

## ACCOUNTING ADMINISTRATION

### Fiscal Year 2008 1st Quarter

#### Goal Statement

To maintain accurate financial records and provide financial information and reports to management, the State and other interested parties; and to pay the customers and employees of the County; all to comply with applicable statutes and policies.

| Performance Measures   | FY 2007<br>Year-to-Date | FY 2008<br>Year-to-Date | FY 2008<br>Projected |     |
|--|-------------------------|-------------------------|----------------------|-----|
| Number of payroll checks/direct deposits processed                   | 40,999                  | 39,908                  | 177,400              |     |
| Cost per check/direct deposit (dollars)                              | 3.48                    | 3.15                    | 2.80                 |     |
| Number of vendor checks processed                                    | 17,844                  | 13,100                  | 130,000              | 1   |
| Number of invoices processed   | 23,840                  | 21,716                  | 105,000              | 2   |
| Cost per invoice processed (dollars)                                 | 4.75                    | 4.50                    | 3.60                 |     |
| Average number of days to pay invoices from invoice date             | 34                      | 30                      | 38                   |     |
| Average number of days to pay invoices from receiver date            | 10                      | 9                       | 12                   |     |
| Receipt of the GFOA Certificate of Excellence in Financial Reporting | N/A                     | N/A                     | YES                  |     |
| External customer satisfaction rating                                | N/A                     | N/A                     | N/A                  | 4,5 |
| Average number of daily vendor calls                                 | 12                      | 6                       | 15                   | 3   |
| Percent of time all financial reporting deadlines are met            | 90                      | 86                      | 85                   |     |
| Number of credit card transactions                                   | 11,308                  | 12,560                  | 55,000               |     |
| Number of manual checks processed per year                           | 91                      | 62                      | 400                  |     |

#### Notes

- 1 This measure has decreased from FY 07 to date due to increased activity in the credit card process and due to slower procurement by other County agencies.
- 2 The number of invoices processed has decreased due to a change in the method of counting invoices. Invoices relating to credit card payments are no longer counted.
- 3 This measure has decreased from FY 07 to date due to paying vendors faster and a decrease in the number of invoices.
- 4 The County implemented a new customer satisfaction survey in FY2008 in order to collect more actionable information. Ratings are on a scale of 5.0 (highest) to 1.0 (lowest). Prior year performance and current targets are shown as "N/A" because the survey questions and calculation methodology have changed.
- 5 Measure reported annually.