

Finance

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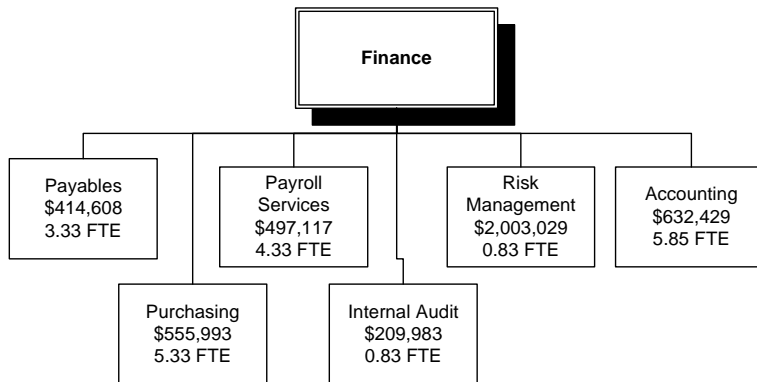
Our Mission

To take a leadership role in insuring that all County financial obligations are met by providing fiscal permanence within Washtenaw County government.

Our Vision

To improve the way government works.

How We Are Structured:



Finance Services We Provide (Programs)

- | | |
|-------------------------|--|
| Payables | To ensure that all County financial obligations are met in a timely and cost efficient manner. |
| Purchasing | To procure goods and services for County departments in a timely and cost efficient manner. |
| Payroll Services | To ensure that all County financial obligations are met in a timely and cost efficient manner. |
| Internal Audit | Review and monitor County fiscal activity to ensure compliance with legal and accounting requirements. |
| Risk Management | To assist Washtenaw County government in its prevention of losses through efficient administration of claims, procurement and monitoring of insurance needs and in all safety and prevention programs. |
| Accounting | Provide accurate and timely financial information for reporting and decision making purposes. |

Finance

What We Do➔

(Process/Activities)

Accounting

Fiscal Monitoring and Reporting

Prepare the Annual Audit

Internal Audit

Internal Audits - Departments

Payables

Accounts Payable

Reporting to Federal Government

Payroll Services

Deductions, benefits, accrual payments

Payroll

Reporting to State & Federal Governments

Purchasing

Bids & Quotes

Procure goods and services

Risk Management

Claims Handling

Insurance

Loss Prevention/Safety Programs

What We Produce➔

(Outputs)

Accurate and up-to-date accounting work (including external reporting) in departments every month

Adherence to GAAP & legal requirements

Publication that communicates the County financial position

Effective and efficient fiscal activity in County departments

Accounts payable checks issued

Accurate and timely reporting to state and federal governments

Accurate and timely DBA payments

Payroll checks issued

Accurate and timely reporting to state and federal governments

Timely completion of bid & quote process (3-5 business days)

Proper internal controls being followed to insure accurate and complete history of procurement

Timely placement of purchase orders

Claims are handled efficiently and effectively

Insurance coverages with sufficient limits at a reduced premium

Root causes of potential liability are identified and addressed

How Efficient Are We

(Process Measures)

Measurement	2004 Actual	2005 Projected	2006 Target	2007 Target
Percent of management letter recommendations implemented	100%	100%	100%	100%
Percent of duties on department checklist completed		100%	100%	100%
Number of bids and quotes obtained		63		
GFOA certification	100%	100%	100%	100%
Close accounting period within 5 working days of month end	100%	100%	100%	100%
Audit opinion	100%	100%	100%	100%
% of timely and efficient Payrolls processed	100%	100%	100%	100%
% of losses covered by insurance	100%	100%	100%	100%
% of claims resolved within the set reserve	100%	100%	95%	95%
% of claims handled prior to litigation	80%	80%	80%	80%
% of civil lawsuits filed against the county for repeated violations	10%	10%	10%	10%

Who We Serve

(Customers)

- All Washtenaw County Employees
- Board of Commissioners
- County Departments
- Federal and State agencies
- Regulatory Agencies
- Taxpayers
- Vendors
- Washtenaw County Government

What We Are Accomplishing

(Outcomes)

Accounting

Accurate financial data and reports provided to County departments and outside agencies in a timely manner.

Internal Audit

County's legal and accounting requirements for recording and reporting financial information are met

Payables

Accurate and timely payments and reports to vendors, state, and federal government.

Payroll Services

Provide accurate and timely payment to employees, reports to State and Federal agencies and required regulatory filings

Purchasing

Customers have confidence in the fiscal operations of the County.

Legal and procurement requirements for recording and reporting procurement information are met.

Who We Work With

(Partners)

- Administration
- County Department's Payroll Liaisons
- County Departments, External Auditors
- Vendors

How Effective Are We

(Program Measures)

Measurement	2004 Actual	2005 Projected	2006 Target	2007 Target
Timely filing and accuracy of reports	100%	100%	100%	100%
Successful Audit	100%	100%	100%	100%
GFOA Certification	100%	100%	100%	100%
CAFR & Single Audit to be issued within 3 months of year end.	100%	100%	100%	100%
% of purchase orders processed within the County Procurement Policies and Procedures	100%	100%	100%	100%
% of purchase orders processed within 1-3 business days	100%	100%	100%	100%
% of employees satisfied with payroll services	85%	90%	90%	90%

Finance

POSITION TYPE	No. POSITIONS	No. POSITIONS	No. POSITIONS	No. POSITIONS
	1-1-2004	1-1-2005	1-1-2006	1-1-2007
MANAGERIAL	3.00	3.00	3.00	3.00
PROFESSIONAL	10.50	10.50	10.50	10.50
SUPPORT	9.00	7.00	7.00	7.00
Total	22.50	20.50	20.50	20.50

EXPENDITURES	2004 Actuals	2005 Adopted	2006 Requested	2006 Adopted	2007 Adopted
Personal Services	1,790,984	1,677,563	1,750,417	1,750,417	1,847,899
Supplies	51,856	62,940	62,940	62,940	62,940
Other Services	1,918,229	1,861,477	1,966,434	1,966,434	2,081,885
Internal Service Charge	569,400	479,613	533,368	533,368	533,368
Capital Outlay	7,754	0	0	0	0
Transfers Out	0	0	0	0	0
Total	\$4,338,223	\$4,081,593	\$4,313,159	\$4,313,159	\$4,526,092

VARIANCE ANALYSIS

Personal Services: The above figures include personnel and budgets for Finance and Risk Management. Increases in salary and fringes reflect labor contract agreements and estimated fringe rates for 2006 and 2007.

Other Services and Charges: An adjustment has been made to account for rising insurance costs.

Internal Service Charges: Change due to allocation of indirect cost recalculation on annual basis.

EXPENDITURES

