

Finance

Mission Statement

Promote the County's best interest by providing professional financial services of quality and integrity that include systems for accounts payable, accounting, payroll, purchasing and risk management whereby fair and equitable treatment is the norm, the value of public funds is maximized, and the public trust is maintained and valued.

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 – increasing the total annual payments to County and School vendors to 32,500
- Provide departments with timely, accurate and reliable financial reports
- Maintain a 100% monthly rate of closings made on or before the seventh day of the month
- Train 100% of 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) and continue to receive the certificate for excellence in financial reporting
- Prepare various inter-governmental and financial reports, including monthly, quarterly, 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 10 sessions of 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 paychecks.
- Process 89,750 paychecks annually
- Increase paychecks/advices processed per payroll to 1,496 employees per month
- 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.

- Issues and cancels purchasing cards, monitors spending levels, and processes rebate checks.
- Provides purchasing card training to departments.
- Implementation of Purchasing Card Interface into Performance Software System

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

	2006-07 Actual	2007-08 Budgeted	2008-09 Adopted
<u>Central Accounting</u>			
Checks processed for payments to County and School vendors	31,685	32,000	32,500
Percent of monthly closings made on or before the seventh business day of the month	92%	100%	100%
Percent of Eligible Departments utilizing on-line vouchering	72%	100%	100%
Receipt of the GFOA certificate for excellence in financial reporting	N/A	Yes	Yes
County bond ratings (Standard & Poor's, Moody's Investor Service)	AA, Aa2	AA, Aa2	AA, Aa2
Average number of purchasing card audits	25	20	20
Number of training sessions held annually for the departmental end users	35	10	10
<u>Payroll</u>			
Percent of payrolls prepared on time with no substantial errors	100%	100%	100%
Percent of W-2's prepared with no correction or adjustment required	100%	100%	100%
Paychecks/advices processed annually	89,533	89,600	89,750
Paychecks/advices processed per payroll employee per month	1,492	1,493	1,496
Cost per payroll check/deposit advice processed	\$3.20	\$3.05	\$3.20
<u>Purchasing</u>			
Number of Invitations for Bids, Request For Proposals, and Request for Quotations	122	131	140
Number of Addenda	39	45	42
Active Contracts	235	235	237

Budget Highlights – FY2007 Accomplishments

In 2007, 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.

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) for the twenty-third consecutive year. 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. The audit of fiscal year 2007 financial statements, policies and procedures is underway. It is anticipated that the County will again receive an unqualified opinion at the completion of the audit. KPMG is the auditing firm.

The Roanoke County Finance Department continues to serve as fiscal agent for several related entities including the Roanoke Valley Resource Authority (RVRA), Virginia Recreational Facilities Authority (VRFA), Roanoke Valley Greenway Commission (RVGC), Economic Development Authority of Roanoke County (EDA), Western Virginia Water Authority (WVWA) and the Western Virginia Regional Jail Authority (WVRJA). In this capacity, County staff provides accounting, payroll, purchasing, and related financial services for these agencies.

The County Finance Department follows guidelines established by the Governmental Accounting Standards Board (GASB). Finance staff conducted research, attended training sessions, and developed a plan for implementing changes required by GASB.

Staff of the Finance Department provided grants administration, compliance monitoring, and reporting for 50 County and 52 School grants. These grants were obtained by departments to support programs and initiatives not previously funded.

Staff facilitated training sessions that were open to staff in all County departments as well as staff in the County school system and other agencies for which the County services as fiscal agent. Topics included basic financial practices and procedures, utilizing the County's accounting and purchasing software, purchasing card interface, crystal enterprise, payroll processing, budget, accounts payable, and risk management.

Payroll is responsible for the timely and accurate processing of all payrolls. The Payroll staff provides a high quality, cost effective payroll service to the County, School and all the fiscal entities. All reporting filing dates were met for the fiscal year 2007 and vendor payments were made timely. A major initiative completed during the past year was the successful implementation in Lawson of the new Flexible Leave Plan.

Purchasing is a centralized authority for the acquisition of materials, equipment and services for the County and Schools. Purchasing promotes the County and Schools best interest by providing a professional purchasing system of quality and integrity whereby all persons involved in public purchasing are treated fairly and equitably.

During 2007, the purchasing division received the prestigious national Achievement of Excellence in Procurement Award for the second consecutive year. Purchasing successfully implemented an interface of data from the purchasing card system into the Performance accounting system. Each of the County and School Departments will be phased in by the end of fiscal year 2009.

Purchasing developed customized training for departments and held three classes for the Information Technology Department. Other departments will be scheduled as the need arises and time permits.

On July 1, 2007, the Purchasing Division implemented Laserfiche document imaging software to streamline the capture and retention of all purchasing records. The system is used for storing all bid, proposal, and contract files and making them more accessible to internal and external customers.

The Purchasing Division was involved in the following new and ongoing initiatives throughout the County: purchase of new software systems for the Sheriff's Office, Commissioner of Revenue's Office, and the Treasurer's Office; fuel card services; Vineyard Park field improvements; billing and collections for Emergency Medical Services (EMS). Major capital projects with which the Purchasing Division was involved included the new South County Library, Western Virginia Regional Jail, North County Fire Station, Multi-Generational Recreation Center, and the new County Garage Facility.

The Internal Audit and Compliance Division of the Finance Department has sought to be proactive in the wake of The Sarbanes Oxley Act, new Statements of Auditing Standards, and revised Government Auditing Standards. Internal Audit conducts monthly random audits on County purchasing cards. Within the next year, this scope will be expanded to also include audits of fuel cards and departmental procurement procedures (delegation of authority). The Internal Audit Division is also in the planning stages of addressing internal control concerns for County departments where reviews will be performed on the accuracy of policies and procedures and on transactions in the areas of payroll, cash receipts and disbursements, Information Technology access controls, fixed assets, grant management, and record retention.