

Fiscal Year 2009/2010 Budget Highlights and Goals

County Auditor

FY2009 Highlights

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the tenth consecutive year for the FY 2008 Comprehensive Annual Financial Report (CAFR). Preparation of this financial report was done by the Auditor's Office, along with the in-house printing of the report, resulting in a savings of approximately \$7,500.00.
- A Popular Annual Financial Report (PAFR) was also prepared for FY2008. This sixteen page summary report presents the County's financial picture in an easy to read format with accompanying charts and graphs.
- Submitted both the FY2008 CAFR and FY2008 PAFR for the above listed awards.
- Managed an efficient and cooperative audit process with the external auditors, allowing for successful completion of the deadlines established.
- Continued to perform Internal Control Structure Reviews of the County's major transaction cycle by conducting department level reviews of their internal controls and processes, addressing the requirements of Risk Assessment Standards 104 – 111. This review does assist with the external audit and helps in keeping audit costs down.
- Drafted and worked with County Administration on a new Travel and Business Expense Policy and also a County-Owned Vehicle Policy.
- Completed, with the assistance of IT, County Administration & Purchasing, a major change to Performance Series (Accounting/Purchasing/Budgeting software system modules) with the implementation of Document Imaging. This new process will allow for greater efficiency in the processing and approval of vendor invoices, paper copy reductions and storage, and the ability to retrieve documents immediately.
- Successfully implemented electronic reporting of 1099 information to the Internal Revenue Service.
- Completed work with a third party on GASB 45 – Accounting and Reporting on Postemployment Benefits Other Than Pensions – for implementation in FY2009.
- Offered a seminar on Internal Controls associated with new auditing standards to Elected Officials and Department Directors.
- Conducted training classes for all Performance Series Users (Accounting and Budgeting modules), along with the creation of a new and expanded user manual.
- Processed over 23,500 invoices in the first 6 months of FY2009 with payment totals exceeding \$34.7 million. Of these payments, approximately \$1.6 million in invoices were exceptions that were questioned by the Auditor's Office for varying reasons. Over \$450,000 of these exceptions were corrected due to being submitted for the wrong fiscal year and approximately \$30,000 were duplicate submissions of invoices that were caught and rejected by the Auditor's Office.

FY2010 Goals

- Submit the FY2009 CAFR and PAFR to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting after completion of the reports in-house.
- Expand the Internal Control Review initiated in FY2009 by conducting departmental reviews of major transaction activity reviews, which will be fully documented.
- Continue work on accumulating and/or writing policies and procedures related to financial processes for inclusion into the McHenry County Financial Accounting Manual.
- Continue to improve the grant accounting and reporting process, especially with grants received through the American Reinvestment and Recovery Act of 2009.
- Continue professional development of staff, in particular, to achieve Certified Internal Auditor designations for Internal Audit Staff.
- Preparatory work and implementation of GASB 51 – Accounting and Financial Reporting for Intangible Assets.
- Assist the County in the identification of Expenditure Reduction/Revenue Enhancement possibilities.
- Through integration of software systems, enhance the automation of Election Judge payments.
- Revamp and promote education of county staff for accounting and internal control-related matters through the Auditor's Office newsletter.
- Conduct research on the ability to generate revenue through cost allocations derived from Administrative Services provided by the County.