

Lane County - Service Option Sheet - FY 16-17 Proposed

SOS C10 Financial Services - Central

Service Category: Central Services

Dept: CAO-Operations

Mandate: None Related **SHALL**

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Leverage: None **Some** **HIGH**

Executive Summary

Provides payroll and benefit processing; accounts payable and vendor maintenance; accounts receivable and cash receipts processing; cash and investment management; accounting analysis and financial reporting; debt issuance and management; purchasing & procurement; and coordination of external audit.

Service Level Descriptions (Read from bottom up. Level 1 = minimum viable service level.)

| | Revenue | Expense Total | General Fund | FTE |
|------------------------------|--------------------|--------------------|--------------------|--------------|
| Proposed Budget Total | \$1,742,274 | \$1,571,407 | (\$170,867) | 12.00 |
| Level 3: | | \$10,000 | \$10,000 | 0.00 |

Cuts to Professional & Consulting budget could impact Finance's ability to fully implement the audit findings and creative solutions that lead to program effectiveness and efficiency.

| | | | | |
|-----------------|--|---------|---------|------|
| Level 2: | | \$4,500 | \$4,500 | 0.00 |
|-----------------|--|---------|---------|------|

Cuts to these items could result in the extra burden on staff and delay in timely completion of projects or training.
Extra Help - \$2,500; Staff overtime - \$1,000; Outside training & travel: \$1,000

| | | | | |
|--|-------------|-------------|-------------|-------|
| Level 1: Threshold - reductions to this level results in elimination of service | \$1,742,274 | \$1,556,907 | (\$185,367) | 12.00 |
|--|-------------|-------------|-------------|-------|

Provides services for payroll and benefits processing; accounts payable and vendor maintenance; accounts receivable and cash receipts processing, cash and investment management; debt management; Purchasing & Procurement; financial reporting; CAFR preparation and coordination of external audit.

State/Federal Mandate

ORS 294 - Financial administration/reporting - requires audit, ORS 208 - Disbursement of County funds, IRS - payroll and 1099 reporting, Oregon Dept. of Revenue, BOLI law, FLSA - Payroll and benefit administration, Bonded debt covenants.

Ex-Officio: Treasurer and Finance Officer. County Treasurer - ORS 205, 208, & 246, and Oregon Constitution Articles VI, 6 and 8; Article VII, 15. While the Oregon Revised Statutes and the Oregon Constitution state that a County shall have a County Treasurer, the Duties that must be performed could not be performed without a County Treasurer.

Leverage Details

The General Fund portion of this program leverages the following:

| | |
|----------|--|
| \$56,000 | back to the Discretionary General Fund |
| \$0 | into other non discretionary County Funds |
| \$0 | directly to community members via service provided |

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.