

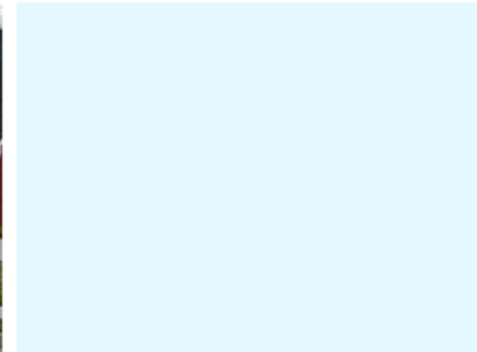
gwinnettcountry



Department of
Financial Services



2012 Business Plan

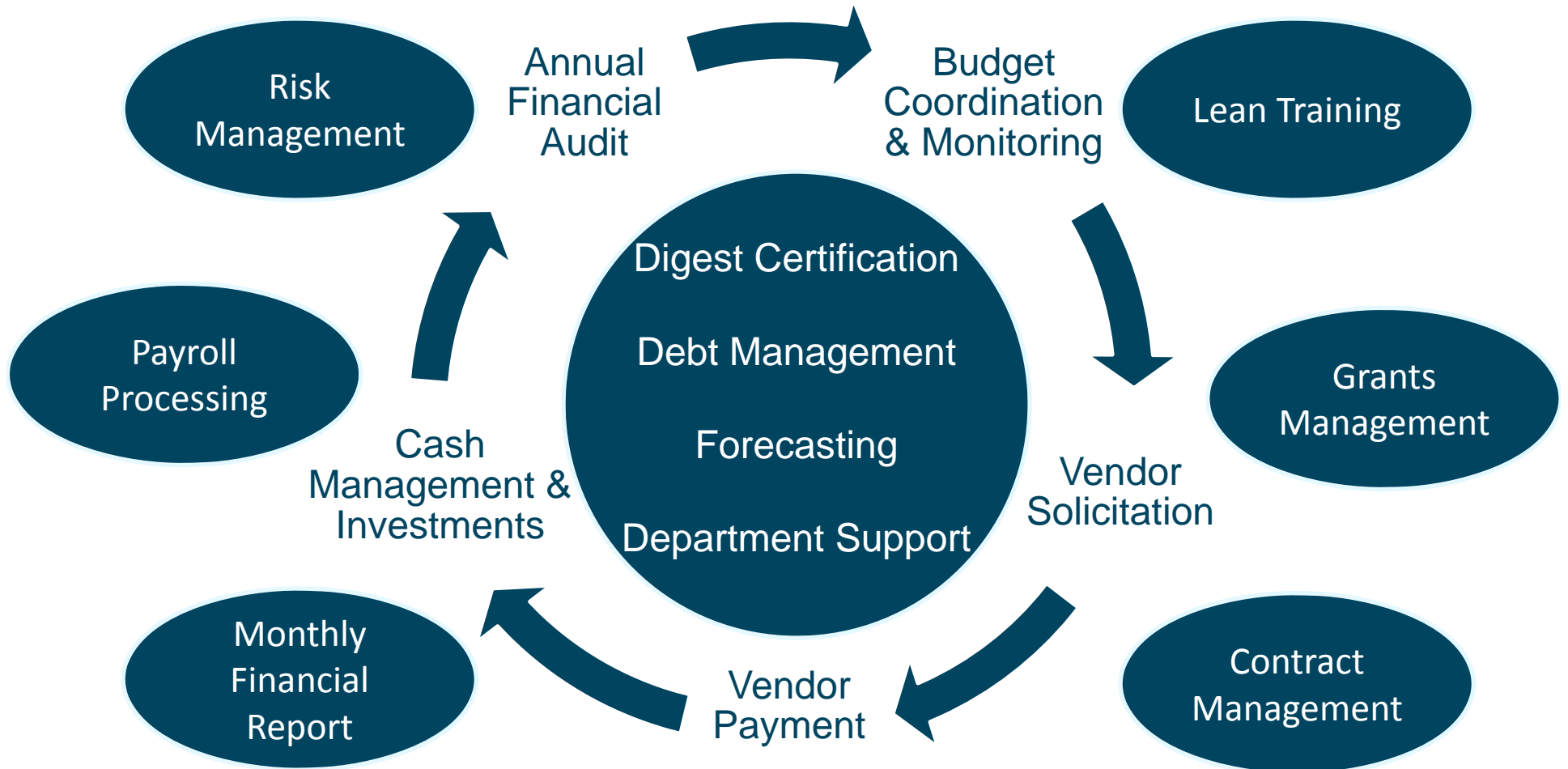


Maria B. Woods
Director of Financial
Services

Mission

To provide **superior** financial services for Gwinnett County that ensure financial **integrity**, promote **accountability** in government, and maintain the public trust.

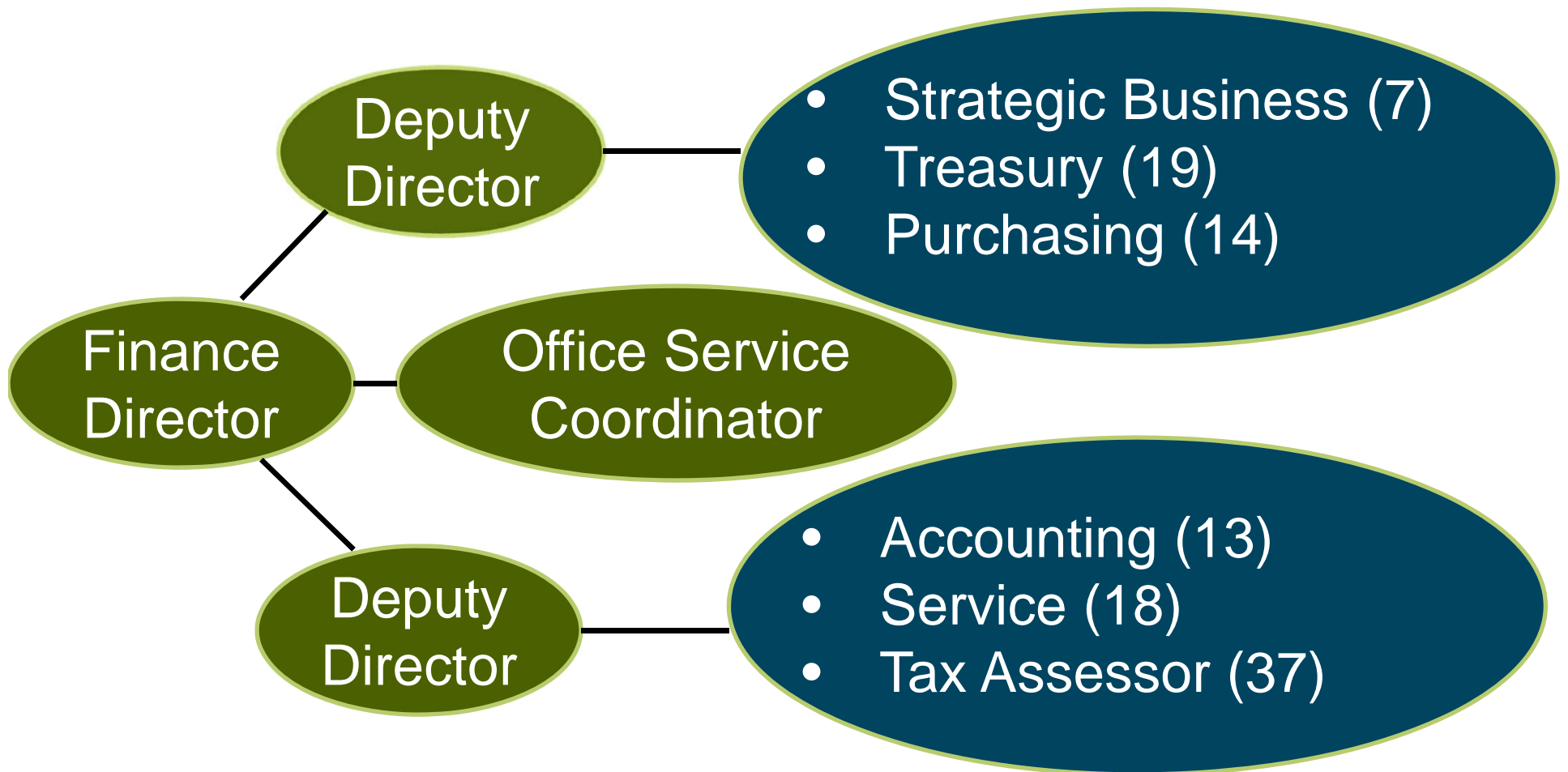
Core Services



Authorized Positions



Organizational Chart



Service Division (18 Staff)

Provides County-Wide Support for Budget, Grants, and Major Financial Projects:

Budget Section:

- Coordinates \$1 Billion County-Wide Budget Process
- Supports \$1.1 Billion 5-Year Capital Improvement Plan
- Coordinates Mid-Year Reconciliation

Grants Section:

- Monitors Grant Compliance
- Works with Departments to Find and Apply for Grants
- Manages 162 Active Grants (28% increase from previous year)

Service Section:

- Manages Financial Initiatives
- Supports 27 Departments with 378 Cost Centers

Purchasing Division (14 Staff)

Directs the County's Procurement Operations and Contract Management Activities:

Procurement Section:

- 205 Agenda Items Generated
- 110 Bids Administered
- 30 Proposals Administered
- \$126.4M Awarded from New Bids and Proposals

Contracts Section:

- 600 Total Agenda Items Reviewed
- 478 Contract Documents Reviewed
- 160 Contracts Initiated from New Procurements

Treasury Division (19 Staff)

Manages Various County-Wide Financial Transactions and Activities:

Disbursement Section:

- 172,493 Payroll Checks/ACH Transactions for Employees
- \$158.8M Net Employee Payroll
- 81,319 Vendor Invoices
- \$895.5M in Total Disbursements

Investment/Debt Section:

- \$1.6B in Investments (\$659.5M Pension & \$976.9M County Operations)

Insurance Section:

- \$1.2M in Auto and Property Liability Claims
- 2,358 Employees in Safety Classes
- 60 Safety Meetings
- 20 Inspections at County Facilities

Accounting Division (13 Staff)

Manages the General Ledger, Financial Reporting, and Forecasting for All County Activities:

Accounting Section:

- 57 Bank Accounts Reconciled Monthly
- 550,000 Accounting Transactions Coordinated
- 1,977 YTD Assets Capitalized at a Value of \$150.0M

Reporting Section:

- Comprehensive Budget Document
- Comprehensive Annual Financial Report
- Monthly Financial Reports
- Indirect Cost Allocation

Debt/Revenue Section:

- AAA Bond Rating
- \$9.4M Savings from Water and Sewer Bond Refunding

Strategic Business Development Division (7 Staff)

Manages Strategic Initiatives for the Department of Financial Services:

- Designing and Deploying Strategic Programs
- Deploying Tools to Increase Productivity, Functionality and Efficiency
- Coordinating Training Programs

2011 Initiatives:

- SAP Technical Upgrade
- SAP Travel Module
- External Website
- Lean Projects
- Continuity of Operations Planning
- PCI DSS Compliance
- Engage Gwinnett -
Recommendations
- Policy and Procedure Evaluation

2012 Initiatives:

- SAP Functional Upgrade
- SAP SRM Upgrade
- SAP Budget Reservation
- Policy and Procedure
Documentation
- Internal Control Assessments
- Electronic Time Sheets
- Lean Projects
- IRS Vendor Withholding

Tax Assessor's Office (37 Staff)

Produces a Fair and Equitable Annual Property Tax Digest (the Sum of All Taxable Properties). The County's Property Tax Assessment Processes Contributes to Generating 75.8% of the General Fund's Revenue.

- 276,930 Parcels in Tax Digest
- 100,000 Value Updates in 2011
- 13,778 Commercial Assessment Notices Mailed (265% Increase)
- 256,613 Residential Assessment Notices Mailed (83% Increase)
- 31,701 Commercial and Residential Appeals (229% increase)

2011 Major Accomplishments

- Travel Module
- Tax Calculator
- Implementation of Senate Bill 346
- Continuity of Operations Plan
- Supplier Symposium
- Tax Optimization Project
- Various LEAN Projects



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2011 Achievements

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Certificate of Achievement for Excellence in Financial Reporting

Presented to
**Gwinnett County
 Georgia**

For its Comprehensive Annual
 Financial Report
 for the Fiscal Year Ended
 December 31, 2008

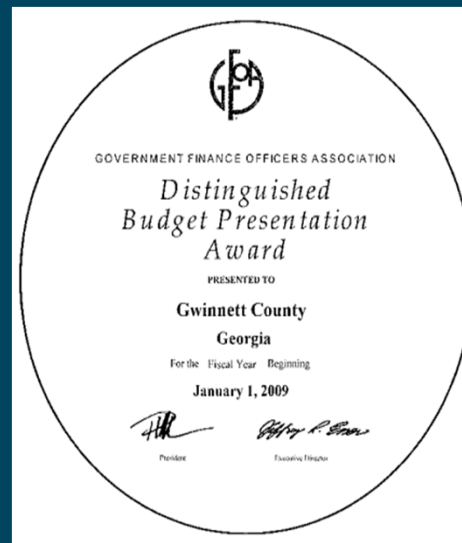
A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



[Signature]

President

[Signature]
 Executive Director



Key Performance Measures



	Target	Actual
# of LEAN projects underway	33	17
Average % of invoices paid within terms	88.5%	88.2%
Value of negotiated cost savings	\$2.00 million	\$1.46 million
# of basis points over benchmark for funds invested < 1 year	10.0	15.0
% of employees receiving pay via direct deposit	100.0%	96.8%
\$ of grant awards	\$15.0 million	\$9.96 million
% Variance of tax digest loss	+/- 1%	+1.8%
# Finance division & other departments with system control assessed	7	-
# of recurring external audit findings	-	2

Budget Summary

	2011	2012	% Change
General Fund	\$13,333,985	\$8,575,865	-35.7
Internal Service Fund	<u>-</u>	<u>7,254,348</u>	+100.0
Subtotal	<u>13,333,985</u>	<u>15,830,213</u>	+18.7
Risk Management Fund	7,755,688	6,914,440	-10.8
Auto Liability Fund	1,056,944	849,731	-19.6
Transit Operating Fund	<u>72,616</u>	<u>67,332</u>	-7.3
TOTAL – All Funds	\$22,219,233	\$23,661,716	+6.5
Authorized Fulltime Positions	112	112	
Part-time Positions	3	3	
On-Site Vendor Support	21	21	

DoFS Risk Assessment

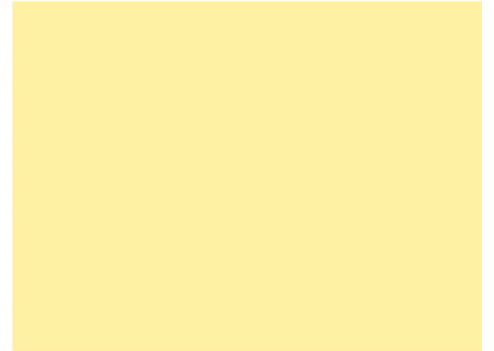
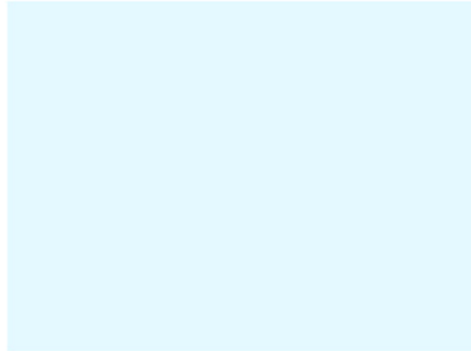
- Staff
 - Attracting and Retaining
 - Training and Skills Development
- Volatility in Economy
 - Declining Tax Digest and Associated Revenues
 - Decline in other Revenue Sources
- Federal and State Legislative Changes

2012 Major Initiatives

- Update Policy and Procedures
- Tax Optimization Project – Phase II
- Staff Education & Certification
- SAP – Functional Upgrade
- IRS Regulations
- Government Accounting Standards Board Regulations



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For more information, visit www.gwinnettcountry.com

