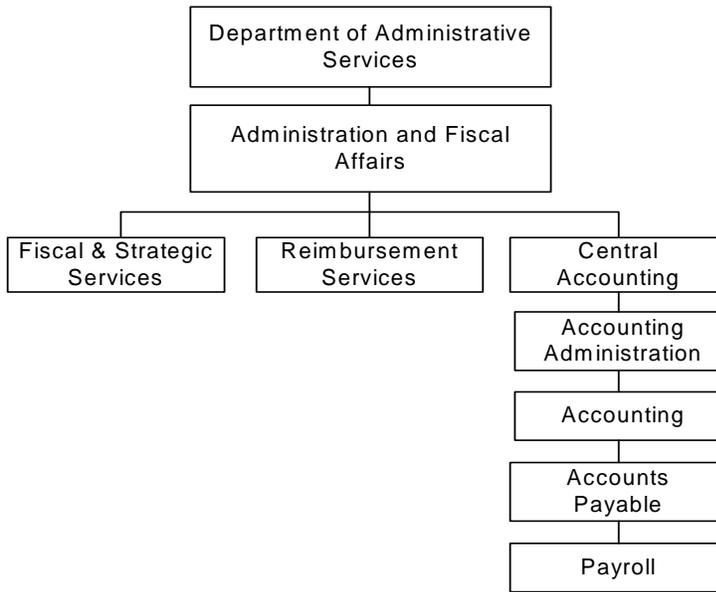


DAS-ADMIN AND FISCAL AFFAIRS (1151)



MISSION

Provide high quality, efficient and responsive financial services and administrative business functions to the County Executive, County Board and County departments to enable the delivery of financially sound and effective services to the community.

Budget Summary		
	2012	2011/2012 Change
Expenditures	4,585,187	243,485
Revenue	77,412	20,000
Levy	4,507,775	223,485
FTE's	44.1	1.4
<p>Major Programmatic Changes</p> <ul style="list-style-type: none"> Continue to enhance budgeting practices and financial forecasting. 		

OBJECTIVES

- Expand and enhance the County Financial website and promote additional automation initiatives such as workflow automation.
- Continue the development of strategic planning initiatives that are essential to the County's ability to responsibly and effectively address its long-term fiscal challenges and facility needs.
- Work with policymakers to identify program priorities, taking into account mandated and non-mandated services, availability of outside revenue, and other factors.
- Continue improvements to long range financial forecasting and budgeting.
- Improve collaboration between DAS divisions and explore potential for increased efficiencies by sharing staff or other resources.

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FUND: General - 0001

- Implement strategies developed by a work group of finance and budget staff from overlapping taxing bodies in Milwaukee County designed to achieve cost savings through intergovernmental collaboration.
- Monitor the implementation of the accelerated financing of 2010-2012 capital improvements.
- Develop a long-term plan for the County's financial management information system.
- Initiate an update of crucial sections of the Administrative Manual and continue efforts to post the Administrative Manual on the County intranet.
- Pursue changes to State Statute to allow the County to maintain adequate levels of reserves.

DEPARTMENTAL PROGRAM DESCRIPTION

The Department of Administrative Services (DAS) Fiscal Affairs Division includes the following four sections: Administration, Fiscal and Strategic Services, Reimbursement Services, and Central Accounting.

Administration. The DAS Director is responsible for coordinating the operations of all DAS divisions, including Procurement, Information Management Services, Fiscal Affairs, Risk Management, Economic Development and Office for Persons with Disabilities.

The primary responsibilities of the **Fiscal and Strategic Services Section** are budget preparation and fiscal control for both operations and capital. All budget requests are analyzed with recommendations submitted to the County Executive. Assistance is provided both to the County Executive in preparing and presenting the Executive Budget, and to the Finance and Audit Committee in its review of the County Executive's recommended budget, including the preparation of budget amendments approved by the Finance and Audit Committee and the County Board. During the year, all appropriation transfer requests are analyzed and a recommendation is submitted to the County Executive. In conjunction with the Accounting Section, County departmental accounts are analyzed to determine potential expenditure deficits or revenue shortfalls, with department administrators required to submit a corrective plan of action. Other major duties include (a) the study of all new position requests, with reports and recommendations submitted to County Board committees; (b) fiscal studies for the County Executive and County Board committees, including fiscal impact of legislative bills; and (c) special studies for the County Executive and County Board committees.

Reimbursement Services is responsible for the County-wide Tax Refund Intercept Program.

Central Accounting functions include Accounting Administration, Accounting, Accounts Payable and Payroll. A brief description of the responsibilities of each area follows:

- Accounting Administration is responsible for the overall management and coordination of Central Accounting activities, the development of special studies and reports and technical assistance to both Central Accounting and other County departments and the publishing of the Comprehensive Annual Financial Report (CAFR) and the Single Audit Report.
- Accounting is responsible for the timely and accurate preparation of countywide monthly financial reports, publication of the Comprehensive Annual Financial Report, the State of Wisconsin Financial Report Reform, and the Single Audit Report and development of the indirect cost allocation plan. In addition, Accounting is responsible for adherence to Generally Accepted Accounting Principles (GAAP), the development and maintenance of the Advantage financial information system, the fixed-asset system and the grant system, conducting budget performance reviews on an ongoing basis to identify potential year-end deficits so that problems can be resolved in a timely manner, and ongoing training and technical assistance to departments.
- Accounts Payable is responsible for establishment of countywide payment procedures, coordination with the Procurement Division, encumbrances of purchases, payment of vendor invoices, development and maintenance of the accounts payable system, and technical assistance to departments. In addition, Accounts Payable monitors payments to ensure that purchasing regulations have been followed by

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departments and unencumbered appropriation balances to ensure that the County has sufficient appropriations available for each payment.

- Payroll is responsible for establishment of County-wide payroll procedures, coordination with the Department of Human Resources, monitoring the preparation of payroll checks and maintenance of all earnings and deductions records, ensuring that County payroll practices meet Federal, State and contractual requirements, and filing of all required Federal and State reports on a timely basis.

2012 BUDGET

Approach and Priorities

- Identify opportunities for increased efficiencies within DAS and throughout the County with a focus on automation initiatives.
- Work with outside agencies to identify ways to reduce overall public service costs by consolidation of services.

Programmatic Impacts

- There are no programmatic impacts in this budget.

Budget Highlights

Elimination of Step Increases for 2012 for Employees in Certain Pay Grades **(\$9,929)**

This budget includes an expenditure reduction of \$9,929 based on the elimination of step increases for 2012, as provided for in Chapter 17 of the Milwaukee County General Ordinances, for employees in certain pay grades. (See Appendix B for pay grades affected.)

Staffing Changes **(\$184,062)**

The following positions are unfunded: 1.0 FTE Fiscal and Management Analyst 1; 1.0 FTE Accounting Manager; 1.0 FTE Fiscal Assistant 2; and 1.0 FTE Accounting Manager – Aging for a savings of \$214,938. The following positions are funded: One 0.5 FTE Clerical Assistant 2 is transferred in from the DAS – Procurement Division at a cost of \$30,876. The total tax levy savings from these position changes is \$184,062.

Miscellaneous Fees **\$15,000**

Due to changes in collective bargaining, fees collected by the Payroll Section from unions for the various reports and services provided by the section is reduced \$15,000 to reflect the anticipated reduction in services in 2012.

Garnishment Fees **(\$35,000)**

Garnishment of County employee wages was transferred to the Payroll Division from the Office of the County Clerk in 2011. Fees related to garnishments are now included in the DAS – Fiscal budget.

Contracts Greater than \$1 million **\$0**

The Department of Administrative Services shall develop and implement a countywide policy that any contract greater than \$1 million presented to the County Board for approval shall be accompanied by a chart that lists the specific facts why that firm was selected compared to any other firm that competed for business.

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BUDGET SUMMARY				
Account Summary	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Personal Services (w/o EFB)	\$ 2,503,504	\$ 2,859,567	\$ 2,938,584	\$ 79,017
Employee Fringe Benefits (EFB)	1,911,133	2,008,965	1,968,152	(40,813)
Services	145,523	86,695	86,233	(462)
Commodities	13,327	10,693	10,693	0
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	9,605	0	0	0
Capital Contra	0	0	0	0
County Service Charges	561,446	564,140	582,814	18,674
Abatements	(1,160,501)	(1,188,358)	(1,001,289)	187,069
Total Expenditures	\$ 3,984,037	\$ 4,341,702	\$ 4,585,187	\$ 243,485
Direct Revenue	25,182	50,000	70,000	20,000
State & Federal Revenue	0	7,412	7,412	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 25,182	\$ 57,412	\$ 77,412	\$ 20,000
Direct Total Tax Levy	3,958,855	4,284,290	4,507,775	223,485

PERSONNEL SUMMARY				
	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Position Equivalent (Funded)*	46.4	42.7	44.1	1.4
% of Gross Wages Funded	97.1	93.0	97.4	4.4
Overtime (Dollars)	\$ 3,153	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2010 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Fiscal and Mgmt Analyst 1	12240	Unfund	(1)	(1.00)	DAS Budget	\$ (42,416)
Clerical Asst 2	0007	Transfer-in	1	0.50	DAS Admin	18,742
Fiscal Asst 2	04041	Unfund	(1)	(1.00)	Accounts Payable	(30,416)
Accnting Manager - Aging	76150	Unfund	(1)	(1.00)	Accounting Admin	(78,052)
Accnting Manager	4605	Unfund	(1)	(1.00)	Accounting Admin	(63,610)
					TOTAL	\$ (195,752)

All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."