

**Department:** County Management      **Program Contact:** Cara Fitzpatrick  
**Program Offer Type:** Existing Operating Program      **Program Offer Stage:** As Proposed  
**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, the indirect cost allocation plan, contract fiscal compliance over grants, as well as general accounting support and assistance countywide.

**Program Summary**

The General Ledger (GL) program supports and monitors the County's financial accounting activity by performing corporate level 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 Officers 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 United States 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 and to provide fiscal oversight of contracted programs. GL also prepares the County's cost allocation plans needed to recover central and departmental overhead and administrative indirect costs from external revenue sources. Maintaining internal controls and the chart of accounts are also performed by GL.

**Performance Measures**

<b>Measure Type</b>	<b>Primary Measure</b>	<b>FY14 Actual</b>	<b>FY15 Purchased</b>	<b>FY15 Estimate</b>	<b>FY16 Offer</b>
Output	Number of properly stated balance sheet accounts per review of external auditors	300	300	300	300
Outcome	Percent of total County pass-through dollars actively monitored by Fiscal Compliance	67.0%	65.0%	68%	68%

**Performance Measures Descriptions**

In the County's external financial audit, the auditors will analyze and audit our balance sheet accounts. Fewer balance sheet accounts identified with misstatements will indicate a high degree of accuracy in the financial statements (300 Total Accounts). The Fiscal Compliance unit performs financial monitoring of County funded human service (HS) providers. Monitoring includes Federal, State, County and other funds recorded in the pass-through/program support GL account. A higher % monitored indicates greater coverage and decreased County financial risk as it relates to HS providers.

## Legal / Contractual Obligation

Oregon Revised Statutes (ORS), Ch. 297~Audits of Public Funds and Financial Records requires governments to have an external audit and that it be submitted to the Secretary of State - Audits Division. The Office of Management and Budget (OMB) Federal Register requires entities expending Federal funds over \$750,000 in a fiscal year to have a single audit of Federal awards. Also, according to the Federal Register, 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. The Federal Register 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
Program Expenses	2015	2015	2016	2016
Personnel	\$919,430	\$0	\$950,489	\$0
Contractual Services	\$12,000	\$0	\$6,500	\$0
Materials & Supplies	\$29,100	\$0	\$27,590	\$0
<b>Total GF/non-GF</b>	<b>\$960,530</b>	<b>\$0</b>	<b>\$984,579</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$960,530</b>		<b>\$984,579</b>	
<b>Program FTE</b>	9.00	0.00	9.00	0.00

Program Revenues				
Service Charges	\$15,500	\$0	\$17,000	\$0
<b>Total Revenue</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported by General Fund revenues.

External revenue is received from the County's separately issued component unit financial reports: Mid County Service District, Dunthorpe-Riverdale Service District and the Library District. The revenues are a reimbursement for central accounting and reporting services provided to each component unit.

## Significant Program Changes

**Last Year this program was:** FY 2015: 72004 FRM General Ledger

Changes from FY 2015 budget program offer include professional services for software licensing and maintenance to purchase a new financial reporting software program designed to integrate all elements of the CAFR, GL's primary product.