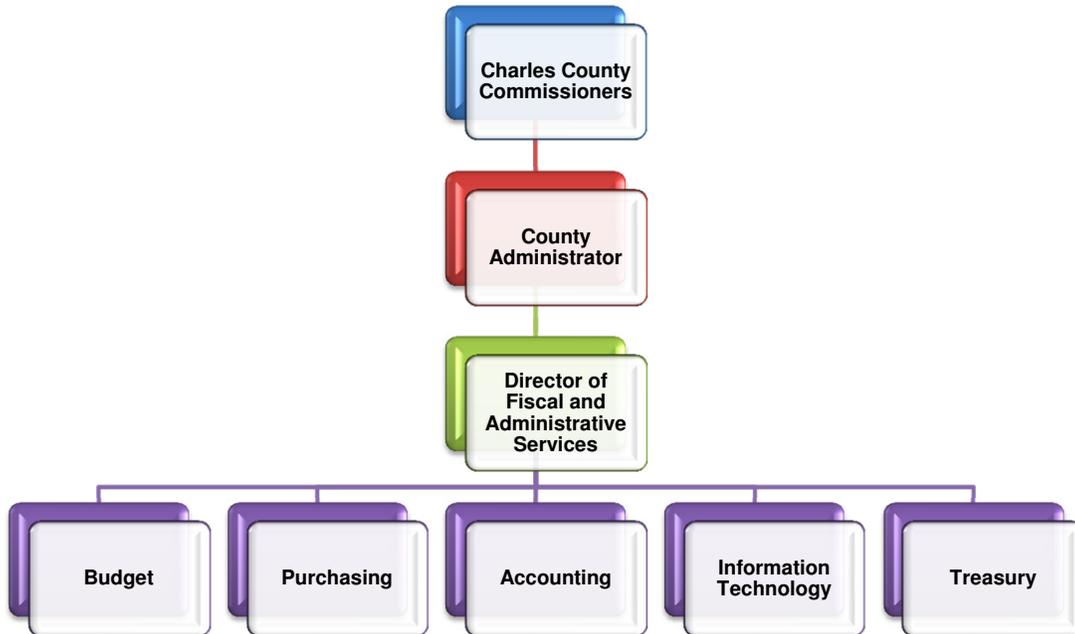


Fiscal & Administrative Services Summary

Deborah Hudson, Director of Fiscal & Administrative Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
<http://www.charlescountymd.gov/fas/welcome>

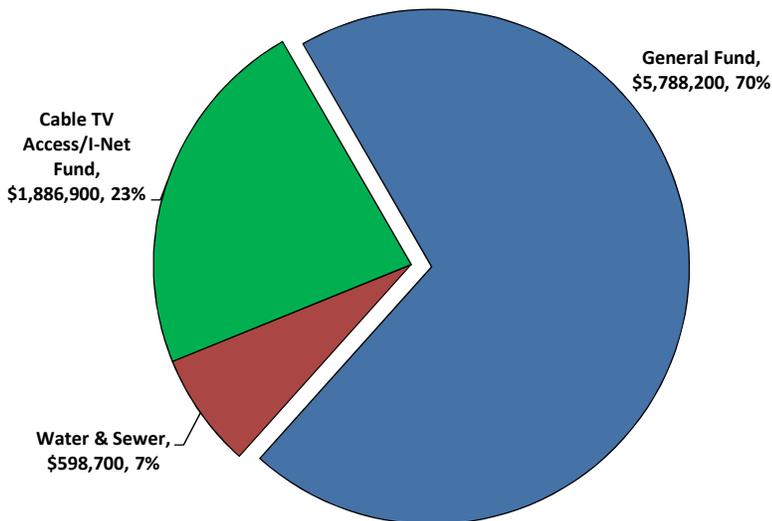
301-645-0570 301-870-2542
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$3,140,287	\$3,255,100	\$3,272,200	\$3,395,800	\$140,700	4.3%
Fringe Benefits	1,067,848	1,085,300	1,102,300	1,125,400	40,100	3.7%
Operating Costs	1,199,401	1,188,000	1,788,900	1,267,000	79,000	6.6%
Total Expenditures	\$5,407,536	\$5,528,400	\$6,163,400	\$5,788,200	\$259,800	4.7%
Revenues	\$274,029	\$260,700	\$252,800	\$252,800	(\$7,900)	-3.0%
Total Expenditures as % of Budget:	1.6%	1.7%	1.6%	1.7%		



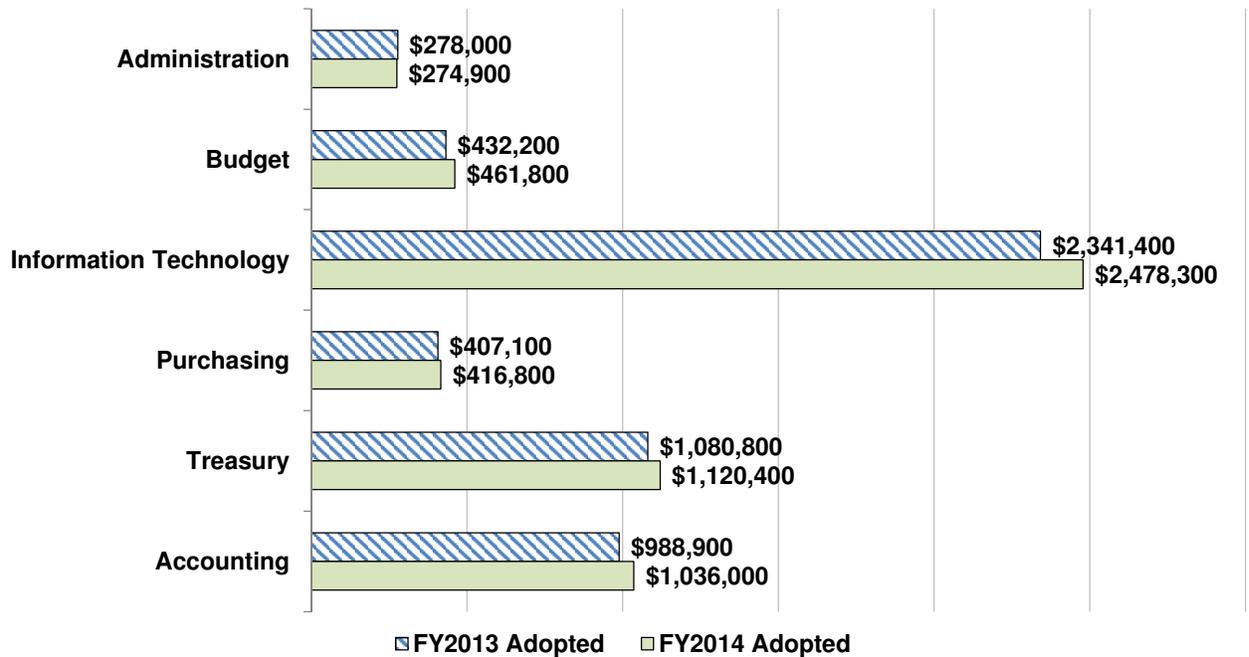
TOTAL DEPARTMENT BUDGET \$8,273,800

(Totals for funds other than the General Fund exclude debt service payments.)

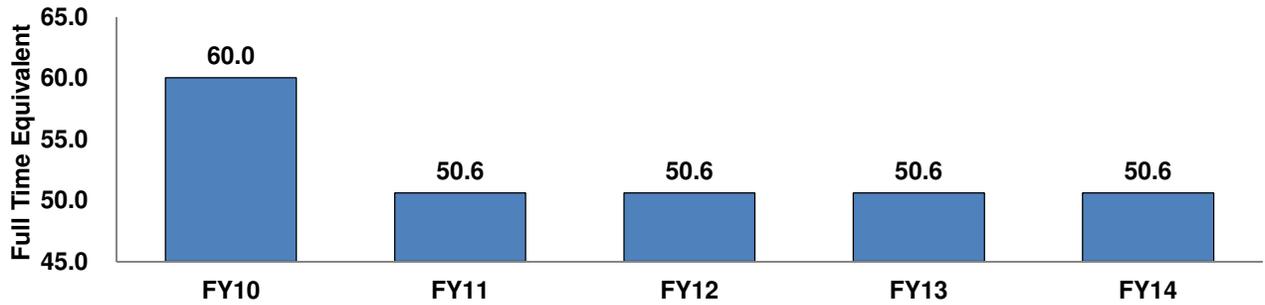


As indicated by the graph, the Department of Fiscal Services is allocated through several different funds.

Fiscal & Administrative Services Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Administration	3.8	2.0	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	19.5	14.8	14.8	14.8	14.8
Purchasing	6.0	5.0	5.0	5.0	5.0
Accounting	11.8	10.8	10.8	10.8	10.8
Treasury	15.0	14.0	14.0	14.0	14.0
Total Full Time Equivalent	60.0	50.6	50.6	50.6	50.6

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.06
Division\Program: Administration Fund: General
Program Administrator: Deborah Hudson, Director of Fiscal & Administrative Services
<http://www.charlescountymd.gov/fas/welcome>

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$190,686	\$199,300	\$184,300	\$192,300	(\$7,000)	-3.5%
Fringe Benefits	71,668	69,300	70,300	72,000	2,700	3.9%
Operating Costs	8,193	9,400	10,600	10,600	1,200	12.8%
Total Expenditures	\$270,547	\$278,000	\$265,200	\$274,900	(\$3,100)	-1.1%
Revenues	\$9,956	\$15,000	\$11,000	\$11,000	(\$4,000)	-26.7%

Baseline Changes and Useful Information:

- **Personal Services** was reduced to reflect the Length of Service Award Programs (LOSAP) Board's contribution for administrative support provided by this Division. Personal Services and associated Fringe Benefits include a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is for additional Employee Education funding.
- **Revenues** are for the Purchasing Card program which were adjusted to recent trends.

Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. The Director serves as a committee member in the administration and management of various pension plans on behalf of the County's public safety and general employees.

Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. This Division maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. The Director serves as Financial Advisor to the Board of County Commissioners and County Administrator.

Positions:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Management Analyst	1.0	0.0	0.0	0.0	0.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate II	0.8	0.0	0.0	0.0	0.0
Total Full Time Equivalent	3.8	2.0	2.0	2.0	2.0

Objectives & Measurements:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
# Meetings Scheduled	623	766	868	850	875
# Letters/Memorandums Typed	860	920	788	750	750
# Mail received/mailed	3,962	3,260	3,390	3,200	3,200

Objective: To oversee, review and make recommendations on the various retirement plans for employees of the County.

# of Pension Plans Administered	4	4	4	4	4
Market Value of Pension Plans	\$204,604,787	\$254,969,774	\$270,186,265	\$297,786,200	\$297,786,200

Objective: To secure adequate financing for the purchase of equipment and as provided by the Capital Improvement Program for infrastructure such as buildings, roads, and parks.

Value of Capital Lease Agreement	\$1,102,600	\$0	\$1,531,700	\$2,502,400	\$7,519,300
Value of Bond Issue	\$36,145,000	\$57,785,000	\$55,240,000	\$25,000,000	\$43,542,500

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.04

Division\Program: Budget

Fund: General

Program Administrator: David Eicholtz, Chief of Budget

www.charlescountymd.gov/fas/budget/budget

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$329,158	\$313,400	\$321,800	\$334,400	\$21,000	6.7%
Fringe Benefits	123,532	114,200	119,100	121,400	7,200	6.3%
Operating Costs	4,418	4,600	4,700	6,000	1,400	30.4%
Total Expenditures	\$457,109	\$432,200	\$445,600	\$461,800	\$29,600	6.8%
Revenues	\$122,658	\$121,600	\$125,200	\$125,200	\$3,600	3.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is due to Employee Education and Training budgets being restored from the FY 2010 budget cut.
- **Revenues** are associated with the indirect cost reimbursement for work associated with grants.

Description:

The functions of the Budget Division are to:

- (1) coordinate, compile and review all departmental and agency requests,
- (2) compile and recommend revenue estimates for all funds,
- (3) prepare five year plan forecasts,
- (4) analyze and recommend various tax and user fee rates based on requested, proposed, and approved operating budgets,
- (5) prepare monthly management reports to include income statements, year-end revenue and expense estimates, and changes in fund balance for all major funds,
- (6) coordinate the official Offering Statement associated with new bond issues,
- (7) prepare special financial reports for bond rating agency presentations,
- (8) assists Director with overall debt management of the County,
- (9) monitor all budgets throughout the year,
- (10) prepare quarterly capital project financial status reports,
- (11) provide general financial support to departments and the general public,
- (12) administer budget position control system, and
- (13) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

<u>Title</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY14 FTE</u>
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.04
Division\Program: Budget Fund: General
Program Administrator: David Eicholtz, Chief of Budget

Objectives & Measurements:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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Objective: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

Accuracy Rate of Mid-Year Operating Revenue and Expense Estimates:

General Fund Revenue	98.8%	98.5%	99.4%	98.9%	98.9%
General Fund Expense	99.8%	99.3%	99.6%	99.6%	99.6%
W&S Revenue	96.0%	97.8%	97.2%	97.0%	97.0%
W&S Expense	92.8%	94.9%	90.9%	92.9%	92.9%
Landfill Revenue	96.9%	99.1%	94.1%	96.7%	96.7%
Landfill Expense	99.6%	98.5%	99.7%	99.3%	99.3%
Park Revenue	99.0%	96.0%	95.9%	97.0%	97.0%
Park Expense	95.6%	95.7%	99.5%	96.9%	96.9%
ESF Revenue	98.6%	95.8%	97.3%	97.2%	97.2%
ESF Expense	93.7%	94.7%	97.5%	95.3%	95.3%

FY13 Projected is based on a three year average of actual results.

FY14 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Objective: The County has adopted a strict, but flexible, policy regulating transfer of budget funds between line items and programs. Significant transfer requests require approval at the County Administrator or Commissioner level. The budget policy allows for a continuous flow of operating costs, while maintaining a desired degree of control.

# of Budget Transfer Requests	508	468	530	500	500
-Avg. # of days from request to approval					
Department Head Level	5.7	3.5	3.4	3.4	3.4
County Administrator/Commissioner Level	11.4	13.0	13.8	13.4	13.4
# of budget line items to maintain	13,219	13,424	13,851	14,200	14,500

Objective: The County has an adopted policy providing guidelines for adding staff to the payroll. All requests for new positions, or to replace existing staff due to turnover, is processed through the Budget Division.

# of personnel requisitions processed	53	59	74	65	65
-Avg. # of days from request to Budget approval	3.9	3.6	3.0	3.3	3.3

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.12
Division\Program: Information Technology Fund: General
Program Administrator: Evelyn Jacobson, Chief of Information Technology
www.charlescountymd.gov/fas/it/information-technology

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$995,040	\$1,070,100	\$1,070,100	\$1,110,400	\$40,300	3.8%
Fringe Benefits	333,965	360,500	370,600	378,300	17,800	4.9%
Operating Costs	894,920	910,800	1,014,600	989,600	78,800	8.7%
Total Expenditures	\$2,223,925	\$2,341,400	\$2,455,300	\$2,478,300	\$136,900	5.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase was for the following reasons:
 - To replace six Mobile Data Terminals for Emergency Services.
 - To provide wireless connection service to thirty nine tablets purchased for Public Works, three tablets purchased for Economic Development and one tablet purchased for the Safety Division.
 - To provide additional funding for existing maintenance agreements and to provide additional funding for video conference equipment maintenance.
 - To renew Board Docs LT for the Planning Commission which was purchased in FY 2012.
 - To replace Planning & Growth Management's color printer in order to print larger documents.
 - To purchase a computer and desk phone for the new Tourism position.
 - To purchase Mobile Device Management Software for Public Works.
 - To include funding for additional laserfiche licenses for the Commissioners Support Staff (these licenses were approved as a FY 13 mid year transfer) and for the State's Attorney Office.
 - To provide cellular service to the New Social Worker position that was approved during FY 2013.
 - To restore Employee Education and Training budgets.

Description:

The Information Technology (IT) Division's primary responsibilities are the acquisition, design, development, maintenance and enhancement of technology infrastructure, applications and telecommunications in support of County Government operations and services to Charles County citizens. The division is divided into three areas: Applications, Network Services and Project Management.

The Applications area is responsible for managing the County's enterprise software system, various internally developed and vendor acquired business applications, the County's internet and intranet sites, and Geographic Information Systems (GIS) applications.

The Network Services area is responsible for the County's network infrastructure, which includes multiple Local Area Networks (LANs) connected via the County's Institutional Network (I-Net), all County computers, desktops and network print services, County telecommunications, which includes Internet Protocol (IP) phones and mobile devices, the IP camera and video conferencing networks, various desktop applications, including the enterprise e-mail system, Charles County Government Television (CCGTV) support and the IT HelpDesk.

The Project Management area monitors major IT projects, as well as, projects which impact both the Applications and Network Services areas. This area also ensures that IT best practices are being followed and documented in applicable policies and/or procedures.

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.12
Division\Program:	Information Technology	Fund: General
Program Administrator:	Evelyn Jacobson, Chief of Information Technology	

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
IT Operations Manager	1.0	0.0	0.0	0.0	0.0
Technical Support Manager	1.0	0.0	0.0	0.0	0.0
Systems Analyst II	3.0	3.0	3.0	4.0	4.0
Network Specialist III	3.0	3.0	3.0	4.0	4.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.7	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist Supervisor	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	0.0	0.0	0.5	0.5
Total Full Time Equivalent	23.6	19.0	19.0	21.5	21.5
Allocated to Cable TV / I-Net Fund	(4.2)	(4.2)	(4.2)	(4.6)	(4.6)
Allocated to W&S Enterprise Fund	0.0	0.0	0.0	(2.0)	(2.0)
Net Cost to General Fund	19.5	14.8	14.8	14.8	14.8

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

Objective: Provide technical support and assistance with computer related requests.

# of work requests completed	2,065	1,782	1,507	1,600	1,700
# of help desk calls completed	4,449	4,751	10,924	5,400	5,700
# of users supported	525	554	557	560	565

Objective: Operate, maintain and enhance the information technology network infrastructure.

# of PCs/laptops supported	748	758	772	775	780
# of network servers supported	80	88	111	115	118
# of virtual servers supported	n/a	30	53	58	60

Objective: Provide and maintain an informative and current Charles County Government website.

Average website page views per month	n/a	n/a	n/a	200,000	210,000
Average unique visitors per month	34,613	37,136	42,616	42,750	43,000

Objective: Provide telephone and voice mail service for selected county departments and agencies.

# of buildings supported	29	31	31	32	32
# of I/P telephones supported	450	469	553	708	725
# of non I/P telephones supported	285	250	80	80	80
# of CCG owned devices supported	181	162	150	130	125
# of employee owned devices supported	0	0	42	71	100

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.14
Division\Program: Purchasing Fund: General
Program Administrator: Frederick Shroyer, Chief of Purchasing
www.charlescountymd.gov/fas/purchasing/purchasing

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$291,331	\$288,000	\$285,900	\$297,800	\$9,800	3.4%
Fringe Benefits	90,143	103,200	101,000	103,100	(100)	-0.1%
Operating Costs	6,145	15,900	515,900	15,900	0	0.0%
Total Expenditures	\$387,619	\$407,100	\$902,800	\$416,800	\$9,700	2.4%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; disposal of surplus property; and oversight of the Minority Business Enterprise (MBE) Program. Purchasing also administers the Small Local Business Enterprise (SLBE) Program, implemented in FY13, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	1.0	1.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Purchasing Mail Clerk	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	6.0	5.0	5.0	6.0	6.0
Allocated to Capital Projects	0.0	0.0	0.0	(1.0)	(1.0)
Net Cost to General Fund	6.0	5.0	5.0	5.0	5.0

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: <i>To provide accurate and efficient processing of purchase orders.</i>					
Total Purchase Orders processed	767	859	1,105	1,250	1,200
Total Purchase Order value	\$14,041,179	\$15,298,134	\$22,888,237	\$25,836,500	\$22,000,000
Average PO amount (PO value/# of POs)	\$18,306	\$17,809	\$20,713	\$20,669	\$18,333

Objective: *To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint & cooperative procurement, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.*

Number of formal solicitations of all types	54	49	41	50	50
Number of bid protests/letters of interest	1	2	1	2	1
Cost avoidance (Avg. bid minus low bid)	\$3,441,658	\$1,736,440	\$1,649,532	\$1,800,000	\$1,800,000

Objective: *To measure the percentage of Minority Business Enterprise (MBE) participation in Charles County contracts.*

MBE Participation	25.9%	17.1%	9.0%	15.0%	15.0%
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Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.70
Division\Program: Accounting Fund: General
Program Administrator: William DeAtley, Chief of Accounting
www.charlescountymd.gov/fas/accounting/accounting-accounts-payable

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$711,536	\$695,700	\$706,300	\$732,300	\$36,600	5.3%
Fringe Benefits	237,167	218,900	221,900	226,600	7,700	3.5%
Operating Costs	86,877	74,300	75,300	77,100	2,800	3.8%
Total Expenditures	\$1,035,580	\$988,900	\$1,003,500	\$1,036,000	\$47,100	4.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is for the Independent audit contract and to restore the Employee Education and Training budgets from the FY 2010 budget cut.

Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, and general accounting. The water & sewer billing function is under a separate division but is administered by Accounting. Payroll records are maintained and checks are prepared for county employees, the Sheriff's employees and other outside agencies on a biweekly basis. In Accounts Payable, vendor invoices are matched with purchase orders/receiving records and processed for payment.

Checks are prepared by the Treasury. Check requests and invoices for non-purchase order items are also processed. Accounts Receivable prepares invoices for services provided by the county such as retiree health insurance, landfill usage, and outside agency shared costs. General Accounting includes posting journal entries generated by the above functions and by the Treasurer's office, and journal entries prepared by this and other departments to the general ledger.

Cash and investment accounts are reconciled and interest earned is recorded. Asset and Liability accounts are reconciled and maintained. Financial reports and ledgers are prepared and distributed internally. Capital asset records are maintained by accounting.

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY11 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Payroll Accountant	1.0	1.0	1.0	1.0	1.0
Risk Management Accountant	1.0	1.0	1.0	1.0	1.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Billing Manager	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility/ Billing Specialist	4.8	4.8	4.8	4.8	4.8
Accounting Technician	3.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	18.8	17.8	17.8	17.8	17.8
Allocated to W&S Fund	(7.1)	(7.1)	(7.1)	(7.1)	(7.1)
Net Cost to General Fund	11.8	10.8	10.8	10.8	10.8

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.70
Division\Program:	Accounting	Fund: General
Program Administrator:	William DeAtley, Chief of Accounting	

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objectives: a. Record invoices and requests within 7-10 days from receipt.</i>					
<i>b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</i>					
# invoices/request for payments processed	42,542	43,357	44,158	45,000	4,500
- average days to process	7	7	7	7	7
- % timely payments	85%	85%	85%	86%	87%
<i>Objective: Process all 1099's required by law by the due date.</i>					
# of 1099's issued (calendar)	741	702	742	750	750
<i>Objective: Process transactions and maintain accurate records of capital assets owned by the County.</i>					
# of fixed assets maintained	3,243	3,041	3,933	4,400	4,800

Department:	Fiscal & Administrative Services	01.04.22
Division\Program:	Treasury	Fund: General
Program Administrator:	Eric Jackson, Chief of Treasury	
	www.charlescountymd.gov/fas/treasury/treasury	

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$622,536	\$688,600	\$703,800	\$728,600	\$40,000	5.8%
Fringe Benefits	211,374	219,200	219,400	224,000	4,800	2.2%
Operating Costs	198,847	173,000	167,800	167,800	(5,200)	-3.0%
Total Expenditures	\$1,032,757	\$1,080,800	\$1,091,000	\$1,120,400	\$39,600	3.7%
Revenues	\$141,415	\$124,100	\$116,600	\$116,600	(\$7,500)	-6.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** were reduced to estimated actual.
- **Revenues** were adjusted to reflect current trends.

Description:

The Treasury Division is responsible for the collection and investment of all County funds except pension plans. The office administers and collects County property taxes, as well as taxes for the incorporated towns of Indian Head and La Plata and for the State of Maryland. The Treasury Division collects payments for various County sponsored services such as utility bills, tag-a-bags, liquor licenses, permits, dog tags, motor vehicle registrations, and other various fees and fines.

This office maintains all property tax accounts, including processing additions, abatements, transfers, address changes, tax liens, and conducting the tax sale each year. Deeds must also be researched and validated through this office prior to recording at the Court House. The Treasury Division is responsible for the tracking and maintenance of bankruptcy cases.

All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized.

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.22
Division\Program:	Treasury	Fund: General
Program Administrator:	Eric Jackson, Chief of Treasury	

Positions:	FY10	FY11	FY12	FY13	FY14
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Treasurer	1.0	1.0	0.0	0.0	0.0
Chief of Treasury	0.0	0.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	15.0	14.0	14.0	14.0	14.0

Objectives & Measurements:	FY10	FY11	FY12	FY13	FY14
	Actual	Actual	Actual	Projected	Estimated

Revenue Specialists: Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.

Total number of Transactions	277,647	279,801	279,925	284,000	287,000
- # of tax transactions	93,421	94,251	95,041	96,000	97,000
- # of utility transactions	119,725	123,507	125,872	127,000	128,000
- # of other transactions	64,501	62,043	59,012	65,000	66,000
- \$ amount of transactions (\$000)	\$313,000	\$314,000	\$319,000	\$322,000	\$325,000
per FTE	\$54,435	\$57,091	\$58,000	\$58,545	\$59,091

Deed Specialists: Objective: To process recordation tax collections and deed verifications in a timely manner.

Recordation Tax instruments*(Deeds and Deeds of Trust)	6,606	7,164	6,925	7,100	7,200
Number of deed verifications	3,555	3,538	3,611	3,700	3,800
- per FTE	1,778	2,359	2,407	2,467	2,533
- avg. time per deed in minutes	5	5	5	6	6

Tax Specialists: Objective: To accurately maintain County tax property accounts.

# of tax accounts maintained	65,150	65,446	64,802	66,000	66,000
- per FTE	16,288	16,362	16,201	16,500	16,500
- average time per account in minutes	10	10	10	10	10
Number of address changes	2,349	2,575	1,615	2,300	2,400