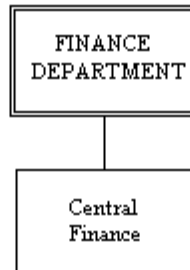


MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
FINANCE

FINANCE



MISSION STATEMENT

Safeguarding Marion County's fiscal integrity.

GOALS AND OBJECTIVES

- Goal 1 Develop a plan to measure customer service to increase customer satisfaction.
 - Objective 1 Identify specific measures of effectiveness.
 - Objective 2 Establish measurement methodology and policy.
 - Objective 3 Establish a regular evaluation and reporting mechanism.
 - Objective 4 Review measurements and implement improvements as necessary.

- Goal 2 Establish countywide financial policies and procedures to achieve consistency and clarity.
 - Objective 1 Review current policies and assess needs within each area of Finance.
 - Objective 2 Develop uniform format for documentation and forms.
 - Objective 3 Draft priority (top five per area) policies and procedures.
 - Objective 4 Solicit countywide feedback and submit policies to the Board of Commissioners.
 - Objective 5 Publish, communicate implementation, and train as needed.
 - Objective 6 Develop system for managing regular policy review and updates.

- Goal 3 Improve training and communication within the Finance Department and between Finance and other county departments to promote efficient use of Oracle and other system resources.
 - Objective 1 Develop documented training module for new employees based on specific duties.
 - Objective 2 Eliminate "single points of failure" with cross-training and documentation.
 - Objective 3 Identify and assess necessity of all non-Oracle applications within Finance.

MARION COUNTY FY 2011-12 BUDGET
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Objective 4 Provide greater county-wide access to Finance Department information (i.e., policies, procedures, forms, calendar, etc.) through development of the Finance intranet site and other communication resources.

DEPARTMENT OVERVIEW

The Finance Department provides financial services that support departments in delivering their services to customers and clients. The Finance Department is part of the Central Services Fund. For FY 2011-12, the Finance Department budget consists of one program - the Central Finance Program - which includes two service areas: financial services and payroll.

Resource and Requirement Summary

Finance	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
Charges for Services	36,428	45,243	33,717	35,513	5.33%
Admin Cost Recovery	1,961,422	1,869,617	1,978,473	1,993,474	0.76%
General Fund Transfers	96,900	0	0	0	n.a.
Other Fund Transfers	36,100	38,300	40,251	41,601	3.35%
TOTAL RESOURCES	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
REQUIREMENTS					
Personal Services					
Salaries and Wages	1,189,326	1,093,488	1,110,245	1,091,516	-1.69%
Fringe Benefits	570,006	525,843	539,950	579,997	7.42%
Total Personal Services	1,759,332	1,619,331	1,650,195	1,671,513	1.29%
Materials and Services					
Supplies	12,523	10,177	19,050	12,760	-33.02%
Materials	9,580	2,315	1,350	2,350	74.07%
Communications	10,632	10,082	10,970	1,920	-82.50%
Utilities	0	2,843	4,000	1,000	-75.00%
Contracted Services	115,816	110,026	153,400	107,800	-29.73%
Repairs and Maintenance	4,155	2,494	6,334	5,300	-16.32%
Rentals	5,323	5,215	5,500	82,001	1,390.93%
Miscellaneous	7,530	8,208	13,500	19,640	45.48%
Total Materials and Services	165,559	151,360	214,104	232,771	8.72%
Administrative Charges	205,959	182,470	188,142	166,304	-11.61%
TOTAL REQUIREMENTS	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
FTE	21.00	19.00	19.00	18.00	-5.3%

MARION COUNTY FY 2011-12 BUDGET
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PROGRAMS

The Finance Department budget is allocated to one program, Central Finance.

Summary of Programs

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	+/- %
RESOURCES					
Central Finance	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
TOTAL RESOURCES	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
REQUIREMENTS					
Central Finance	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
TOTAL REQUIREMENTS	2,130,850	1,953,160	2,052,441	2,070,588	0.88%

MARION COUNTY FY 2011-12 BUDGET
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Central Finance Program

- Manages county financial reporting, coordinates the annual audit, and produces the Comprehensive Annual Financial Report (CAFR).
- Provides direction and oversight for the countywide annual budget process and compliance with Oregon Local Budget Law.
- Provide fiscal policy and direction for county-wide accounting and financial services.
- Produces bi-weekly payroll for more than 1,500 regular and part-time employees and meet all federal and state reporting requirements, including Public Employees Retirement System (PERS) mandates.
- Develops and interprets Marion County Public Contracting Law and policies and procedures and ensure county compliance.
- Provides oversight of Marion County tax foreclosed and surplus real property and disposal of personal property.
- Manages county debt and related compliance and reporting requirements.
- Produces the annual Budget Book.
- Provides regular monitoring of countywide budget to actual expenditure and budget forecasting.

MARION COUNTY FY 2011-12 BUDGET
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FINANCE

Program Summary

Finance

Program: Central Finance

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
Charges for Services	36,428	45,243	33,717	35,513	5.33%
Admin Cost Recovery	1,961,422	1,869,617	1,978,473	1,993,474	0.76%
General Fund Transfers	96,900	0	0	0	n.a.
Other Fund Transfers	36,100	38,300	40,251	41,601	3.35%
TOTAL RESOURCES	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
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Rentals	5,323	5,215	5,500	82,001	1,390.93%
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TOTAL REQUIREMENTS	2,130,850	1,953,160	2,052,441	2,070,588	0.88%
FTE	21.00	19.00	19.00	18.00	-5.3%

MARION COUNTY FY 2011-12 BUDGET
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FTE By Position Title By Program

Program: Central Finance	
Position Title	FTE
Accountant 2	3.00
Accountant Sr	1.00
Accounting Specialist	3.00
Budget Analyst Sr	1.00
Chief Accountant	1.00
Chief Financial Officer	1.00
Contracts and Procurement Specialist	1.00
Contracts Compliance Analyst	1.00
Department Specialist 3	1.00
Finance Accounting Manager	1.00
Payroll Analyst	1.00
Payroll Specialist	2.00
Property Specialist	1.00
Program Central Finance FTE Total:	18.00

Central Finance Program Budget Analysis

There are no significant changes to Finance Department Resources.

There is a one FTE reduction as a Management Analyst 2 position has been eliminated in response to Budget Officer requirements to balance the county FY 11-12 budget.

The Personal Services budget reflects a decrease of nearly \$37,000. This decrease is a net of a one FTE reduction offset by increases in PERS rates, and health and dental premiums.

The increase in Materials and Services of \$76,667 is 100% attributable to the charge for leased space in the MaPS building as a result of the move out from Courthouse Square. Changes in other line items are primarily due to realignment of expenditures in accordance with new account definitions. For example: the reduction in the communications subcategory is the result of moving a contract for mail services from the postage account to an account in the contracted services subcategory, while the budget for membership in the State of Oregon cooperative purchase program was moved from contracted services to dues and memberships - an account found in the miscellaneous subcategory.

The decrease in Administrative Charges is consistent with other Central Service Department budgets that are allocated to the Finance Department.

MARION COUNTY FY 2011-12 BUDGET
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FUNDS

The Finance Department budget is part of the Central Services Fund.

Department Budget by Fund

Fund Name	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	% of Total
RESOURCES					
FND 580 Central Services	2,130,850	1,953,160	2,052,441	2,070,588	100.00%
TOTAL RESOURCES	2,130,850	1,953,160	2,052,441	2,070,588	100.0%
REQUIREMENTS					
FND 580 Central Services	2,130,850	1,953,160	2,052,441	2,070,588	100.00%
TOTAL REQUIREMENTS	2,130,850	1,953,160	2,052,441	2,070,588	100.0%

MARION COUNTY FY 2011-12 BUDGET
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KEY DEPARTMENT ACCOMPLISHMENTS

- Received Certificate of Award from the Government Finance Officers Association (GFOA) for excellence in financial reporting for the ninth consecutive year.
- Participated in the leasing, contracting and relocation process for the movement of staff from Courthouse Square to new locations. Successfully moved Finance Department staff and operations while maintaining critical operations.
- Developed general ledger account definitions to provide consistent use throughout the county, which will allow for improved financial reporting.
- In conjunction with information technology, human resources, benefits and project management personnel, the Finance Department was significantly involved in the successful completion of the Payroll Reconfiguration Project. This project involved detail analysis, development, conversion, coordination, and implementation of new Oracle functionality and improvements to current Oracle functionality in the payroll, human resource, and benefit modules.
- Participated in solicitation, selection, and contract development for three major capital projects - Assessor software replacement, Elections vote tally system and Courthouse Square Redevelopment project.
- Updated and implemented policy and procedure for county land sales and leasing arrangements.
- Expanded county P-Card use to all departments and provided related training.
- Prepared for and completed annual audit for Marion County and related service districts within critical deadlines while also developing the Comprehensive Annual Financial Report (CAFR).
- Implemented reorganization of Finance Department to improve services to departments and to the Board of Commissioners.
- Completed development of a federally-approved cost allocation plan that departments can use for reimbursement on certain grants.

MARION COUNTY FY 2011-12 BUDGET
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KEY INDICATORS

1: P-Card Transactions

Definition and Purpose

Marion County implemented a Procurement Card (P-Card) program in July, 2005. By policy, P-Cards were implemented to replace all other credit and revolving charge cards throughout the county. They are primarily to be used for the purchase of small dollar goods and services. The use of P-Cards is encouraged for several reasons: (1) lower cost per transaction than other purchase options, (2) rebate incentives provided by the vendor for achieving certain level of volume purchases, (3) greater level of internal control over purchases, and (4) improve consistency for purchases throughout the county. Reviewing the annual number of transactions and dollar volume of P-Card use is one way to monitor the success of the program goals.

Significance

This key indicator supports the county strategic priority for Operational Efficiency and Quality Service. As Marion County increases the number of transactions and dollar volume of purchases made with P-Cards, several efficiencies are gained. First, because the transaction cost of using a P-Card is lower than other purchase options, the county achieves greater efficiency with each transaction moved from other purchase options to a P-Card. Second, increasing P-Card use throughout the county will eventually produce reduced costs through the rebate program once the required volume is met. Finally, increased use of the P-Card for purchases ensures that a greater level of controls are involved in county procurements.

Data Units Fiscal Year

The data provided for this key indicator is: (1) Annual number of transactions, and (2) Annual dollar volume of transactions.

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
1,608 - \$288,083	3,227 - \$535,216	5,910 - \$798,879	5,932 - \$812,733

Explanation of Trends and Changes

The trend continues to show increased transaction counts and dollar volume of purchases through the P-Card program. To date, increases have come from both increases in number of P-Card users and movement of purchases from other options to the P-Card program. In order to achieve the P-Card goals, further increases will need to be achieved through increased use by current users. This will require additional analysis of non P-Card purchases to evaluate opportunities for movement to the P-Card process. For the calendar year 2010, Marion County achieved P-Card volume levels that produced a rebate of \$11,590. This is the first year that a rebate has been received.

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2: Invoices Processed

Definition and Purpose

Marion County Accounts Payable personnel at the department level enters invoices and associated costing information into the Financial Information Management System for accounting and payment purposes. Accounts Payable personnel in the Finance Department process the invoices for all departments for payment. This key indicator will provide a basis for analysis regarding both workload and process improvements.

Significance

This key indicator supports the county strategic priority for Operational Efficiency and Quality Service. The number of invoices processed is a workload indicator, but will be developed in future years to analyze for improvement opportunities such as: individual invoice purchases that could be made with P-Cards, reviewing invoices paid at the appropriate term, and reviewing invoices placed on hold for lack of complete information.

Data Units Calendar Year

The data provided for this key indicator is number of invoices processed annually.

CY 2008 Actual	CY 2009 Actual	CY 2010 Actual	CY 2011 Estimate
33,849	32,327	32,824	31,000

Explanation of Trends and Changes

Invoices processed decreased by over 1,500 from 2008 to 2009 primarily due to the full implementation of P-Cards at the county. We have been anticipating a greater reduction in invoice processing as we move more transactions to P-Cards. We will continue to seek for reductions in numbers of invoices processed as we promote increased P-Card usage, which should reduce cost per transaction and increase future rebates through the P-Card incentive program.

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Resources by Fund Detail

580 - Central Services	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Charges for Services						
341430 Copy Machine Fees	32	0	0	0	0	0
341999 Other Fees	100	150	0	0	0	0
344999 Other Reimbursements	0	30	0	0	0	0
345100 Sale of Capital Assets	3,002	12,052	2,923	3,000	3,000	3,000
345300 Surplus Property Sales	0	(155)	0	0	0	0
347101 Central Svcs to Other Agencies	0	33,166	30,794	32,513	32,513	32,513
347999 Svcs to Other Agencies Closed	33,293	0	0	0	0	0
Charges for Services Total	36,428	45,243	33,717	35,513	35,513	35,513
Admin Cost Recovery						
411600 Finance Allocation	1,961,422	1,869,617	1,978,473	1,993,474	1,993,474	1,993,474
Admin Cost Recovery Total	1,961,422	1,869,617	1,978,473	1,993,474	1,993,474	1,993,474
General Fund Transfers						
381100 Transfer from General Fund	96,900	0	0	0	0	0
General Fund Transfers Total	96,900	0	0	0	0	0
Other Fund Transfers						
381155 Xfr from Tax Title Land Sales	0	38,300	40,251	41,601	41,601	41,601
381999 Transfer from Other Funds	36,100	0	0	0	0	0
Other Fund Transfers Total	36,100	38,300	40,251	41,601	41,601	41,601
Central Services Total	2,130,850	1,953,160	2,052,441	2,070,588	2,070,588	2,070,588
Finance Grand Total	2,130,850	1,953,160	2,052,441	2,070,588	2,070,588	2,070,588

MARION COUNTY FY 2011-12 BUDGET
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FINANCE

Requirements by Fund Detail

580 - Central Services	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Personal Services						
Salaries and Wages						
511020 Salaries and Wages Budget Only	0	0	(38,000)	0	0	0
511110 Regular Wages	992,150	907,046	1,100,565	1,048,322	1,048,322	1,048,322
511120 Temporary Wages	465	3,155	0	0	0	0
511130 Vacation Pay	52,799	52,927	0	0	0	0
511140 Sick Pay	34,211	31,888	0	0	0	0
511150 Holiday Pay	49,696	45,570	0	0	0	0
511160 Comp Time Pay	53	2,072	0	0	0	0
511210 Compensation Credits	58,865	46,787	47,680	42,344	42,344	42,344
511240 Leave Payoff	739	2,714	0	0	0	0
511410 Straight Pay	4	85	0	0	0	0
511420 Premium Pay	344	1,243	0	850	850	850
Salaries and Wages Total	1,189,326	1,093,488	1,110,245	1,091,516	1,091,516	1,091,516
Fringe Benefits						
512010 Fringe Benefits Budget Only	0	0	(20,000)	0	0	0
512110 PERS	156,516	115,736	132,048	169,053	169,053	169,053
512120 401K	19,781	18,198	18,807	18,822	18,822	18,822
512130 PERS Debt Service	49,504	55,443	40,189	50,839	50,839	50,839
512140 PERS Rate Subsidy	0	0	0	(31,752)	(31,752)	(31,752)
512200 FICA	89,488	82,637	86,502	81,977	81,977	81,977
512310 Medical Insurance	211,683	214,398	238,032	246,024	246,024	246,024
512320 Dental Insurance	25,382	24,733	27,588	28,296	28,296	28,296
512330 Group Term Life Insurance	4,277	3,884	3,444	3,145	3,145	3,145
512340 Long Term Disability Insurance	3,404	4,089	6,855	6,751	6,751	6,751
512400 Unemployment Insurance	4,766	4,391	4,593	5,126	5,126	5,126
512520 Workers Comp Insurance	508	466	540	510	510	510
512600 Wellness Program	799	723	712	713	713	713
512610 Employee Assistance Program	598	545	540	493	493	493
512700 County HSA Contributions	3,300	600	100	0	0	0
Fringe Benefits Total	570,006	525,843	539,950	579,997	579,997	579,997
Personal Services Total	1,759,332	1,619,331	1,650,195	1,671,513	1,671,513	1,671,513
Materials and Services						
Supplies						
521010 Office Supplies	4,136	5,777	10,600	6,990	6,990	6,990
521070 Departmental Supplies	6,924	3,740	7,750	4,900	4,900	4,900

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580 - Central Services	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Materials and Services						
521080 Food Supplies	32	289	200	0	0	0
521190 Publications	1,432	371	500	870	870	870
Supplies Total	12,523	10,177	19,050	12,760	12,760	12,760
Materials						
522150 Small Office Equipment	6,446	627	850	850	850	850
522170 Computers Non Capital	2,194	0	500	500	500	500
522180 Software	940	1,689	0	1,000	1,000	1,000
Materials Total	9,580	2,315	1,350	2,350	2,350	2,350
Communications						
523010 Telephone Equipment	125	0	0	0	0	0
523050 Postage	9,785	9,359	10,250	1,200	1,200	1,200
523060 Cellular Phones	722	723	720	720	720	720
Communications Total	10,632	10,082	10,970	1,920	1,920	1,920
Utilities						
524090 Garbage Disposal and Recycling	0	2,843	4,000	1,000	1,000	1,000
Utilities Total	0	2,843	4,000	1,000	1,000	1,000
Contracted Services						
525150 Audit Services	76,138	76,290	80,500	81,100	81,100	81,100
525153 Fiscal Agent Services	1,550	1,550	0	0	0	0
525177 Employment Agencies	0	0	30,000	0	0	0
525450 Subscription Services	1,286	130	350	0	0	0
525710 Printing Services	10,509	5,969	9,750	6,200	6,200	6,200
525715 Advertising	14,241	9,869	14,000	9,000	9,000	9,000
525735 Mail Services	1,368	1,596	1,500	10,500	10,500	10,500
525740 Document Disposal Services	152	0	0	0	0	0
525999 Other Contracted Services	10,572	14,622	17,300	1,000	1,000	1,000
Contracted Services Total	115,816	110,026	153,400	107,800	107,800	107,800
Repairs and Maintenance						
526010 Office Equipment Maintenance	0	689	750	750	750	750
526021 Computer Software Maintenance	2,625	0	3,000	3,050	3,050	3,050
526030 Building Maintenance	1,530	1,805	2,584	1,500	1,500	1,500
Repairs and Maintenance Total	4,155	2,494	6,334	5,300	5,300	5,300
Rentals						
527120 Motor Pool Mileage	1,324	863	1,000	900	900	900
527130 Parking	0	26	0	0	0	0
527210 Building Rental Private	0	0	0	76,667	76,667	76,667
527300 Equipment Rental	3,998	4,325	4,500	4,434	4,434	4,434
Rentals Total	5,323	5,215	5,500	82,001	82,001	82,001

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580 - Central Services	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Materials and Services						
Miscellaneous						
529110 Mileage Reimbursement	181	139	600	250	250	250
529130 Meals	53	0	800	700	700	700
529140 Lodging	1,449	1,195	1,500	1,500	1,500	1,500
529210 Meetings	0	0	0	350	350	350
529220 Conferences	2,307	1,516	3,750	3,500	3,500	3,500
529230 Training	845	3,077	4,350	5,350	5,350	5,350
529300 Dues and Memberships	2,695	2,266	2,400	7,720	7,720	7,720
529650 Pre Employment Investigations	0	15	100	270	270	270
Miscellaneous Total	7,530	8,208	13,500	19,640	19,640	19,640
Materials and Services Total	165,559	151,360	214,104	232,771	232,771	232,771
Administrative Charges						
611100 County Admin Allocation	13,059	12,118	17,505	18,631	18,631	18,631
611110 Governing Body Allocation	5,874	6,450	0	0	0	0
611210 Facilities Mgt Allocation	24,376	24,115	25,822	0	0	0
611220 Custodial Allocation	13,893	12,699	13,413	12,334	12,334	12,334
611230 Courier Allocation	1,111	1,352	1,200	775	775	775
611250 Risk Management Allocation	8,495	3,979	3,973	3,619	3,619	3,619
611255 Benefits Allocation	0	0	5,022	5,850	5,850	5,850
611260 Human Resources Allocation	27,534	25,738	21,360	21,500	21,500	21,500
611300 Legal Services Allocation	9,960	8,860	8,891	10,651	10,651	10,651
611400 Information Tech Allocation	34,464	29,751	34,863	50,895	50,895	50,895
611410 FIMS Allocation	11,328	16,712	16,232	19,185	19,185	19,185
611420 Telecommunications Allocation	5,186	6,090	4,294	6,878	6,878	6,878
611700 Utilities Allocation	15,579	15,341	18,386	0	0	0
611800 MCBEE Allocation	0	3,865	3,581	1,486	1,486	1,486
614100 Liability Insurance Allocation	29,100	8,200	7,200	7,700	7,700	7,700
614200 WC Insurance Allocation	6,000	7,200	6,400	6,800	6,800	6,800
Administrative Charges Total	205,959	182,470	188,142	166,304	166,304	166,304
Central Services Total	2,130,850	1,953,160	2,052,441	2,070,588	2,070,588	2,070,588
Finance Grand Total	2,130,850	1,953,160	2,052,441	2,070,588	2,070,588	2,070,588