

**KEY WORKPLAN ITEMS**

1. Lead the divisions of Accounting, Purchasing, Real Estate Assessments and Information Resources Management to work collaboratively to achieve the County's mission, vision, values and priorities, oversee long and short term planning and ensure services are provided efficiently and effectively
2. Provide financial planning and capital financing advice to the County Administrator and the Board and manage financial policies and procedures to maintain highest bond rating available
3. Prepare annual operating budget for the County's general fund, special revenue funds and multi-year capital improvement program
4. Evaluate capital financing options and provide those alternatives to the County Administrator with recommendations
5. Review County insurance coverage and limits to manage risk
6. Respond to initial insurance claims within 24 hours of receipt
7. Reduce risk through onsite evaluation, safety procedure review and training
8. Provide in-house mail and courier services

**BUDGET SUMMARY**

	FY 11 Adopted	FY 12 Plan	FY 12 Adopted
Personnel	\$ 612,096	\$ 617,510	\$ 556,599
Operating	436,462	336,962	338,000
Other	(82,616)	(82,616)	(82,616)
Total	\$ <u>965,942</u>	\$ <u>871,856</u>	\$ <u>811,983</u>

**PERSONNEL**

Full-time Personnel	7	7	6
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**PERFORMANCE MEASURES**

	FY 09 Actual	FY 10 Actual	FY 11 Adopted	FY 12 Adopted
Worker's Compensation experience modifier	.66	.72	.63	.65
Total cost of risk as a % of total budget	.16	.15	.15	.14
Rating issued by Standard and Poor's	AA+	AA+	AA+	AAA

**BUDGET COMMENTS**

This budget provides for the County's property and liability insurance coverage and annual audit services of financial statements. This budget includes the reallocation of a position to the Purchasing office to handle the increased workload associated with the provision of procurement services to the School Division as part of a shared services agreement.