

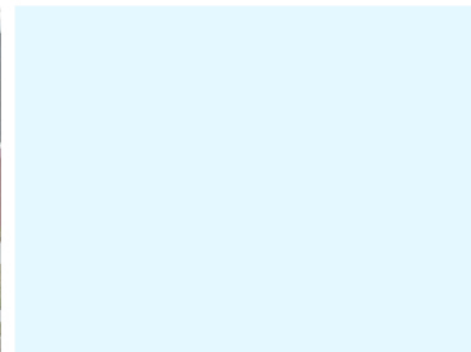
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Department of
Financial Services

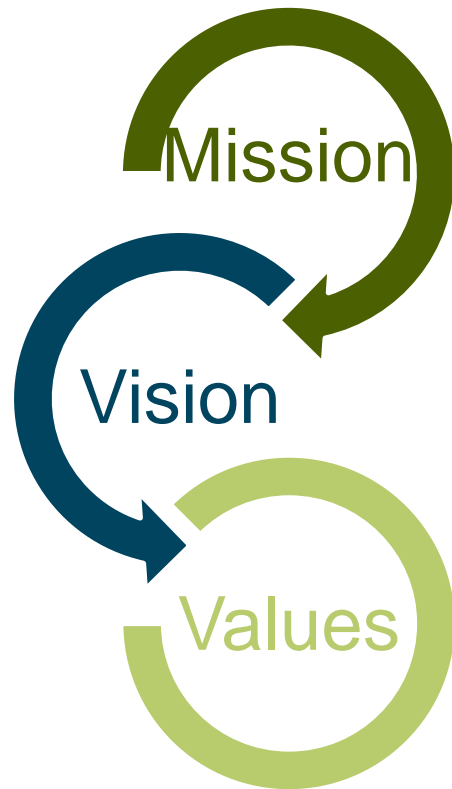


2013 Business Plan



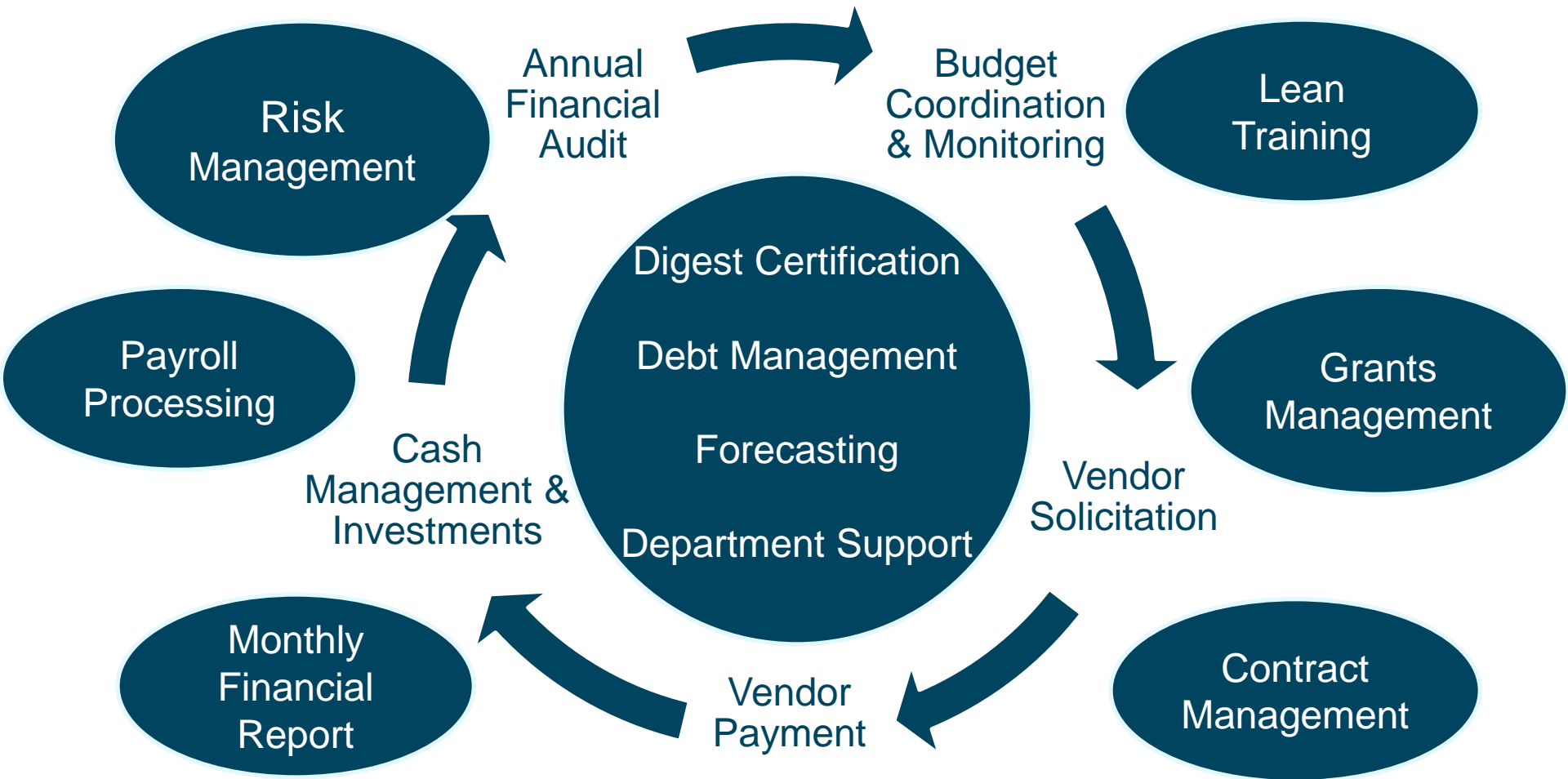
Maria Woods
Director of Financial
Services

Mission



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

Core Services

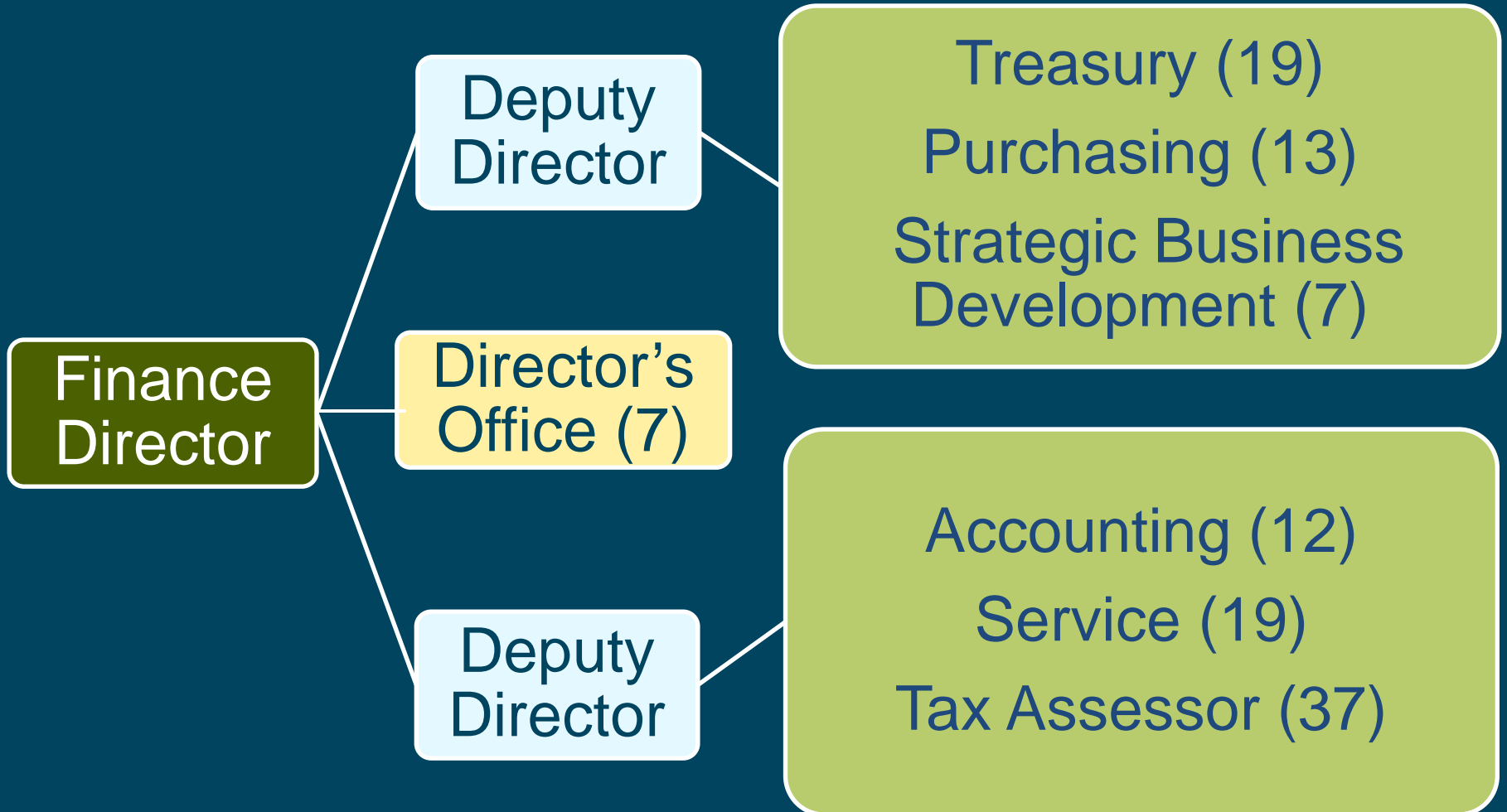


Your Mission is Our Goal

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Organizational Chart

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2012 Balanced Scorecard

Citizens/Customer Perspective					Internal Process Perspective					
	Actual	Target	Status	Trend		Actual	Target	Status	Trend	Tools
Provide timely and accurate audited financial information (Acct)			●	→				●	→	
Receipt of Unqualified opinion of external auditor (Annual)	1	1	●	→		40.66	40	●	→	
Number of State Auditor Findings (Annual)	NA	0	●	→				●	→	
# of External Audit Findings (Annual)	1	0	●	→		41.90	NA	●	→	
Receipt of GFOA Certificate of Achievement (Annual)	1	1	●	→				●	→	
Receipt of GFOA Distinguished Budget Award (Annual)	1	1	●	→		\$ 1,348,882	\$ 2,000,000	●	→	
Provide current financial and operating information (Acct)			●	→				●	→	
% of months closed on time			●	→		22.60	30	●	→	
% monthly reports produced on time			●	→		6.00	5	●	→	
Provide Financial Accountability			●	→		99.00	100	●	→	
# of Recurring External Audit findings (Annual)			●	→				●	→	
% Variance of All Operating Fund Actual Revenues Vs Adopted Budget (Annual)	5		●	→		9.00	10	●	→	
Produce timely and acceptable Tax Digest (Tax)			●	→		40.00	10	●	→	
Estimated level of assessment of tax digest at submission	40.66	40	●	→		4	+/- 10	●	→	
% of appeals by value	5.05	5	●	→				●	→	
Improve solicitation processing turn-around time for Depts.			●	→		66.00	100	●	→	
% solicitations that meet turn-around times	92.1	100	●	→				●	→	
% Agency Items that meet turn-around times	100.0	100	●	→				●	→	
% Contracts that meet turn-around times	92.0	100	●	→				●	→	
% Annual Contract renewals that meet turn-around times	100.0	100	●	→				●	→	
Digest Value Lost/PP Corrections			●	→		\$ 10,114,860	\$ 20,000,000	●	→	
Digest Value Lost/RP Corrections			●	→		\$ 1,501,270	\$ 24,000,000	●	→	
Digest forecasting (Tax)			●	→				●	→	
Digest forecast			●	→		208.72	+/- 3	●	→	
Digestary Information			●	→				●	→	
Digest on Adopted v Current Budget			●	→		-4.6	4	●	→	
Digest hours			●	→				●	→	
Digest \$\$\$			●	→				●	→	

Compliance with new and existing regulations

Update Policies and Procedures
System Enhancements & Upgrades

Enhance Staff Professional Development



2012 Accomplishments

- Achievement of Excellence in Procurement (AEP Award)
- Outstanding Agency Accreditation Achievement Award (OA⁴ Award)
- National Association of County Information Officers (NACIO) Award of Excellence for the Neighborhood Stabilization Program (NSP)



2012 Accomplishments

- 2010 Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR Award)
- 2011 GFOA Distinguished Budget Presentation Award
- AAA Credit Rating
- Achieved Savings on Refunding of 2003 General Obligation Bonds
- System Enhancements

2012 Accomplishments

- Facilitated the Payment Card Industry Data Security Standard (PCI DSS) Certification for the County
- Ranked in the Top 3 out of 100 of all Public Pension Plans
- First County of significant size (third overall) to receive Department of Revenue Tax Digest Approval
- Received 2012 National Association of Counties (NACO) Achievement Award for the Property Tax Calculator

Key Performance Measures

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Measure	2012 Target	YTD Result	2013 Target
Unqualified opinion of external audit	Yes	Yes	Yes
Sale assessment ratio	40	40.66	40
Solicitations meeting turnaround time	100%	94.6%	100%
GFOA FM Model deployed	100%	50%	N/A
Procedures documented	107	23%	50
Residential property appeals finalized	100%	53%	100%
Vendor payments paid within terms	90%	91.3%	92%
Staff attaining targeted training hours	100%	70%	100%

Environment

- Service Districts
- Legislative Changes
 - House Bill 386
- GASB – Governmental Accounting Standards Board
- SPLOST Referendum



2013 Goals and Objectives

Financial Stability and Cost Reductions

AAA Credit Rating
Negotiated Cost Savings
Review Valuation Methods

Process Improvement

Lean Program
Policies and Procedures
Procure to Pay Project
Reporting & Dashboards

Development

Use GFOA model to assess financial management practices

Customer Service is our #1 priority. Our goals and how we achieve them are customer service oriented.

2013 Decision Packages

- HB 386 Motor Vehicle Value Appeals
 - Amount requested - \$175,000
 - Current appeals – Approximately 100
 - Projected appeals – Approximately 3,500
 - Estimated \$50 per appeal
 - Contractor will recommend value to settle appeal and defend the value to the BOE if necessary

2013 Decision Packages

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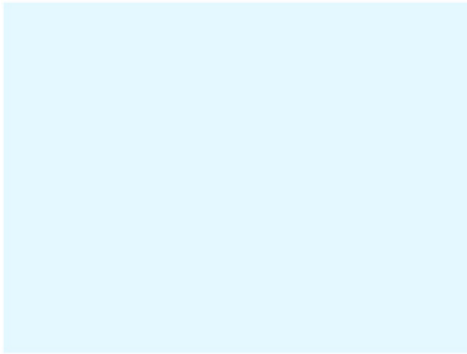
- Audit of aviation personal property
 - Amount requested \$50,000
 - Fees for services could be contractually limited to the additional tax revenue generated by the program in the first year of service
 - Encompasses 3 tasks
 - Identify any and all taxable aviation assets
 - Identify value associated with such assets
 - Recommend value for such assets and defend value through the appeal process

2013 Decision Packages

- Valuation of billboards and cell towers
 - Amount requested \$300,000
 - Fees for services could be contractually limited to the additional tax revenue generated by the program in the first year of service
 - Encompasses 3 tasks
 - Inventory equipment
 - Value using income approach
 - Recommend value for such assets and defend value through the appeal process

Budget Summary

	2012	2013	% Change
General Fund	\$8,576,376	\$8,605,146	0.34%
Administrative Support Fund	<u>\$7,343,484</u>	<u>\$7,345,975</u>	0.03%
Subtotal	\$15,919,860	\$15,951,121	0.20%
Risk Management Fund	\$6,914,440	\$6,633,087	-4.07%
Auto Liability Fund	\$849,731	\$1,050,726	23.65%
Transit Operating Fund	<u>\$67,332</u>	<u>\$73,550</u>	9.23%
TOTAL – All Funds	\$23,751,363	\$23,708,484	-0.18%
Authorized Full-time Positions	112	116	
Part-time Positions	3	1	
Onsite Vendor Support	21	18	



For more information, visit www.gwinnettcountry.com

