

Lane County, Oregon

FY 08-09 Service Options Sheet

Service: **Financial Services - Central**
 Dept: Management Services
 Program Contact: Kay Blackburn
 Contact Phone: 3329

BCC Service Priorities:
 Fund: 124 Dept. Org ID: multiple
 Dept. Priority: 3 12
 Fund Priority: of

Executive Summary

Provides payroll, accounts payable, accounts receivable, treasury management and financial analysis and reporting services for the County as a whole. Process payroll and benefits, provide purchasing services, vendor payments, investment of County funds, debt issuance and management, prepare required annual financial reports and coordinates external audit.

State/Federal Mandate

ORS 294 - Financial administration/reporting - requires audit, ORS 279 - Public procurement law, ORS 208 - Disbursement of Co. funds, IRS - payroll and 1099 reporting, Oregon Dept. of Revenue, BOLI law, FLSA - Payroll and benefit administration, Bonded Debt Covenants.

Outcome Measure/s

GFOA Certificate of Excellence in Financial Reporting, Investment rate of return.

Service Level Descriptions. Level 1 (very bottom) = Threshold Level Below Which Service Cannot Be Provided

X=Funded	Proposed Service Funding >>	Other Funds	Expense Total	General Fund	FTE
		1,414,455	1,520,302	105,847	13.80
<input checked="" type="checkbox"/>	Level 4:		41,000	41,000	0.50
Process payroll semi-monthly (current service level), process related PERS/deferred compensation contributions semi-monthly					
<input checked="" type="checkbox"/>	Level 3:		25,000	25,000	
External auditing services at current professional level.					
<input checked="" type="checkbox"/>	Level 2:		86,913	86,913	1.00
1.0 FTE Admin. Analyst for purchasing function to administer procurement activity and surplus equipment disposal to ensure compliance with public contracting laws. Minimum to comply with ORS 294, ORS 279 and Bonded debt covenants					
<input checked="" type="checkbox"/>	Level 1:	1,414,455	1,367,389	(47,066)	12.30
Accounts Payable processed weekly, preparation of Comprehensive Annual Financial Report; treasury services including cash management, investment services and issuance; coordination of external audit (with downgrade from current level); expert consulting services to County departments on complex financial issues. Provides payroll processing every 35 days (minimum required by BOLI law - this would likely require renegotiation of labor contracts)					

Ver: 12/18/07d-ji

- "Shall" Mandate
- Related Mandate
- No Clear Mandate
- Highly Leveraged to County provided service (100% return or greater)
- Leverages Funds to County
- Leverages Funding for Citizens and/or Community Organizations

Leverage Details

At the FY 07-08 level of service, the GF	_____	back to the General Fund
portion of this program leverages:	\$0	into other County Funds
	\$0	directly or via subcontract to community orgs
	\$0	directly to citizens via services provided
	0.00%	County Funds Leverage Ratio

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.

Please use this space to explain the Proposed Service Level Funding impact on leverage of the varying levels of service described above.