

**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. Inventory capital assets
7. Oversee grants to ensure fiscal compliance

**BUDGET SUMMARY**

		FY 12 Adopted	FY 13 Adopted	FY 14 Plan
Personnel	\$	472,825	\$ 506,502	\$ 506,971
Operating		24,400	31,600	30,500
Capital		-	1,500	-
Received from JCSA, etc.		(372,431)	(371,846)	(371,823)
Total	\$	<u>124,794</u>	<u>167,756</u>	<u>165,648</u>

**PERSONNEL**

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

	FY 11 Actual	FY 12 Projected	FY 13 Adopted	FY 14 Plan
# 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. Funds have been included for software maintenance and additional temporary hours for FY2013 to assist with preparation for the audit because of known planned staff absences.