

Reading a Typical Budget Page

Previous year actual expense

Current Budget adopted by the Board of County Commissioners in May

Current Budget including mid-year adjustments, annualized for comparison purposes

The Board of County Commissioner's budget for next year

Shows the budget of the department by type of expense

Full-time equivalent positions in the department

Major budget changes from the prior year's budget

Total authorized full-time equivalent positions in the department

Accounting

Description	Actual FY XX	Original Budget FY XX	Adjusted Budget FY XX	Budget FY XX	% Change From Original FY XX	% Change From Adjusted FY XX
Personnel	\$505,240	\$511,390	\$519,720	\$550,395	7.63%	5.90%
Operating	45,005	71,490	71,490	67,955	-4.94%	-4.94%
Capital Outlay	374	0	0	190	100.00%	100.00%
Total	\$550,619	\$582,880	\$591,210	\$618,540	6.12%	4.62%
Employees FTE	13.00	13.00	13.00	13.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

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Mission
The Comptroller is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the government are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP).

Goals
The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that:

- The cost of a control should not exceed the benefits likely to be derived.
- The valuation of costs and benefits requires estimates and judgements by management.

Description
The Bureau of Accounting is responsible for a variety of accounting functions including:

- Cash management and investments
- Payment of County obligations
- Grant and Enterprise fund accounting
- Accounting for fixed assets
- Pension Trust Fund accounting
- Maintaining the Special Revenue, Capital and Debt Service funds
- Billing for water and sewer services
- Payment of County employees on a bi-weekly basis

In addition the Comptroller:

- Works with external auditors during interim and annual audits
- Maintains records of accounting transactions
- Prepares numerous Federal and State reports including the State Uniform Financial Report
- Prepares the Comprehensive Annual Financial Report (CAFR)

Program Highlights
For the fiscal year 2002, the Comprehensive Annual Financial Report (CAFR) received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This marks the eighteenth consecutive year the award has been received.

The Bureau of Accounting historical statistics are as follows:

	FY 00	FY 01	FY 02	FY 03
Investments Made	236	218	179	195
Payroll Checks Issued	23,528	24,554	24,388	27,783
Accounts Payable Checks Issued	22,070	21,655	21,715	23,297
Voucher Payments Processed	27,800	28,100	27,630	29,900
W-2 Forms Issued	1,118	1,147	1,106	1,110
1099 Forms Issued	620	650	670	701

Budget Changes
Differences between the FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget in personnel expenses are the result of changes due to the combination of salary adjustments and position reclassifications.

Positions

Title	Type	FTE
Accountant	Full-time	3.00
Accounting Technician	Full-time	4.00
Accounts Payable Supervisor	Full-time	1.00
Bureau Chief	Full-time	1.00
Investment Officer	Full-time	1.00
Office Associate	Full-time	1.00
Payroll Assistant	Full-time	1.00
Payroll Manager	Full-time	1.00
Total		13.00

The budget document presents in a standardized format, the operating budget for each department. The typical budget page describes the functions of the organization, actual and estimated expenditures over a three-year period, and major highlights of the new budget.

An explanation of full-time equivalent positions is located in the glossary.