

**KEY WORKPLAN ITEMS**

1. Provide full range of accounting services for County Departments, James City Service Authority and other agencies for which the County serves as a fiscal agent
2. Prepare the Comprehensive Annual Financial Report
3. Process timely and accurate payroll, including benefit reconciliations and W-2s forms
4. Process timely and accurate vendor payments and 1099 forms
5. Maintain general ledger to show assets, liabilities, income and expenses including monthly and annual financial statements
6. Review purchasing card transactions for appropriate charges
7. Inventory capital assets
8. Oversee grants to ensure fiscal compliance

**BUDGET SUMMARY**

		FY 11 Adopted		FY 12 Plan		FY 12 Adopted
Personnel	\$	487,087	\$	492,801	\$	472,825
Operating		21,268		24,268		24,400
Received from JCSA, etc.		(358,029)		(358,029)		(372,431)
Total	\$	<u>150,326</u>	\$	<u>159,040</u>		<u>124,794</u>

**PERSONNEL**

Full-time Personnel	8	8	8
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**PERFORMANCE MEASURES**

	FY 09 Actual	FY 10 Actual	FY 11 Adopted	FY 12 Adopted
# Invoices processed	27,375	24,949	25,500	25,500
# Payroll checks issued	31,305	30,608	31,000	31,000
# Purchasing card transactions	16,876	15,294	15,000	15,500

**BUDGET COMMENTS**

This Division charges for its services to the Service Authority, Regional Jail, Williamsburg Area Transit Authority, Colonial Community Corrections and Regional Juvenile Detention facility. This Division also provides fiscal agent services to the Olde Towne Medical Center and the County's Economic Development Authority. Staff turnover accounts for overall reduced funding.