

**ACCOUNTING  
ADMINISTRATION**

**Fiscal Year 2008**

**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.

<b>Performance Measures</b>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Budget</b>	<b>FY08 Actual</b>	<b>% Change FY07-FY08</b>	<b>Variance Number</b>
Number of payroll checks/direct deposits processed	176,535	176,781	177,400	172,629	-2%	
Cost per check/direct deposit (dollars)	2.81	2.96	2.80	2.75	-7%	
Number of vendor checks processed	133,512	85,834	130,000	71,436	-17%	<b>1</b>
Number of invoices processed	106,345	106,005	105,000	139,425	32%	<b>2</b>
Cost per invoice processed (dollars)	3.57	4.07	3.60	2.71	-33%	<b>3</b>
Average number of days to pay invoices from invoice date	39	33	38	41	23%	<b>4</b>
Average number of days to pay invoices from receiver date	12	9	12	14	53%	<b>5</b>
Receipt of the GFOA Certificate of Excellence in Financial Reporting	YES	YES	YES	YES	0%	
External customer satisfaction rating	N/A	N/A	N/A	4.1	N/A	<b>6</b>
Average number of daily vendor calls	15	11	15	10	-14%	
Percent of time all financial reporting deadlines are met	78	89	85	86	-3%	
Number of credit card transactions	46,512	52,624	55,000	54,506	4%	
Number of manual checks processed per year	381	313	400	200	-36%	<b>7</b>

**Explanation of variances greater than 15 percent:**

- 1** The number of vendor checks processed has decreased due to increased activity in the credit card process.
- 2** The number of invoices processed has increased due to inclusion of additional invoice types in the measure.
- 3** The cost per invoice processed has decreased due to the increased number of invoices processed.
- 4** The average number of days to pay invoices from invoice date has increased due to the elimination of several positions involved in check processing.
- 5** The average number of days to pay invoices from receiver date has increased due to the elimination of several positions involved in check processing.

- 6 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.
- 7 The number of manual checks has decreased due to improved communications with the county agencies, thus reducing the need for special check runs.