

ADDENDUM #2

Committee on Finance and Budget
Thursday, August 10, 2017 / 4:30 pm

LE Phillips Memorial Public Library / Chippewa Room
400 Wisconsin St.
Eau Claire, WI 54701

The Committee on Finance & Budget will meet at 4:30 pm for their regular business meeting; public input / listening session regarding the 2018 county budget to follow at 6:30 PM.

1. 2018 Departmental Budget Presentation / Finance Department / Discussion – Action
2. 2017 County Budget / 2nd Quarter Update / Discussion

Post: August 9, 2017

Copy: media, Committee members, Kathryn Schauf, Amy Wong, Glenda Lyons, Janet Loomis

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Finance Department

The purpose of the Finance Department is to facilitate the effective and efficient use of County resources and to provide a record and accountability for those resources. The Finance Department maintains financial records according to established accounting principles; coordinates budget preparation and implementation; and provides financial information to the County Board and County departments.

Overview of Expenditures and Revenues

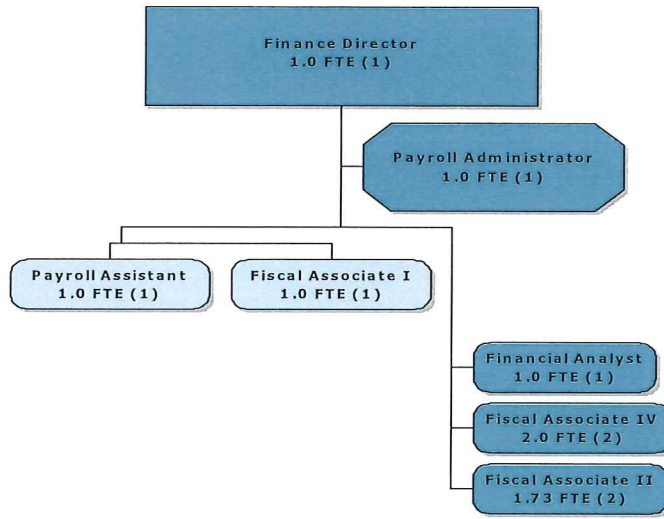
	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Recommended	% Change
Expenditures:						
Personnel	\$ 718,710	\$ 650,096	\$ 627,616	\$ 614,523		
Services & Supplies	173,449	59,640	159,838	119,113		
Equipment	-	-	-	-	\$ -	
Total Expenditures	\$ 892,160	\$ 709,736	\$ 787,454	\$ 733,636	\$ -	
Revenues:						
Federal/State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	
Charges & Fees	-	-	-	-	\$ -	
Miscellaneous	8,015	20,000	5,000	5,000		
Fund Balance Applied	-	-	-	-	\$ -	
Property Tax Levy	884,145	689,736	782,454	728,636		5.64%
Total Revenues	\$ 892,160	\$ 709,736	\$ 787,454	\$ 733,636	\$ -	

Summary of Budget Changes & Highlights

- Continue to develop and implement policies and procedures related to the County's internal controls in order to strengthen accountability, increase transparency, and enhance understandability.
- Continue to evaluate and implement changes to the County's accounting and financial management system in order to improve efficiencies in the day-to-day processing of payroll, accounts payable and general ledger transactions.
- Provide professional direction for County staff on accounting and financial matters. Recommend new or updated financial policies to the Committee on Finance and Budget and the County Board.
- Produce periodic financial and payroll reports to the County Board and County departments.
- Continue analysis and updates for all budget-related forms and processes. Compile, analyze, maintain and monitor the County's budget.
- Review County financial records for compliance with regulatory requirements and generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

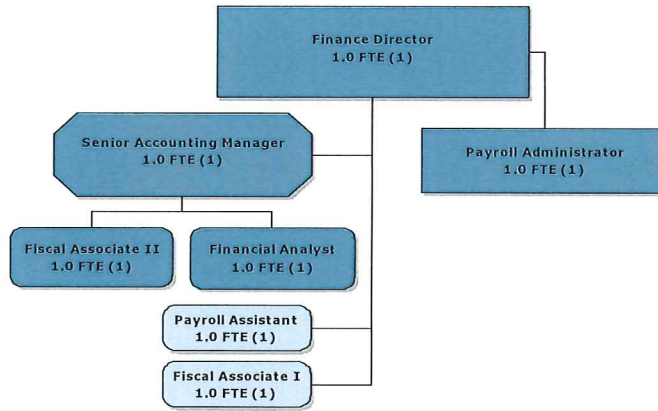
Staffing/Organizational Chart

Current:



Year	2011	2012	2013	2014	2015	2016	2017	2018	% Change
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	8.73	0.0%

Proposed:



Year	2011	2012	2013	2014	2015	2016	2017	2018	% Change
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	7.00	-19.8%

Program Financials

2018 Proposed Program/Service	General Acct'g & Budget Priority 1	Accounts Payable Priority 2	Payroll Priority 3	Totals
Expenditures:				
Personnel	\$ 293,699	\$ 71,596	\$ 249,229	\$ 614,523
Service & Supplies	51,048	17,016	51,048	119,113
Equipment	-	-	-	-
Total Expenditures	\$ 344,747	\$ 88,612	\$ 300,277	\$ 733,636
Revenues:				
Federal/State Grants	-	-	-	\$ -
Charges & Fees	-	-	-	-
Miscellaneous	5,000	-	-	5,000
Fund Balance Applied	-	-	-	-
Property Tax Levy	339,747	88,612	300,277	728,636
Total Revenues	\$ 344,747	\$ 88,612	\$ 300,277	\$ 733,636
Mandated Service?	Yes	Yes	Yes	

2017 Approved Program/Service	General Acct'g & Budget Priority 1	Accounts Payable Priority 2	Payroll & Benefits Priority 3	Accounts Receivable Priority 4	Totals
Expenditures:					
Personnel	\$ 288,787	\$ 75,740	\$ 263,656	\$ 21,913	\$ 650,096
Service & Supplies	53,540	2,000	3,550	550	59,640
Equipment	-	-	-	-	-
Total Expenditures	\$ 342,327	\$ 77,740	\$ 267,206	\$ 22,463	\$ 709,736
Revenues:					
Federal/State Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	20,000	-	-	-	20,000
Fund Balance Applied	-	-	-	-	-
Property Tax Levy	322,327	77,740	267,206	22,463	689,736
Total Revenues	\$ 342,327	\$ 77,740	\$ 267,206	\$ 22,463	\$ 709,736
Mandated Service?	Yes	Yes	Yes	Yes	

#1 General Accounting & Budget		Budget	Levy	FTE's	
		\$344,747	\$339,747	3.00	
Provide financial information and related budgetary assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.					
OUTPUTS					
<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number and percent of finance department budget deadlines met according to the budget calendar. <i>(New measure)</i>		n/a	n/a	n/a	n/a
Number of new audit findings reported in the management letter prepared by the County's external auditors. <i>(New measure)</i>		n/a	n/a	n/a	0
Number of policies drafted/adopted. <i>(New measure)</i>		n/a	n/a	n/a	n/a
Number of key accounts requiring reconciliation on an annual basis/percentage reconciled (reconciliations performed quarterly). <i>(New measure)</i>		n/a	n/a	n/a	n/a
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	2015	2016	YTD2017
Provide accurate and timely financial information and related budgetary assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.	100% of annual audit reports and State Reports were completed by their due dates.	100%	100%	100%	100%
	Quarterly financial reports are provided to the County Board within forty-five (45) days of quarter end. <i>(New measure)</i>	100%	n/a	n/a	n/a
	100% of fund balances are researched and validated quarterly. <i>(New measure)</i>	100%	n/a	n/a	n/a
	Maintain and enhance the County's bond rating as issued by Moody's.	Aa1	Aa1	Aa1	n/a - no debt has been issued or refunded to date in 2017.
	Percent of total journal entries inputted by accounting which require correction due to data entry error. <i>(New measure)</i>	<2%	n/a	n/a	<2%
#2 Accounts Payable		Budget	Levy	FTE's	
		\$88,612	\$88,612	1.00	
Process payment to county vendors for approved goods & services.					
OUTPUTS					
<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number of voucher checks prepared and filed during the year:		15,262	15,511	14,730	7,316
Number of 1099's issued during the year:		435	466	454	n/a - not yet issued
Number of credit card transactions processed during the year:		4,678	5,116	5,925	3,188
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	2015	2016	YTD2017

Process timely & accurate payments to county vendors for approved goods & services.	100% of payments are processed by the due date or within one week of receipt from the authorizing department.	100%	100%	100%	100%
	100% of accounts payable with rebate incentives are processed prior to deadline.	100%	100%	100%	100%
#3 Payroll		Budget \$300,277	Levy \$300,277		FTE's 3.00

Process payment to county employees for approved time worked and provide payroll information and related assistance and training to all county departments, employees, elected officials, outside agencies, and other customers.

OUTPUTS

<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number of paychecks/bank deposits processed:		14,730	14,829	15,157	7,238
Number of employees utilizing electronic timesheets/percentage of employees compared to total employees. <i>(New measure)</i>		n/a	n/a	9/1.6%	20/3.2%
Number of reports prepared and provided to other county departments, outside agencies, and other customers. <i>(New measure)</i> .		n/a	n/a	n/a	205
Total dollar amount of employee reimbursements processed. <i>(New measure)</i> .		n/a	n/a	n/a	\$ 24,565
Number of W2's issued to employees.		694	713	744	n/a - not yet issued
Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017
Provide accurate and timely payroll processing and required reporting to various governmental agencies.	100% of payrolls were processed and completed by noon each Thursday prior to paydays.	100%	100%	100%	100%
	100% of payroll reports to agencies were filed by the required due dates.	100%	100%	100%	100%
Provide accurate and timely information regarding payroll and employee benefit programs.	100% of payroll reconciliations for employee benefit balances are completed within thirty (30) days of quarter end. <i>(New measure)</i>	n/a	n/a	n/a	n/a
Totals		Budget \$733,636	Levy \$728,636		FTE's 7.00

Summary of Program Modifications

Description	Department Requested	Administrator Recommendation	F & B Committee Recommendation
Reduction in external consultant time	(38,900)		
Total	\$ (38,900)	\$ -	\$ -

The Finance Department has historically exceeded budgeted due to amounts incurred for external consulting services. During 2017, the Finance Department engaged external consultants to assist with the implementation of procedures to increase the efficiency of our day-to-day processes. The Finance Department continues to see the long-term value that may be gained from services provided by external consultants and therefore, has included \$45,000 for consulting fees in our 2018 budget.