

**FINANCE
DIRECTOR
2016 ANNUAL REPORT**

July 13, 2017

Respectfully submitted by Debra Haydell

This 2016 Annual Report for the position as County Finance Director consists of the following standard processes, as are directed in accordance with the County Finance Director – Chief Administrative Officer of the Budget Job Description.

The Special Projects and Goals are added processes that over time will improve the standard processes or become an activity within that standard process.

The processes for the County Finance Director and Chief Administrative Officer of the Budget position are included in the information defined below.

ITEMS HIGHLIGHTED IN YELLOW ARE NEW

Bi-Weekly Processes-

Reviewed and Balanced Payroll wages and taxes.

Reviewed wages and other expenditures for reasonableness in comparison to the budget.

Purchased Office Supplies, Equipment and Capital Outlay for Departments.

(2016, completed 242 purchase orders in BS&A software)

Monthly Processes-

Reviewed Bank Statements.

Reviewed and entered expenditures for DHS Childcare.

Entered Sales Tax for Airport.

Review and completed State Payroll Withholding tax form.

Completed Probate Court Transmittal Advice Report.

Reviewed the Budget Status Reports and provide information to the Finance Committee Of the Whole for required Budget Amendments.

EGRAMS - Submitted Title IV financial report.

Review Trial Balances and provide information to Finance Committee.

Reviewed Oversight Committee minutes and provide Budget Amendment or Fund Transfer information to the Finance Committee for action.

Sent Revenue and Expenditure and Trial Balance reports to Departments and Outside Agencies.

Report MERS for monthly payrolls through the MERS website for Defined Benefit, Defined Contribution and Hybrid plans.

Quarterly Processes-

Reviewed, completed and submitted Form 941 wage reporting.

Review Purchase Orders with Accounts Payable Clerk, Connie Wing, to change their status to complete in the Purchase Orders with Accounts Payable modules in the BS&A software.

Submitted Secondary Road Grant Financial Report.

EGRAMS - Submitted Victim Rights 1/4ly Report.

Airport Aviation Fuel Informational Report – Sales and Use Tax – FORM 5422

Bi-Annual -

Ordered Bulk Office Supplies.

Completed JE for Appropriations

Completed letters for Appropriation Checks to outside non-profit entities

Annual and Year End Processes-

Reviewed year end payroll totals and assist in preparation of W-2s.

Submitted 1094C-Affordable Care Act documentation and reasoning.

Assisted Financial Statement auditors with year-end adjusting entries and reports for final financial audited 2015 statements.

Completed fixed asset information for financial journal entries.

Assisted with 2017 Budget entry on BS&A.

Submitted data and reviewed Cost Allocation plans for Rental Revenue.

Completed and sent reports for Bond Debt for EMMA-Electronic Municipal Market Access to Bendzinskis after coordinating accounting and equalization information.

Complete worksheets for preliminary and final audit categories per “Items to be provided by Client” Year End Check list.

Coordinate and communicate Financial Audit dates and information required.

Standard Processes-

Assisted and provide training for Department Heads and their staff with financial questions or concerns.

Reviewed contracts as they are processed between Administrator’s office and County Legal Attorney.

Monitored grant activity through monthly committee reports and BS&A receipting modules. Provide training for BS&A General Ledger and Purchasing Software.

Reviewed Internal Controls.

Trained and assisted Department Heads so their 2017 Budgets were entered by them or their staff into the BS&A software.

Review timelines for quarterly reporting and year end audits.

Consult with FOIA officer regarding FOIA requests.

Special Projects-

Capital Improvement Committee member.

Liaison for District and Circuit Court.

Applied for and awarded Ergonomics Grant \$2300 to purchase 5 chairs
Show pictures of HAPPY FACES!!!
Train new employees regarding Financial reporting
Complete new forms required by State for GASB 68 Pension programs.

Goals-

Completed:

Completed Capital Asset Policy
Completed format for GASB 68 Pension Liability in Financial Reporting

In-Process:

Establish a process so Insurable Equipment and Capital Outlay will be accounted for in the BS&A Fixed Asset module.
Prepare yearly financial reports and have BS&A software set up to process these reports. Align County Chart of Accounts to meet F65 and NEW Michigan Chart of Account standards.
Continue to perfect and keep up-to-date a Procedure Manual.
Work with whole Leadership team to complete approved strategic plan.
Review all Grants and get trained to administrate the grant financials in BS&A.
Prepare for the new GASB 74 / 75 Statement (Other Post-Employment Benefit) OPEB liabilities.
Work with Administrator and Treasurer to evaluate County Housing Program.
Worked with Administrator and will continue this process for Michigan Indigent Defense Commission.
Evaluate MERS Actuarial for County Pension Liability and review with MERS representative and County Administrator
Working with Clerk's office, Accounts Payable in writing a policy for accounts payable and expense reports.

Demonstrate: Train Departments to submit requisitions in BS&A Financial Software and use electronic signatures for processing Purchase Orders.

Training-

Spring and Fall Certified Public Accountant training to keep abreast of future standards from the Governmental Accounting Standards Board, GASB.
BS&A Financial Software training for new MI Chart of Account Reporting.
MGFOA Training – Michigan Government Finance Officers Association.

I wish to close this report by thanking all the Commissioners, the Department Heads and their staff, for their assistance with all these processes.