



AUDITOR-CONTROLLER AGENCY

FY 2018-2019 MAINTENANCE OF EFFORT BUDGET

STEVE MANNING
AUDITOR-CONTROLLER/
CLERK-RECORDER

APRIL 10, 2018



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 2017-2018	MOE Budget Request FY 2018-2019	Change from FY 2017-2018 Approved Budget	
			Amount	%
Appropriations	\$35,959,883	\$37,510,177	\$1,550,294	4.31%
Revenue	\$46,836,232	\$48,198,944	\$1,362,712	2.91%
Net County Cost	(\$10,876,349)	(\$10,688,767)	\$187,582	1.72%
FTE Mgmt	52	52	0	0.00%
FTE Non Mgmt	158	158	0	0.00%



Financial Summary Detail

	Approved Budget FY 2017-2018	MOE Budget Request FY 2018-2019	Change from FY 2017-2018 Approved Budget	
			Amount	%
Salary & Benefits	\$27,890,843	\$28,763,265	\$872,422	3.13%
Discr. Services & Supplies	\$2,877,575	\$2,872,175	(\$5,400)	(0.19%)
Non-Discr. Services & Supplies	\$5,211,465	\$5,894,737	\$683,272	13.11%
Other Charges	\$50,000	\$50,000	\$0	0.00%
Credit	(\$70,000)	(\$70,000)	\$0	0.00%
Total Appropriations	\$35,959,883	\$37,510,177	\$1,550,294	4.31%
Total Revenue	\$46,836,232	\$48,198,944	\$1,362,712	2.91%
Net County Cost	(\$10,876,349)	(\$10,688,767)	\$187,582	1.72%



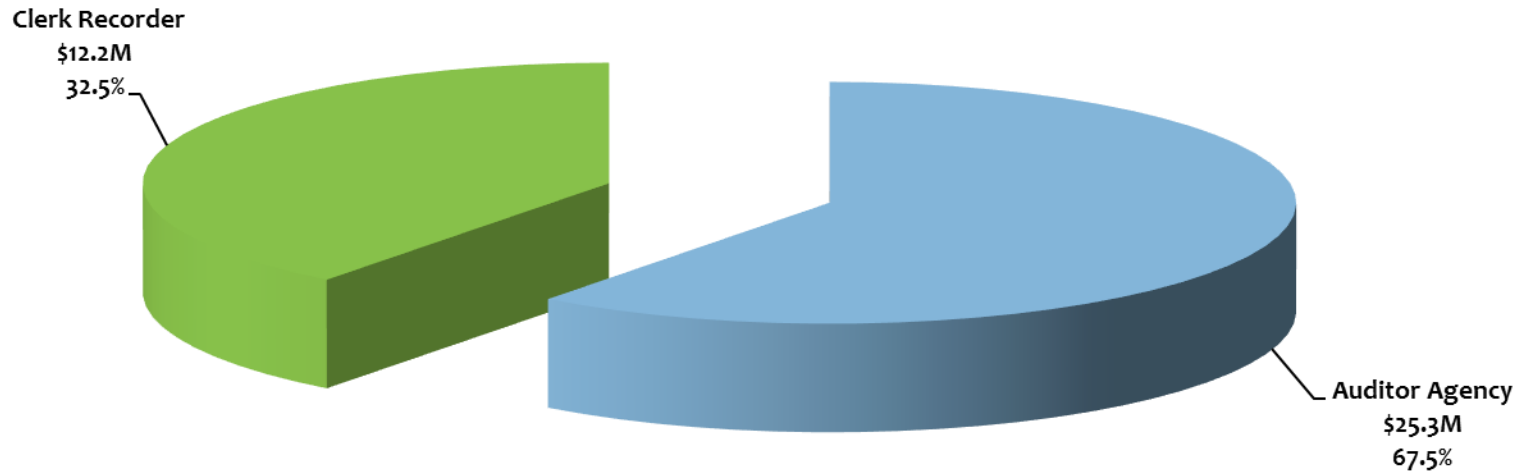
Major Components of Net County Cost Change

Major Component	NCC Change
Salary & Employee Benefits - Increase	\$872,422
Non-Discretionary Services and Supplies - Increase	\$683,272
Discretionary Services and Supplies	(\$5,400)
Revenue - Increase	\$1,362,712
TOTAL	\$187,582



FY 2018-2019 MOE Request Total Appropriation by Department

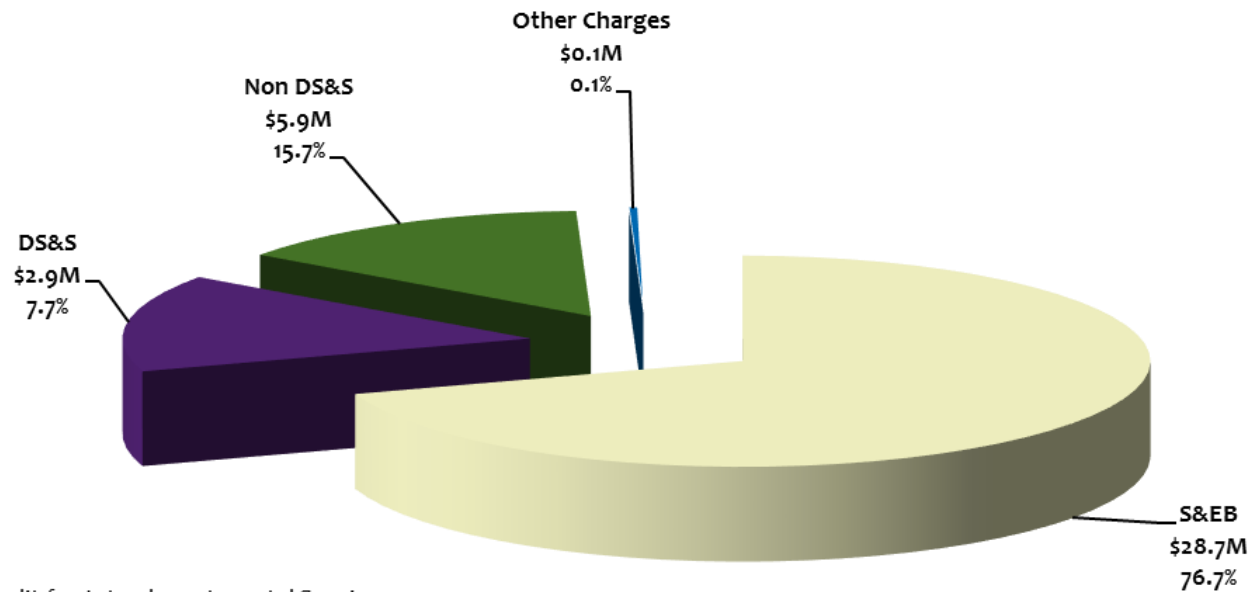
Total Appropriations = \$37,510,177
Total Revenues = \$48,198,944





FY 2018-2019 MOE Request Total Appropriation by Major Object

Total Appropriations = \$37,510,177
Total Revenues = \$48,198,944

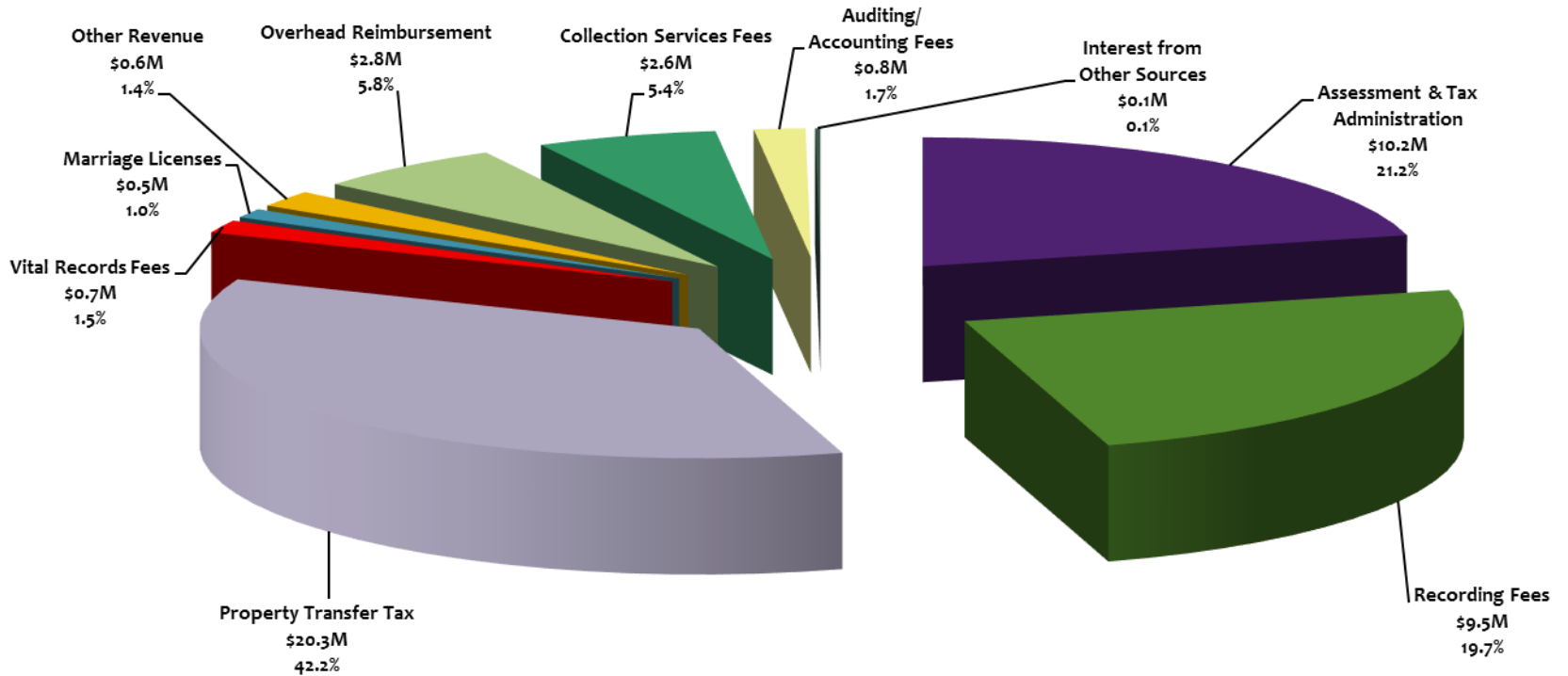


* Credit for Interdepartmental Services
(\$70k)
-0.2%



FY 2018-2019 MOE Request Total Revenue by Source

Total Appropriations = \$37,510,177
Total Revenues = \$48,198,944





FY 2018-2019 Estimated Annual Revenue Collected for the Cities and Other Entities

<ul style="list-style-type: none"> • Real Estate Fraud Fee \$2.2M – District Attorney • Survey Monument Fee \$97k – Public Works • Domestic Violence Fee (Marriage Licenses) \$190k – Social Services • Domestic Violence Fee (Vital Records) \$180k – County Administrator’s Office • Children’s Trust (Birth Certificates) \$356k – Social Services 	<p>City Transfer Taxes</p> <ul style="list-style-type: none"> • City of Oakland - \$72.7M • City of Berkeley - \$17.9M • City of Hayward - \$8.6M • City of San Leandro - \$4.9M • City of Emeryville - \$4.4M • Cities of Alameda, Albany & Piedmont - \$21.8M 	<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 - \$22.9M
--	---	--

* Total Revenue Collected for Others: \$160M+



Accomplishments

- Earned “Award for Counties Financial Transactions Reporting” from the State Controller’s Office for fiscal year ended June 30, 2016.
- Earned “Certificate of Achievement for Excellence in Financial Reporting” for the 33rd consecutive year from the Government Finance Officers Association for the Comprehensive Annual Financial Report for fiscal year ended June 30, 2016.
- Launched fully automated new business process for taxing entities through the Special Assessments Portal, allowing taxing entities to enter their fixed charges directly to the Auditor Property Tax Information System in real time.



Accomplishments

- Issued the Single Audit report for federal awards with no internal control or compliance comments or findings.
- Extended public service hours at both the Oakland main office and Dublin satellite office for increased convenience to our customers.
- Upgraded Alcolink HRMS/Financials to Fluid User Interface so systems can be accessed via laptop and mobile devices.
- Reduced or eliminated use of hardcopies and postage related to Disbursements functions including SLEB certifications, accounts payable, warrants and contract procedures through updated processes and online applications.



Strategies to Maximize Efficiencies and Enhance Revenue

- Utilize technology to enhance and automate existing processes, i.e., Property Tax information systems, DocuSign, digitizing documents, electronic workflow for approvals, bill pay, etc.
- Provide full Agency functionality at Dublin satellite office in the event of a disaster.
- Refine the use of advanced call management technology to enhance revenue and operational efficiency.
- Enhance Agency website to promote departmental operations and facilitate open communication with the community.



Strategies to Maximize Efficiencies and Enhance Revenue

- Convert existing manual procedures to electronic/automated processes for SLEB certifications.
- Implement integrated payables including ACH payments to vendors and check printing functions.
- Provide tax refund status information online.
- Restoration and digitization of historical records for Clerk Recorder's Office and the Clerk of the Board.
- Upgrade Clerk Recorder system to allow for implementation of E-Recording.