



Caroline County, Virginia
Fiscal Year 2006-2007 Adopted Budget

Function: General Government Administration
Department/Officer: Finance
Division: Finance/Accounting

Mission:

To provide prudent financial management advice and assistance to the Board of Supervisors and other County officials; to administer and control the financial operations of the County in a manner that is consistent with policy and the public trust while also being practical, cost efficient and customer oriented.

Budget Unit Description/Activities:

This office, comprised of the Director of Finance and Purchasing and 3 other full time staff members, is responsible for the overall financial management and planning for the County. Staff supports the County Administrator in preparation of the County's annual budget and other financial plans and prepares the necessary documents for presentation. The County's accounting system and records are maintained by this office and activity throughout the fiscal year is monitored for compliance with the budget and financial operating policies approved by the Board of Supervisors. Financial status and operating reports are prepared for County management, the Board of Supervisors, the public and intergovernmental entities as needed. Staff coordinates with and assists independent auditors to complete needed audits of the County's books, records and accounts.

This office prepares the County's employee payroll, pays related benefit costs and maintains detailed payroll records on each individual employed by the County. All payments to outside sources for goods and services provided or for claims against the County are prepared by this office and checked for compliance with budget, purchasing and other financial control policies. Detailed records supporting such payments are also maintained. The County's system of internal financial controls is maintained by the staff of this office. The County's risk management program is also handled here.

The Director and his staff provide advice, assistance and support to County management and the Board on questions or issues related to financial management, financial controls or policy. They support and assist the County's economic development efforts and develop long range plans for maintaining the County's fiscal health and the financing for the services it provides.

Fiscal Year 2006-2007 Goals/Objectives:

- Improved timeliness of internal and external financial reporting. Produce and distribute the June 30, 2006 Comprehensive Annual Financial Report by December 15, 2006. Deliver Auditor of Public Accounts Annual Report by deadline of December 1, 2006. Deliver internal monthly budget status reports by the 20th of the following month on average for the year.
- Develop and implement a labor hours accounting system.
- Develop policy and procedure manual for utility billing operations; modify systems as necessary to achieve cost effective, efficient operation and improve management information.
- Develop and implement a document retention program by acquiring new hardware and software that will permit digital storage.

Service Level/Performance Statistics:

	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2006-2007
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Utility Bills Generated	2,402	3,487	3,800	4,300
Number of Budget Adjustments	55	48	60	65
Percentage Variance From Actual of General Fund				
Revenue/Expenditure Projections	4.9%	1.8%	1.50%	1.50%
Per Capita Cost of Finance				
Department Operation	\$10.62	\$10.57	\$10.75	\$10.75
Number of Employees Paid	351	360	370	385
Average Days Following Month End When Budget Status Reports Are Distributed	29.9	45	27	20

Budget Highlights:

\$15,000 in new funding has been adopted in the Fiscal Year 2006-2007 Budget for part time professional and/or technical support for the Finance Department.

Budgeted Funding and Expenditures:

	FY 2004-05	FY 2004-05	FY 2005-06	FY 2006-07	Change	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>%</u>
<u>Funding Sources:</u>						
General Local Revenue	\$ 265,001	\$ 256,837	\$ 271,457	\$ 292,223	\$ 20,766	7.6%
Permits, Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: State	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Federal	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Local	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 265,001	\$ 256,837	\$ 271,457	\$ 292,223	\$ 20,766	7.6%
<u>Expenditures:</u>						
Personnel Services	\$ 177,605	\$ 187,184	\$ 187,915	\$ 204,428	\$ 16,513	8.8%
Employee Benefits	\$ 52,041	\$ 40,969	\$ 65,108	\$ 66,301	\$ 1,193	1.8%
Purchased Services	\$ 2,063	\$ 2,571	\$ 1,650	\$ 2,400	\$ 750	45.5%
Other Charges	\$ 10,642	\$ 17,304	\$ 9,634	\$ 11,944	\$ 2,310	24.0%
Materials & Supplies	\$ 6,150	\$ 6,495	\$ 6,150	\$ 6,150	\$ -	0.0%
Capital Outlay	\$ 16,500	\$ 2,314	\$ 1,000	\$ 1,000	\$ -	0.0%
Total	\$ 265,001	\$ 256,837	\$ 271,457	\$ 292,223	\$ 20,766	7.6%