



# AUDITOR-CONTROLLER OVERVIEW 2024

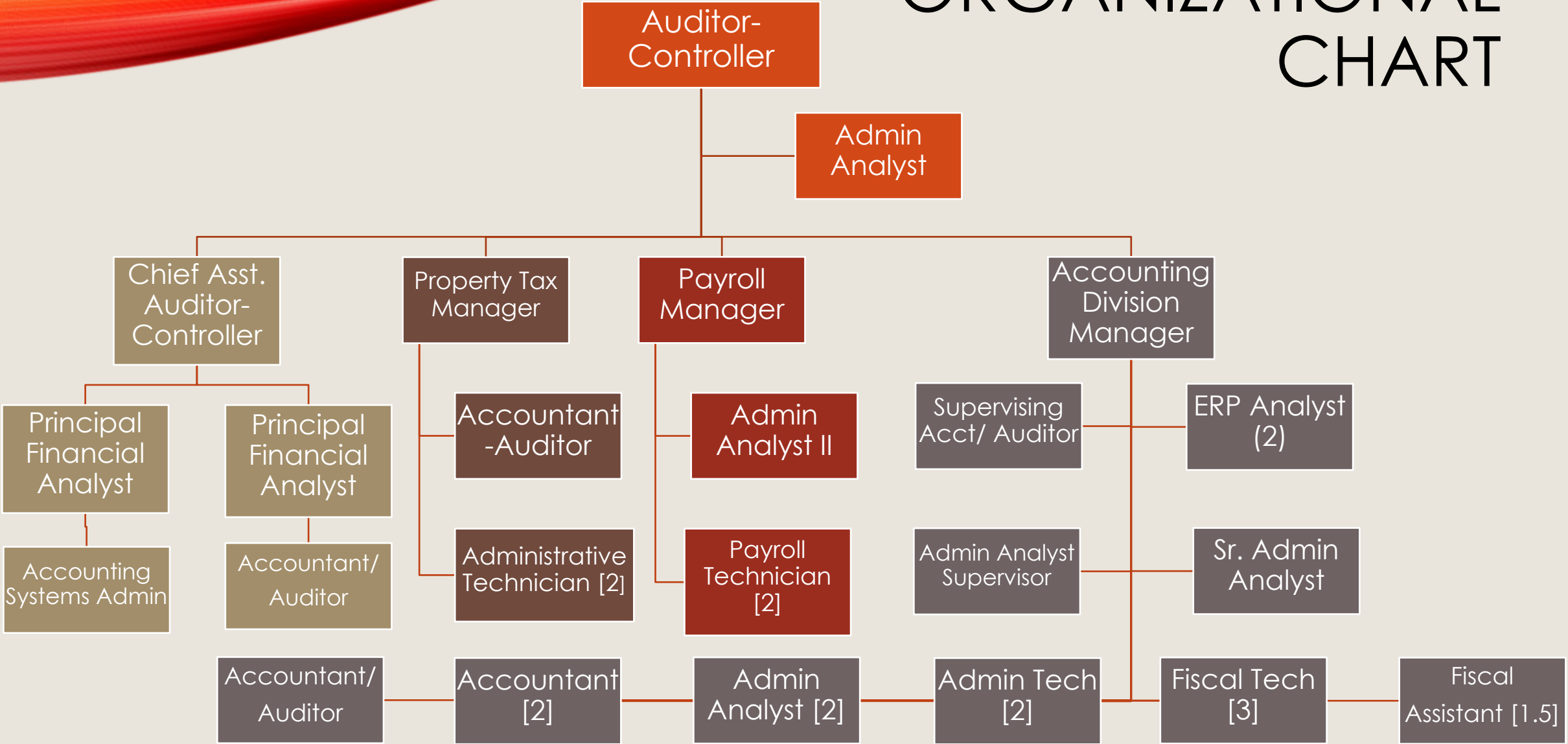
Joe Harn

Presented to the Board of Supervisors on  
January 24, 2024

# 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

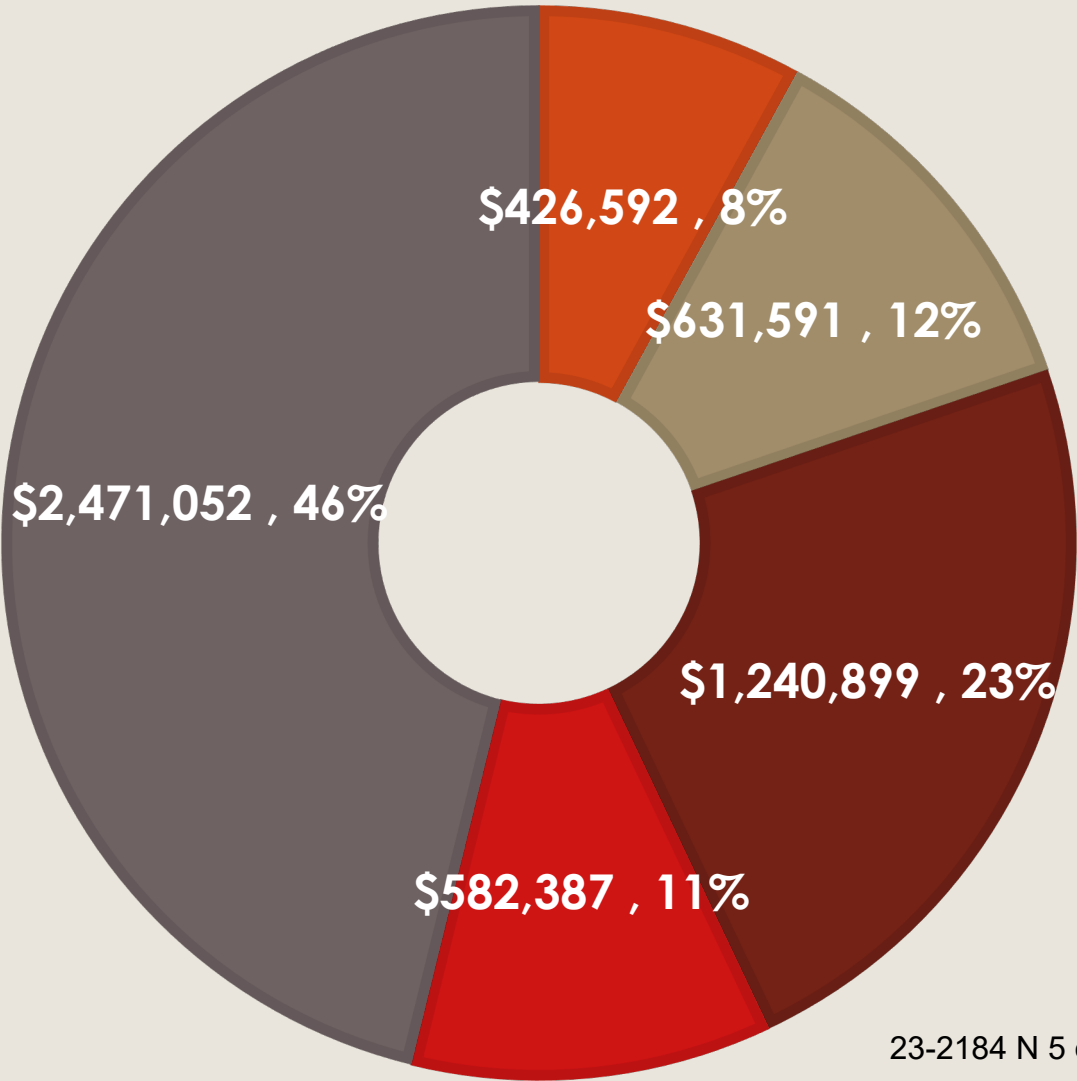


# WHAT DO WE DO?

- **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 and HR 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 40 Special Districts, courts, and schools. Administers 400 PCards. Administers eleven Mello-Roos districts, the SLT JPA, and MC&FP, including accounting services, annual reports, special tax levy, debt service management, and delinquency administration. ERP staff supports FENIX including system maintenance, testing, trouble-shooting, and training.

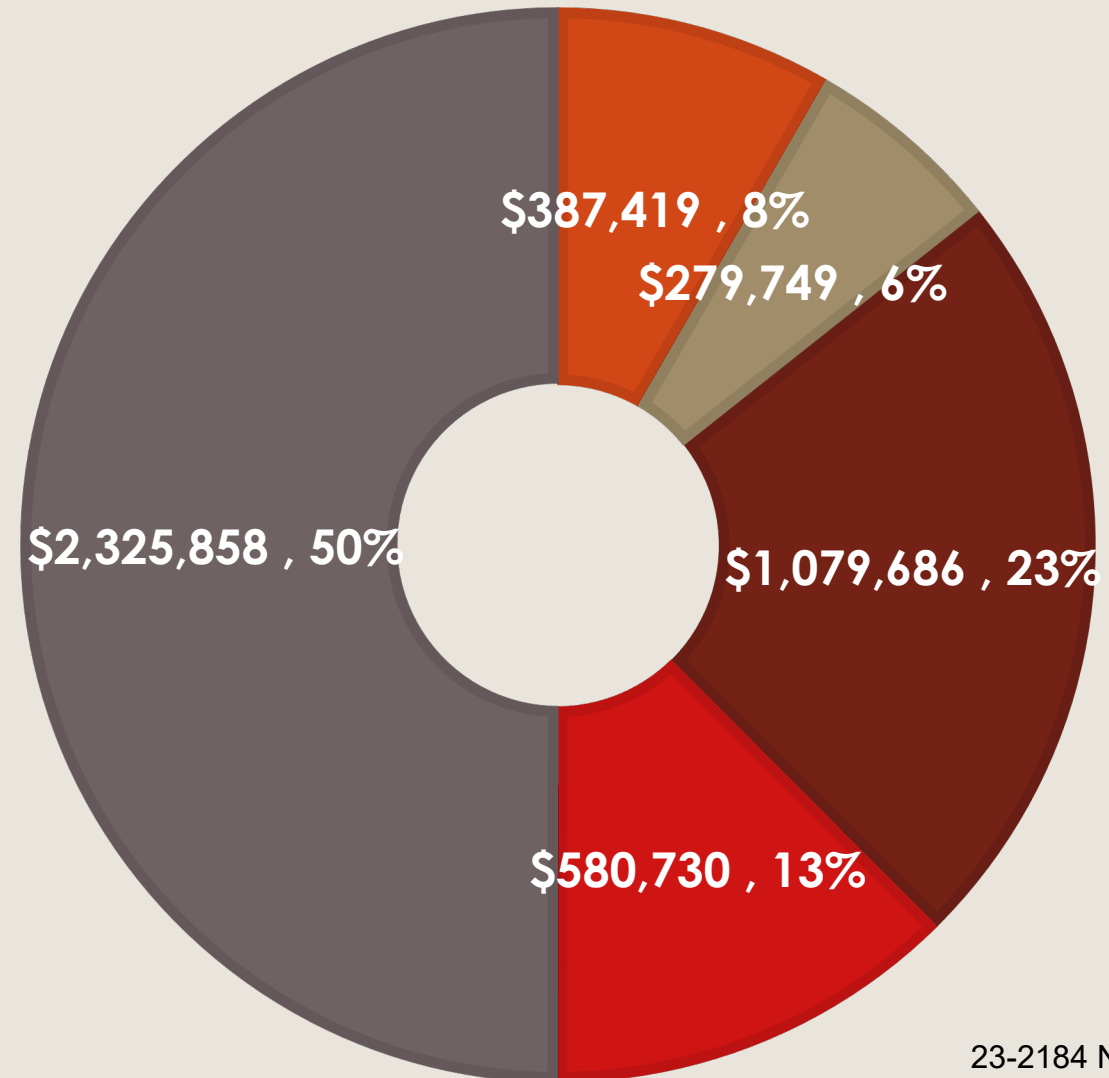
# TOTAL OPERATING APPROPRIATIONS - \$5,352,521

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



# NET COUNTY COST OF \$4,653,442

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

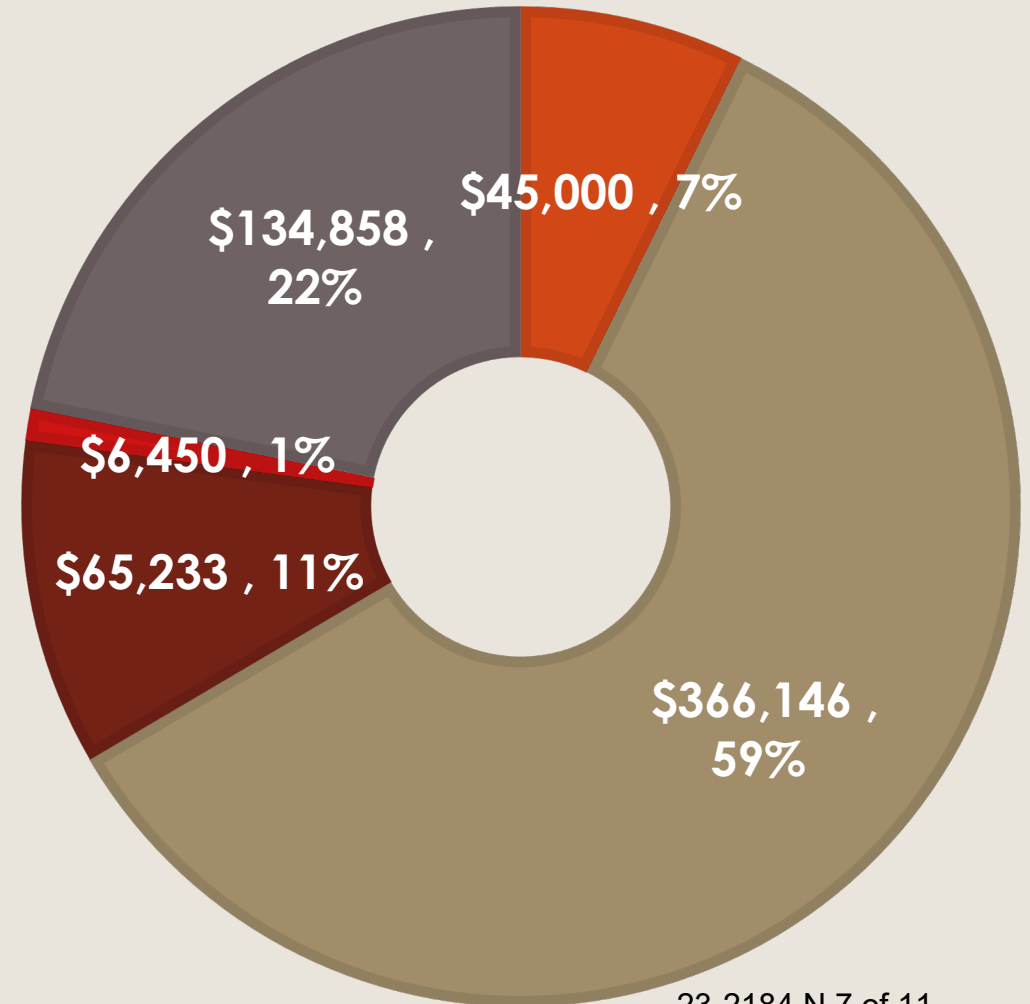


# REVENUE SOURCES

\$617,687

- 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

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



# SERVICE AND PERFORMANCE INDICATORS

## Property Tax:

- Collected \$500.9M of \$519.5M charged on 170,634 parcels with a net value of \$46.9B (2022)
- Processed 2481 refunds (2022)
- Levied 635,080 direct charges for \$40.1M (2023)

## Payroll:

Payroll averages 2,175 checks/advices per pay period (2023)

In 2023, Payroll processed:

- 2,579 W2's
- 495 new hires
- 425 separations

## 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 181,000 invoices; 150,000 journals; and 43,000 deposit permits (2023)
- Maintains 12,000 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 new version or implement an alternative time and attendance system.
- **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:

Proposition 19, the transfer of the assessed value from a prior property, will cause an increased workload to do tracking, calculations of tax revenue loss per local agency, and reporting to 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

## Payroll change:

As a result of the **SECURE 2.0 ACT** for tax years starting in 2024, catch-up contributions are subject to Roth (after-tax) rules if the wages from the employer for the preceding calendar year exceeded (\$145,000 inflation adjusted).

## Payroll Change:

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