



# AUDITOR-CONTROLLER OVERVIEW 2024-2025

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# MISSION STATEMENT

The Auditor-Controller serves as the County's chief accounting and disbursing officer. Responsibilities of the Auditor-Controller include: pre-audits and payment of claims made by the County for goods and services; property control for County government fixed assets; accounting for and issuance of payroll to County employees; maintenance of revenue and expenditure accounts for all units of County government and special districts; financial control over fund balances and property tax collections; development and implementation of accounting systems; technical assistance in budget preparation; preparation of the A-87 Cost Allocation Plan and other special budgetary information; preparation of claims for State-mandated costs (SB90); assistance in development of long-range financial planning.

# ORGANIZATIONAL CHART

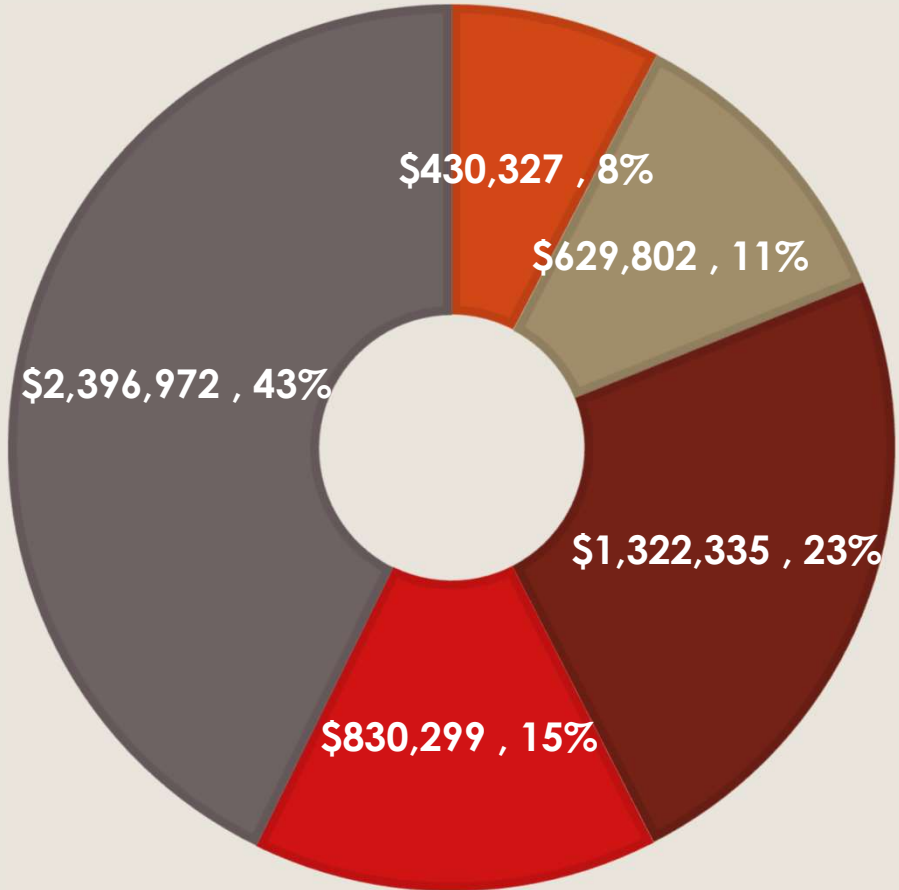


## WHAT DO WE DO?

- **Administration** – Provides general supervision over the accounts of all organizations under the fiscal control of the County Board of Supervisors, as well as department administration, including preparation of the department budget, HR functions, and IT/technical functions.
- **Property Tax** - Calculate the tax liabilities, assessed value, and tax rates; charge the Tax Collector with collecting property taxes; place direct charges on the tax roll; process tax sale Excess Proceeds claims; apportion/distribute property tax revenues to the various taxing jurisdictions.
- **Reporting** - Prepares budget books, cost plans, financial statements; designs and implements accounting procedures; prepares LGFA for County, Board governed districts and certain special districts; performs analytical review of indirect cost rates and CECs; prepares TDA quarterly & annual reports; manages County fixed assets system; manages Positive Pay and check fraud claims.
- **Payroll** – The payroll division of the Auditor-Controller's office provides bi-weekly payroll processing, quarterly, and annual reporting for all County departments and 21 special districts; ensures compliance with Federal, State, and local laws/regulations, eight MOU's, the salary and benefit resolution, and personnel rules.
- **Accounting**– Reviews/processes checks, wires, credit card transactions, journal entries, and deposit permits. Processes financial transactions for 45 Special Districts, courts, and schools. Administers 400 PCards. Administers eleven Mello-Roos & JPA districts, services include accounting, annual reports, special tax levy, debt service management, and delinquency administration. ERP staff supports FENIX including system maintenance, testing, trouble-shooting, and training.

# TOTAL OPERATING APPROPRIATIONS - \$5,609,735

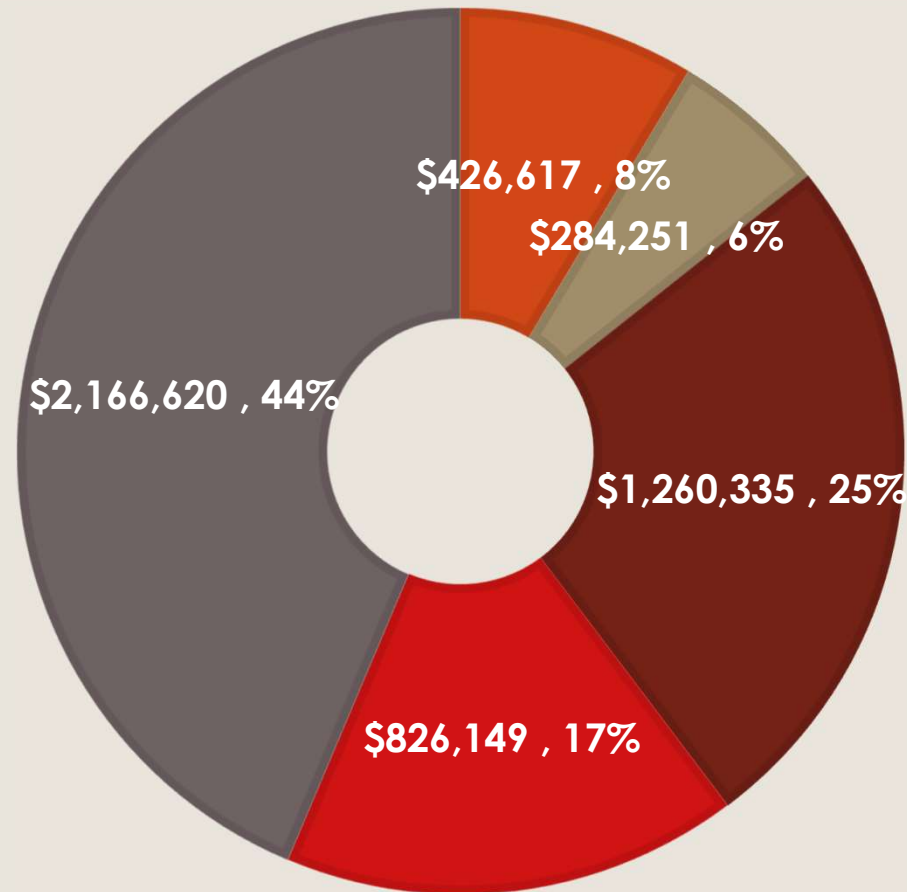
- Administration 0300
- Property Tax 0310
- Reporting 0320
- Payroll 0330
- Accounts Payable 0340



Based upon FY 2024-25 Budget

# NET COUNTY COST OF \$4,963,972

- Administration 0300
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- Payroll 0330
- Accounts Payable 0340



Based upon FY 2024-25 Budget

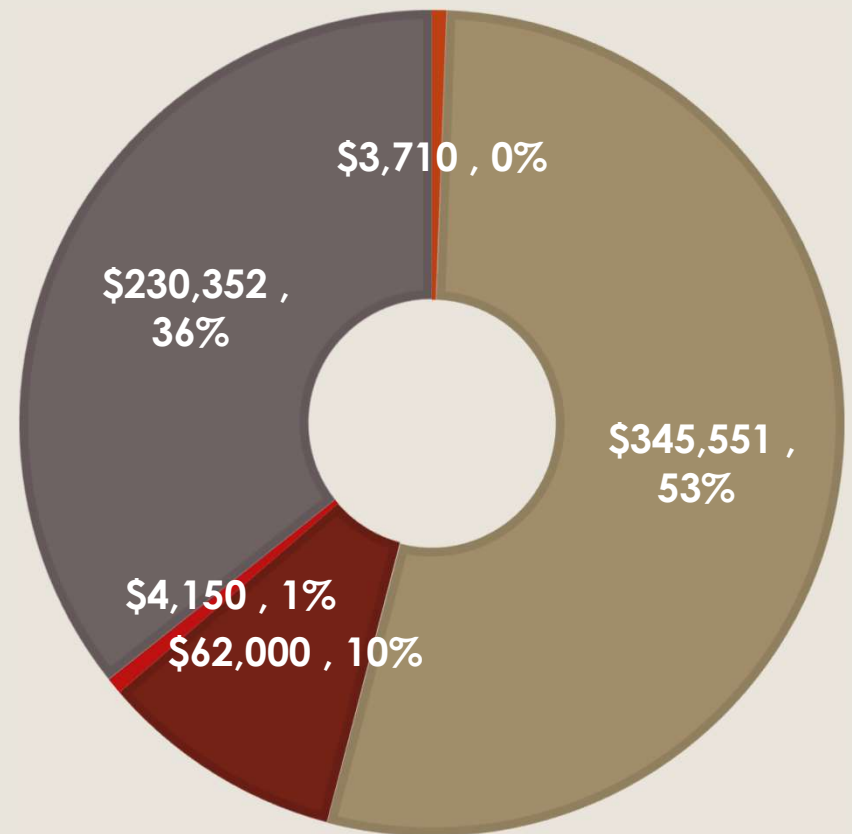


# REVENUE SOURCES

## \$645,763

- Assessment and Tax Collection Fees
  - Property Tax Collection Fees
- Audit and Accounting Fees
  - TDA/TRPA
  - PCard and other administrative services
- Interfund Revenue
  - Charges to other County departments
- Operating Transfer In
  - Cash Overage Fund
  - Time Share

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Based upon FY 2024-25 Budget

# SERVICE AND PERFORMANCE INDICATORS

## Property Tax:

- Collected \$516.7M of \$535.6M charged on 170,869 parcels with a net value of \$48.2B (2023)
- Processed 3,609 refunds (2023)
- Levied 666,671 direct charges for \$43.2 M (2024)

## Payroll:

In 2024, Payroll produced over 55,000 employee pay checks and direct deposits, as well as:

- Over 2,500 W-2's
- 321 separations
- 447 new hires

## Reporting:

Manages bank recon and positive pay for 113,000 checks

## Accounting:

- Credit Card (Pcard) Program administers 400 Pcards and reviews/processes 22,000 Pcard transactions that total over \$10.6M in spending
- Processed 162,000 invoices; 32,000 journals; and 11,600 deposit permits (2024)
- Maintains 15,000 Vendor Files
- Prints approximately 30,000 AP checks and 10,000 welfare checks on an annual basis
- Processes financial transactions for 40 special districts & Recorder Clerk
- Administers 11 bond issues for Mello Roos districts



# RISKS

- **Kronos Implementation** – Current Kronos version will no longer be supported and the county will be required to migrate to UKG's new product by the end of 2025.
- **FENIX** – On-going performance issues result in required system fixes, work-arounds, and/or upgrades
- **MS-Access 2019** will be no longer supported by Microsoft (end of life); the IT department is not able to commit support for the upgraded version of Access for use for the Fixed Asset system, creation of the budget book, etc.



## ROLE IN THE STRATEGIC PLAN

- The Office of the Auditor-Controller's primary mission is to ensure the fiscal integrity of the County's financial records and to provide service, assistance and information to the Public, Board of Supervisors, County Administrator's Office, County Departments and Employees, Special Districts and some regional non-county agencies.

# UPCOMING POLICY AND PROGRAMMATIC CHANGES

## Property Tax change:

The first Prop 19 report due end of January 2025, with the next report 3 years following. At this time, though the report is required by State Constitution to be prepared, no funds will be going to any taxing jurisdiction in any county in the state.

## Reporting Changes:

1. Implementation of new GASB pronouncements
2. Continuing compliance with GASB for lease accounting and SBITA accounting
3. Accounting for Opioid settlement payments
4. Facilitating County's audit engagements with new external audit firm.

## Payroll change:

As a result of the SECURE 2.0 ACT, for tax years starting in 2025, a new increased catch-up contribution will be implemented for employees that will be aged 60-63. Additional for tax years starting in 2026, catch-up contributions are subject to Roth (after tax) rules is wages for the employee in the preceding calendar year exceeded \$145,000 (inflation adjusted). \*\*\*The IRS provided an extension for this provision from 2025 to 2026\*\*\*

## Payroll Change:

The current Kronos system is at end-of-life and will require a replacement. After an RFP, UKG (Kronos) was selected, and the County will migrate to the new product by the end of 2025.