

## Mission Statement

The Auditor-Controller's Office is dedicated to providing public oversight, fiscal leadership, financial integrity, transparency and accountability through the effective fiscal monitoring, reporting, auditing and safeguarding of public resources and to provide service, assistance and information to the public, the Board of Supervisors, the Administrative Office, County departments, employees, and special districts.

## Department Description and Key Issues

The Auditor-Controller's Office is responsible for a multitude of fiduciary activities within the County including general accounting and reporting of all revenues, expenditures, net assets, and fund balances in the Comprehensive Annual Financial Report. In addition, the office maintains financial records for various entities, schools, county service areas, and special districts within the County. The office is organized into separate sections with the following functions:

**General Accounting Section** – The General Accounting Section is responsible for: processing and auditing claims submitted by County departments and special districts within the adopted appropriations set by the Board of Supervisors, monitoring activity of County issued credit cards, ensuring program compliance with periodic reviews of department records, reconciling and preparing mandated reports related to its activities, and developing procedures and trainings for County departments to ensure fiscal knowledge is strengthened Countywide.

**Financial Reporting Section** – The Financial Reporting Section is responsible for preparing accurate and timely financial statements; providing oversight of accounting policies and procedures; auditing all general ledger transactions submitted by all County departments within compliance of Generally Accepted Accounting Principles, Government Accounting Standards Board, and State Controller's guidelines; capital asset accounting; court accounting revenue distribution; and auditing and posting of transfers and revisions to the appropriations adopted by Board of Supervisors.

**Support Service/Audit Section** – The Support Services Section is responsible for maintaining department information systems, collaborating with County departments to implement new, improved technological advances, and providing training to County departments on the County financial system. The Audit Section is responsible for providing oversight of accounting policies and procedures; evaluating internal controls; and conducting audits of County departments, special districts, and federal and State grants as mandated by law. Staff assigned to this section perform operational, management, performance, and departmental audits as directed by the Auditor-Controller and as requested by the Board of Supervisors or the County Administration Department.

**Property Tax Section** - The Property Tax Section performs mandated property tax functions, including tax rate computations, tax bill preparation, control and reconciliation of tax charges, tax roll corrections, and special report generation. This section is responsible for distributing the tax proceeds to all government agencies, cities, schools, special districts, and the County. In addition, this section provides property tax information and assistance to the general public, State, local, and County representatives.

In fiscal year 2017-18, the Auditor-Controller's Office will continue to provide financial support and analysis in conjunction with the County Administration Department, as well as monitor cash flow, revenues, expenditures, capital assets, and necessary budget adjustments. As Butte County moves forward in its mission towards sustainability, the Auditor-Controller's Office will continue to provide support in implementing automation utilizing updated technology while ensuring compliance. The department will establish audit schedules of County departments, special districts, and federal and State grants where mandated by law during the year. The department will also provide training opportunities to employees for purposes of improving efficiencies and streamlining implementation of State and federal legislative changes.

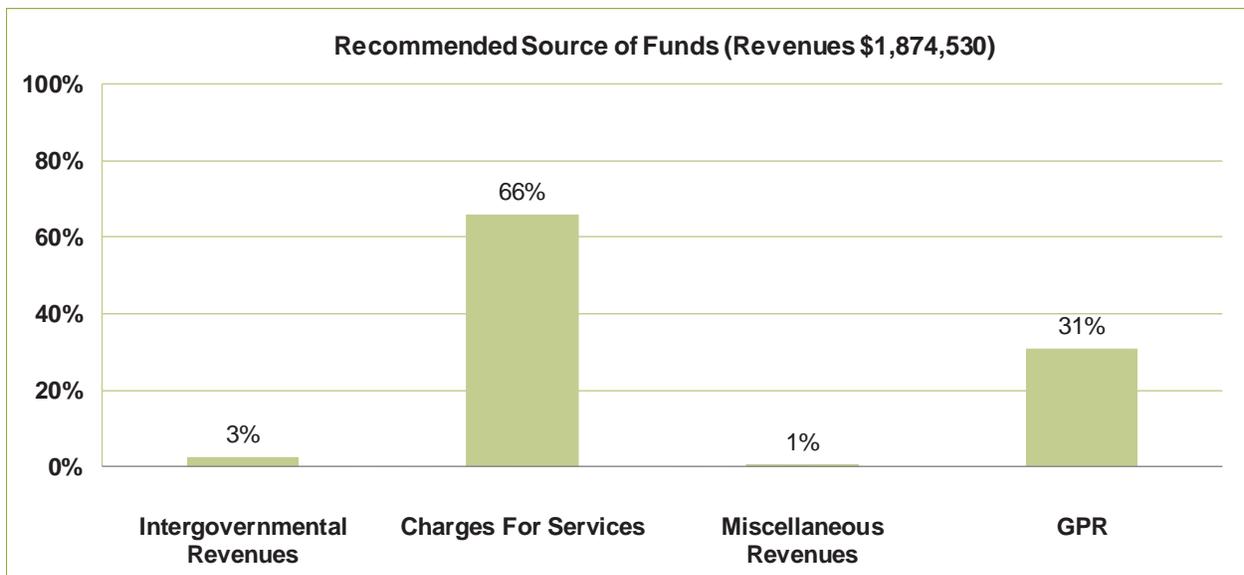
## AUDITOR-CONTROLLER BUDGET

|                                | 2015-16<br>Actuals  | 2016-17<br>Adopted  | 2017-18<br>Requested | 2017-18<br>Recommended |
|--------------------------------|---------------------|---------------------|----------------------|------------------------|
| Intergovernmental Revenues     | 16,206              | 12,877              | 47,542               | 47,542                 |
| Charges For Services           | 1,419,586           | 1,130,470           | 1,235,642            | 1,235,642              |
| Miscellaneous Revenues         | 17,148              | 17,000              | 10,000               | 10,000                 |
| Other Financing Sources        | 1,200               | -                   | -                    | -                      |
| <b>Total Revenues</b>          | <b>\$ 1,454,140</b> | <b>\$ 1,160,347</b> | <b>\$ 1,293,184</b>  | <b>\$ 1,293,184</b>    |
| Salaries and Employee Benefits | 1,751,993           | 1,925,223           | 1,941,203            | 1,941,203              |
| Services and Supplies          | 181,558             | 192,075             | 190,840              | 190,840                |
| Other Charges                  | 7,670               | 7,670               | 9,819                | 9,819                  |
| Special Items                  | (89,256)            | (33,718)            | (267,332)            | (267,332)              |
| <b>Total Expenditures</b>      | <b>\$ 1,851,965</b> | <b>\$ 2,091,250</b> | <b>\$ 1,874,530</b>  | <b>\$ 1,874,530</b>    |
| Net Costs/Use of Fund Balance  | \$ 397,825          | \$ 930,903          | \$ 581,346           | \$ 581,346             |

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### Source of Funds (Revenues)

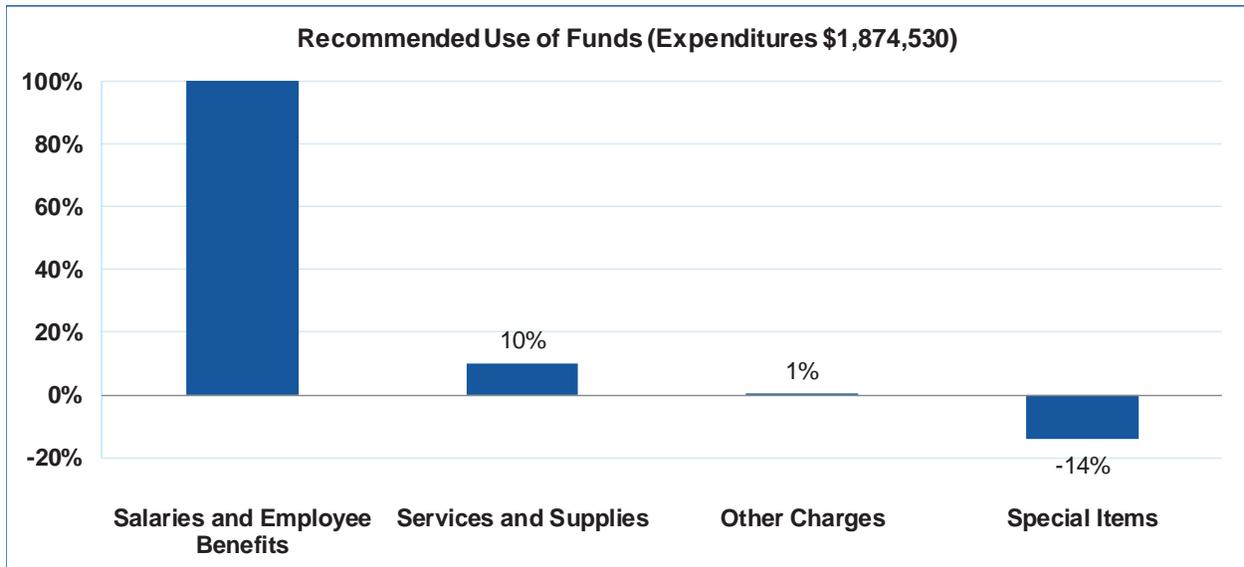
- Charges for services are the revenues from non-General Fund departments and outside agencies for various accounting and auditing services.
- General purpose revenue (GPR) is the General Fund contribution to operate the department, which includes the Auditor’s share of property tax administration and supplemental property tax administration revenue.
- Intergovernmental revenues are revenues from internal service funds, the Neal Road Recycling and Waste Facility, and non-County entities for services provided by the department.
- Miscellaneous revenue includes unclaimed property tax refunds, as allowed by State law.



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**Use of Funds (Expenditures)**

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies include office supplies, utilities, training, and maintenance agreements, which includes the department’s share of the Megabyte property tax system.
- Other charges include interfund transfers for space use allowance.
- Special items include both positive expenditures (transfers) and negative expenditures (reimbursements), which when combined result in an overall negative expenditure for the category. The components of this category include:
  - Transfers for the department’s share of costs for support services provided by Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
  - Reimbursements to the Auditor’s Office from General Fund departments for support services provided, which are reflected as negative expenditures.



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**Summary of Budget Request and Recommendation****Salaries & Employee Benefits****Requested**

- The department budget request includes funding to maintain current staffing levels, including converting 2.0 Auditor-Accountant/ Auditor-Accountant, Associate/Accounting Specialist positions to Auditor-Accountant, Senior/Auditor Accountant/Auditor-Accountant, Associate positions, to better meet the needs of the department.

**Full Time Equivalent****Position Allocations****Total**

|                               |       |
|-------------------------------|-------|
| 2013-14 Adopted Positions     | 20.00 |
| 2014-15 Adopted Positions     | 22.00 |
| 2015-16 Adopted Positions     | 22.00 |
| 2016-17 Adopted Positions     | 21.00 |
| 2016-17 Current Positions *   | 21.00 |
| 2017-18 Recommended Positions | 21.00 |

\*As of 4/11/2017

**Recommended**

- The recommendation includes funding to maintain current staffing levels, including the conversion of the requested positions.

**Services & Supplies****Requested**

- The department budget request includes funding to maintain current service levels.

**Recommended**

- The recommendation includes funding for requested services and supplies.

**Capital Assets****Requested**

- The department budget request does not include any capital assets.

**Recommended**

- The recommendation does not include any capital assets.

BUDGET UNIT 050 - AUDITOR-CONTROLLER  
 FUNCTION GENERAL GOVERNMENT  
 ACTIVITY FINANCE  
 FUND 0010 - GENERAL FUND

| Detail by Revenue Category<br>and Expenditure Object | 2015-16<br>Actual | 2016-17<br>Estimated | 2017-18<br>Requested | 2017-18<br>Recommended | 2017-18<br>Adopted by the<br>Board of<br>Supervisors |
|--|-------------------|----------------------|----------------------|------------------------|--|
| 1  | 2                 | 3                    | 4                    | 5                      | 6  |

**REVENUES**

|                                |                    |                    |                    |                    |          |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|----------|
| 450 INTERGOVERNMENTAL REVENUES | 16,206             | 12,877             | 47,542             | 47,542             | -        |
| 460 CHARGES FOR SERVICES       | 1,419,586          | 1,130,470          | 1,235,642          | 1,235,642          | -        |
| 470 MISCELLANEOUS REVENUE      | 17,148             | 17,000             | 10,000             | 10,000             | -        |
| 480 OTHER FINANCING SOURCES    | 1,200              | -                  | -                  | -                  | -        |
| <b>TOTAL REVENUES</b>          | <b>\$1,454,140</b> | <b>\$1,160,347</b> | <b>\$1,293,184</b> | <b>\$1,293,184</b> | <b>-</b> |

**EXPENDITURES/APPROPRIATIONS**

|                                   |                    |                    |                    |                    |          |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|----------|
| 510 SALARIES & EMPLOYEE BENE      | 1,751,993          | 1,925,223          | 1,941,203          | 1,941,203          | -        |
| 520 SERVICES & SUPPLIES           | 181,558            | 192,075            | 190,840            | 190,840            | -        |
| 550 OTHER CHARGES                 | 7,670              | 7,670              | 9,819              | 9,819              | -        |
| 590 SPECIAL ITEMS                 | (89,256)           | (33,718)           | (267,332)          | (267,332)          | -        |
| <b>TOTAL EXPENDITURES/APPROP.</b> | <b>\$1,851,965</b> | <b>\$2,091,250</b> | <b>\$1,874,530</b> | <b>\$1,874,530</b> | <b>-</b> |

|  |                  |                  |                  |                  |          |
|--|------------------|------------------|------------------|------------------|----------|
| <b>NET COSTS / USE OF FUND BALANCE</b> | <b>\$397,825</b> | <b>\$930,903</b> | <b>\$581,346</b> | <b>\$581,346</b> | <b>-</b> |
|--|------------------|------------------|------------------|------------------|----------|