

Finance

Department Overview

The Finance Office includes: 1) Administration, 2) Accounting, and 3) Grant Administration. The office is directly responsible to the County Administrator and the Commission.

Finance Administration Activity

The Administrative/Budget Activity manages the annual budget process, prepares estimates, analyzes revenue capacity and departmental requests, tracks effects of decisions and compiles the budget document. It prepares monthly, quarterly and annual reports on revenues, expenses and variations to the budget and the Annual Reports Management Discussion and Analysis and various other financial reports.

Accounting Activity

The Accounting Activity processes all claims against the County, maintains the fixed asset listing, the County's trial balance, revenue and expenses and prepares the Annual Financial Report. It monitors and implements mandated changes in reporting requirements and accounting principles, and practices (GASB). The Activity maintains the County General Ledger, Fixed Asset system and CAFR statement builder. The office maintains major government funds and supports 400 Non-Major Governmental funds.

Grant Activity

The Grant Activity was approved the addition of an FTE effective October 2019. This brings the activity back to the staffing in 2017. The activity coordinates planning, application, administration, implementation, research, writing and proposal development for grants. It is responsible for contracts, management, solicitations, reporting and reconciliation of grants received by the County, including preparation of the Schedule of Expenditures of Federal Awards (SEFA). The Office administers and monitors grants consistent with County goals and policies, and applicable Federal and State regulations.

Department Goals

- Use sound management and financial best practices in budget preparation and financial analysis.
- Design, review, emphasize and implement Performance Budgeting for departments.
- Open communication with customers and provide a budget that is concise and understandable.
- Assure efficient and effective management of the public's resources.
- Prepare annual financial statements that meet state and federal requirements and deadlines, and receive an 'Unmodified' Opinion from the external auditors.
- Improve accuracy, efficiency and timeliness with a focus on tax receivables, and protested tax reconciliation, year-end closing and adjusting journal entries.
- Enhance fixed asset control and complete decentralization of the claims processes.
- Improve Annual Financial Report to a CAFR for potential submittal to GFOA for a Certificate of Achievement for Excellence in Financial Reporting.

Recent Accomplishments

- GFOA Distinguish Budget Award (13th consecutive year) and Unmodified opinion for FY 2018.
- Lead the implementation of the County's new financial accounting system, Munis.
- Provided various financial reports online including the Budget, Financial Analysis and Annual Report.
- Developed balanced budget projected forward into FY 2020.
- Provided assistance to various boards with accounting, budget and financial requirements.
- Supported departments with contract negotiations with outside vendors.

GENERAL GOVERNMENT

Finance

Administration Activity Budget

Object of Expenditure	Actual FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 203,013	\$ 203,165	\$ 173,009	\$ 193,750	\$ 226,846	\$ 193,750	\$ 188,231
Operations	16,115	66,978	16,569	258,223	293,965	274,747	936,003
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	62,880	16,458	30,000	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total	\$ 219,128	\$ 333,023	\$ 206,036	\$ 481,973	\$ 520,811	\$ 468,497	\$ 1,124,234

Budget by Fund Group

General Fund	\$ 217,147	\$ 220,023	\$ 188,901	\$ 321,973	\$ 242,069	\$ 208,973	\$ 203,454
Special Revenue Funds	1,981	113,000	17,135	160,000	278,742	259,524	920,780
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 219,128	\$ 333,023	\$ 206,036	\$ 481,973	\$ 520,811	\$ 468,497	\$ 1,124,234

Funding Sources

Tax Revenues	\$ 74,906	\$ 76,180	\$ 75,418	\$ 47,567	\$ 75,483	\$ 96,249	\$ 80,951
Non-Tax Revenues	103,593	94,304	95,247	125,169	126,241	140,489	82,048
Cash Reappropriated	40,629	162,539	35,371	309,237	319,087	231,759	961,235
Total	\$ 219,128	\$ 333,023	\$ 206,036	\$ 481,973	\$ 520,811	\$ 468,497	\$ 1,124,234

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	Finance Director	1.00	1.00	1.00
1	Full-Time	Finance Coordinator	1.00	1.00	1.00
1	Temporary	Support Coordinator	0.88	0.58	-0-
3		Total Program	2.88	2.58	2.00

The reduction in Personnel costs shows the funding for the new Finance Director for a full year. The current Finance Director is funded in the Miscellaneous General Fund department during the training and transition period through Nov. 2019.

Funding includes \$259,524 in PILT for actuarial analysis of post-employment health insurance, financial system training, and support for animal spay neuter, Big Sky Transportation District and Mental Health America agreements.

GENERAL GOVERNMENT

Finance

Accounting Activity Budget

Object of Expenditure	Actual FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 237,032	\$ 274,573	\$ 263,269	\$ 288,159	\$ 288,159	\$ 288,159	\$ 291,509
Operations	26,454	30,147	26,391	25,941	26,561	26,561	26,561
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	2,813	-	2,813	2,813	2,813	2,813
Transfers Out	-	-	-	-	-	-	-
Total	\$ 263,486	\$ 307,533	\$ 289,660	\$ 316,913	\$ 317,533	\$ 317,533	\$ 320,883

Budget by Fund Group

General Fund	\$ 263,486	\$ 307,533	\$ 289,660	\$ 316,913	\$ 317,533	\$ 317,533	\$ 320,883
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 263,486	\$ 307,533	\$ 289,660	\$ 316,913	\$ 317,533	\$ 317,533	\$ 320,883

Funding Sources

Tax Revenues	\$ 103,246	\$ 106,479	\$ 105,414	\$ 102,579	\$ 110,671	\$ 63,342	\$ 127,674
Non-Tax Revenues	141,387	131,812	133,130	136,189	147,710	92,458	129,405
Cash Reappropriated	18,853	69,242	51,116	78,145	59,153	161,734	63,805
Total	\$ 263,486	\$ 307,533	\$ 289,660	\$ 316,913	\$ 317,533	\$ 317,533	\$ 320,883

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	Comptroller	1.00	1.00	1.00
1	Part-Time	Accountant	1.00	1.00	1.00
2	Full-Time	Accounting Clerks	2.00	2.00	2.00
4		Total Program	4.00	4.00	4.00

GENERAL GOVERNMENT

Finance

Grant Activity Budget

Object of Expenditure	Actual FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 69,089	\$ 66,047	\$ 74,581	\$ 71,085	\$ 118,587	\$ 117,886	\$ 117,389
Operations	8,651	12,280	10,750	12,323	14,823	14,823	14,823
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total	<u>\$ 77,740</u>	<u>\$ 78,327</u>	<u>\$ 85,331</u>	<u>\$ 83,408</u>	<u>\$ 133,410</u>	<u>\$ 132,709</u>	<u>\$ 132,212</u>

Budget by Fund Group

General Fund	\$ 77,740	\$ 78,327	\$ 85,331	\$ 83,408	\$ 133,410	\$ 132,709	\$ 132,212
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	<u>\$ 77,740</u>	<u>\$ 78,327</u>	<u>\$ 85,331</u>	<u>\$ 83,408</u>	<u>\$ 133,410</u>	<u>\$ 132,709</u>	<u>\$ 132,212</u>

Funding Sources

Tax Revenues	\$ 24,417	\$ 15,612	\$ 15,456	\$ 12,930	\$ 42,648	\$ 30,531	\$ 36,629
Non-Tax Revenues	55,760	52,562	54,139	60,628	67,967	76,550	77,278
Cash Reappropriated	(2,437)	10,153	15,736	9,850	22,795	25,629	18,305
Total	<u>\$ 77,740</u>	<u>\$ 78,327</u>	<u>\$ 85,331</u>	<u>\$ 83,408</u>	<u>\$ 133,410</u>	<u>\$ 132,709</u>	<u>\$ 132,212</u>

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	Grants Coordinator	1.00	1.00	1.00
1	Full-Time	Grants Support	0.00	0.00	0.75
1		Total Program	1.00	1.00	1.75