

Accounts & Budgets

STAFF RETREAT MAY 24, 2016

What we have done to improve Roane County

- ▶ Internal Audit of Solid Waste bills – resulted in changing the contract
- ▶ Scanning invoices to departments – cuts down on turn around time and keeps the original in Accounting
- ▶ Eliminated paper copies of month end closing and year end by printing them to PDF and storing them on our SSD
- ▶ Carried out the financial policies adopted by the commission (fund balance, capital, debt)
- ▶ Reduced the amount and frequency of mid year budget adjustments by departments

How is accounting going to help you?

- ▶ Internal Control Procedures
 - ▶ All departments must have these documented and a copy of them must reside in Accounting, per the auditors
 - ▶ We will send out a listing of questions you can use to build your procedures
- ▶ Asset Protection – Cash, Property, Vehicles, Equipment, Buildings
 - ▶ We will be conducting an asset verification audit of all items of value. This will be an on going audit and will help each department look at what they have and what may be needed on the budgeted 10 year capital
 - ▶ Compare actual assets to fixed asset records for GASB 34 compliance

What else?

- ▶ Meet with all Department Heads and Elected Officials in August to review the approved budget.
- ▶ Attend department specific meetings with the legislative body to teach them about the budget for that specific department.
- ▶ Document and disseminate complete information on approved capital projects and items at the beginning of the fiscal year.

And then?

- ▶ Go to new accounting software which includes scanning capabilities
- ▶ Perform internal audits on contracted products to ensure accurate billing.
- ▶ Work with Purchasing to review bid documents and ensure adequate information is available to all parties.

Denouement

- ▶ We are here to serve all departments and elected officials including the commission
- ▶ You are our customers
- ▶ If you have a suggestion on ways we can improve your service, please let one of us know.
- ▶ The accuracy of our budget is directly correlated to the accuracy of the budgets submitted.