

**Lead Agency:** County Management

**Program Contact:** Cara Fitzpatrick

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The General Ledger (GL) program manages central financial accounting and reporting, including the annual external financial audit, audit of the County's expenditures of Federal awards, Federal cost allocation plan, contract fiscal compliance over grants as well as general accounting support and assistance Countywide.

### Program Description

The GL program supports and monitors the County's financial accounting activity by performing regular accounting functions, including account reconciliations, review / approval of accounting transactions and preparing required financial reports. The primary product is the County's Comprehensive Annual Financial Report (CAFR), which includes all activities associated with the required annual external financial audits. The CAFR earns the Government Finance Officer's Association (GFOA) award annually for excellence in financial reporting. This award indicates management has prepared financials meeting the reporting standards and requirements noted by GFOA. Approximately 3% of government entities in the US receive this award annually. The program's fiscal compliance (FC) unit performs site reviews and financial statement analyses on County human service contracts in order to maintain compliance with Federal, State and County laws and regulations. GL also prepares the County's cost allocation plans needed to recover central and departmental overhead and administrative costs. Maintaining internal controls and the chart of accounts are also performed by GL.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	# of properly stated balance sheet accounts per review of external auditors	191	181	187	187
Outcome	% of properly stated balance sheet accounts per review of external auditors	100.0%	95.0%	98.0%	98.0%
Output	# of Human Service providers actively monitored by Fiscal Compliance	125	80	130	140
Outcome	% of external auditor recommendations successfully implemented in a fiscal year	76.0%	60.0%	75.0%	75.0%

### Performance Measure - Description

**Output:** In the County's external financial audit, the auditors will analyze and audit our general ledger accounts. Fewer general ledger accounts identified with misstatements will indicate a high degree of accuracy in the financial statements.

**Outcome:** In the annual external audit, the auditors review and analyze the general ledger. A higher % of accurately stated accounts indicates fewer misstatements in the CAFR.

**Output:** FC unit performs financial reviews and issues reports primarily on County funded human services (HS) contracts. Central FC is a newer but growing program. In FY2010 two additional staff were added to the FC work unit.

**Outcome:** In the County's external financial audit, the auditors provide recommendations to management on noted areas of improvement. A high percent of auditor recommendations successfully addressed indicates a greater degree of internal control and management review over the County's financial data.

## Legal/Contractual Obligation

Oregon Revised Statutes(ORS), Ch. 297~Audits of Public Funds and Financial Records requires governments to have an external audit and submitted to the Secretary of State - Audits Division. The Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments & Non-Profit Organizations) requires entities expending Federal funds over \$500,000 in a fiscal year to have a single audit of Federal awards. Also per A-133, Federal funds that are passed on to other organizations (such as non-profits) must perform subrecipient monitoring on those contracts funded with pass-through dollars. OMB A-87 (Cost Principles for State, Local & Indian Tribal Governments) requires organizations to publish an approved indirect cost allocation plan for any indirect or administrative costs allocated to Federal awards.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2010	2010	2011	2011
Personnel	\$919,383	\$0	\$925,158	\$0
Contracts	\$0	\$0	\$1,100	\$0
Materials & Supplies	\$22,971	\$0	\$24,100	\$0
Internal Services	\$112,074	\$0	\$121,204	\$0
<b>Total GF/non-GF:</b>	<b>\$1,054,428</b>	<b>\$0</b>	<b>\$1,071,562</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,054,428</b>		<b>\$1,071,562</b>	
Program FTE	9.78	0.00	9.78	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$0	\$14,842	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,842</b>	<b>\$0</b>

## Explanation of Revenues

Program is supported by General Fund revenues. Personnel costs for this program are included in the County's indirect cost allocation plan.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72009A, FRM - General Ledger

The GL program offer has changed from the prior year with the addition of two finance specialist seniors to the Fiscal Compliance Unit. These two positions were presented in the FY2010 budget as a separate program offer - 72025. This program offer was approved and adopted with the FY2010 budget and therefore added two staff to the Fiscal Compliance unit.