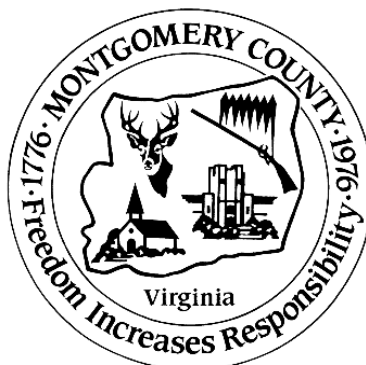
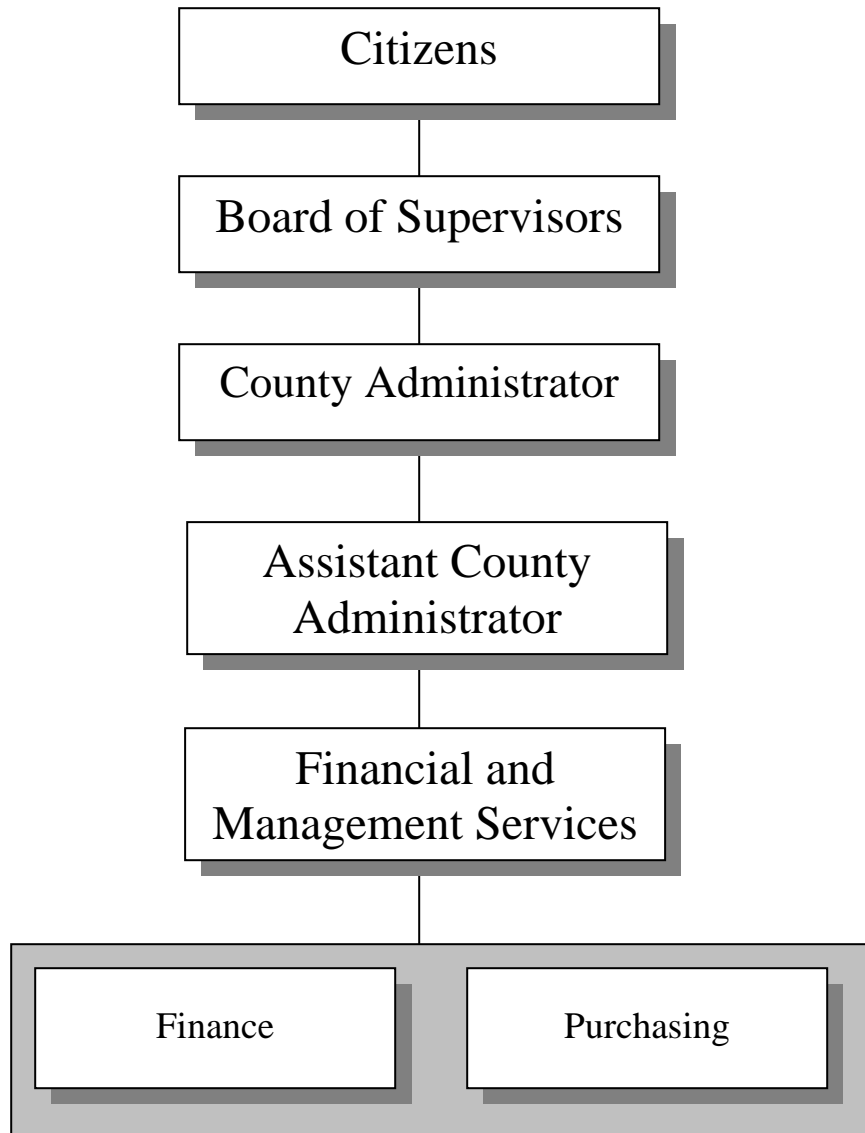


FINANCIAL AND MANAGEMENT SERVICES



FINANCIAL AND MANAGEMENT SERVICES

Budget Summary

	FY 09 Revised	FY 09 Actual	FY 10 Approved	FY 11 Base	+	FY 11 Addenda	=	FY 11 Recommended	Change App 10/ Rec 11
EXPENDITURES BY DEPARTMENT									
Finance	\$ 721,438	\$ 652,917	\$ 721,171	\$ 730,819	\$	-	\$	730,819	\$ 9,648
Purchasing	\$ 148,408	\$ 142,078	\$ 148,234	\$ 150,744	\$	-	\$	150,744	\$ 2,510
TOTAL EXPENDITURES	\$ 869,846	\$ 794,995	\$ 869,405	\$ 881,563	\$	-	\$	881,563	\$ 12,158
EXPENDITURES BY CLASSIFICATION									
Personal Services	\$ 738,100	\$ 689,891	\$ 717,551	\$ 729,709	\$	-	\$	729,709	\$ 12,158
Operations & Maintenance	\$ 123,793	\$ 102,534	\$ 151,854	\$ 151,854	\$	-	\$	151,854	\$ -
Capital Outlay	\$ 7,953	\$ 2,570	\$ -	\$ -	\$	-	\$	-	\$ -
TOTAL EXPENDITURES	\$ 869,846	\$ 794,995	\$ 869,405	\$ 881,563	\$	-	\$	881,563	\$ 12,158
REVENUE BY CLASSIFICATION									
Local Recovered Costs	\$ 125,000	\$ 90,983	\$ 125,000	\$ 125,000	\$	-	\$	125,000	\$ -
TOTAL DESIGNATED REVENUE	\$ 125,000	\$ 90,983	\$ 125,000	\$ 125,000	\$	-	\$	125,000	\$ -
TOTAL UNDESIGNATED REVENUE	\$ 744,846	\$ 704,012	\$ 744,405	\$ 756,563	\$	-	\$	756,563	\$ 12,158
TOTAL REVENUES	\$ 869,846	\$ 794,995	\$ 869,405	\$ 881,563	\$	-	\$	881,563	\$ 12,158
Total Authorized Personnel (FTE)	10.5	10.5	10.5	10.5		0		10.5	

FINANCIAL AND MANAGEMENT SERVICES

Division Description

The Financial and Management Services Division is responsible for ensuring the integrity of public funds by developing and monitoring compliance with internal controls and financial policies and procedures. The division is responsible for payroll, accounts payable, risk management, purchasing, and budgeting, including the development and administration of the County's operating budget and Capital Improvement Program (CIP). The Division also provides County Administration with financial reports on County operations. In addition to County finance functions, the Public Service Authority's billing, collection, and customer service functions are also performed in this office.

Base Budget Discussion

The base budget is the estimated minimum cost for providing continued services/operations for each division/department. It is based on the prior year approved budget with adjustments. This budget shows how much it would cost in the next fiscal year to operate the same programs approved in the current fiscal year.

- Base Salary and Fringe Benefit Adjustments – The base budget includes funding for a 12% increase for health insurance, a 5% increase in Virginia Retirement System (VRS) rates, a 40% increase in group life insurance rates, and a 250% increase in unemployment insurance rates. All other fringe benefit rates remain unchanged for FY 11.

Addenda and Reduction Discussion

Addenda consist of dollars over and above the base budget target for operating and capital. Recommended addenda items are generally for new and/or expanded services/initiatives. Reductions reflect dollars reduced in revenue and/or expense necessary to address a shortfall in the general fund revenue.

- No Addenda Added

FINANCIAL AND MANAGEMENT SERVICES

Department Description and Financial Data

Finance

The finance function maintains accounting records related to the County's financial system and prepares and distributes monthly expenditure reports. This area also processes invoices for payment, payroll, and all State, Federal and IRS earnings-related forms. In addition, the Finance Department performs billing, collection, and customer service functions for the Public Service Authority. This division also develops and monitors the County's budget and Capital Improvement Program (CIP).

	<u>FY 09 Revised</u>	<u>FY 09 Actual</u>	<u>FY 10 Approved</u>	<u>FY 11 Base</u>	+	<u>FY 11 Addenda</u>	=	<u>FY 11 Recommended</u>	<u>Change App 10/ Rec 11</u>
EXPENDITURES BY DEPARTMENT									
Finance	\$ 721,438	\$ 652,917	\$ 721,171	\$ 730,819		\$ -		\$ 730,819	\$ 9,648
Authorized Personnel (FTEs)	8.5	8.5	8.5	8.5		0		8.5	

Purchasing

The Purchasing Department assists other County departments with purchases of \$2,500 or more on an as-needed basis. Formal Invitations for Bid and Requests for Proposal are developed, issued and awarded through this department in accordance with the Virginia Public Procurement Act. Purchase orders are issued upon award of the solicitations.

	<u>FY 09 Revised</u>	<u>FY 09 Actual</u>	<u>FY 10 Approved</u>	<u>FY 11 Base</u>	+	<u>FY 11 Addenda</u>	=	<u>FY 11 Recommended</u>	<u>Change App 10/ Rec 11</u>
EXPENDITURES BY DEPARTMENT									
Purchasing	\$ 148,408	\$ 142,078	\$ 148,234	\$ 150,744		\$ -		\$ 150,744	\$ 2,510
Authorized Personnel (FTEs)	2	2	2	2		0		2	