

## COUNTY AUDITOR

### MISSION

The mission of the County auditor is to independently oversee all county offices to ensure the compliance with state law and county policy. The County Auditor aggressively administers a program of internal auditing to provide the county with a very high level of confidence that county assets are safeguarded to the highest reasonable degree. The County Auditor, as the official keeper of accounts for the County, designs and administers the record keeping system for all the County and maintains the highest standard of care to ensure the integrity of all accounting records and reports.

### GOALS

#### GOAL 1

**Review adequacy of all existing audit programs.**

**Objective 1** Add new audit programs if necessary.

**Objective 2** Rewrite programs if necessary.

#### GOAL 2

**Continue the current high standards of the financial report.**

**Objective 1** Continually to earn the *Distinguished Financial Reporting Award*.

#### GOAL 3

**Reduce manual processes to eliminate data entry by journal entry.**

**Objective 1** Interface third party software with current software to eliminate manual entry of information.

#### GOAL 4

**Minimize the number of accounting units (funds) the County currently maintains.**

**Objective 1** Consolidate or eliminate accounting units where feasible.

**COUNTY AUDITOR**

<b>PERFORMANCE MEASURES</b>	<b>2009 ACTUAL</b>	<b>2010 ACTUAL</b>	<b>2011 PROJECTED</b>
Earn the Government Financial Officers Association's Certificate of Excellence for the Comprehensive Annual Financial Report (CAFR)	Yes	Yes	Yes
Average time to process bills by Accounts Payable to take advantage of vendor discounts	10-12 Days	10-12 Days	8-10 Days
Automate manual processes to reduce the number of journal entries processed on an annual basis.	2,000	2,000	1,500
*estimated			

**COUNTY AUDITOR**

FUND: 100 General

ACCOUNTING UNIT: 100495100 County Auditor

**EXPENSE BUDGET**

<b>CATEGORY</b>	<b>2009 ACTUAL</b>	<b>2010 ADOPTED</b>	<b>2011 ADOPTED</b>
Salaries and Personnel Costs	\$ 1,574,728	\$ 1,623,155	\$ 1,739,491
Operating Costs	\$ 31,782	\$ 25,315	\$ 21,464
Information Technology Costs	\$ 6,327	\$ -	\$ -
Capital Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 1,612,837</b>	<b>\$ 1,648,470</b>	<b>\$ 1,760,955</b>

**2011 AUTHORIZED POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Audit Assistant Accounting	09008	09	3
Audit Assistant Accounts Payable	09009	09	2
Audit Assistant Internal Auditor	09010	09	1
Audit Assistant II	10073	10	3
Internal Auditor	11029	11	4
Accountant	11000	11	2
Senior Internal Auditor	12084	12	1
Senior Accountant	12085	12	1
Accounting Supervisor	14000	14	1
Accounts Payable Supervisor	13037	13	1
Internal Audit Supervisor	14014	14	1
County Auditor	16001	16	1
First Assistant County Auditor	14032	14	1
<b>Total Authorized Positions</b>			<b>22</b>

**NEW POSITIONS**

<b>Job Title</b>	<b>Job Code</b>	<b>Grade</b>	<b>Count</b>
Audit Assistant – AP Auditor	J09009	G09	1
Accountant	J11000	G11	1
<b>Total New Positions</b>			<b>2</b>

## COUNTY AUDITOR

### ORGANIZATION CHART

