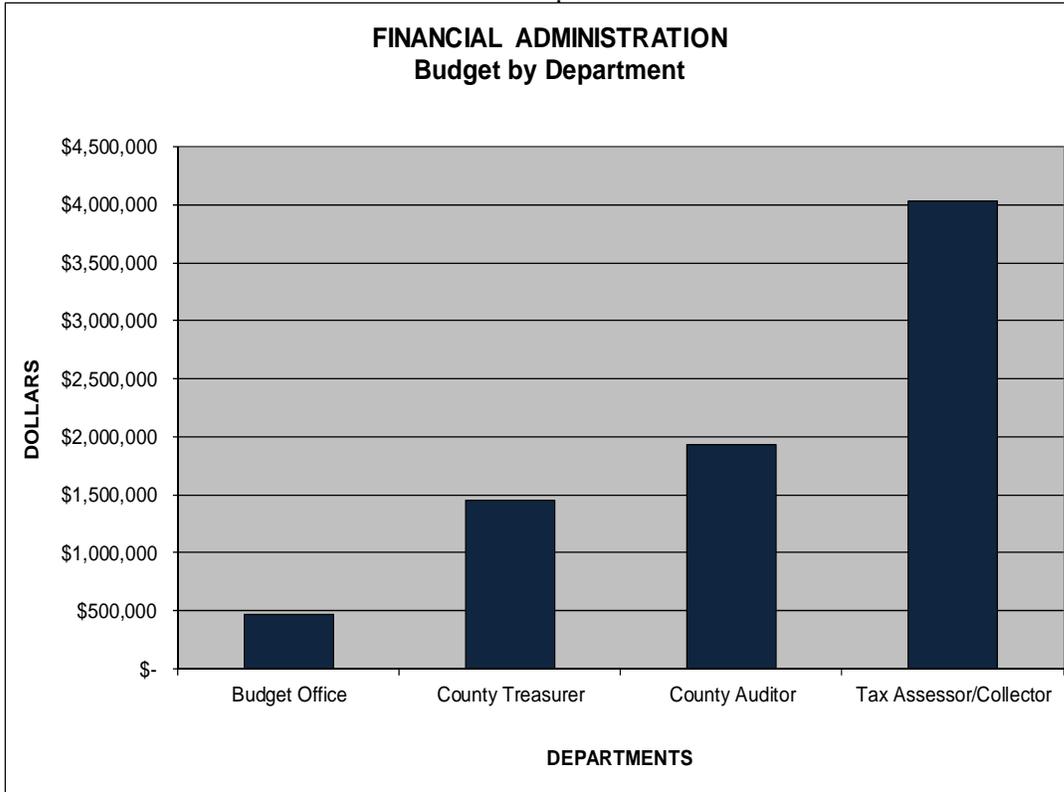
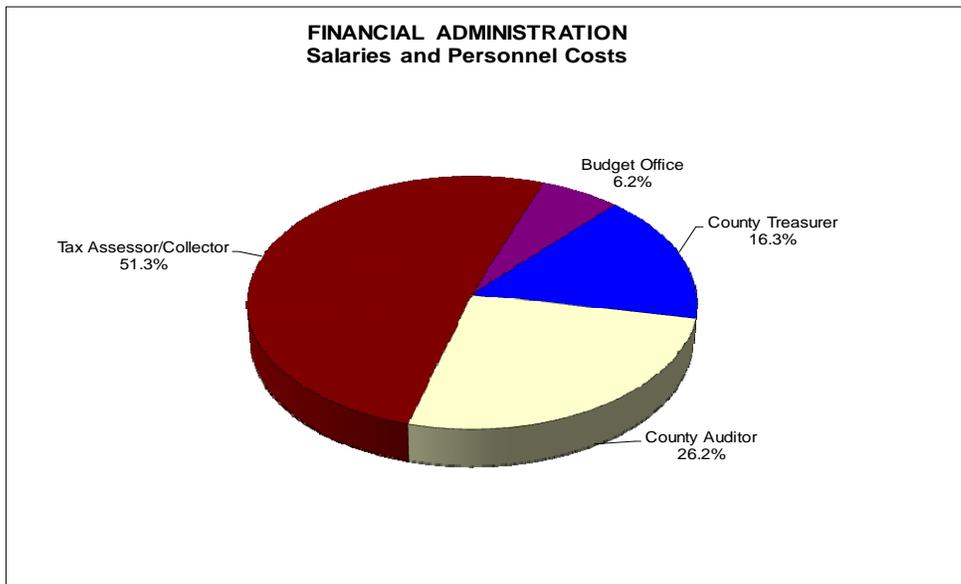


FINANCIAL ADMINISTRATION



Financial Administration consists of 4 departments of which the Office of the Tax Assessor/Collector has the largest budget. Salaries and Personnel Costs from the four departments make up 92.1% of the Financial Administration budget with Operating and Training Costs and Information Technology Costs, generating 7.8%, .04%, respectively. The graph below shows a breakdown of Salaries and Personnel.



HISTORY OF FULL TIME EQUIVALENTS

Financial Administration	2012 FTE's	2013 FTE's	2014 Full-time	2014 Part-time	2014 Total FTE's	2014 Total Cost
Tax Assessor/Collector	66.00	66.00	72.00	0.00	66.00	\$ 3,726,944
County Auditor	24.75	24.75	24.00	0.00	24.00	\$ 1,903,405
County Treasurer	10.00	10.00	10.00	0.00	10.00	\$ 685,297
Court Collections	2.00	2.00	2.00	0.00	2.00	\$ 110,689
EMS Collections	7.00	7.00	7.00	0.00	7.00	\$ 386,533
Budget Office	5.00	5.00	5.00	0.00	5.00	\$ 449,968
TOTAL FTE	114.75	114.75	120.00	0.00	120.00	\$ 7,262,838

FINANCIAL ADMINISTRATION EXPENSE BUDGET

CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 6,667,828	\$ 6,728,618	\$ 7,262,838
Operating Costs	\$ 513,734	\$ 617,344	\$ 613,464
Information Technology Costs	\$ 34,506	\$ 3,047	\$ 3,186
Capital Acquisitions	\$ 0	\$ 0	\$ 0
TOTAL	\$ 7,216,068	\$ 7,349,009	\$ 7,879,488

The table above summarizes the expense budgets of all Financial Administration departments.

TAX ASSESSOR/COLLECTOR

MISSION

The County Tax Assessor/Collector (TAC) provides friendly, efficient and professional tax collection services for taxpayers of Fort Bend County. The TAC collects property taxes, automobile/truck and trailer taxes, vehicle registration fees, beer/wine & liquor fees, and provides all services relating to these collections. The TAC maintains expert and timely tax research and information referral. Our objective is providing taxpayers with superior customer service in person or by phone, fax and internet. Our clerks are cross-trained in property tax and automobile registration creating a full-service environment for the public. Our focus is on the future growth of Fort Bend County; insuring excellent customer service and customer friendly offices in key areas of the county. The Tax Assessor Collector is responsible for funding 85.07% of the County Budget. Our mission is to accomplish collection in a cost effective and fiscally responsible manner.

Goal 1

Insure adequate staffing and education in all Tax Offices to better serve taxpayers

- Objective 1 Maintain cross-training of all Tax Office personnel to develop staff that can efficiently address a multitude of taxpayer needs
- Objective 2 Participate in available classes, webinars and seminars to initiate and maintain certification as *Registered Tax Assessors*
- Objective 3 Hold timely in-house training classes to insure employees are aware of and complying with all legislative changes affecting the Texas Property Tax Code and Texas Transportation Code
- Objective 4 Acquire and train staff to operate new Tax Office in the Sienna Plantation area

Goal 2

Investigate and pursue new sources of revenue for the Tax Office and the County

- Objective 1 Investigate implementation of Scofflaw program which allows for the Tax Assessor/Collector to deny vehicle registration of an individual who is reported to have outstanding County fines/fees or taxes
- Objective 2 Research the implementation of an Occupation Tax Permit requirement for skill/pleasure coin-operated machines within the County
- Objective 3 Audit accounts that are receiving an abatement of property taxes to ensure compliance

Goal 3

Monitor new and improved hardware and software options to optimize the efficiency of tax collection functions

- Objective 1 Install PIN pad in Drive Thru lanes to enable use of debit cards as a method of payment
- Objective 2 Participate in pilot program for Texas Division of Motor Vehicles to transition to web-based Registration Title System
- Objective 3 Implement new software program to streamline processing of beer and liquor license renewals and reporting to Texas Alcoholic Beverage Commission
- Objective 4 Work with County Records Management Department to take over document imaging services previously out-sourced
- Objective 5 Purchase and install check scanning system to expedite payment processing and deposits

TAX ASSESSOR/COLLECTOR

FUND: 100 General

ACCOUNTING UNIT: 100499100 Tax Assessor/Collector

EXPENSE BUDGET

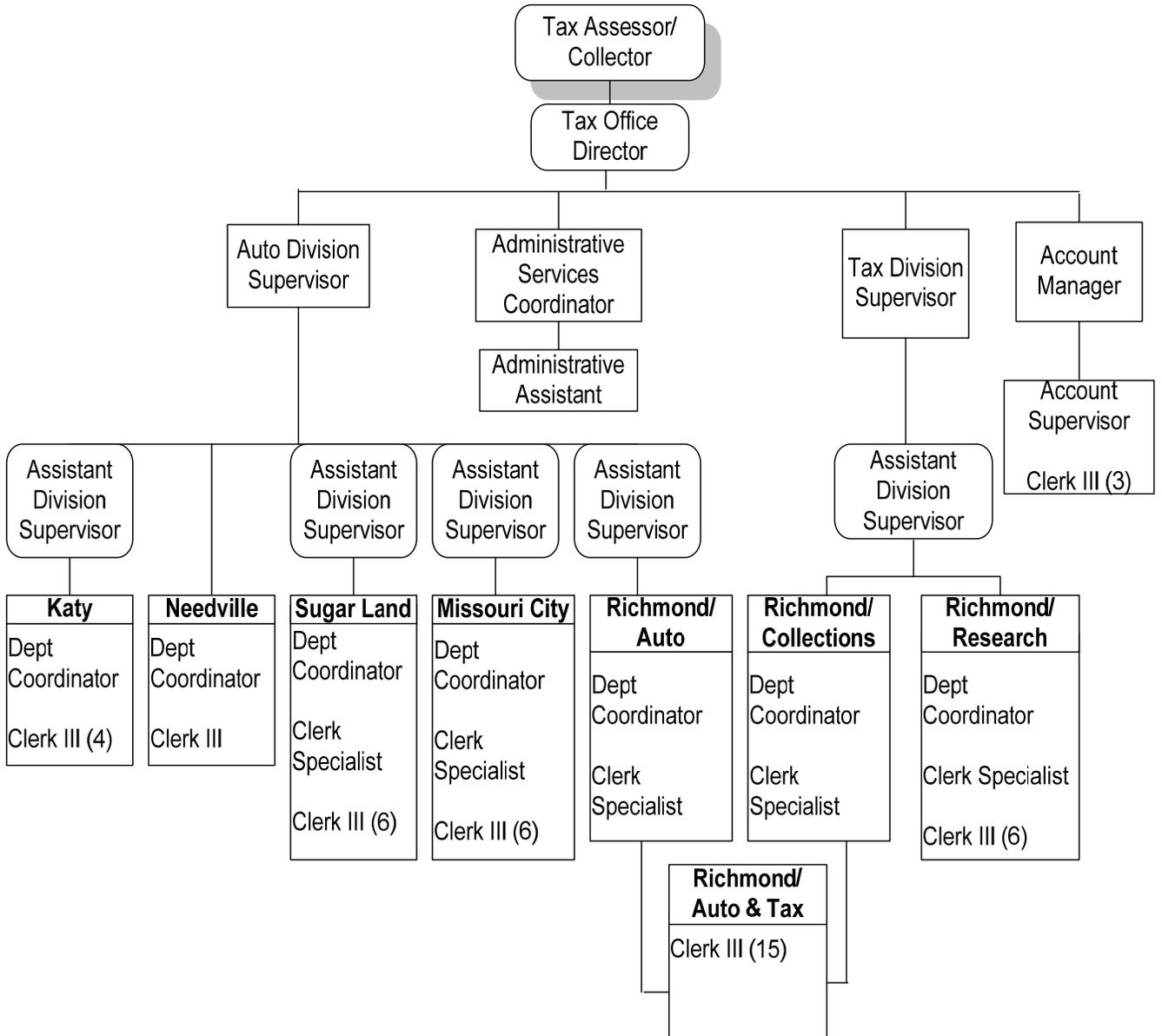
CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 3,379,613	\$ 3,380,855	\$ 3,726,944
Operating Costs	\$ 268,477	\$ 301,305	\$ 304,804
Information Technology Costs	\$ 19,157	\$ 1,430	\$ 2,686
Capital Acquisitions	\$ -	\$ -	\$ -
TOTAL	\$ 3,667,247	\$ 3,683,590	\$ 4,034,434

2014 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Tax Assessor/Collector	0003	00	1
Clerk II	0607	06	19
Clerk III	0708	07	28
Administrative Assistant	0800	08	1
Clerk Specialist	0813	08	5
Department Coordinator	9018	09	7
Accounting Assistant	9000	09	1
Assistant Division Supervisor	10057	10	5
Division Supervisor-Tax/Auto	11071	11	1
Administrative Services Coordinator	10001	10	1
Accounting Manager	11001	11	2
Tax Office Director	14018	14	1
Total Authorized Positions			72

TAX ASSESSOR/COLLECTOR

ORGANIZATION CHART



COUNTY AUDITOR

MISSION

The mission of the County auditor is to independently oversee all county offices to ensure the compliance with state law and county policy. The County Auditor aggressively administers a program of internal auditing to provide the county with a very high level of confidence that county assets are safeguarded to the highest reasonable degree. The County Auditor, as the official keeper of accounts for the County, designs and administers the record keeping system for the entire County and maintains the highest standard of care to ensure the integrity of all accounting records and reports.

GOALS

GOAL 1

Review adequacy of all existing audit programs.

Objective 1 Add new audit programs if necessary.

Objective 2 Rewrite programs if necessary.

GOAL 2

Continue the current high standards of the financial report.

Objective 1 Continually to earn the *Distinguished Financial Reporting Award*.

GOAL 3

Reduce manual processes to eliminate data entry by journal entry.

Objective 1 Interface third party software with current software to eliminate manual entry of information.

GOAL 4

Minimize the number of accounting units (funds) the County currently maintains.

Objective 1 Consolidate or eliminate accounting units where feasible.

COUNTY AUDITOR

PERFORMANCE MEASURES	2012 ACTUAL	2013 ACTUAL	2014 PROJECTED
Earn the Government Financial Officers Association's Certificate of Excellence for the Comprehensive Annual Financial Report (CAFR)	Yes	Yes	Yes
Average time to process bills by Accounts Payable to take advantage of vendor discounts	10-12 Days	8-10 Days	8-10 Days
Automate manual processes to reduce the number of journal entries processed on an annual basis. *estimated	1,056	1,000	950

FUND: 100 General
ACCOUNTING UNIT: 100495100 County Auditor

EXPENSE BUDGET

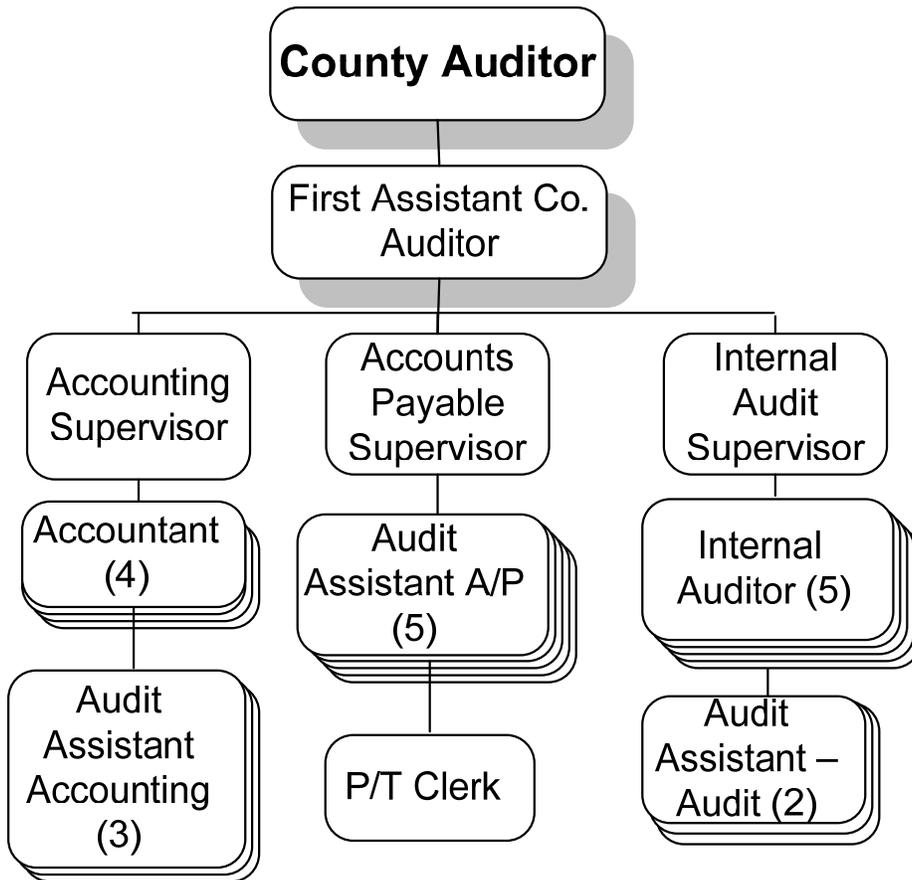
CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 1,760,147	\$ 1,800,378	\$ 1,903,405
Operating Costs	\$ 19,234	\$ 28,771	\$ 24,635
Information Technology Costs	\$ 1,469	\$ 200	\$ 500
Capital Costs	\$ -	\$ -	\$ -
TOTAL	\$ 1,780,850	\$ 1,829,349	\$ 1,928,540

2014 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Audit Assistant Accounting	09008	09	2
Audit Assistant Accounts Payable	09009	09	2
Audit Assistant Internal Auditor	09010	09	1
Audit Assistant II	10073	10	5
Internal Auditor	11029	11	3
Accountant	11000	11	1
Senior Internal Auditor	12084	12	2
Senior Accountant	12085	12	3
Accounting Supervisor	14000	14	1
Accounts Payable Supervisor	13037	13	1
Internal Audit Supervisor	14014	14	1
County Auditor	16001	16	1
First Assistant County Auditor	14032	14	1
Total Authorized Positions			24

COUNTY AUDITOR

ORGANIZATION CHART



COUNTY TREASURER

MISSION

The mission of the County Treasurer is to serve as the chief custodian of county finance. Basic duties include receiving, keeping and accounting, paying, applying, and disbursing all monies belonging to the County. Additional duties include: original reconciliation and safekeeping of county bank accounts; custodian of bail bond collateral; financial manager and coordinator of all revenue bond funds, including initial issuance, establishment of accounts, acceptance of original funds, payment of accounts; Agent for state reports and payments on certain accounts; and facilitator for social security, county retirement, group health insurance, credit union, deferred compensation, and savings bonds deductions for county employees and ex-officio treasurer of county levee districts. The County Treasurer is responsible for collecting delinquent funds other than taxes. County Treasurer also serves as treasurer for the Fort Bend Flood Control Water Supply Corporation, the Fort Bend Toll Road, and the Drainage District. The County Treasurer serves on the Investment Committee, Bail Bond Board, and liaison for all county departments with the county depository.

GOALS

GOAL 1

Insure smooth integration of new software.

Objective 1 Actively participate in the installation of a financial Enterprise Resource Planning system and insure that Treasury Employees are fully trained.

GOAL 2

Identify areas of improved efficiency.

Objective 1 Make the necessary adjustments needed to take advantage of potential technology improvements.

GOAL 3

Establish a system to insure 100% timely reporting to the Treasurer's office.

Objective 1 Take the steps necessary to create accurate reports.

COUNTY TREASURER

Performance Measures	2012 Actual	2013 Actual	2014 Projected
Percent of receipts deposited within two working days.	100%	100%	100%
Number of cash receipts processed.	8,210	9,470	9,800
Number of checks processed.	51,384	52,242	52,000
Timeliness Report from Depository Bank shows number of transferred bonds returned promptly.	100%	100%	100%
Number of cash transfers processed.	6,200	4,320	4,600
Service Fee retained for prompt filing of state reports	\$379,542	\$397,142	\$445,000
# of State Reports filed.	41	41	41
Percentage of County assets collateralized	100%	100%	100%
Number of accounts requiring collateral.	105	108	115
Licensed bonding companies- collateral held.	34 \$3,250,000	53 \$3,250,000	53 \$3,400,000
Number of accounts reconciled per month	78	79	85
Prepare checks for distribution	51,384	52,242	54,000

COUNTY TREASURER

FUND: 100 General

ACCOUNTING UNIT: 100497100 County Treasurer

EXPENSE BUDGET

CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 651,355	\$ 647,448	\$ 685,297
Operating Costs	\$ 148,925	\$ 177,630	\$ 176,910
Information Technology Costs	\$ 2,897	\$ -	\$ -
Capital Acquisitions	\$ -	\$ 6,750	\$ -
TOTAL	\$ 803,176	\$ 831,828	\$ 862,207

FUND: 100 General

ACCOUNTING UNIT: 100497101 Court Collections

EXPENSE BUDGET

CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 99,597	\$ 106,421	\$ 110,690
Operating Costs	\$ 14,264	\$ 16,515	\$ 15,650
Information Technology Costs	\$ -	\$ -	\$ -
Capital Acquisitions	\$ -	\$ -	\$ -
TOTAL	\$ 113,861	\$ 122,936	\$ 126,340

FUND: 100 General

ACCOUNTING UNIT: 100497102 EMS Collections

EXPENSE BUDGET

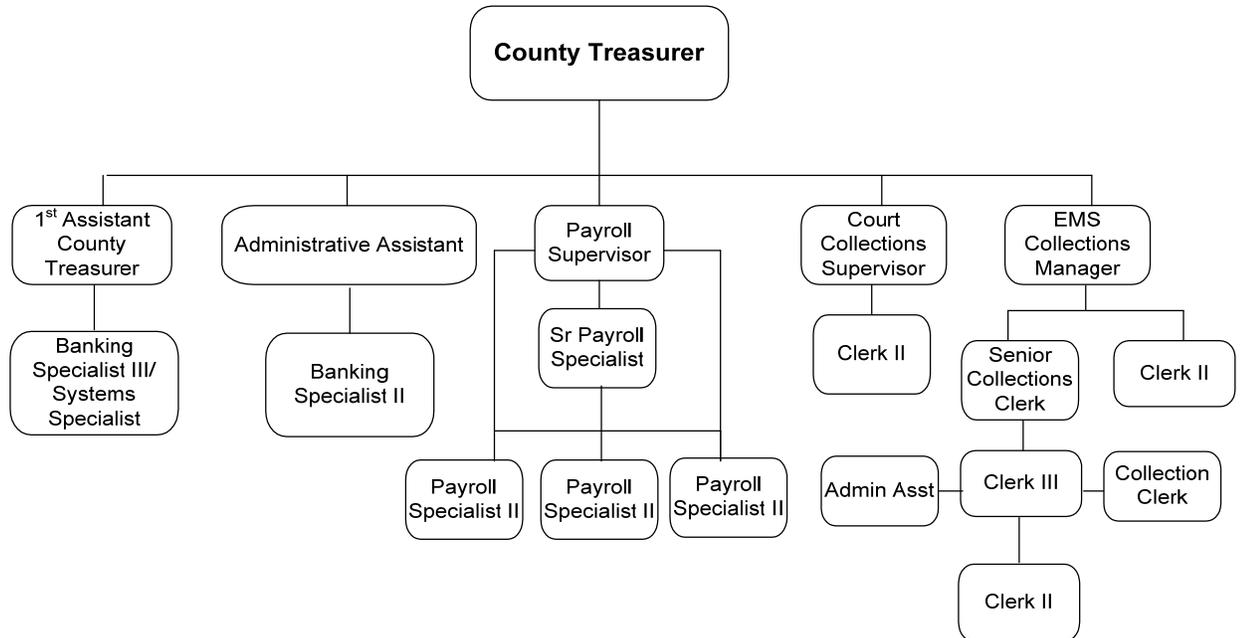
CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 359,825	\$ 370,375	\$ 386,534
Operating Costs	\$ 55,223	\$ 74,262	\$ 78,063
Information Technology Costs	\$ 6,781	\$ 100	\$ -
Capital Acquisitions	\$ 666	\$ -	\$ -
TOTAL	\$ 422,496	\$ 444,736	\$ 464,597

COUNTY TREASURER

2014 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
County Treasurer	J00006	00	1
Payroll Specialist	J08079	G08	3
Banking Specialist II	J08097	G08	1
Senior Payroll Specialist	J10077	G10	1
Banking Spclst III/Sys Spclst	J10084	G10	1
Assist. County Treasurer/Admin	J11097	G11	1
Assist. County Treasurer/Bank	J11098	G11	1
Payroll Supervisor	J13050	G13	1
Clerk II	J06007	G06	4
Clerk III	J07008	G07	1
Collections Clerk	J07016	G07	1
Senior Collections Clerk	J08080	G08	1
Collections Manager	J10065	G10	1
Collections Supervisor	J10064	G10	1
Total Authorized Positions			19

ORGANIZATION CHART



BUDGET OFFICE

MISSION

The mission of the Budget Office is to provide Budgeting and Investment Services to the County. For Budgeting, to prepare and administer the annual county budget so as to properly allocate the county's resources to most effectively accomplish the mission of the county as a whole. The office coordinates the long-term financial planning of the county to best navigate the progress of the county through the future. The Budget Officer advises the county's departments and offices in accomplishing their mission and assures that they equal the overall mission of the county. The Office, with the assistance of the other financial departments (Treasurer and Auditor), manages the investments of the county to achieve safety, liquidity and best return under the investment policies of the county.

GOALS

GOAL 1

Earn the Government Finance Officer's Association's *Distinguished Budget Award*.

- Objective 1** Analyze the results of the *Distinguished Budget Award* presentation to see what improvements are needed in the budget.
- Objective 2** Update and continually monitor the capital budget by the 2014 budget.

GOAL 2

Begin using the Lawson Budgeting & Planning to better automate the budget preparation.

- Objective 1** Use the budget request forms contained in the module to receive the County departments' budget requests.
- Objective 2** Automate the procedure to move the budget into the accounting system upon adoption.
- Objective 3** Monitor and revise all procedures continually to make improvements. behavior.

GOAL 3

Create and monitor a functioning Revenue Manual as a budgetary tool. It will be used to assist the Budget and Auditor's Office in projecting accurate revenues

- Objective 1** Update the Revenue Manual monthly
- Objective 2** Monitor revenue sources behavior. If a revenue source dips or spikes, the Budget Office will investigate its behavior

BUDGET OFFICE

Objective 3 Convert older data. Currently the Budget Office’s data is from 2008 due to Fort Bend County’s new accounting structure. We would like to go back as far as 2004

GOAL 4

Move towards a more paperless environment in the Budget Office.

Objective 1 Utilize LBP more efficiently to extract data and reports directly without having to recreate the data in excel

Objective 2 Train users to become more savvy in Lawson allowing them to run reports confidently. End users will review their adopted budgets online rather than receiving hard copies from the Budget Office

Objective 3 Utilize the county internet and intranet as a place to house all budget documents and reports allowing the Commissioner’s Court to view all budget requests online rather than by hard copy.

PERFORMANCE MEASURES	2012 ACTUAL	2013 ACTUAL	2014 PROJECTED
Earn the Government Finance Officers Association <i>Distinguished Budget Presentation Award</i> .	Yes	Yes	Yes
Actual Expenditures compared to Budgeted Expenditures for Fort Bend County	N/A	95%	95%
Ending Balance as a percentage of actual expenditures	18%	15-16%	18%
Percent of tax rate over prior year.	0.0%	0.0%	0.0%

BUDGET OFFICE

FUND: 100 General

ACCOUNTING UNIT: 100501100 Budget Office

EXPENSE BUDGET

CATEGORY	2012 ACTUAL	2013 ADOPTED	2014 ADOPTED
Salaries and Personnel Costs	\$ 417,292	\$ 423,141	\$ 449,968
Operating Costs	\$ 7,611	\$ 18,862	\$ 13,402
Information Technology Costs	\$ 4,202	\$ 1,317	\$
TOTAL	\$ 429,104	\$ 443,320	\$ 463,370

2014 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Budget Assistant	09108	09	1
Budget Analyst II	12004	12	2
Assistant Director of Finance & Investments	14033	14	1
Director Finance & Investments	16000	16	1
Total Authorized Positions			5

ORGANIZATION CHART

