

# Comptroller Summary

	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
<b>Comptroller Administration</b>	\$242,156	\$264,440	\$264,420	\$263,880	-0.21%	-0.20%
<b>Accounting</b>	674,406	709,340	707,640	707,400	-0.27%	-0.03%
<b>Bond Issuance Expense</b>	121,298	179,370	179,370	200,000	11.50%	11.50%
<b>Collections Office</b>	394,789	432,740	432,740	434,680	0.45%	0.45%
<b>Independent Post Audit</b>	51,400	50,000	50,000	60,000	20.00%	20.00%
<b>Purchasing</b>	390,696	420,690	419,570	410,600	-2.40%	-2.14%
<b>Total Comptroller</b>	<b>\$1,874,744</b>	<b>\$2,056,580</b>	<b>\$2,053,740</b>	<b>\$2,076,560</b>	<b>0.97%</b>	<b>1.11%</b>

## Mission and Goals

The Department of the Comptroller's mission is to perform the financial operations of the County while maintaining strong financial controls to ensure that all County assets are safeguarded and that the County continues to maintain a strong financial condition.

### Goals include:

- Maintain and enhance a strong financial control structure to protect the assets of the County.
- Ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP).
- Compose an annual presentation to the credit rating agencies that results in an excellent rating in order to obtain the lowest possible interest rate on the bond issuance.
- Complete a timely deposit of funds to allow the County to meet its obligations and carry out all of the functions of government.
- Receive an unqualified audit opinion with no findings, questioned costs, significant deficiencies, or material weaknesses.
- Obtain optimum value for every tax dollar spent.

## Budget Changes

The overall 1.11% increase in the Department of the Comptroller from the FY 09 Adjusted budget is primarily due to a rise in the costs for the following required services:

- Since the projected bond issuance cost is expected to be similar to FY 09, the 11.50% increase in the Bond Issuance Expense is necessary to reflect the actual costs incurred from the credit rating agency fees in FY 09.
- For the first time since FY 03, the contract for the County's external auditor was rebid in FY 09. The 20.00% increase in Independent Post Audit is primarily due to new laws that require additional programs (OPEB, LOSAP, and pensions) to receive an external audit.

## Highlights, Changes and Useful Information

- For FY 07, the Comprehensive Annual Financial Report (CAFR) received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada. This marks twenty-three consecutive years the award has been received.
- In FY 09, Carroll County's credit rating received an upgrade from Standard and Poor's from AA to AA+, and the County maintained its strong ratings with the other two credit rating agencies. Carroll County's three bond ratings are currently:
  - Moody's Investors Service Aa2
  - Standard & Poor's AA+
  - Fitch AA+
- In FY 09, the County awarded Citigroup Global Markets Inc. \$80,000,000 in general obligation bonds. The interest rate on the bond issue was 4.37%, and at this time the issue was well below the national benchmark Bond Buyer Index of 5.13% for similarly rated municipalities.

# Comptroller Administration

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$226,991	\$245,190	\$245,170	\$245,210	0.01%	0.02%
Operating	15,165	19,250	19,250	18,670	-3.01%	-3.01%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$242,156	\$264,440	\$264,420	\$263,880	-0.21%	-0.20%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

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

## Contact

**Robert M. Burk, Comptroller (410) 386-2085**  
**Gregory Keller, Budget Specialist (410) 386-2082**

## Mission

The Department of the Comptroller's mission is to perform the financial operations of the County while maintaining strong financial controls to ensure that all County assets are safeguarded and that the County continues to maintain a strong financial condition.

### Goals include:

- Provide accurate financial information and excellent customer service to all of our internal and external customers.
- Maintain a strong financial control environment.

## Description

The Comptroller is responsible for the accounting of all financial activities of the County government and overseeing the efficient operation of the following functions:

- Accounting
- Payroll
- Accounts Payable
- Collections Office
- Grant and Enterprise Fund Accounting
- Treasury services including deposits, investments, and cash management
- Purchasing

These responsibilities include maintaining all systems to properly record receipt and disbursement of funds as well as maintaining internal control systems for safeguarding County assets. The Comptroller is also accountable for ensuring that the County's financial records are in compliance with all Generally Accepted Accounting Principles (GAAP), obtaining an independent financial audit, composing the Comprehensive Annual Financial Report (CAFR), managing pension administration, and issuing debt.

The Comptroller also monitors water, sewer, and tipping fees for the Enterprise funds.

## Program Highlights

For FY 07, the Comprehensive Annual Financial Report (CAFR) received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada. This marks twenty-three consecutive years the award has been received.

## Budget Changes

There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.

## Positions

Title	Type	FTE
<i>Administrative Office Associate</i>	Full-time	1.00
<i>Comptroller</i>	Full-time	1.00
<i>Financial Analyst</i>	Full-time	1.00
<i>Financial Systems Administrator</i>	Full-time	1.00
<b>Total</b>		4.00

# Accounting

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$593,188	\$626,050	\$624,350	\$624,350	-0.27%	0.00%
Operating	73,612	82,870	82,870	82,870	0.00%	0.00%
Capital Outlay	7,605	420	420	180	-57.14%	-57.14%
<b>Total</b>	<b>\$674,406</b>	<b>\$709,340</b>	<b>\$707,640</b>	<b>\$707,400</b>	<b>-0.27%</b>	<b>-0.03%</b>
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

Doreen Hazelip, Bureau Chief (410) 386-2336  
Gregory Keller, Budget Specialist (410) 386-2082

## Mission

The mission of the Accounting Bureau is to ensure that the financial data maintained for the County is accurate in all material aspects and fairly represents the County's financial position and its operational results. The Bureau ensures taxpayers and citizens that their tax dollars are being managed in a prudent and appropriate manner, and in accordance with all applicable laws. Finally, the Accounting Bureau is responsible for maintaining an internal control structure designed to protect County assets from loss, theft, or misuse, and providing requested information for co-workers and citizens.

### Goals include:

- Continue to achieve excellence in financial reporting.
- Maintain and enhance the internal control structure that protects County assets.
- Continually provide timely and accurate financial data as requested from other departments and citizens.
- Ensure the County's financial records and statements are in compliance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and best practices as recommended by the Government Finance Officers Associations (GFOA).

## Description

The Bureau of Accounting is responsible for the administration of all County funds, and its actions are monitored by the Comptroller. Some financial operations and functions include:

- Cash management and investment portfolios
- Payment of all County obligations
- Payment of all County employees on a bi-weekly basis
- Billing for water, sewer, septage, and solid waste services
- Maintaining separate records for the General Fund, Enterprise Funds, Special Revenue Funds, Fiduciary Funds, Grants, Capital, Internal Service and Debt Service.
- Working with external auditors during interim and annual audits
- Preparing the Comprehensive Annual Financial Report (CAFR) and numerous Federal and State reports, including the State Uniform Financial Report

## Program Highlights

For FY 07, 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 twenty-three consecutive years the award has been received.

The Bureau of Accounting's output measurements are as follows:

	FY 05	FY 06	FY 07	FY 08
Investments Made	207	167	172	188
Payroll Checks Issued	25,718	26,503	26,470	28,746
Accounts Payable Checks Issued	22,864	22,083	22,143	22,208
Voucher Payments Processed	29,707	28,030	27,515	26,906
	CY 05	CY 06	CY 07	CY 08
W-2 Forms Issued	1,161	1,208	1,226	1,250
1099 Forms Issued	838	809	921	930

## Budget Changes

There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.

## 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
Payroll Assistant	Full-time	1.00
Payroll Manager	Full-time	1.00
Payroll Technician	Full-time	1.00
<b>Total</b>		<b>13.00</b>

# Bond Issuance Expense

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$0	\$0	\$0	\$0	0.00%	0.00%
Operating	121,298	179,370	179,370	200,000	11.50%	11.50%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$121,298</b>	<b>\$179,370</b>	<b>\$179,370</b>	<b>\$200,000</b>	<b>11.50%</b>	<b>11.50%</b>
Employees FTE	0.00	0.00	0.00	0.00	-----	-----

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

## Contact

**Robert M. Burk, Comptroller (410) 386-2085**  
**Gregory Keller, Budget Specialist (410) 386-2082**

## Description

Under normal circumstances, the County annually issues long-term, tax-exempt bonds and enters into leases to finance the construction of various infrastructure projects and to purchase equipment. The purpose of issuing bonds is to provide an effective debt management program that enables the County to issue debt for capital needs at the lowest possible costs.

The process of issuing bonds is a lengthy one. It starts with the development of a bond prospectus, which includes information about the County planning process, financial information and demographics. The purpose of the document is to give prospective buyers of bonds the assurance that the County is managed properly and will be able to meet the debt service requirements.

The staff who administer the bond issuance expenses are included in the Comptroller Administration budget. Expenditures associated with the bond issuance include:

- Having the Bond Counsel assure tax-exempt status, ensure the issuance is in legal compliance, and advise and assist in the preparation and review of the Official Statement and other required documents.
- Paying the Financial Advisor to manage all the financial matters associated with the bond issue.
- Compensating the credit rating agencies for their assessments of the County's bond and note creditworthiness
- Bank registration fees
- Printing and distributing the Official Statement
- Advertising as required by mandated statutes
- Registration, agent, and escrow fees for services associated with all previous bond issues that still have outstanding bonds

### Goals include:

- Compose an annual presentation to the credit rating agencies that results in an excellent rating in order to obtain the lowest possible interest rate on the bond issuance.

- Obtain legal and financial contracts with qualified firms that offer the most competitive rates in order to minimize the costs associated with bond issuances.
- Call-in previous bond issues when refinancing with current interest rates would result in significant savings.

## Program Highlights

- In FY 09, the County received a rating upgrade from AA to AA+ from Standard and Poor's while maintaining its strong bond ratings with the other rating agencies. Carroll County's three bond ratings are currently:

Moody's Investors Service	Aa2
Standard & Poor's	AA+
Fitch	AA+

- In FY 09, the County awarded Citigroup Global Markets Inc. \$80,000,000 in general obligation bonds. The interest rate on the bond issue was 4.37%, and at this time the bond issue was well below the national benchmark Bond Buyer Index of 5.13% for similarly rated municipalities. The chart below shows a comparison of the County's bond issuance amounts and interest rates over the fiscal years:

FY 06 General Obligation Bond Issue	\$35,060,000	3.9712%
FY 07 General Obligation Bond Issue	\$20,660,000	3.8824%
FY 08 General Obligation Bond Issue	\$37,105,000	3.9398%
FY 09 General Obligation Bond Issue	\$80,000,000	4.3690%

- The January 2007 Refunding Issue of \$23,965,000 produced future debt service savings of \$1,091,154.

## Budget Changes

The 11.50% increase in the Bond Issuance Expense is necessary to reflect the actual costs incurred from the credit rating agency fees in FY 09.

# Collections Office

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$360,305	\$386,340	\$386,340	\$385,840	-0.13%	-0.13%
Operating	34,103	45,810	45,810	48,250	5.33%	5.33%
Capital Outlay	382	590	590	590	0.00%	0.00%
<b>Total</b>	<b>\$394,789</b>	<b>\$432,740</b>	<b>\$432,740</b>	<b>\$434,680</b>	<b>0.45%</b>	<b>0.45%</b>
Employees FTE	11.63	11.63	11.63	11.63	-----	-----

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

## Contact

Robert M. Burk, Comptroller (410) 386-2085  
Gregory Keller, Budget Specialist (410) 386-2082

## Mission and Goals

The mission of the Collections Office is to receive and properly record all revenues remitted and due to the County.

### Goals include:

- Maintain a high level of efficiency and accuracy while providing excellent customer service.
- Complete a timely deposit of funds in order to maximize earnings on invested assets and to allow the County to meet its obligations and perform all of its functions as a government.

## Description

The Collections Office is a centralized function for all County agencies and departments, and the office is responsible for the security and transfer of deposits to financial institutions. In order to assure fairness to all taxpayers, tax sale proceedings are initiated on delinquent accounts near the end of the tax year, and the tax sale is held on the last day of the tax year.

The following are some of the revenues collected by the Collection Office:

- Real estate taxes for the County, State and Towns
- Personal property taxes
- Impact fees
- Recordation taxes
- Water and sewer utility charges
- Landfill tipping fees
- Recreation and parks fees
- Permit and inspection fees
- Various license fees

The Collections Office has accountability for the following:

- Compliance with State of Maryland laws and the Carroll County code of public laws and ordinances.
- Monthly reporting to the State Department of Assessments and Taxation (SDAT) on various revenues collected and remittance to the State of Maryland.
- Monthly reporting to Carroll County municipalities and remittance of corresponding revenues.

## Program Highlights

	FY06	FY07	FY08
Real Estate Tax Bills Issued	62,500	63,000	63,500
Tax Properties Sold at Tax Sale	60	66	108
Personal Property Tax Bills Issued	4,900	5,000	5,000
Deeds Processed for Recordation Tax	20,600	17,100	14,100
Tax Certifications Processed	5,300	4,400	3,500
Permits Processed	6,800	5,700	5,200

## Budget Changes

There are no salary increases in FY 10, and the 5.33% increase in operating is primarily due to the County's portion of the State's administrative cost associated with the Homestead Tax Credit Application.

## Positions

Title	Type	FTE
<i>Administrative Support</i>	Contractual	0.63
<i>Collections Analyst</i>	Full-time	1.00
<i>Collections Clerk</i>	Full-time	3.00
<i>Collections Specialist</i>	Full-time	5.00
<i>Collections Office Supervisor</i>	Full-time	1.00
<i>Head Cashier/Bookkeeper</i>	Full-time	1.00
<b>Total</b>		<b>11.63</b>

# Independent Post Audit

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$0	\$0	\$0	\$0	0.00%	0.00%
Operating	51,400	50,000	50,000	60,000	20.00%	20.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$51,400</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>20.00%</b>	<b>20.00%</b>
Employees FTE	0.00	0.00	0.00	0.00	-----	-----

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

## Contact

**Robert M. Burk, Comptroller (410) 386-2085**  
**Gregory Keller, Budget Specialist (410) 386-2082**

## Mission and Goals

To secure an independent certified public accountant to perform an autonomous annual audit of the County's financial records in order to ensure that records are in accordance with Generally Accepted Accounting Principles.

### Goals include:

- Obtain the annual audit at the lowest possible cost while simultaneously guaranteeing the audit is independent and conforms to all auditing standards required for governmental units.
- Fairly and clearly present full financial disclosure to anyone interested in the County's finances.

## Description

The independent audit is performed on an annual basis to provide reasonable assurance that the financial statements of Carroll County for the prior fiscal year are free of material misstatement. The independent audit involves examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The budget is for the annual audit itself, and it includes a single audit of federal awards. State law (Maryland Code Article 19, Section 40) requires that all local governments have an annual audit of financial records performed by a certified public accountant.

The County personnel who assist the external auditors in administering the Independent Post Audit are included in the Comptroller Administration budget.

## Program Highlights

For Fiscal Year 2008, Carroll County received an unqualified audit opinion with no findings, questioned costs, significant deficiencies, or material weaknesses.

## Budget Changes

For the first time since FY 03, the contract for the County's external auditor was rebid in FY 09. The 20.00% increase in Independent Post Audit is primarily due to new laws that require additional programs (OPEB, LOSAP, and pensions) to receive an external audit.

# Purchasing

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$282,206	\$309,660	\$308,540	\$308,290	-0.44%	-0.08%
Operating	106,771	109,930	109,930	102,310	-6.93%	-6.93%
Capital Outlay	1,719	1,100	1,100	0	-100.00%	-100.00%
<b>Total</b>	<b>\$390,696</b>	<b>\$420,690</b>	<b>\$419,570</b>	<b>\$410,600</b>	<b>-2.40%</b>	<b>-2.14%</b>
Employees FTE	6.00	6.00	6.00	6.00	-----	-----

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

## Contact

**Richard Shelton, Bureau Chief (410) 386-2181**  
**Gregory Keller, Budget Specialist (410) 386-2082**

## Mission and Goals

The Bureau of Purchasing strives to achieve fairness, honor, and integrity throughout the procurement processes with a trained staff of purchasing professionals who act as stewards for the taxpayers of Carroll County and conduct business in accordance with best practices in government procurement.

### Goals include:

- Conduct an open and transparent bidding process.
- Promote the Purchasing website as a means of information for potential and existing customers and continue to expand on-line services.
- Maximize purchasing options, obtain optimum value for every tax dollar spent, and reduce costs by establishing and maintaining new and existing partnerships with business and government communities.
- Continue to review and update the policy and procedures of the procurement process by providing staff with educational opportunities and training so they are aware of industry changes and best practices.
- Address the needs of our customers, and be receptive to any ideas that would improve our business operations.
- Provide excellent customer service to individuals, agencies, businesses, and other governments involved or interested in the procurement and competitive bidding processes.
- Seek new innovative ideas to manage and reduce energy consumption.
- Encourage the use of recycled and environmentally friendly products and equipment whenever practical and cost effective.

## Description

The Bureau of Purchasing applies best practice decision making and years of experience to secure commodities, services, and construction needs for all County Government agencies and some State, Allied, and non-profit agencies. In addition, fixed asset inventory recordation and surplus sale and disposal are managed in the Bureau of Purchasing.

Specifically, the Bureau of Purchasing takes advantage of Carroll County's membership within the Baltimore Metropolitan Council (BMC) of Governments to reap the benefits of one of the BMC's committees, the Baltimore Regional Cooperative Purchasing Committee (BRCPC). By purchasing in quantity and consolidating procurement administrative costs, the BRCPC's cooperative purchasing results in significant savings for all members. The BRCPC consists of purchasing officers from Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, and Howard County as well as numerous other active entities, including the MD Department of General Services, several public school systems, local fire companies, and collegiate institutions.

## Program Highlights

- As a result of the Bureau of Purchasing membership on the BMC's Purchasing Sub-Committee and Energy Board, the County has been able to lower and stabilize its energy costs (natural gas and electricity) for government buildings. Additionally, an energy management tracking program has been implemented to provide valuable energy cost and performance data.
- The expanded use of the procurement card program has decreased the transaction time for the purchase of goods and services, increased the efficiency of the payment process, and had the environmentally friendly effect of reducing paper requirements and volume.

## Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 6.93% decrease in operating is primarily due to a reduction in advertising expenditures.

## Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Buyer</i>	Full-time	2.00
<i>Office Associate</i>	Full-time	2.00
<i>Senior Buyer</i>	Full-time	1.00
<b>Total</b>		<b>6.00</b>