

FINANCE

DEPARTMENT MISSION

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 and support to the County Board and County departments; provides County Purchasing support and processes bi-weekly payroll. The goal of the department is to provide insight and contribute to the overall fiscal management of Eau Claire County.

DEPARTMENT BUDGET HIGHLIGHTS

The 2022 budget for Finance reflects the continued evolution of the Finance department to provide additional financial support and oversight for the county. In 2022, the Finance department will be designing and implementing an internal audit function which will involve the design and implementation of standardized documentation of controls, as well as quarterly attestation of control existence and control testing. This will increase the internal control environment of the county overall, as well as assist in the execution of the annual external audit.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Support the required fiduciary responsibilities of the Finance function for the County.
- Assess the internal control environment of the county, implement necessary changes where needed and provide for means of internal auditing of controls.
- Continue to evolve and improve financial reporting to County departments, committees, and the Board to provide consistent and meaningful reporting. In 2022, we will continue expanding the financial reporting available to provide greater financial visibility and insight.
- Continue the transition of the department from less transactional support to more analysis and departmental business support.
- Continue to enhance the fiscal partnership created through the Finance User Group (FUG) to provide continued financial education and support and provide a forum for finance related topics.
- Establish forecasting processes to assist in the fiscal management of the annual budget.
- Continue to create and/or update financial policy documents for the County.
- Provide training opportunities for new staff, as well as existing staff

TRENDS AND ISSUES ON THE HORIZON

- The movement in Finance is to eliminate paper transaction workflows and replace them with electronic workflows. We will continue to assess financial workflows that could be transition to more efficient electronic workflows.
- Finance systems for the future will need to evolve to handle more automation and the introduction of new technology.
- Future financial reporting will be moving towards more real-time financial reporting and less emphasis on structured time reporting such as monthly/quarterly reporting.
- The skills required for financial support personnel will be more analytical and require the ability to transition from scorekeeper to business partner.

POSITION CHANGES IN 2022

- Abolishing a .5 FTE Administrative Specialist II position and replacing with a 1.0 FTE Fiscal Associate IV position. The new position would assist with departmental business partner finance support, assist with the external audit, as well as support the design, implementation, and testing associated with the internal audit function in Finance.

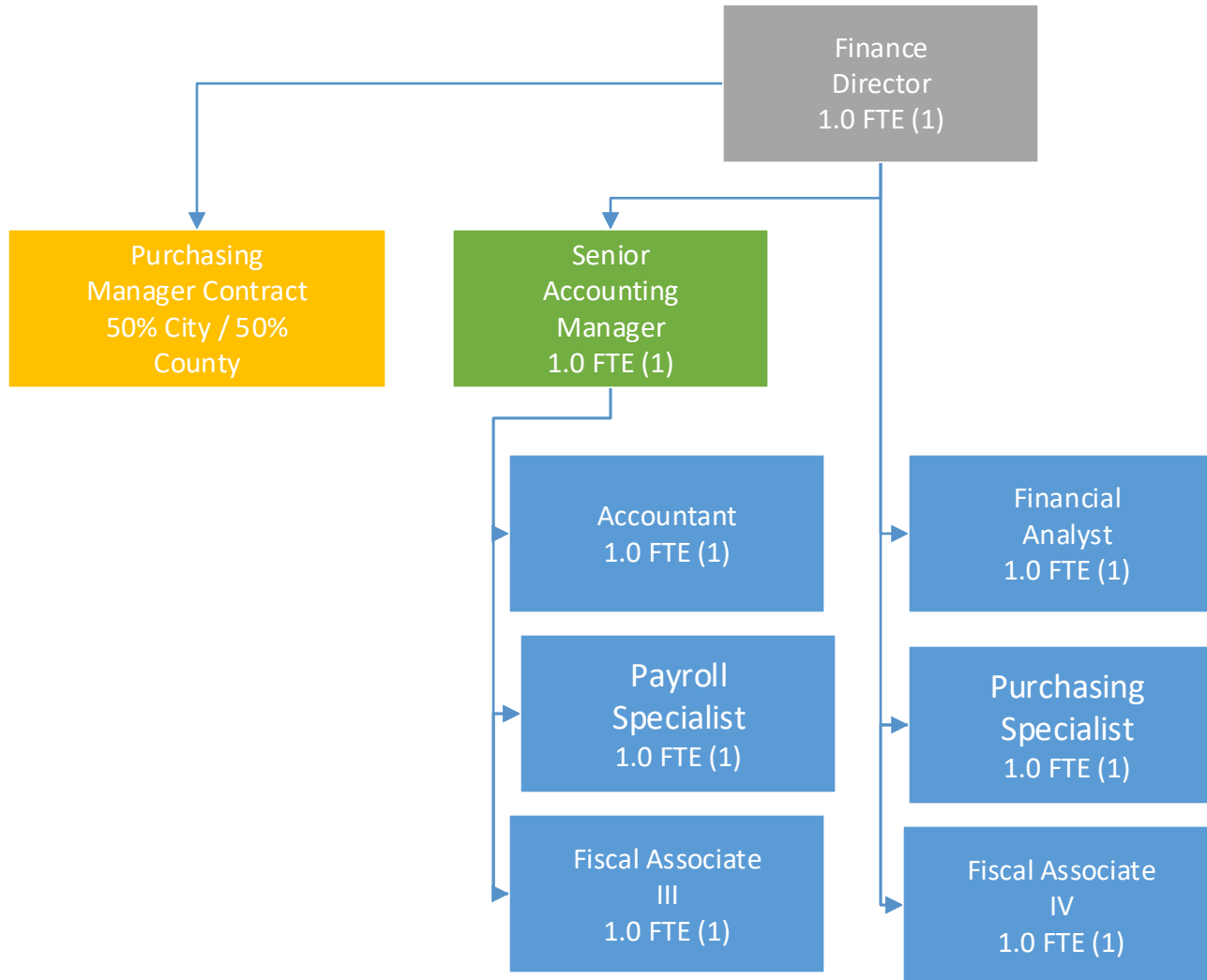
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Implement scanning/entry/archiving process for invoice entry into Alio
- Design and implementation of internal audit function in Finance to support county operations and increase the internal control environment of the county.

POTENTIAL RISKS

- Changes necessary to implement an internal audit function in Finance may require outside assistance to complete.
- Implementation of a scanning/archiving invoice entry process could require outside assistance to implement or require purchase of additional Alio modules.

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Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	6.00	8.00	7.50	7.50	8.00

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Provide financial information and insight, budgetary assistance/training and purchasing support to all county departments, employees, elected officials, outside agencies, and other customers. Produce the annual financial statements and support the annual external audit and single audit reports as well as file the appropriate state and federal documentation as required. Support the financial internal controls for the County as well as financial policies and County code requirements.

OUTPUTS	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD* 2021</u>
General Finance				
Number of PBC (prepared by County staff/client) audit adjustments and value posted. (new measure)	19	25	N/A	N/A
Number of non-PBC audit adjustments and value posted. (new measure 2018)	35	0	N/A	N/A
Number of policies drafted/adopted.	1	0	1	1
Percent of cash and accounts receivable accounts reconciled on an monthly/quarterly basis.	99%	100%	64%	80%
Number of journal vouchers posted during the year (new measure 2018)		1,097	819	351
Number of new Alio accounts created during the year (new measure 2018)		193	305	184
Number of vendor payments processed during the year.	13,351	13,376	11,148	5,331
Number of 1099's issued during the year. (new measure 2018)	350	375	338	341
Payroll				
Number of paychecks processed	17,061	16,804	16,396	7,900
Number of payroll adjustments required (new measure 2019)		626	1,315	390
Number of employee changes processed-new hires/terminations/changes (new measure 2019)		369	320	142
Number of reports prepared and provided to other county departments, outside agencies, and other customers. (new measure 2018)	238	164	101	185
Purchasing				
Number & dollar amount of procurement bids processed during the year (new measure 2018)	12 / \$2.0M	16 / \$2.6M	17 / \$2M	14 / \$2.5M
Number & dollar amount of RFPs processed during the year (new measure 2018)	9 / \$6.7M	7 / \$2.0M	3 / \$7.3M	12 / \$5.7M
Number & Dollar amount of POs issued during the year (new measure 2018)	517 / \$16.7M	574 / \$20.4M	566 / \$19.9M	332 / \$15.8M
Number of transactions and dollar amount of procurement card spending (new measure 2018)	7054 / \$1.115M	6099 / \$1.019M	4429 / \$.828M	2470 / \$.469M
Number of new vendors added (jurors) during the year (new measure 2019)		706	374	215
Number of new vendors added (non-jurors) during the year (new measure 2018)	All - 678	730	496	226
Number of vendor change requests processed during the year (new measure 2018)	361	739	737	441

*YTD indicates Jan-Jun Results

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Overview of Revenues and Expenditures

Revenues	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$808,234	\$840,605	\$840,605	\$897,780	\$885,696	\$885,696	5%
02-Sales Tax	\$190	-	\$95	-	-	-	
09-Other Revenue	\$11,481	\$17,500	\$17,500	\$22,000	\$22,000	\$22,000	26%
Total Revenues:	\$819,905	\$858,105	\$858,200	\$919,780	\$907,696	\$907,696	6%

Expenditures	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$440,742	\$500,379	\$487,491	\$540,841	\$546,125	\$546,125	9%
02-OT Wages	\$998	\$4,000	\$2,500	\$2,500	\$2,500	\$2,500	-38%
03-Payroll Benefits	\$180,457	\$188,701	\$171,421	\$216,409	\$199,041	\$199,041	5%
04-Contractual Services	\$110,896	\$138,198	\$130,410	\$138,280	\$138,280	\$138,280	0%
05-Supplies & Expenses	\$7,343	\$20,250	\$20,750	\$16,750	\$16,750	\$16,750	-17%
09-Equipment	\$946	\$6,577	\$6,577	\$5,000	\$5,000	\$5,000	-24%
10-Grants, Contributions, Other	\$4,809	-	-	-	-	-	
Total Expenditures:	\$746,190	\$858,105	\$819,149	\$919,780	\$907,696	\$907,696	6%

Net Surplus/(Deficit)- Finance	\$73,715	\$0	\$39,051	\$0	\$0	\$0	
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Budget Analysis

	2021 Adjusted Budget	2022 Position Changes - Abolish .5 Administrative Specialist II	2022 Position Changes - Create Fiscal Associate IV	Cost to Continue Operations in 2022	2022 Requested Budget
01-Tax Levy/General Revenue Allocation	\$840,605	(\$27,311)	\$83,001	\$1,485	\$897,780
02-Sales Tax	-	-	-	-	-
09-Other Revenue	\$17,500	-	-	\$4,500	\$22,000
Total Revenues	\$858,105	(\$27,311)	\$83,001	\$5,985	\$919,780

01-Regular Wages	\$500,379	(\$23,837)	\$45,594	\$18,705	\$540,841
02-OT Wages	\$4,000	-	-	(\$1,500)	\$2,500
03-Payroll Benefits	\$188,701	(\$3,474)	\$37,407	(\$6,225)	\$216,409
04-Contractual Services	\$138,198	-	-	\$82	\$138,280
05-Supplies & Expenses	\$20,250	-	-	(\$3,500)	\$16,750
09-Equipment	\$6,577	-	-	(\$1,577)	\$5,000
10-Grants, Contributions, Other	-	-	-	-	-
Total Expenditures	\$858,105	(\$27,311)	\$83,001	\$5,985	\$919,780

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Revenue Assumptions

	2020	2021	2021	2022	2022	2022		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	808,234	840,605	840,605	897,780	885,696	885,696		100%
Retained Sales Tax	190	-	95	-	-	-		0%
Misc Revenue	2,351	1,500	1,500	2,000	2,000	2,000	Historical number hasn't fluctuated much	80%
Pro Card Rebates	9,130	16,000	16,000	20,000	20,000	20,000	Assumed increase in spending activity in 2022	75%
TOTAL	\$819,905	\$858,105	\$858,200	\$919,780	\$907,696	\$907,696		

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Contracted Services Summary

	2020	2021	2021	2022	2022	2022
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	108,691	135,598	128,410	136,280	136,280	136,280
Utilities	2,204	2,600	2,000	2,000	2,000	2,000
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
Total	\$110,896	\$138,198	\$130,410	\$138,280	\$138,280	\$138,280

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Contracted Services Detail

	2020	2021	2021	2022	2022	2022		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Finance/ Contracted Services	61,540	87,588	84,000	89,870	89,870	89,870	Purchasing Mgr, Alio, Laserfiche	Professional Services
Finance/ Telephone	2,160	2,600	2,000	2,000	2,000	2,000	Phones	Utilities
Finance/ Cellular Phone	44	-	-	-	-	-	mobile hotspot	Utilities
Independent Audit/ Accounting & Audit	34,332	41,600	38,000	40,000	40,000	40,000	External audit fees; Preparation of 1095-B/C forms	Professional Services
Independent Audit/ Other Prof Svcs	12,820	6,410	6,410	6,410	6,410	6,410	Indirect cost plan	Professional Services
TOTAL	\$110,896	\$138,198	\$130,410	\$138,280	\$138,280	\$138,280		