

Finance

Mission Statement

- Provide payroll and accounts payable services to employees, vendors and citizens; keep the financial records for all County related entities; produce financial data, reports and assistance to the County's internal and external customers; and provide for financial audits, internal controls and compliance with government and accounting regulations.
- Promote the County's best interest by providing a professional purchasing system of quality and integrity whereby all persons involved in public purchasing are treated fairly and equitably, the value of public funds is maximized, and a sufficient supply system is available for all departments/agencies.

Departmental Goals and Objectives

Central Accounting

Provide excellent services to all customers including vendors, citizens, and departments while processing payments in a timely and efficient manner.

- Continue to process vendor checks weekly and property refunds bi-weekly, while taking advantage of available vendor discounts
- Provide departments with timely, accurate and reliable financial reports
- Train eligible departments to utilize on-line vouchering

Administer and properly account for all County and School funds following generally accepted accounting principles in the application of all accounting policies and procedures.

- Interpret and apply pronouncements and interpretations from the Governmental Accounting Standards Board (GASB)
- Follow recommendations from the Government Finance Officers Association (GFOA)
- Prepare various inter-governmental and financial reports, including monthly and annual financial reports and grant reimbursements
- Coordinate the annual independent audit and the preparation of the Comprehensive Annual Financial Report

Monitor matters of financial planning and capital financing to ensure resources are being allocated to best serve the needs of the County citizens.

- Make recommendations regarding the County's debt policy and monitor County debt capacity with the goal of maintaining the County's bond ratings
- Maintain tax-supported debt margin at 3% or less of the assessed property valuation
- Ensure timely payment of principal, interest, and fees for County bond issues

Ensure that Finance Department software systems remain updated and fully operational

- Serve as liaison with the Information Technology staff to relay needs and participate in system upgrades and problem resolutions
- Offer training for departmental end users in the general use of the Performance accounting system

Payroll

Provide a high quality, cost effective payroll service that is responsive to School and County customer needs.

- Prepare bi-weekly and semi-monthly payroll for approximately 5,400 County and Schools employees.
- File all federal and state quarterly reports by April 30, July 31, October 31, and January 31.
- Provide accurate W-2 information to all current and former employees by January 31.
- Process all paperwork, including timesheets, within 5 working days to meet ACH deadlines.
- Complete Virginia Retirement System reporting by the 10th of each month.
- Provide reports to County departments every pay period with the pay checks.
- Pay vendors for all payroll deductions by required various due dates.
- Complete Lawson migration and upgrades by manufacturer's deadlines.

Provide efficient and courteous customer service to the employees of the County and Schools and outside vendors.

- Reconcile employee deductions to invoices to ensure accuracy.
- Develop balancing procedures to ensure accuracy in payments, reporting and general ledger transactions.
- Continue staff development and training to stay current with changing laws and policies.
- Provide easy access to payroll information for County and School employees via the intranet.
- Continue research and development of payroll processing software.

Purchasing

Provide overall direction, management, and oversight of the County's purchasing program in accordance with the Code of Virginia through policies and procedures that emphasize control with decentralized implementation and selected delegation of authority.

- Maintain the percentage of formal contract actions awarded without valid protest or legal actions at 99 percent or better.
- Increase the dollar value of contracts awarded to small and minority businesses.

Provide all goods and services to the County and Schools at the best possible combination of price, quality, and timeliness consistent with prevailing economic conditions while establishing and maintaining a reputation of fairness and integrity.

- Complete 95 percent of all formal bids and request for proposals (from issue to award) processed within the department established standard.
- Complete purchase requisitions and contracts in a timely manner.

Administer the County and Schools Purchasing Card Program.

- Ensure that purchasing card logs are reconciled to the billing statement.
- Perform monthly purchasing card audits to ensure compliance with policies and procedures.

Manage a surplus property program for the disposal of property in a timely manner while maximizing return.

- Maintain a web base system for auctioning and disposing of surplus property.

Performance Measures

	2004–05 Actual	2005–06 Budgeted	2006–07 Adopted
<u>Central Accounting</u>			
Checks processed for payments to County and School vendors	30,617	33,800	31,500
Percent of monthly closings made on or before the seventh business day of the month	95%	100%	100%
Percent of Eligible Departments utilizing on-line vouchering	65%	100%	100%
Receipt of the GFOA certificate for excellence in financial reporting	Yes	Yes	Yes
County bond ratings (Standard & Poors, Moody's Investor Service)	AA, Aa2	AA, Aa2	AA, Aa2
Tax supported debt margin	1.84%	2%	2%
Number of training sessions held annually for the departmental end users	8	4	8
<u>Payroll</u>			
Percent of payrolls prepared on time with no substantial errors	98%	100%	100%
Percent of W-2's prepared with no correction or adjustment required	100%	100%	100%
Paychecks/advices processed annually	87,292	88,500	87,500
Paychecks/advices processed per payroll employee per month	1,455	1,475	1,460
Cost per payroll check/deposit advice processed	\$3.08	\$2.82	\$2.90
<u>Purchasing</u>			
Number of formal bids and request for proposals	132	95	145
Number of Addenda	48	32	45
Addenda as a percent of formal bids and request for proposals	36%	34%	31%
Number of rejected and re-solicited bids	0	1	0
Re-bids and request for proposals as percent of formal bids and request for proposals	0%	1.1%	0%
Number of formal bids and proposals protested	2	1	1
Number of formal protests upheld	0	0	0
Percent of protests upheld	0%	0%	0%
Active Contracts	184	235	235
Average number of purchasing card audits performed monthly	20	25	25

Budget Highlights – FY2005 Accomplishments

In 2005, the Finance Department was successful in providing excellent services to customers including vendors, citizens, and departments while administering and properly accounting for all County and School funds in accordance with generally accepted accounting principles. Vendor checks were processed weekly and property refunds bi-weekly, while taking advantage of available vendor discounts. Departments were provided timely, accurate and reliable financial reports. Crystal Enterprise, a web based report writer module, was successfully developed and test piloted in a few departments. This gives those particular departments more flexibility to create their own financial reporting needs. Extensive training programs were offered to departments on the accounting software programs used by the County and Schools.

The Roanoke County Finance Department continues to serve as fiscal agent for several related entities including the Roanoke Valley Regional Board (RVRB), Roanoke Valley Resource Authority (RVRA), Virginia Recreational Facility Authority (VRFA), Roanoke Valley Greenway Commission (RVGC), Industrial Development Authority of Roanoke County (IDA), and the newly formed Western Virginia Water Authority (WVWA). In this capacity, County staff provides accounting, payroll, and related financial services for these agencies.

Finance staff produced the Comprehensive Annual Financial Report (CAFR) that was again recognized for excellence in financial reporting by the Government Finance Officers Association (GFOA). This designation represents many hours of work dedicated to producing a document that is useable by citizens at large. More importantly, information contained in the CAFR is critical to management and visionary decision making processes. Criteria for receiving the GFOA recognition include accurate and relevant financial statements, compliance to all applicable GASB, state and federal reporting requirements, and adherence to a GFOA established reporting format.

Payroll is responsible for the timely and accurate processing of all payrolls. Payroll staff underwent a major reorganization of the division during 2005 while still providing a high quality, cost effective payroll service that was responsive to both the County and School needs. All reporting filing dates were met for the fiscal year 2005 and vendor payments were made timely.

Purchasing is the centralized authority for the acquisition of materials, equipment and services for the County and Schools. Purchasing staff underwent a major reorganization of the division during 2005 while providing a high quality service that was responsive to both the County and School needs. A major initiative during the year was the implementation of sale of surplus vehicles on-line through Public Surplus, an on-line website dedicated to government entity surplus auction sales. To date on-line sales have shown a dollar increase of forty percent over live auctions conducted previously. Purchasing was involved in several major projects and ongoing initiatives of the County such as the Public Safety Center and the Regional Jail Authority. Invitation to Bid (Bids) and Request for Proposal (RFP) processes were completed for several major projects. As of June 30, 2005 year-end, contracts for the EMS Data Collection and Information Management System, Comprehensive Master Plan for Parks and Park Facilities, Dental Services for Inmates of the Roanoke County-Salem Jail Facility, Local and Long Distance Services for County and Schools, Medical Plan for County and Schools, Purchasing Cards and Community Based Corrections Planning Study had been executed.