

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-2 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. Inventory capital assets
7. Oversee grants to ensure fiscal compliance

BUDGET SUMMARY

		FY 13 Adopted	FY 14 Plan	FY 14 Adopted
Personnel	\$	506,502	\$ 506,971	\$ 493,461
Operating		31,600	30,500	32,200
Capital		1,500	-	-
Received from JCSA, etc.		(371,846)	(371,823)	(374,527)
Total	\$	<u>167,756</u>	<u>\$ 165,648</u>	<u>151,134</u>

PERSONNEL

Full-time Personnel	8	8	8
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PERFORMANCE MEASURES

	FY 11 Actual	FY 12 Actual	FY 13 Adopted	FY 14 Adopted
# Invoices processed	25,385	25,500	25,500	25,500
# Payroll checks issued	30,252	32,000	31,000	31,000
# Purchasing card transactions	15,773	15,500	15,500	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. This budget provides for a continuation in the current level of service.