

Reading a Typical Budget Page

Previous year actual expenditures 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

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.

Contact

Eugene C. Curfman, Comptroller (410) 386-2085
Rita Zimmerman, Senior Budget Analyst (410) 386-2082

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 |

Shows the budget of the department by type of expenditure

Full-time equivalent positions in the department

Significant budget changes from the prior year's budget

Total authorized full-time equivalent positions in the department

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.