

ACCOUNTANT

2013 ANNUAL REPORT

July 10, 2014

Respectfully submitted by Debra Haydell

This 2013 Annual Report for the position as County Accountant consists of the following standard processes, as are directed in accordance with the County Accountant 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.

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 and Equipment for Departments.

Monthly Processes-

Reconciled Bank Statements.
Reviewed and entered expenditures for DHS Childcare.
Entered Sales Tax for Airport and Nifty Thrifty.
Completed State Payroll Withholding tax form.
Completed Probate Court Transmittal Advice Report.

Quarterly Processes-

Submitted Form 941 wage reporting.

Bi-Annual -

Ordered Bulk Office Supplies

Annual and Year End Processes-

Reviewed year end payroll totals and assist in preparation of W-2s.
Assisted Financial Statement auditors with year-end adjusting entries and reports for final financial audited 2013 statements.
Completed fixed asset information for financial journal entries.
Assisted with 2014 Budget entry on BS&A.
Reviewed Michigan Unclaimed Property Claims.
Reviewed Cost Allocation plans for Rental Revenue

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 Prosecutor.

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

Special Projects-

Assisted COA with entering 2013 and 2014 Budget onto BS&A software.

Worked with Sheriff Department staff in incorporating WEX Fuel Card to eliminate fuel tax costs.

Worked with Secondary Roads Sheriff Staff and State Grant Coordinator to insure correct reporting for Grant funding.

Teamed with Accounts Payable Clerk, Connie Wing, to incorporate Purchasing, Accounts Payable, and General Ledger BS&A software modules balance. In 2014 to be reviewed Quarterly.

Member of Capital Improvements Committee.

Goals-

Completed:

Trained and assisted Department Heads so their 2014 Budgets were entered by them or their staff into the BS&A software.

Worked with Clerk and Treasurer to review internal controls and determine if past practices insure security of transactions. Specific area **Accounts Payable**.

Completed Fixed Asset inventory in the BS&A module so 2013 Depreciation Expense for Governmental Funds could be accounted for through BS&A.

In-Process:

Establish a process and policy so Insurable Equipment and Capital Outlay will be accounted for in the BS&A Fixed Asset module.

Work with the County Consulting Auditor to prepare yearly financial reports and have BS&A software set up to process these reports. Align County Chart of Accounts to meet F65 and Michigan Chart of Account standards.

Work with new Housing Consultant to insure State Software (OPAL) and BS&A financials are accounted for monthly.

Team with Treasurer Deputy, Wendy Aldrich, and Airport Director, John Strehl to initiate Airport Receipts be processed through BS&A cash receipt module.

Review timelines for quarterly reporting and year end audits.

Establish Procedure Manual.

Team with Administrator to complete a Purchasing policy with flow charts.