

# **Management and Budget Committee Report**

## **Budget Office**

### **1<sup>st</sup> Quarter 2022**

- The 1095 Forms, which are the health insurance information reporting forms required by the Affordable Care Act, were distributed to all employees by the March 1, 2022 deadline. The master 1095 file was also filed timely with the IRS. This file was due to be uploaded by March 31, 2022.
- Continued to conduct and attend meetings with various department heads and fiscal staff to discuss any fiscal and/or procedural questions/issues that need addressing. This included review of various New World and Kronos reports.
- As a recipient of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), authorized by the American Rescue Plan Act (ARPA) of 2021, the county is required to submit Project and Expenditure Reports on the use of the funds. The first Project and Expenditure Report was submitted to the US Treasury before the January 31, 2022 due date. The first report covers obligations and expenditures through Dec. 31, 2021. The second report is due April 30, 2021 and will include data for the period of March 3, 2021 to March 31, 2022.
- Attended the County Manager's Budget Office standing biweekly meeting.
- The Request Letter, Instructions and forms for the 2023 – 2028 Capital Plan have been sent to departments. All Capital requests are due back to the Budget Office by close of business May 6, 2022. The Budget Office will then review and summarize the requests. The capital requests will be submitted to the Legislature by June 1, 2022.
- The Budget Office worked with RBT CPA's to complete the 2021 annual audit for the Sunset Lake LDC. Financial statements have been received.
- This office continues to work with other departments as needed to provide financial support and training. In addition to focusing on Planning, Grants and the Care Center the budget office has also been working with the fiscal staff at Community Services, Public Health, Office of the Aging and County Clerk. One of the senior budget analysts from this office continues to provide onsite support at the Care Center one day a week, as well as, intermittent support the balance of the week. Another budget analyst provides assistance onsite at Community Services and Public Health usually several days

a week. The Budget Office has also been involved in yearend processes and closing procedures with various departments.

- The annual 2021 audit for the Care Center at Sunset Lake has begun. Jennie Sush, Sr. Budget Analyst, is taking the lead. PKF O'Connor Davies is the audit firm conducting the Care Center audit.
- Met with senior staff in the Planning Division to discuss the reorganization of the division. This discussion included, but was not limited to, review of Grants workflow, the need to seek software to better monitor grants, possibilities of streamlining the Grants process and the Budget Analyst's role in the new structure. The first software we will be viewing is a demo of the Grants Module available with the County's current ERP software New World.
- Venesky & Co. will continue to prepare our annual Cost Allocation Plan and Space Occupancy Cost Analysis for 2021. A planning meeting is being schedule for the third week of April. Collection of various data from all the departments is needed.
- The annual 2021 countywide audit has begun with the audit team from Drescher & Malecki. The Budget Office has been working closely with Treasurer's Office and various other departments to finalize 2021 transactions and budget modifications.
- Participation in both the New World security team and Kronos security team continues.
- The Budget Office provided Human Resources and the County Manager's Office assistance with union negotiations by providing financial impact analyses on various proposals. The proposals were also reviewed from a Payroll viewpoint to determine feasibility of implementation.
- In conjunction with IT, the Budget Office has purchased a new budgeting software, Clear Gov and implementation by the Budget Office has begun. This software interacts with the current County ERP New World and offers enhanced reporting capabilities. This software is endorsed by the Government Finance Officers Association (GFOA) and offers reporting capabilities compliant with the requirements of the GFOA's Distinguished Budget Presentation Award. The County has achieved this award for six straight years beginning in 2016. The 2022 Operating Budget has also been submitted for consideration of this award and approval is pending.

