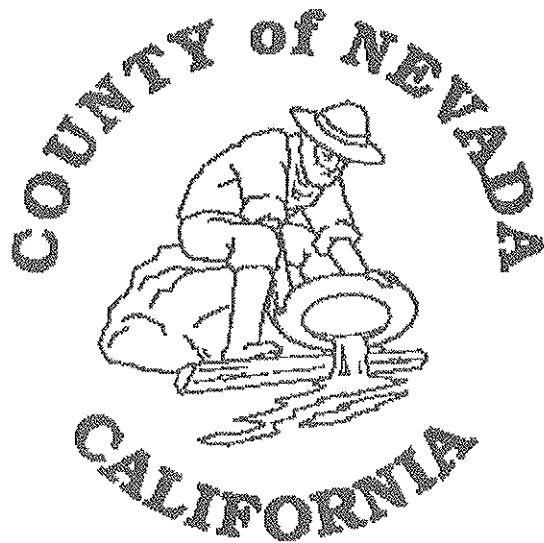
Provide timely, accurate and accessible financial information of the County organization.

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 February 28th.
- 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	- Accounting, Audit & Tax





Accounting, Audit and Tax (10202)

	09/10 <u>Actual</u>	10/11 <u>Adopted</u>	10/11 <u>Estimated</u>	11/12 <u>Proposed</u>	11/12 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
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2011/12 Fund Analysis:						
					Fund Balance Added (Used)	
General Fund	Fund # 0101	Revenues 1,446,802	Expenses 1,446,802		-	
		1,446,802	1,446,802		-	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



