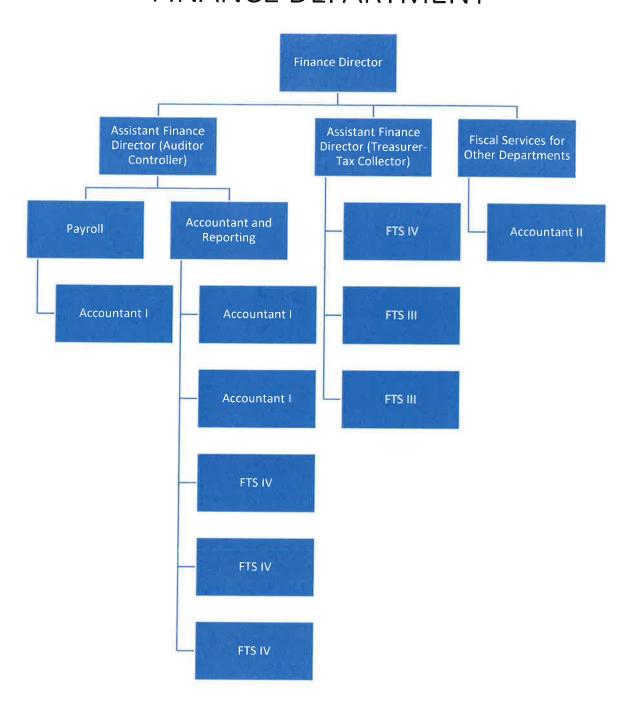
## FINANCE DEPARTMENT



## FINANCE DEPARTMENT - Auditor/Controller Division

Core Services

		Mandat	ed?
		Receive, audit, & process deposits	Υ
1	RECEIVABLES & PAYABLES	Audit & process payments	Υ
1	(DEPOSITS & A/P)	Credit card &/ contract processing & maintenance	Υ
		Federal & State reporting (1099/sales tax/withholding)	Υ

	Audit & process bi-weekly payroll	Υ	
3	PAYROLL	Federal & State reporting (W2, Calpers, CA Gov Comp Report, DOL)	
3	FAIROLL	Maintenance of EE & Vendor records	Υ
		Implement changes (EE requested, policy & agreement changes, benefit updates)	Υ

		Development and Adoption	Υ
5	BUDGET	State reporting	Υ
3	BODGET	Adjustments	Υ
		Monitoring	Υ

	Mandated					
		Professional development & growth	N			
2	TRAINING &	Peer mentoring	N			
	EDUCATION	Procedure manuals	N			
		Knowledge sharing database	N			

		General ledger maintenance	Υ
4	FINANCIAL ACCOUNTING &	Federal & State reporting (Cost Plan, PTA, SB90, FTRs, TC-31)	Υ
4	REPORTING	Annual audits (County, Special Districts)	Υ
		Account management (funds, bank, capital assets)	Υ

	6 PROPERTY TAX ACCOUNTING	Tax roll maintenance	Υ
6		Rate calculations	Υ
O		Apportionment process	Υ
		State reporting	Υ

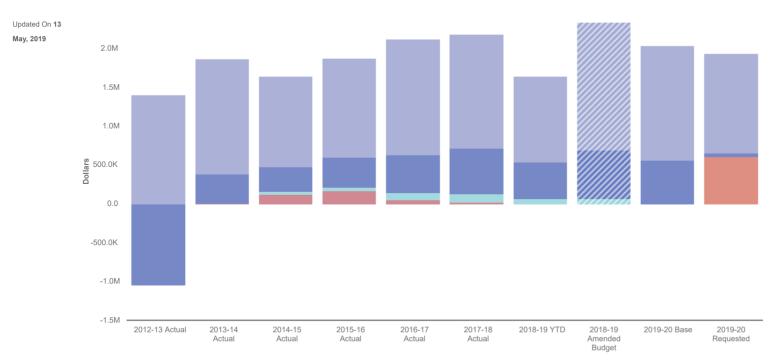
## FINANCE DEPARTMENT - Treasurer/Tax Collector

Core Services

		Manda	ited?			Manda	ted?
		Receive & process deposits	Υ			Professional development & growth	N
	L TREASURY FUNCTION	Audit & balance deposits	Υ	2	TRAINING & Peer mentoring N  EDUCATION Procedure manuals N		
•	TREASONT FONCTION	Cash management	Υ	2	EDUCATION	Procedure manuals	N
		Ensure custody of cash balances	Y			Knowledge sharing database	N
				_			
		Investment of monies not required for immediate needs	Υ		PROPERTY TAX COLLECTION	Produce tax bills for all assessments	Y
3	INVESTMENTS	Cash analysis (liquidity)	Υ	4		Process tax payments	Y
	TIAVESTIVICIATS	Investment reporting	Υ			Collection of late & delinquent taxes	Y
		Continuing credit analysis	Υ			Assist taxpayers	Y
	•						
		Process returns & payments	Y			Business license processing & collections	Y
	TRANSIENT	Collection of late & delinquent taxes	Υ	6	OTHER PROCESSES	Processing returns & payments for cannabis taxes	Υ
	OCCUPANCY TAX	Auditing of operators	N	0	— OTHER PROCESSES	Implement & manage fee studies	Υ
		TOT reporting	N			Collection of franchise tax fees	Υ
				. —			

Department Name	Division Name	Associated Goal	Tactic	Results	Internal or External	Target Completion (FY)
Finance Department	Auditor/Controller	3D	Complete action items presented during the workshop, Building a Financial Resilient Mono County	Complete the checklist	Internal	19-20
Finance Department	Auditor/Controller	3D	Establish Pension Stabilization Fund	Set up of stabilization fund with PARS	Both	19-20
Finance Department	Auditor/Controller	3D	Achieve 50% reduction in the General Fund budget deficit	Adopt a General Fund budget with a \$3 million deficit	Internal	19-20
Finance Department	Auditor/Controller	1 40	Enhance OpenGov reporting to include performance measurement reporting	Dashboard type reporting containing Departments performance measurements and historical tracking of changes over time	Internal	21-22
Finance Department	Auditor/Controller & Treasurer/Tax Collector	I 3B	Identify new revenue sources and how these new revenue sources would be achieved.	Plan for raising new revenues	Both	19-20
Finance Department	Auditor/Controller & Treasurer/Tax Collector	5C	Articulate desired competencies for each or our core services, identify training opportunities and establish individual training plan with each of the department's employees	Individual training plan with identified training opportunities along with target dates	Internal	20-21
Finance Department	Auditor/Controller & Treasurer/Tax Collector	5C	Create and maintain shared knowledge base of job-related information, along with procedure manuals	Central application with table of contents referencing all of the Departments knowledge resources along with procedures for each of our core services, in a central database, which is updateable	Internal	20-21
Finance Department	Treasurer/Tax Collector	3B	Calculate all county fees using current salaries, benefits and overhead. Establish three year rotation on which fees to calculate.	Updated fee schedule	Internal	21-22
Finance Department	Treasurer/Tax Collector	4B	Implementation of software application/solution for transient occupancy tax collection, billing and reporting	Software which is operational with staff trained as subject matter experts	Both	19-20

#### **Finance - Expenditure Trend**

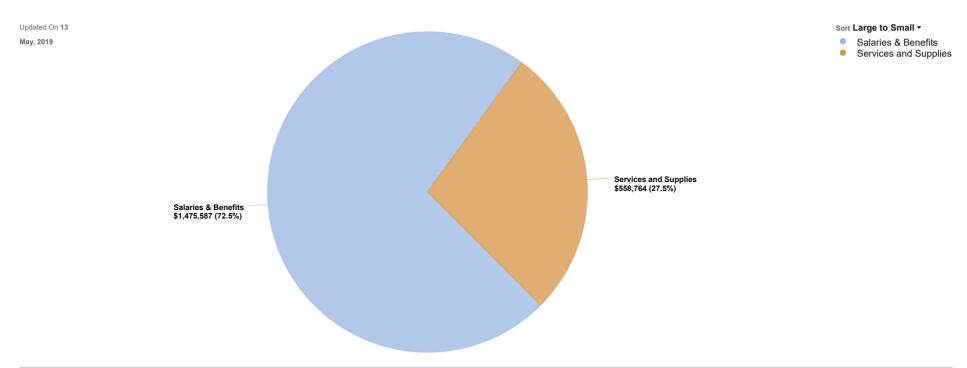


Fiscal Year

Data filtered by Expenses, Funds, DEPARTMENT OF FINANCE and exported on May 13, 2019. Created with OpenGov

- Salaries & Benefits
- Services and Supplies
- Other Expenses
- Debt Service
- Capital Outlay

## 2019-2020 Requested Budget - Expenditures for Finance Department

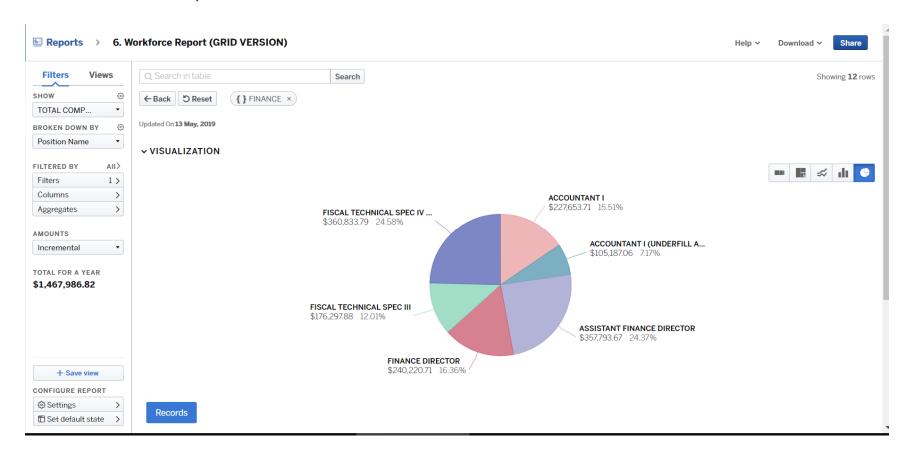


Expand All	2019-20 Actual
➤ Salaries & Benefits	\$ 1,475,587
▶ Services and Supplies	558,764
Total	\$ 2,034,351

Data filtered by Expenses, DEPARTMENT OF FINANCE and exported on May 13, 2019. Created with OpenGov

#### FY 2019-2020 BUDGET WORKSHOP

#### Finance – Workforce Costs by Position



#### DEPARTMENT OF FINANCE DEPARTMENT 100-12-070

#### **DEPARTMENTAL (or Division) OVERVIEW**

The Department of Finance provides accounting, budgeting, payroll, cash management and investing, tax billing and collecting and other financial services delivered through two divisions: Auditor-Controller and Treasurer-Tax Collector.

#### **PROGRAMS AND SERVICES**

The Auditor-Controller division provides accounting and property tax administration services to County departments, the Town of Mammoth, schools, courts and special districts. The division monitors budgets, issues warrants, deposits revenues, processes payroll and accounts for assets, liabilities, accounts receivable/payable and long-term debt. Annually, the division prepares the County's Comprehensive Annual Financial Report (CAFR).

The Treasurer-Tax Collector division is a combined office that includes the Treasurer and the Tax Collector. The Treasurer serves as the depository for all funds belonging to the county, schools and other special districts, and handles all banking and investment functions. The Tax Collector office is responsible for the billing, collection and reporting of property tax revenues levied in the County, and transient occupancy taxes.

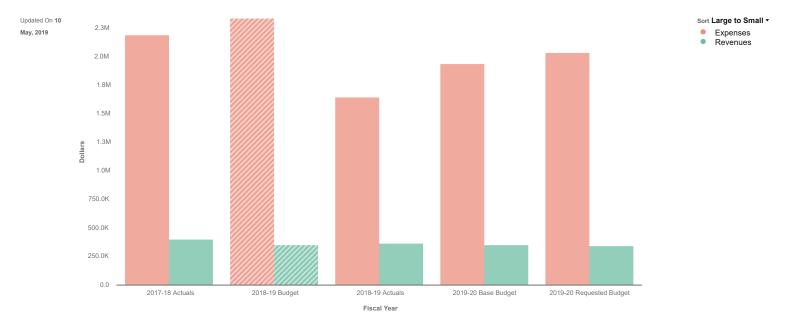
The Department has proposed appropriations that include the following:

- The OpenGov system that includes the townhall application, the internal financial reporting portal, the budget-builder component, and automated reporting and publishing.
- Purchase, install and implement an application for transient occupancy tax collection, billing and reporting.
- Annual license fees for Megabyte, our property tax software, and Innoprise, our accounting, receipting and payroll software.
- Contracts with external auditing firms to audit the County's finances (required by law) and the independent special districts (policy direction by the County Board of Supervisors).
- Host Compliance application for monitoring vacation rental home compliance.
- Contracting with an actuarial firm to prepare the valuation report of the County's Other Post-Employment Benefits plan.
- Travel and training at a level that promotes robust staff development initiatives.

#### DESCRIBE WHAT IS NOT INCLUDED IN THIS BUDGET

Nothing of significance to note.

#### Finance 100-12-070



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 404,447	\$ 354,968	\$ 366,654	\$ 355,894	\$ 346,792
▶ Charges for Services	244,214	206,590	226,852	206,590	179,700
▶ Interest & Rents	103,011	120,378	120,378	121,304	139,092
▶ Licenses, Permits & Franchises	24,453	18,000	9,641	18,000	18,000
▶ Miscellaneous Revenues	11,019	10,000	9,783	10,000	10,000
▶ Transfers In	21,750	0	0	0	0
▼ Expenses	2,187,696	2,330,687	1,644,806	1,936,217	2,034,351
▶ Salaries & Benefits	1,469,625	1,633,670	1,107,479	1,281,681	1,475,587
▼ Services and Supplies	590,958	626,417	468,916	47,639	558,764
▶ Services	312,040	305,147	179,025	4,950	230,100
▶ Supplies	51,820	261,958	239,596	14,771	268,246
▶ Facility	174,426	3,500	0	0	0
▶ Insurance	26,425	35,289	35,289	27,918	27,918
► Training	25,454	20,000	15,006	0	32,000
▶ Vehicle	793	523	0	0	500
▶ Other Expenses	0	0	0	606,897	0
▶ Debt Service	105,364	70,600	68,410	0	0
► Capital Outlay	21,750	0	0	0	0
Revenues Less Expenses	\$ -1,783,249	\$ -1,975,719	\$ -1,278,152	\$ -1,580,323	\$ -1,687,559

Data filtered by Types, GENERAL FUND, DEPARTMENT OF FINANCE and exported on May 10, 2019. Created with OpenGov

# Internal Service Fund Copiers DEPARTMENT 655-10-335

#### **DEPARTMENTAL (or Division) OVERVIEW**

The Copier Pool is responsible for providing all copiers and other processing machines to Mono County Offices.

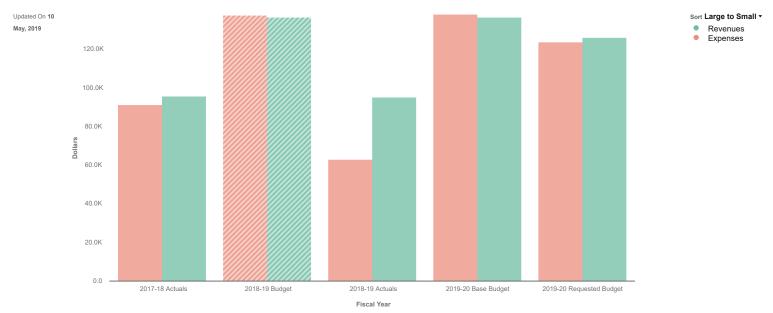
#### **PROGRAMS AND SERVICES**

The pool handles all new copier purchases and keeps maintenance contracts on all existing machines. The pool also handles postage machines and inserting machines, which are used by multi departments.

#### DESCRIBE WHAT IS NOT INCLUDED IN THIS BUDGET

The Copier Pool is an internal service fund so all items, including capital expenditures are included in this budget.

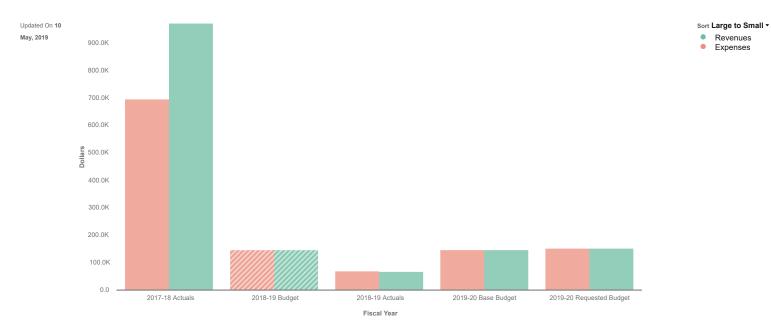
#### **Copier Pool 655-10-305**



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Expenses	\$ 91,147	\$ 137,621	\$ 62,936	\$ 137,782	\$ 123,682
▼ Services and Supplies	57,361	105,621	62,936	105,782	95,682
► Facility	46,527	50,500	35,196	50,500	50,500
► Supplies	7,414	50,100	24,520	50,100	40,000
▶ A-87 Indirect Costs	2,001	3,221	3,221	3,382	3,382
► Services	1,419	1,800	0	1,800	1,800
▶ Capital Outlay	46,017	32,000	0	32,000	28,000
► Depreciation	-12,231	0	0	0	0
▽ Revenues	95,749	136,400	95,198	136,400	126,100
▼ Charges for Services	95,170	136,100	94,672	136,100	125,700
Inter-Fund Revenue	72,687	108,600	65,308	108,600	88,700
Inter-Fund Replacement Revenue	22,483	27,500	29,364	27,500	37,000
▼ Interest & Rents	518	300	526	300	400
Interest Income	518	300	526	300	400
▼ Other Financing Sources	61	0	0	0	0
Sale Of Surplus Assets	61	0	0	0	0
Revenues Less Expenses	\$ 4,602	\$ -1,221	\$ 32,261	\$ -1,382	\$ 2,418

Data filtered by Types, COPIER POOL and exported on May 10, 2019. Created with OpenGov

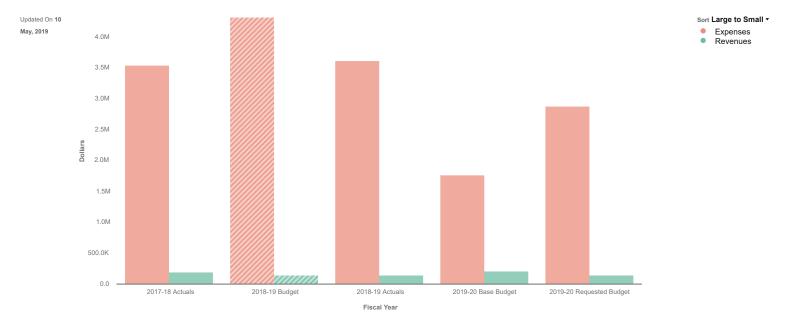
#### Debt Service Fund 198-10-001



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Expenses	\$ 696,503	\$ 147,977	\$ 69,110	\$ 147,977	\$ 153,367
▼ Debt Service	920,660	147,222	68,410	147,222	152,612
▼ Debt Service	920,660	147,222	68,410	147,222	152,612
Bond/Loan Principle Repayment	866,684	116,300	68,195	116,300	127,200
Bond/Loan Interest	53,976	30,922	215	30,922	25,412
➤ Transfers Out	21,750	0	0	0	0
► Services and Supplies	795	755	700	755	755
► Other Expenses	-246,701	0	0	0	0
▽ Revenues	970,498	147,977	68,410	147,977	153,367
▼ Miscellaneous Revenues	948,748	147,977	68,410	147,977	153,367
Loan Repayments	948,748	147,977	68,410	147,977	153,367
▶ Other Financing Sources	21,750	0	0	0	0
Revenues Less Expenses	\$ 273,995	\$ 0	\$ -700	\$ 0	\$0

Data filtered by Types, DEBT SERVICE FUND and exported on May 10, 2019. Created with OpenGov

#### **GF Transfers & Contributions 100-10-071**

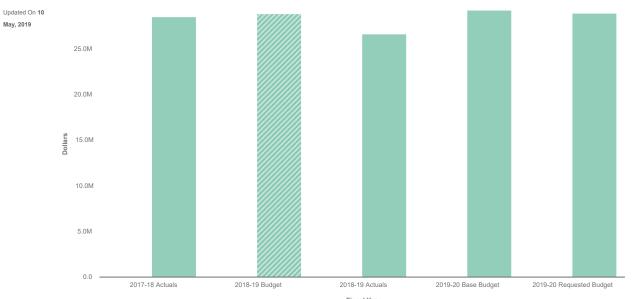


Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 200,000	\$ 150,000	\$ 150,000	\$ 209,479	\$ 150,000
▼ Intergovernmental	150,000	150,000	150,000	150,000	150,000
St: Pub Safety-Prop 172 Sales	150,000	150,000	150,000	150,000	150,000
► Transfers In	50,000	0	0	59,479	0
▽ Expenses	3,537,097	4,309,308	3,610,317	1,763,666	2,874,947
➤ Transfers Out	3,116,069	4,014,618	3,594,420	1,428,976	2,440,257
▼ Support of Other	421,028	294,690	15,897	334,690	434,690
▼ Support of Other	421,028	294,690	15,897	334,690	434,690
Contributions To Other Governm	263,028	144,690	15,897	184,690	284,690
Contributions To Non-Profit Or	158,000	150,000	0	150,000	150,000
Revenues Less Expenses	\$ -3,337,097	\$ -4,159,308	\$ -3,460,317	\$ -1,554,187	\$ -2,724,947

Data filtered by Types, GENERAL FUND, GF OPERATING TRANSFERS and exported on May 10, 2019. Created with OpenGov

#### General Revenues 100-10-001

May, 2019

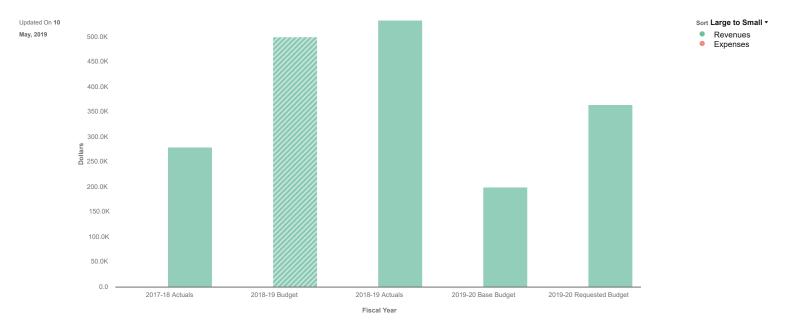


Sort Large to Small ▼ RevenuesExpenses

		Fiscal Year			
Expand All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▽ Revenues	\$ 28,530,352	\$ 28,872,804	\$ 26,636,446	\$ 29,205,604	\$ 28,942,416
▼ Taxes	24,358,213	24,121,000	22,781,731	24,383,800	24,730,366
Prop Tax -Current Secured	15,722,633	16,165,000	16,193,204	16,488,300	16,818,066
Transient Occupancy Tax	2,661,212	2,625,000	1,960,692	2,625,000	2,625,000
VIf In Lieu	1,628,456	1,628,000	1,697,102	1,697,100	1,697,100
Prop Tax -Current Unsecured	1,198,115	1,241,000	1,238,651	1,241,000	1,257,800
Sales & Use Tax	597,336	630,000	502,811	680,400	680,400
Prop Tax -Excess Eraf	972,145	700,000	0	500,000	500,000
Prop Tax -Unitary	414,463	320,000	436,576	400,000	400,000
Prop Tax -Penalties/Interest	366,286	250,000	154,255	200,000	200,000
Prop Tax -Delinq Secured Redem	241,554	250,000	172,801	240,000	240,000
Property Transfer Tax	226,115	210,000	195,776	210,000	210,000
Prop Tax - Supplemental	208,157	100,000	225,878	100,000	100,000
Prop Tax -Delinq Unsecured Red	121,742	2,000	3,984	2,000	2,000
▼ Charges for Services	1,311,141	1,547,319	1,558,353	1,547,319	1,547,319
Professional Service Fees	1,311,141	1,547,319	1,558,353	1,547,319	1,547,319
▼ Intergovernmental	1,495,872	1,459,756	1,497,181	1,509,756	1,529,756
Fed: In Lieu Taxes (Pilt)	1,250,413	1,250,000	1,318,592	1,300,000	1,300,000
Fed: Tobacco Settlement	150,306	125,000	145,693	125,000	145,000
St: Homeowners Prop Tx Relif	42,937	42,000	0	42,000	42,000
St: Revenue Stabilization	21,000	21,000	0	21,000	21,000
St: Dept of Fish & Game PILT	15,756	15,756	15,756	15,756	15,756
St: Motor Vehicle Excess Fees	6,025	6,000	5,542	6,000	6,000
St: Sb-90 State-Mandated Cost	9,435	0	11,597	0	0
▼ Fines, Forfeitures & Penalties	1,055,698	806,975	500,518	826,975	826,975
Court Fines & Penalties	860,490	660,000	399,341	660,000	660,000
Vehicle Code Fines	191,337	143,000	97,441	163,000	163,000
B/A 1463.14 Pc Fines	3,605	3,100	2,349	3,100	3,100
Fines, Forfeits & Penalties	250	875	1,367	875	875
Parking Fines	16	0	20	0	0
▶ Transfers In	0	684,754	0	684,754	0
► Licenses, Permits & Franchises	207,464	172,000	199,833	172,000	192,000
▶ Interest & Rents	101,965	81,000	98,260	81,000	116,000
▶ Miscellaneous Revenues	0	0	571	0	0
Revenues Less Expenses	\$ 28,530,352	\$ 28,872,804	\$ 26,636,446	\$ 29,205,604	\$ 28,942,416

Data filtered by Types, GENERAL FUND, GENERAL-OTHER and exported on May 10, 2019. Created with OpenGov

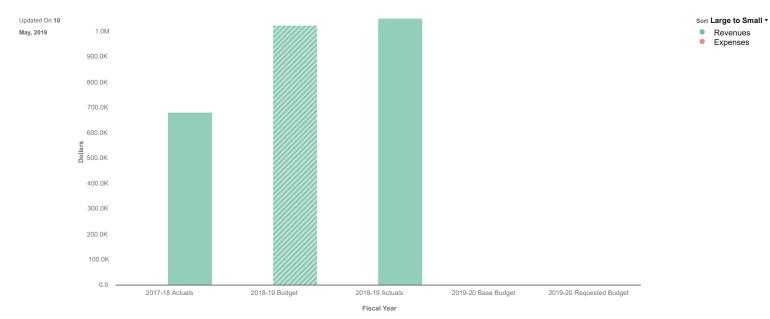
#### **General Reserve Fund 101-10-001**



Revenues Less Expenses	\$ 280,008	\$ 500,000	\$ 532,302	\$ 200,000	\$ 364,470
▶ Interest & Rents	30,008	0	32,302	0	0
➤ Transfers In	250,000	500,000	500,000	200,000	364,470
▼ Revenues	\$ 280,008	\$ 500,000	\$ 532,302	\$ 200,000	\$ 364,470
Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget

Data filtered by Types, GENERAL RESERVE FUND and exported on May 10, 2019. Created with OpenGov

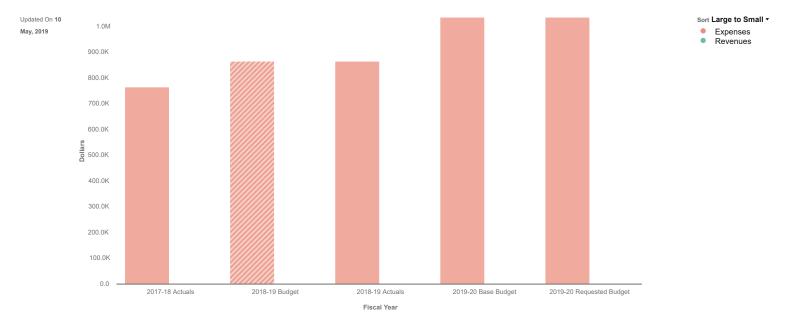
#### **Economic Stabilization Fund 151-10-001**



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 681,349	\$ 1,024,180	\$ 1,050,459	\$ 0	\$ 0
▶ Transfers In	660,000	1,024,180	1,024,180	0	0
▶ Interest & Rents	21,349	0	26,279	0	0
Expenses	0	0	0	0	0
Revenues Less Expenses	\$ 681,349	\$ 1,024,180	\$ 1,050,459	\$ 0	\$ 0

Data filtered by Types, ECONOMIC STABILIZATION and exported on May 10, 2019. Created with OpenGov

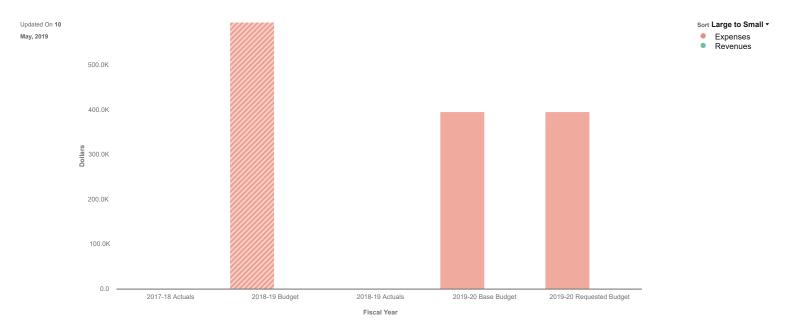
#### Courts MOE 100-21-075



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
Revenues	\$0	\$ 0	\$ 0	\$ 0	\$ 0
▼ Expenses	765,072	866,331	865,925	1,034,209	1,034,209
▼ Services and Supplies	765,072	866,331	865,925	1,034,209	1,034,209
▼ Services	765,072	866,331	865,925	1,034,209	1,034,209
Revenue Moe	555,940	657,199	656,793	657,199	657,199
County Facilities Moe	209,132	209,132	209,132	209,132	209,132
Special Department Expense	0	0	0	167,878	167,878
Revenues Less Expenses	\$ -765,072	\$ -866,331	\$ -865,925	\$ -1,034,209	\$ -1,034,209

Data filtered by Types, GENERAL FUND, COUNTY MOE and exported on May 10, 2019. Created with OpenGov

#### GF Contingency 100-10-330



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
Revenues	\$0	\$ 0	\$ 0	\$ 0	\$ 0
▼ Expenses	0	595,137	0	396,270	396,270
▼ Other Expenses	0	595,137	0	396,270	396,270
▼ Other Expenses	0	595,137	0	396,270	396,270
Contingency	0	595,137	0	396,270	396,270
Revenues Less Expenses	\$0	\$ -595,137	\$ 0	\$ -396,270	\$ -396,270

Data filtered by Types, GENERAL FUND, CONTIGENCY FUND and exported on May 10, 2019. Created with OpenGov