



ACCOUNTING DEPARTMENT

GENERAL LEDGER AND ACCOUNTING – 06GS

PURPOSE:

Provide timely and accurate financial reports for the use of the public, elected officials, County management and departments. To ensure that Departments are properly recording, tracking, and disposing of fixed assets in accordance with administrative instructions and state laws.

SERVICES PROVIDED:

- Preparation of the County’s Comprehensive Annual Financial Report.
- Accurate and timely reporting of expenditures and appropriations in a format that allows departments to efficiently manage expenditures against budget. Timely billing and collection of Special Assessment Districts and miscellaneous accounts due to the County.

GENERAL LEDGER 06GS EXPENDITURES BY CATEGORY:

| | Actuals FY 2004 | Actuals FY 2005 | Estimated FY 2006 | Budget FY 2007 | % Budget Var | Budget FY 2008 | % Var |
|------------------------------------|--------------------|--------------------|----------------------|-------------------|-----------------|-------------------|-----------|
| Salaries and Benefits | 707,718 | 733,196 | 856,708 | 788,278 | -8% | 795,146 | 1% |
| Office Expense | 10,379 | 9,912 | 9,392 | 11,975 | 28% | 11,975 | 0% |
| Operating Expense | 4,082 | 2,114 | 4,236 | 5,485 | 29% | 5,485 | 0% |
| Technical and Professional Expense | 1,642 | - | - | - | 0% | - | 0% |
| Carryovers | 642 | 922 | 2,184 | - | -100% | - | 0% |
| PROG EXPENDITURES TOTAL | 724,463 | 746,143 | 872,519 | 805,738 | -8% | 812,606 | 1% |

FUNDING SOURCE SUMMARY

| | | | | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|------------|----------------|-----------|
| General Fund Contribution | 724,463 | 746,143 | 872,519 | 805,738 | -8% | 812,606 | 1% |
| PROG FUNDING SOURCE TOTAL | 724,463 | 746,143 | 872,519 | 805,738 | -8% | 812,606 | 1% |

| | | | | | | | |
|---------------------------------|----|----|----|----|----|----|----|
| Authorized Full-time Equivalent | 12 | 12 | 12 | 13 | 8% | 13 | 0% |
|---------------------------------|----|----|----|----|----|----|----|

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Completed and submitted the Fiscal Year 2005 Comprehensive Annual Financial Report to the Office of the State Auditor prior to November 15, 2005 in compliance with New Mexico Administrative Code 2.2.2 (Audit Rule).
- Fourteen of twenty or 70% of prior period audit findings were resolved by the County in Fiscal Year 2005.
- Received in May 2005 the Government Finance Officers Association’s Certificate of Achievement for Excellence award for the Fiscal Year 2004 Comprehensive Annual Financial Report.
- Performed major bond arbitrage compilation for the 1999 Series Gross Receipts Revenue Bond and the 2005 General Obligation bond.
- Revised the Comanche Griego SAD Billing system to reflect the changes agreed to by the County and plaintiffs in lawsuit filed by property owners in the district.
- Early implemented in the Fiscal Year 2005 Comprehensive Annual Financial Report the new statistical section in accordance with the new Government Accounting Standards Board Statements.
- For the Fiscal Year 2005 Comprehensive Annual Financial Report Bernalillo County did not receive any material weakness findings and no instances of non-compliance material to the financial statements were disclosed.
- In conjunction with other County Departments assisted in the completion of a needs assessment and implementation readiness study for the new enterprise reporting and planning system.

**Accounting Department
General Ledger and Accounting – 06GS**

SERVICE IMPROVEMENT GOALS & OBJECTIVES:

FY07

- Complete the 2006 Comprehensive Annual Financial Report by November 15, 2006.
 - Meet the required submission date of the State Auditor Office.
- Submit the 2006 Comprehensive Annual Financial Report by December 31, 2006 to the Government Finance Officers Association.
 - Obtain the Certificate of Achievement for Excellence in Financial Reporting.
- Develop a standard index format for all policies and procedures.
 - Include these polices and procedures on the Finance Department’s intranet web-site by June 30, 2007 for access to all Budget and Finance Division employees.
- Assist in the completion of the Enterprise Reporting and Planning system RFP and selection of the software vendor.
 - To have RFP completed and vendor selected by December 31, 2006.

FY08

- Complete the 2007 Comprehensive Annual Financial Report by November 15, 2007.
 - Meet the required submission date of the State Auditor Office.
- Submit the 2006 Comprehensive Annual Financial Report by December 31, 2006 to the Government Finance Officers Association.
 - Obtain the Certificate of Achievement for Excellence in Financial Reporting.
- Update the Accounting Department’s policies and procedures.
 - Ensure that a mechanism is in place to review and update policies and procedures on an annual basis.
- Assist in the implementation of the Enterprise Reporting and Planning system core financial statements.
 - To have the core ERP system implemented by June 2008.

PERFORMANCE DATA:

| Performance Measures | Actual FY 2004 | Actual FY 2005 | Estimated FY 2006 | Target FY 2007 | Target FY 2008 |
|-----------------------------|----------------|----------------|-------------------|----------------|----------------|
| Grants monitored | 308 | 408 | 420 | 432 | 445 |
| Bond issues maintained | 36 | 40 | 44 | 48 | 50 |
| Invoices billed and posted | 331 | 350 | 315 | 294 | 294 |
| Bond arbitrage compilations | 2 | 2 | 2 | 2 | 5 |
| Capital assets managed | \$301,165,380 | \$299,459,023 | \$300,000,000 | \$305,000,000 | \$310,000,000 |