



AUDITOR-CONTROLLER AGENCY

FY 2016-2017 MAINTENANCE OF EFFORT BUDGET

Steve Manning
Auditor-Controller/Clerk-Recorder

April 12, 2016



Mission Statement

The Auditor-Controller Agency, through the efforts of its employees, shall provide the highest degree of accountability and service when administering public funds and in the protection of official public records.

Vision Statement

The Auditor-Controller Agency provides superior protection of public resources and records through advancements in technology and the optimization of employees, and as such, is a model for other public organizations.



Mandated & Revenue Based Services

Auditor-Controller	Central Collections	Clerk-Recorder
<ul style="list-style-type: none">• Accounting• Disbursements• Central Payroll• Internal Audit• Financials• Tax Analysis• Budget• Grants• Cost Plan• Contract Compliance	<ul style="list-style-type: none">• Court Fines/Restitution• Probation Fines/Fees• Environmental Fees• Health Care Fees• Miscellaneous Debts• Social Services• Overpayments	<ul style="list-style-type: none">• Preservation of Official Records• Property Recording• Digital Imaging• Indexing• Vital Statistics• General Business• Marriages• Public Files



Financial Summary

	Approved Budget FY 2015-2016	MOE Budget Request FY 2016-2017	Change from FY 2015-2016 Approved Budget	
			Amount	%
Appropriations	\$33,027,321	\$34,433,444	\$1,406,123	4.26%
Revenue	\$42,272,817	\$43,322,170	\$1,049,353	2.48%
Net County Cost	(\$9,245,496)	(\$8,888,726)	\$356,770	3.86%
FTE Mgmt	52	52	0	0.00%
FTE Non Mgmt	158	158	0	0.00%



Financial Summary Detail

	Approved Budget FY 2015-2016	MOE Budget Request FY 2016-2017	Change from FY 2015-2016 Approved Budget	
			Amount	%
Salary & Benefits	\$25,512,995	\$26,910,763	\$1,397,768	5.48%
Discr. Services & Supplies	\$2,869,085	\$2,869,085	\$0	0.00%
Non-Discr. Services & Supplies	\$4,665,241	\$4,673,596	\$8,355	0.18%
Other Charges	\$50,000	\$50,000	\$0	0.00%
Credit	(\$70,000)	(\$70,000)	\$0	0.00%
Total Appropriations	\$33,027,321	\$34,433,444	\$1,406,123	4.26%
Total Revenue	\$42,272,817	\$43,322,170	\$1,049,353	2.48%
Net County Cost	(\$9,245,496)	(\$8,888,726)	\$356,770	3.86%

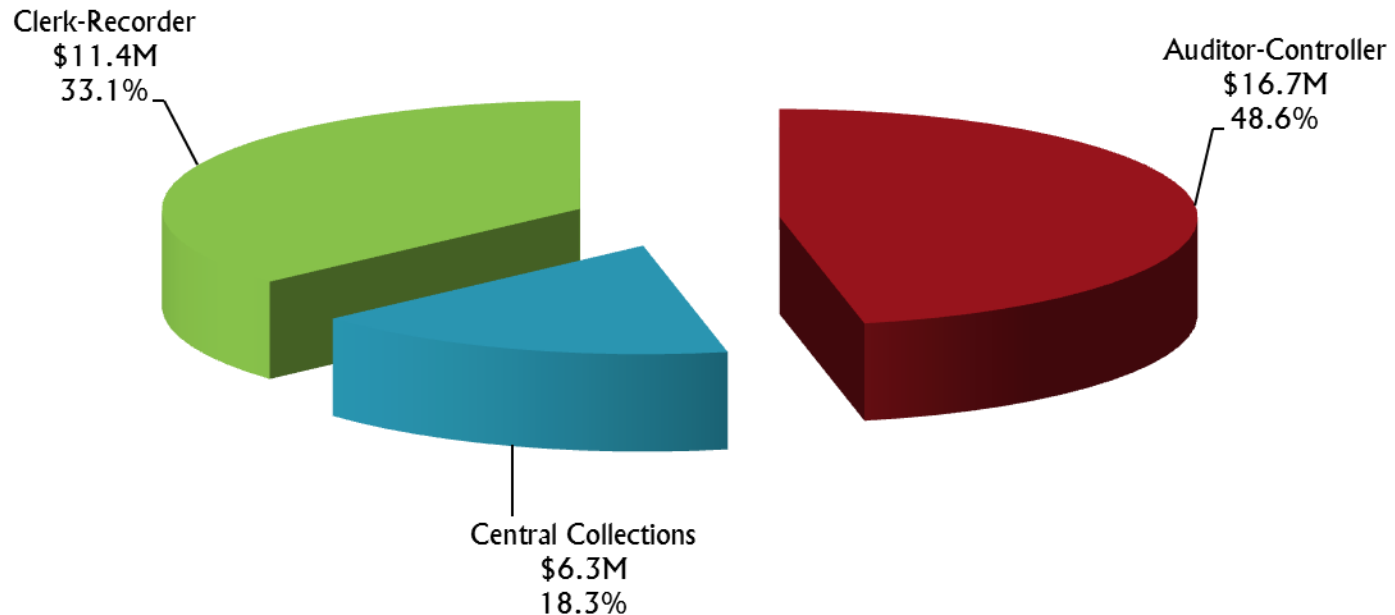


Major Components of Net County Cost Change

Major Component	NCC Change
Salary & Employee Benefits - Increase	\$1,397,768
Non-Discretionary Services and Supplies - Increase	\$8,355
Discretionary Services and Supplies	\$0
Revenue - Increase	\$1,049,353
TOTAL	\$356,770

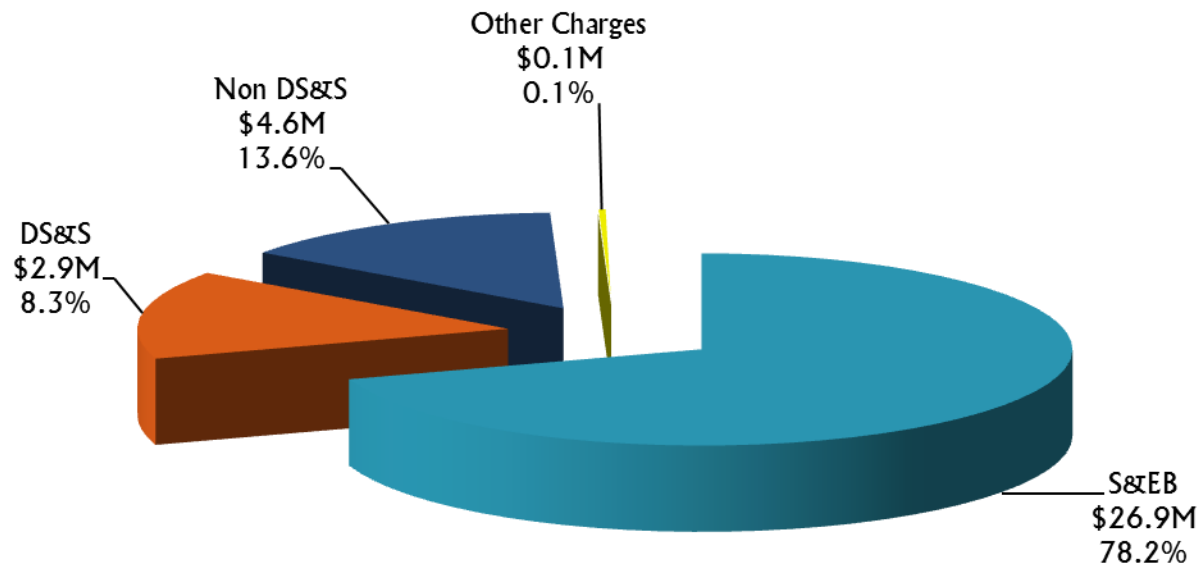


FY 2016-2017 MOE Request Total Appropriation by Department





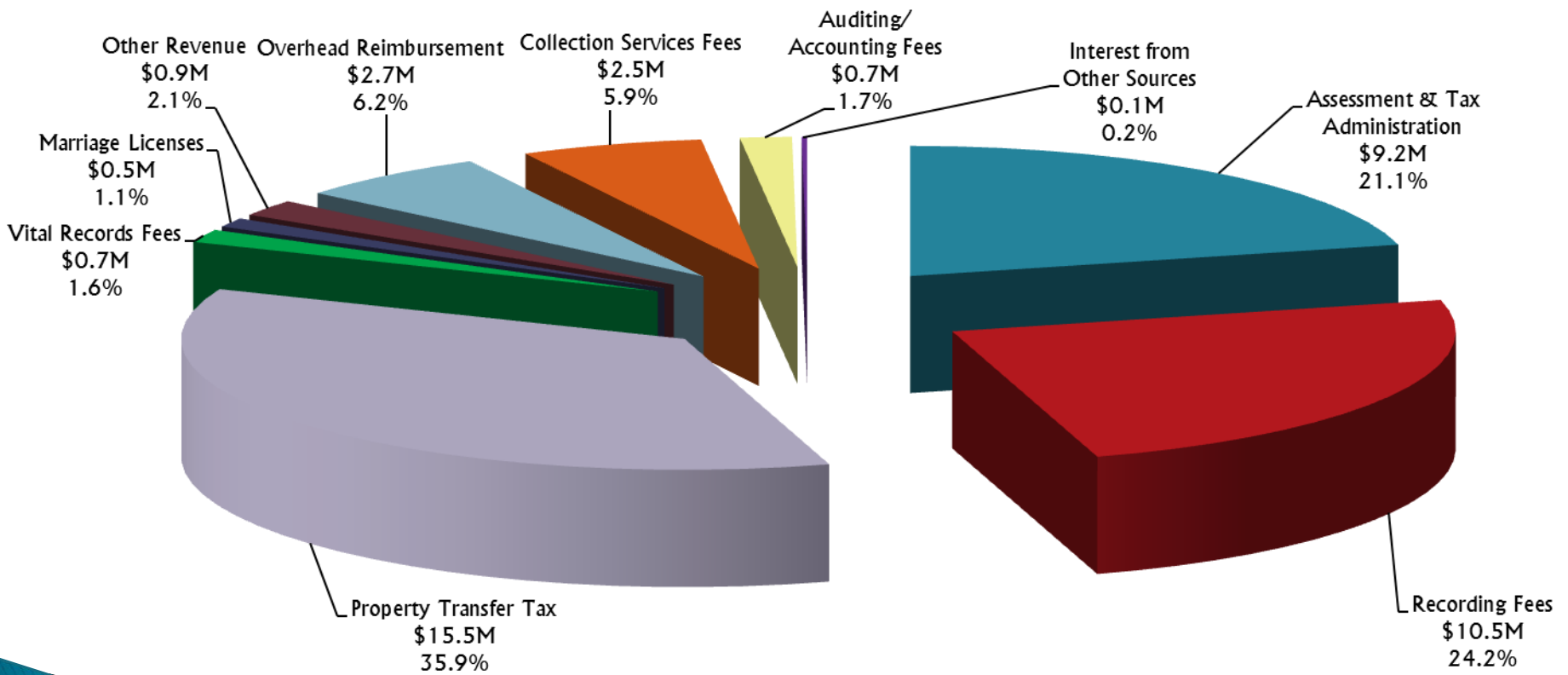
FY 2016-2017 MOE Request Total Appropriation by Major Object



* Credit for Interdepartmental Services
(\$70k)
-0.2%



FY 2016-2017 MOE Request Total Revenue by Source





FY 2016-2017 Estimated Annual Revenue Collected for the County & Other Entities

<ul style="list-style-type: none"> • Real Estate Fraud Fee \$2.6M – District Attorney • Survey Monument Fees \$110k – Public Works • Domestic Violence Fee (Marriage Licenses) \$215k – Social Services • Domestic Violence Fee (Vital Records) \$255k – County Administrator’s Office • Children’s Trust (Birth Certificates) \$410k – Social Services 	<p>City Transfer Taxes</p> <ul style="list-style-type: none"> • City of Oakland - \$71.3M • City of Berkeley - \$17.5M • City of Hayward - \$7.2M • City of San Leandro - \$3.9M • Cities of Alameda, Albany & Piedmont - \$14.3M 	<ul style="list-style-type: none"> • Various Obligations (e.g., Victim Restitution, Fines, Penalties, Food Stamps, Welfare Fraud) Probation, Social Services, GSA, District Attorney, Sheriff, Public Works, Registrar of Voters, Health Care, Treasurer Tax Collector, various Cities & State - \$33.3M
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* Total Revenue Collected for Others: \$150M+



Accomplishments

- Opened the Clerk-Recorder's satellite office in Dublin.
- Earned "Award for Counties Financial Transactions Reporting" from the State Controller's Office for fiscal year ended June 30, 2014.
- Earned "Certificate of Achievement for Excellence in Financial Reporting" for the 31st consecutive year from the Government Finance Officers Association for the Comprehensive Annual Financial Report for fiscal year ended June 30, 2014.
- Upgraded Alcolink HRMS from 9.0 to 9.2.



Accomplishments

- Developed a project plan for the unsecured property tax system upgrade.
- Implemented the Central Collections electronic statement process allowing customers to receive monthly statements via e-mail.
- Conducted 586 Small Local Emerging Business certification-related site visits and processed 691 applications.
- Developed and implemented the pilot electronic (ACH) payment process for County disbursements.



Strategies to Maximize Efficiencies and Enhance Revenue

- Implement new functionalities in Alcolink Financials Version 9.2 to improve business processes.
- Revise and update the Manual of Accounting Policies and Procedures (MAPP).
- Develop automatic bill pay and text alerts for Central Collection customers.
- Restoration and digitization of historical records for Clerk Recorder's Office and the Clerk of the Board (20% SLEB utilization).
- Develop requirements for Clerk Recorder system replacement.



Strategies to Maximize Efficiencies and Enhance Revenue

- Utilize technology to enhance and automate existing processes, i.e., Property Tax information systems, DocuSign, conversion of documents to digital formats, etc.
- Explore the option of additional services offered at the Clerk-Recorder Dublin satellite office, i.e. Central Collections payments.
- Automate employee expense claims process to enable claims to be submitted and approved electronically.
- Review fees to maximize the recovery of allowable costs.