

FY 2013 Revenue Worksheet

Unit	Department	Acct	Account Title	2009 Final	2010 Final	2011 Final	2012 Amended Budget	2012 YTD Revenue	2013 Projected Revenue	Increase / (Decrease)
1510	FINANCIAL ADMINISTRATION	31.1350	Railroad equipment	5,792	6,016	6,914	6,000	-	4,000	(2,000)
		31.1750	Television cable	294,868	315,211	327,987	325,000	4,801	325,000	-
		31.3100	LOST local option sales	5,603,960	5,888,392	5,920,848	5,915,000	1,627,176	6,000,000	85,000
		31.3250	SPLOST-PRO RATA PRE 2002	-	37,732	11,471	-	1,627	-	-
		31.3251	SPLOST/ LOST Pro Rata	-	-	-	-	-	-	-
		31.4200	Alcoholic bev excise tax	237,513	233,989	226,197	230,000	73,969	225,000	(5,000)
		31.6200	Insurance premium taxes	-	-	-	-	-	-	-
		31.6300	Financial institution tax	65,619	62,060	79,197	63,000	-	63,000	-
		31.8020	State FICA reimbursemnt	-	-	-	-	-	-	-
		32.1100	ALCOHOLIC BEV LICENSE B/W	6,525	6,525	-	-	-	-	-
		32.1190	WHOLESALE B/W LICENSES	100	100	-	-	-	-	-
		32.2990	Other	-	-	-	-	-	-	-
		33.0000	Intergovernmentl revenues	-	227,048	-	-	-	-	-
		34.1323	Impact Fees	-	-	-	-	-	-	-
		34.1400	Printing & duplicating	-	-	-	-	-	-	-
		34.9300	Bad check fees	-	-	60	-	-	-	-
		36.1091	Interest- Other- GEN FUND	17,382	6,080	10,026	7,300	962	7,300	-
		36.1092	Interest- Other- LGIP	204,001	44,280	32,043	40,000	5,540	20,000	(20,000)
		36.1093	PAYROLL ACCOUNT INTEREST	1,135	318	306	300	102	300	-
		38.9010	Misc rev- copies	2,817	-	-	-	-	-	-
		38.9017	REFUNDS--MISC REVENUE	1,390	-	-	-	-	-	-
		38.9020	Reimbursement- expenses	38	25	2	-	42	-	-
		38.9040	Restitution	-	-	351	-	-	-	-

FY 2013 Revenue Worksheet

Unit	Department	Acct	Account Title	2009 Final	2010 Final	2011 Final	2012 Amended Budget	2012 YTD Revenue	2013 Projected Revenue	Increase / (Decrease)
		38.9090	Other	25,593	15,461	8,462	8,500	833	-	(8,500)
Totals for FINANCIAL ADMINISTRATION				6,466,733	6,843,236	6,623,864	6,595,100	1,715,052	6,644,600	49,500
Total Rev Budget				6,466,733	6,843,236	6,623,864	6,595,100	1,715,052	6,644,600	49,500

FY 2013 Departmental Worksheet

Date: 12/1/2011

Budget Unit	Exp Class	Account	Account Title	2009 Final	2010 Final	2011 Final	2012 YTD Amended	2012 YTD Expenditures	2013 Budget Request	Increase / (Decrease)
125 1510 FINANCIAL ADMINISTRATION										
1510	51.0000	51.1100	Regular employees	73,943.00	80,303.81	79,997.12	80,304.48	31,075.80	80,304.48	0.00
		51.2100	Group insurance	6,315.44	8,380.74	10,282.39	6,804.81	2,281.62	8,829.13	2,024.32
		51.2200	FICA contributions	4,541.92	4,774.02	4,703.94	4,978.88	1,840.20	4,978.88	0.00
		51.2300	Medicare	1,062.18	1,117.21	1,099.47	1,164.41	430.71	1,164.41	0.00
		51.2410	DEFINED CONTRIBUTION	6,186.98	7,167.03	7,888.22	8,356.29	5,870.81	8,522.20	165.91
		51.2700	Workers compensation	275.41	474.19	300.66	340.72	67.33	457.10	116.38
Class Total				92,324.93	102,217.00	104,271.80	101,949.59	41,566.47	104,256.20	2,306.61
	52.0000	52.1220	Auditing & accounting	220,272.49	113,079.01	121,773.20	114,500.00	84,500.00	105,000.00	(9,500.00)
		52.1230	Consulting/CONTRACTED SVC	17,453.10	9,473.26	17,282.96	19,780.00	13,490.38	21,500.00	1,720.00
		52.2240	R & M - Service agreemnts	127.36	240.25	1,802.01	3,675.00	1,027.85	2,054.00	(1,621.00)
		52.2320	Rental of equip/vehicles	920.00	1,605.00	1,528.25	2,880.00	1,227.25	2,000.00	(880.00)
		52.3200	Communications	3,776.21	4,070.91	4,363.07	4,865.00	2,420.91	4,565.00	(300.00)
		52.3300	Advertising	1,137.50	1,378.85	1,230.63	2,650.00	703.76	2,000.00	(650.00)
		52.3400	Printing and binding	428.28	206.27	285.07	400.00	190.64	375.00	(25.00)
		52.3500	Travel	2,860.25	2,435.90	508.08	3,415.00	714.95	2,130.00	(1,285.00)
		52.3600	Dues and fees	264.23	1,685.77	298.84	1,195.00	1,559.16	1,785.00	590.00
		52.3606	INTEREST, PEN & BANK FEE	1,543.80	0.00	0.00	250.00	87.93	300.00	50.00
		52.3700	Education and training	7,722.50	5,308.52	935.00	5,675.00	1,312.55	6,975.00	1,300.00
Class Total				256,505.72	139,483.74	150,007.11	159,285.00	107,235.38	148,684.00	(10,601.00)
	53.0000	53.1100	Gen. supplies / materials	5,109.05	6,128.90	2,860.22	4,800.00	2,380.60	5,800.00	(1,000.00)
		53.1400	Books & periodicals	990.15	445.00	374.03	900.00	1,620.91	1,700.00	800.00
		53.1600	Small equipment	0.00	2,569.56	247.98	0.00	0.00	0.00	0.00
		53.1700	OTHER- UNIFORMS PURCHASE	280.00	0.00	0.00	0.00	0.00	0.00	0.00
Class Total				6,379.20	9,143.46	3,482.23	5,700.00	4,001.51	7,500.00	1,800.00
Total for FINANCIAL ADMINISTRATION				355,209.85	250,844.20	257,761.14	268,684.59	156,301.85	260,440.20	(6,494.39)

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2013

Fund: 100
Department Name : Finance Administration and Accounting
Budget Unit: 1510 and 1512

List out and briefly describe the issues facing the department in FY2011 which could significantly impact your budget.

Changes in legislative mandates require qualified personnel to manage the finances of Walton County requiring additional training. Additional contractual obligations also require additional training for current staff and possibly changes to software or additional software. American Recovery and Reinvestment Act has created a number of compliance issues and requires the generation of additional reports and and document compliance with the conditions and stipulations the County is required to follow as a result.

Several new GASB pronouncement will change accounting requirements and increase workload.

The addition of the DFAC building will require changes to and additional reports, reconciliation and record keeping, increasing workload. Changes in payroll requirements require additional training of staff to ensure the County stays in compliance with IRS regulations and the changes in State of Georgia payroll related issues. Changes to W-2, compliance with various payroll and benefits laws.

Mission, Goals and Objectives Fiscal Year 2013

Fund: 100
Department Name : Financial Administration and Accounting
Budget Unit: 1510 and 1512

Mission Statement

The mission of Finance Administration and Accounting is to provide accurate financial information in a timely manner and to preserve enhance and provide accountability for the County's financial resources. To provide high level of service to our customers including taxpayers county departments, and county vendors in a professional, fair, and consistent manner.

Goals

To account for county revenues and expenditures accurately by adhering to generally accepted accounting principles.
To provide information to County Commissioners, and Department Heads to help them make resource allocation decisions, assess services and evaluate the County's ability to provide these services.

Objectives

Ensure timely and accurate issuance of obligations to vendors
Accurately records revenues received for proper account and fund destination
Provide financial information useful to those making resource allocation decisions
Prepare and record County transactions in accordance with governmental accounting standards
Assist auditors in reporting County's financial position in accordance with current governmental accounting standards, Federal and State requirements
Accurately process and distribute payroll

PERFORMANCE MEASURES
Fiscal Year 2013

Fund: 100
Department Name : Finance/Accounting
Budget Unit: 1510/1512

Please list Performance Measures

Type of Measure	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Y-T-D	FY 2013 Estimated
Number of Funds recociled monthly	25	29	28	28	28	32*
Number of Cash Accounts Reconciled Monthly	19	49	49	50	52	57*
Number of accounts payable check issued annually**		7066	7784	6584	3742	6700
Number of payroll checks issued annually **		17351	17617	17399	9064	17464
* 3 new funds due to DFAC building/1 fund sewer treatment plant						
** Includes void checks reissued						

**UNSCHEDULED OVERTIME
Fiscal Year 2013**

Fund: 100
Department Name: Finance and Accounting
Budget Unit: 1510 and 1512

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Payroll	1	80	16.00	1,280.00
A/P Technician	2	60	18.00	1,080.00
Accounting Associate Sr	1	80	19.00	1,520.00
Accounting Associate	1	80	18.00	1,440.00
Total Unscheduled OT				5,320.00

Justification: Attach additional pages if necessary.

Overtime occurs during audit and budget seasons in order to complete daily tasks along with tasks associated with the audit and budget creation

Addition of Funds and Cash accounts resulting from DFAC building will require additional overtime during audit and budget cycles.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Maintenance, Service, Lease Agreements and Contracts Fiscal Year 2013

Fund: 100
Department Name: Finance Administration
Budget Unit: 1510

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2012	Number months in FY 2012	Total FY 2012 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
E-time Card Processing	SandData	Continuation	12	744.00	To upload time from Public Works	52.1230	Consulting/Contracted Services
ADP Payroll Processing	ADP	Continuation	12	12,000.00	To process Public Works /E911	52.1230	Consulting/Contracted Services
Postage	Hasler/ALT	Continuation	12	4,265.00	Share of postage machine	52.3200	Communications
Copier	Milner	Continuation	12	2,000.00	Share of copier R&M	52.2240	Service Agreements
Post retirement acuarial	CBIZ	Continuation	12	7,230.00	Legislative Mandate	52.1230	Consulting
Postage Machine	Newpost USA Inc	Continuation	12	1,800.00	Share Postage Machine Rental	52.2320	Rental of Equipment

Additional Details as needed: Cost of postage increased last year and are expected to increase in the coming FY 2013. Added E911 to ADP
 Postage increased by a penny per first class letter
 Contracts increased in FY 12 and are expected to increase in FY 2012 amount of increase is not known at this time.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Accounting and Auditing Contracts Fiscal Year 2013

Fund: 100
Department Name: Finance Administration
Budget Unit: 1510

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2012	Number months in FY 2012	Total FY 2012 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Annual Audit	Maudling & Jenkins	Continuation	12	99,000.00	Legislative Mandate	52.1220	Auditing & Accounting
Arbitrage	Bindham	Continuation	12	6,000.00	Arbitrage/Legislative Mandate	52.1220	Auditing & Accounting

Additional Details as needed:

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Hardware Software Request

Fiscal Year 2013

Fund: 100
Department Name: Finance
Budget Unit: 1510

Rank: 1 of 1

New or Replacement: Update and add inventory module

Useful Life: Indefinite

Estimated Purchase Date: July for upgrade/December for inventory installation

Cost of Hardware or Software: 11000 for Inventory module, \$16,180 for the upgrade of system
Includes installation, training, and first years maintenance

Description and Location
Software to update the current accounting package with Pentemation to version 4.3
Software update to add inventory modul to track inventory in Public Works and Water Departments.
Justification:
Current accounting software has not been updated in some time and it should increase the flexibility of the software.
Public Works and Water Departments have considerable amounts of inventory. Currently inventory is being tracked on spreadsheets and reports
sent to finance have to keyed in by hand. Inventory software will allow inventory to be tracked from time of purchase/reciept to the time it is put in the
ground or vehicle on the system which will allow for more accurate inventory reports at the end of each month and at year end as required by the auditors
An automated inventory system is a best practice as well.

Hardware Software Request Fiscal Year 2013

	Check One		
This hardware/software benefit, either directly or indirectly?	Entire Community for upgrade and Water & Public Works for Inventory	A target limited group	Government Departments
Does this require additional training? If so, what is estimated cost?		Yes	No
Does it support or encourage current business and industry? If so, how?		No	No
Is this request a result of a legal mandate by Federal or State law or regulation? Explain		No	No
It has been recommended by auditors and is a best practice for controlling inventory loss and ensuring the County' inventory number are correct.			
Funding Source (check those that apply):			
<input type="checkbox"/>	General Fund		
<input type="checkbox"/>	Grant		
<input type="checkbox"/>	SPLOST		
<input type="checkbox"/>	Impact Fees		
<input type="checkbox"/>	Enterprise Fund		
<input type="checkbox"/>	Special Revenue Fund		
<input type="checkbox"/>	Other - Explain		
		Finance Use Only:	
		Date	
		Initiale Request Received	_____
		Initial Request Entered	_____
		Budget Request Presented	_____
		Recommended Budget Entered	_____
		Review by Finance	_____