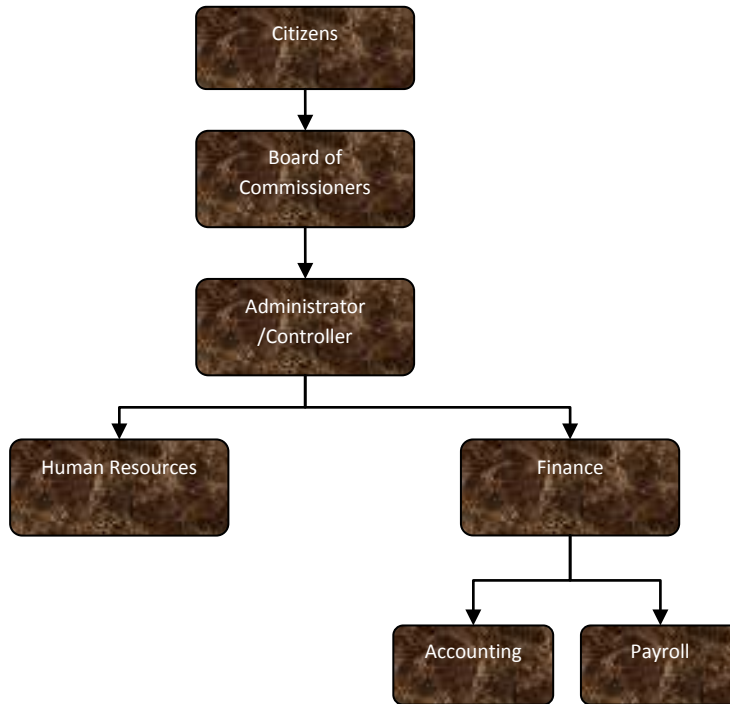


Administrative Services



Activities

- Process journal entries, accounts receivable and invoicing customers
- Maintain County general ledger accounting system
- Liaison between County and outside fiscal agencies
- Monitor internal controls to ensure accuracy of financial records and that policies are followed
- Provide IFAS support
- Provide accounting support to all County departments
- Monitor County's internal controls to ensure financial records are accurate
- Create, maintain and update procedures/instruction manuals for accounts payable and accounts receivable

Mission Statement

In cooperation with other departments and agencies, to properly account for the transactions of the County, ensure that policies are followed; assist other departments in a planned and proactive manner. To provide timely month-end and year-end closing for internal & external users of county financials.

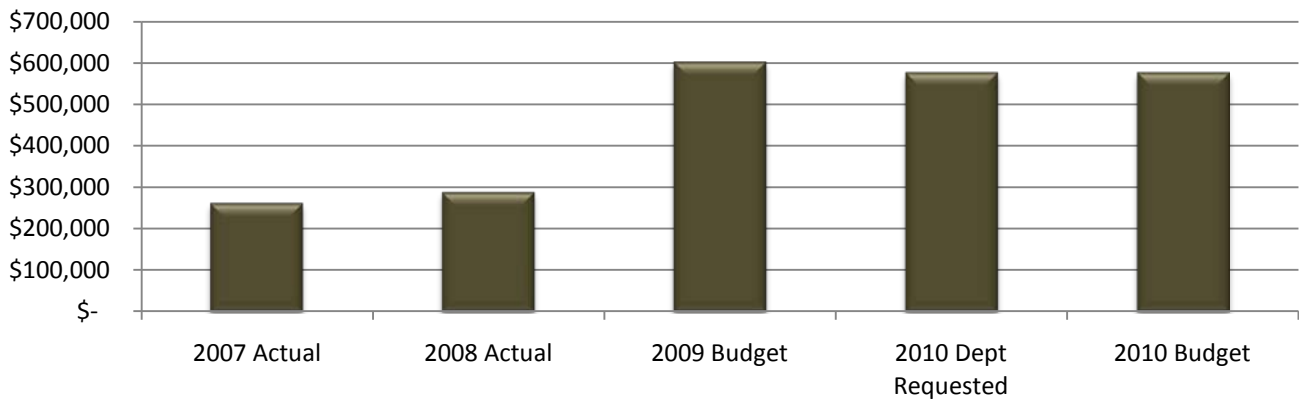


Administrative Services

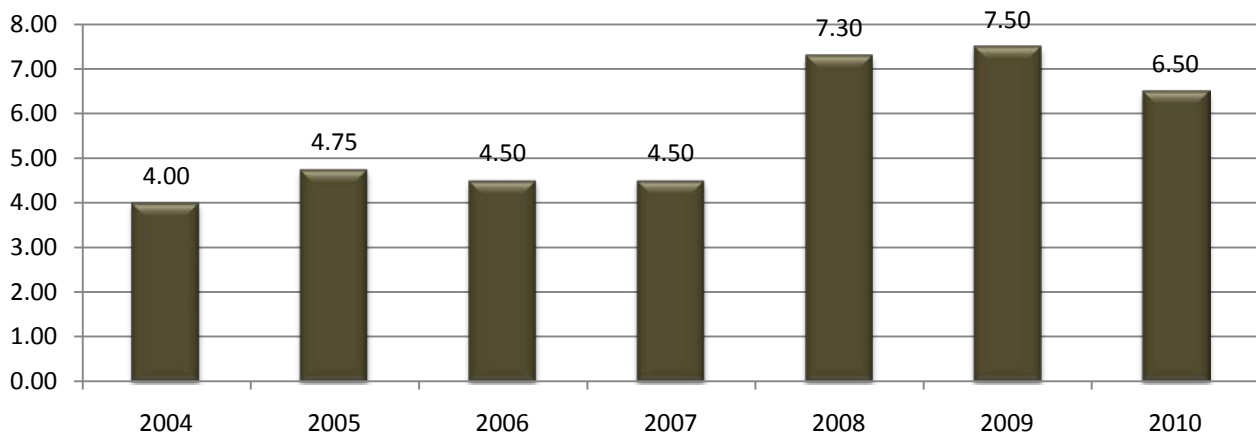
Expenditure History

	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 DEPT <u>REQUESTED</u>	2010 <u>BUDGET</u>
PERSONNEL SERVICES	245,891	271,294	516,316	490,370	490,370
SUPPLIES & MATERIALS	13,569	15,959	57,038	65,038	65,038
CONTRACT SERVICES		740	11,500	3,500	3,500
OTHER EXPENSES	3,379	1,037	16,686	17,061	17,061
TOTAL PROGRAM COST	\$262,839	\$289,030	\$601,540	\$575,969	\$575,969

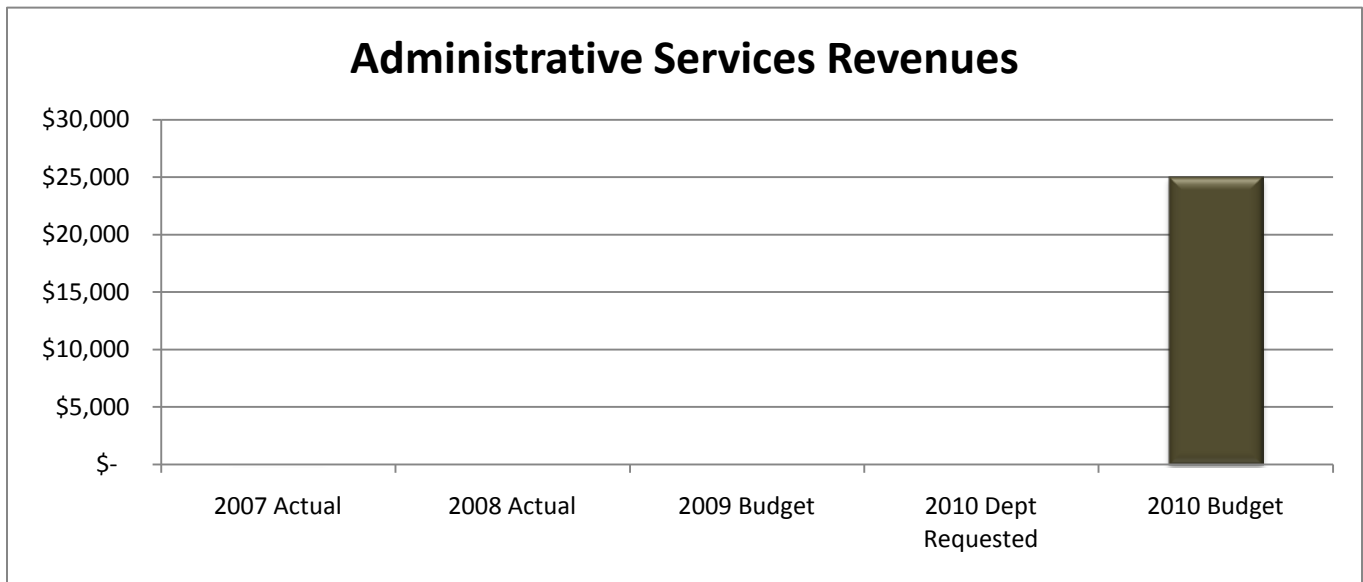
Administrative Services Expenditures



Administrative Services FTE History



Revenue History					
	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 DEPT <u>REQUESTED</u>	2010 <u>BUDGET</u>
CHARGES/FEES	2				
INTERGOVERNMENTAL					25,000
TOTAL PROGRAM COST	\$2	\$0	\$0	\$0	\$25,000



Strategic Plan Impact

Internal service department

Accomplishments

- Assisted the Administrator/Controller with the budget process.
- Streamlined procedures to meet budget challenges.

Base Budget Issues

Revenues budgeted reflect the move of the printing function to this department.

Budget Adjustments

This is the first full budget that combines the staff from Administrative Services, Human Resources, and Printing into one department. The combining of these departments and the cooperation of the staff has enabled a reduction in staff of 50% since 2004.



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