



FINANCE DEPARTMENT

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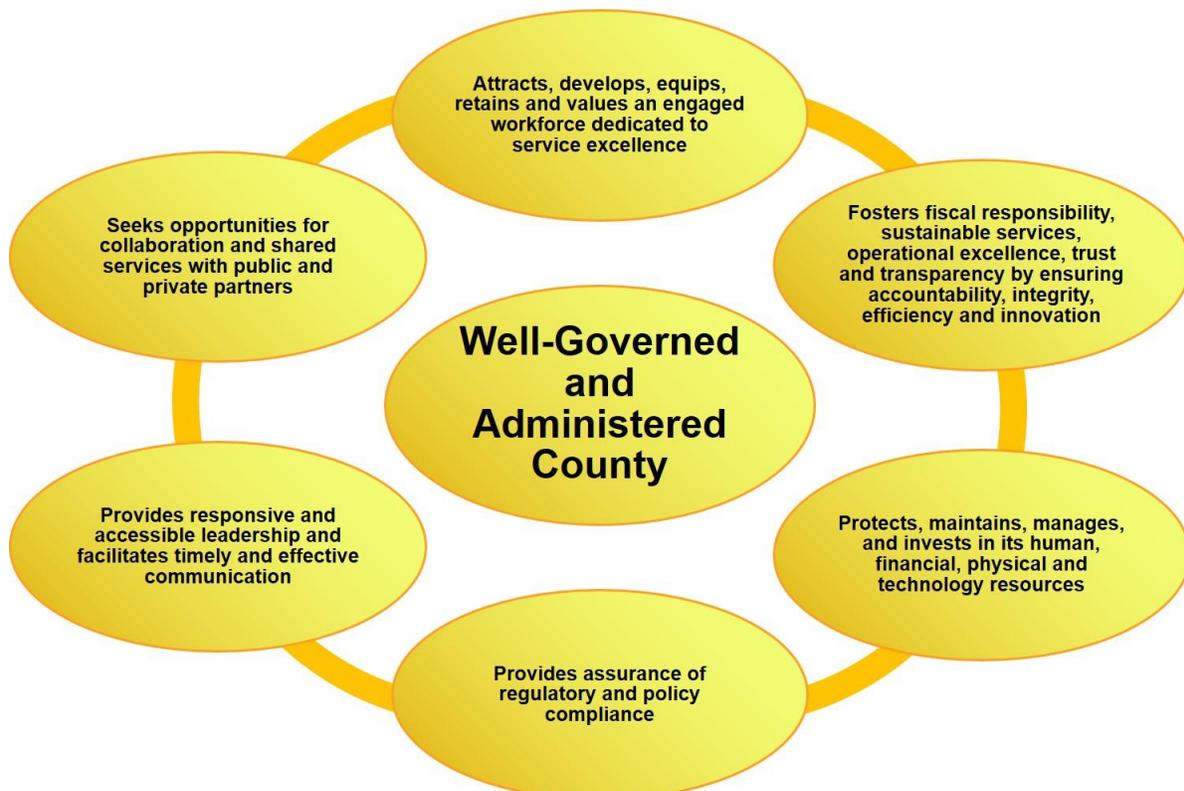
Mission: Finance provides timely, accurate, relevant, and accessible financial data, services, analysis, and guidance to county departments and promotes exceptional management of resources enabling the County to serve residents and businesses in a cost-effective manner.

Vision: We maintain the County's overall financial stability through sound financial planning and management.

About Finance

The Finance Department is responsible for the County's overall financial management including: financial reporting, debt management, and management of financial systems. Finance provides services to all County departments including: accounts payable, budget assistance, department-specific assistance, fiscal impact analysis, general accounting, grant administration assistance, monthly and annual financial reports, and procurement.

Our programs foster fiscal responsibility, protects the County's financial resources, provides compliance assurance, and provides timely and accurate information for decision-making.



2018 Highlights

Finance:

- Payroll posted our first live payroll in the new Tyler Munis system! While it was a bit rockier than we had anticipated, we are proud to say that payroll has continued to be processed timely 100% of the time! In relation to this, we issued our first paperless pay stubs and W2 statements to employees in 2018. Moving to paperless pay stubs has had a significant cost savings and reduced staff time spent on the process.
- Rolled out a new procurement card (p-card) program. The new cards have a rebate incentive for the County which generates additional general revenues (similar to interest earnings) and significantly better control, monitoring, and reporting capabilities. The roll-out included expanding p-card usage and formalized cardholder training.
- Continued to work on establishing important financial policies for the County which included a revised non-lapse policy and several new policies: employee travel, debt management, and internal controls.
- Worked with a new audit firm on the County's 2017 audit. The firm was selected as a result of the County's first audit RFP in about half a century!
- In June 2018, we started sharing a position with the County Treasurer which saved approximately \$18,000 annually for the County.
- Finance worked with HR and IT to reduce the number of redundant tech equipment in our areas including 4 printers, a fax machine, and photo copier. These reductions had a minimal direct fiscal savings, but contributes to a more manageable IT system for the County and provides an indirect savings by encouraging more thoughtful printing practices.
- Finance and IT also partnered with department staff to find a better scheduling solution for Samaritan. The result of this optimistic and collaborative team effort has generated an innovative new solution for the County timekeeping and scheduling system which will be implemented in 2019 and ensure we are a well-governed and administered county.
- There was a small restructure in the Finance office resulting from moving payroll to the HR department. This positive change provided the opportunity to reassess the work done in finance and formalize grant administration functions. This change formalizes responsibility for ensuring the County remains compliant with grant requirements and provides a consistent grant resource for departments.
- The County issued its first Budget-in-Brief document in 2018 for the 2018 budget. This short document summarizes 125+ pages of the full budget document into a format that is easy to read and understand – no accounting degree required!

Purchasing:

- Assisted neighboring Dodge County as they established their first purchasing position – an excellent example of collaboration!
- Purchasing, Facilities, and IT worked collaboratively to create a new, more efficient process for removing and repurposing county surplus property using Packet (the County intranet). With this new process, departments can view available surplus items online anytime! We continue to encourage the use of surplus items since they are free to departments and reuse items already purchased by the County.
- Purchasing and Facilities Management worked together to coordinate a joint Janitorial RFP between Washington and Waukesha Counties. This is another example of purchasing working in collaboration with other County staff and municipal partners.

2019/2020 Goals

- Continue work on establishing a full set of financial policies for the County. Financial management policies assist in providing a basic framework for the overall fiscal management of the County and represent guidelines for protecting public interests, ensuring transparency, and guiding the County in managing its finances.
- Start the next phase of the Tyler Munis project which will migrate the County's current financial system off the aging AS400 system and expand its functionality.
- Complete implementation of the new timekeeping and scheduling system (Kronos).
- Complete work on the County's annual budget document in order to qualify for the Government Finance Officers Association of the United States and Canada (GFOA) Distinguished Budget Presentation Award. The award represents a significant achievement by the County and reflects our commitment to meeting the highest principles of governmental budgeting.

Conclusion

I am fortunate to have a team of dedicated, professional, and competent staff in Finance who work hard to provide a wide variety of high quality support functions. As a central service department, much of the work we do is behind the scenes and it's difficult to quantify results. But as the County changes and grows, staff has embraced and practiced the County values daily while serving our customers. Our goal is to continue to provide quality service to the County Board, Administration, departments, and the public with a spirit of innovation.

Respectfully submitted,



Margaret M. Hamers, CPA
Finance Director