

Department of Accounts and Budgets: Staff Retreat 2017

By Connie Aytes

Missions In Action:

To ensure that a qualified Accounting staff manages and continuously improves the financial activities of Roane County, TN with Integrity, Accountability, Reliability and Professionalism.

1 | Qualified Staff

There are seven employees under the Director of Accts. & Budgets.

All of them but two have their Certified Public Administrator Certificate issued by CTAS.

We have a combined total of 151 years of accounting and HR experience

2 | Debt Refinancing

During the last year we have refinanced the following debt:

- General Obligation Bond Series 2008A - \$2,672,945 savings
- Public Impr. Bonds -\$215,948 savings
- Rural School Ref. Bonds Series 2014 - savings \$157,667

Total of \$3,046,560 savings

3 | Streamlining the Process of Payroll

Checks were walked over to the bank that transferred Payroll funds from one account to another.

Now the Trustee makes a transfer from her desk saving time that is put to better use in processing payroll.

Our Mission in Action:

4 | Cross Training

We are making sure that each task that is processed through the accounting department has a backup of at least two other staff members knowing the process.

Payroll that is very vital to getting our employees paid is being learned before our payroll officer retires.

5 | Office Atmosphere

New coat of paint on the walls makes a difference. We should be proud of our offices and not let them deteriorate.

New office furniture, believe it or not, does help an employee work smarter and not harder. We had a staff member using bricks to hold her furniture up!!

6 | Future Changes to Software

Our current software is call Flex Gen. This system only allows us to have access to the prior year. Many times we are in need of multiple years of data.

Next Gen will give us that capability and allow the staff to work smarter not harder.

Our Mission in Action:

7 | Future Storage space

Our current system of filing away our paid invoices has caused a slight issue with our storage space.

- We need a work area where we are not blocking the hallway

8 | Storage space (cont.)

- Where our current file room is we need to use that as an office.
- We need to minimize of files so that they may fit into what is currently Julie's office.

9 | Future Changes to retrieving documents

With today's technology - Scanning is the way to go when we process our checks and receipts. Currently we have to pull boxes off of shelves and risk paper cuts or pulled muscles. We need to let the computers do the work.

Our Production Line

Budget Book
Capital Book
Debt Report Book

Each of the books that we produce can be located on our website at the following web address:

Budget Book:

<http://roanecountytn.gov/wp-content/uploads/2017/08/Budget-Book-2018.pdf>

Capital Book:

<http://roanecountytn.gov/wp-content/uploads/2017/07/Capital-Report-2018.pdf>

Debt Book:

<http://roanecountytn.gov/wp-content/uploads/2017/07/Debt-Report-FY18.pdf>
