

# Division of Finance

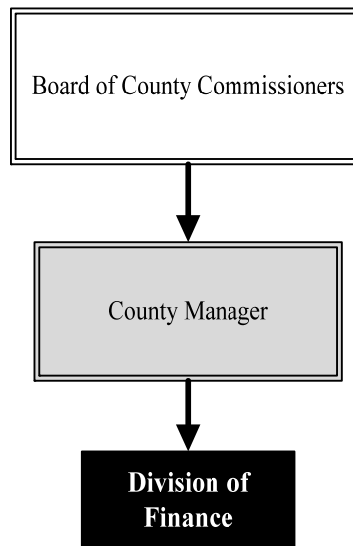
**Mission:** To assure informed financial decision making and the proper use of public resources by Sedgwick County government.

**Chris Chronis**  
Chief Financial Officer

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## Overview

The Division of Finance is responsible for all aspects of the County’s financial management with the exception of property tax administration which is done by several elected and appointed officials. To assure the County’s financial resources are properly utilized in an efficient and effective manner, four departments comprise the Division. They include Accounting, Budget, Purchasing, and Risk Management.



## Strategic Goals:

- Provide accurate, timely analysis and data to those who need it to make good decisions
- Deliver financial management services of the highest quality possible within the applicable resource and time constraints
- Continuously improve the timeliness and quality of information and services provided by the Division of Finance

## Highlights

- Sedgwick County retained outstanding crediting ratings of AAA from Standard and Poor’s, Fitch Ratings, and Moody’s Investor Services
- Received Certificate of Achievement in Financial Reporting for 31<sup>st</sup> consecutive year
- For the 29<sup>th</sup> consecutive year, earned award for Distinguished Budget Presentation
- Achieved Popular Annual Financial Reporting Award for the third consecutive year



# Accomplishments and Priorities

## Accomplishments

The Division of Finance continually seeks efficiencies in Division operations and strives for financial sustainability. This has been done through the enhancement of the vendor payment process to make it more efficient; analyzing programs and processes for County departments; and maintaining a fair, open and competitive purchasing process.

The Division has also led efforts to streamline administrative business processes, standardize the use of those processes throughout the County organization, and concentrate administrative support activities in the divisions of Finance, Human Resources and Information Services. These efforts have allowed operating departments to reallocate scarce resources from administrative tasks to direct service delivery.

## Priorities

The foremost priorities of the Division are maintenance of the County's sound financial condition, which is evidenced by the County's bond ratings, and efficient delivery of public services, which is manifested in a low price of government.

Sedgwick County's financial forecast is prepared by the Finance Division as a tool for County Commissioners and management. The financial forecast enables decision makers to evaluate potential projects and operating budget initiatives in the context of the County's ability to pay for them and with recognition of potential future impacts on taxes and fund balances. In turn, this long-term planning ensures informed financial decisions.

The Division of Finance conducts operational reviews to assure conformance with established procedures and payroll audits on all County departments to ensure compliance with the Fair Labor Standards Act (FLSA) and County time-reporting policies. This effort involves surveys, audits of payroll records and interviews of County employees.



## Significant Budget Adjustments

Changes to the Division of Finance's 2014 budget include decreases in the Accounting Department's revenues and merchant service fees for credit card usage due to the implementation of a credit card convenience charge.



**Significant Adjustments From Previous Budget Year**

• Reduce merchant serv. fees and revenues in Accounting Rev. Management due to credit card usage trends	Expenditures (209,419)	Revenue (991,084)	FTEs
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**Total**      (209,419)      (991,084)      -

Budget Summary by Category						Budget Summary by Fund		
	2012 Actual	2013 Adopted	2013 Revised	2014 Budget	% Chg. '13-'14	Expenditures	2013 Revised	2014 Budget
<b>Expenditures</b>								
Personnel	2,959,651	2,922,473	2,980,452	3,054,682	2.5%	General Fund-110	3,989,152	3,808,645
Contractual Services	3,542,981	4,228,627	4,045,117	3,992,387	-1.3%	Risk Mgmt. Res.-612	1,303,887	1,264,443
Debt Service	-	-	-	-	-	Workers' Comp.-613	2,049,405	2,052,283
Commodities	61,849	90,160	96,584	78,302	-18.9%			
Capital Improvements	-	-	-	-	-			
Capital Equipment	175,433	43,205	220,291	-	-100.0%			
Interfund Transfers	107,475	-	-	-	-			
<b>Total Expenditures</b>	<b>6,847,388</b>	<b>7,284,465</b>	<b>7,342,444</b>	<b>7,125,371</b>	<b>-3.0%</b>	<b>Total Expenditures</b>	<b>7,342,444</b>	<b>7,125,371</b>
<b>Revenue</b>								
Taxes	128,359,876	130,568,225	130,568,225	132,019,250	1.1%			
Intergovernmental	89,241	4,263	4,263	4,445	4.3%			
Charges For Service	1,681,348	3,229,264	3,229,264	2,230,519	-30.9%			
Other Revenue	14,214,340	13,434,249	13,634,249	13,529,452	-0.8%			
<b>Total Revenue</b>	<b>144,344,805</b>	<b>147,236,001</b>	<b>147,436,001</b>	<b>147,783,666</b>	<b>0.2%</b>			
<b>Full-Time Equivalents (FTEs)</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>	<b>0.0%</b>			

**Budget Summary by Program**

Program	Expenditures					Full-Time Equivalents (FTEs)		
	2012 Actual	2013 Adopted	2013 Revised	2014 Budget	% Chg. '13-'14	2013 Adopted	2013 Revised	2014 Budget
CFO	812,900	624,571	633,671	649,747	2.5%	3.00	3.00	3.00
Budget	508,143	453,495	462,778	492,814	6.5%	5.00	5.00	5.00
Accounting	2,284,220	2,226,765	2,247,007	2,048,015	-8.9%	14.00	14.00	14.00
Purchasing	704,485	633,725	645,696	618,069	-4.3%	8.00	8.00	8.00
Risk Management	2,537,641	3,345,909	3,353,292	3,316,726	-1.1%	4.00	4.00	4.00
<b>Total</b>	<b>6,847,388</b>	<b>7,284,465</b>	<b>7,342,444</b>	<b>7,125,371</b>	<b>-3.0%</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget
Chief Financial Officer	110	B534	129,355	132,589	132,589	1.00	1.00	1.00
Assistant Chief Financial Officer	110	B533	106,470	109,132	109,132	1.00	1.00	1.00
Budget Director	110	B431	92,134	94,806	94,806	1.00	1.00	1.00
Accounting Director	110	B431	73,659	75,427	75,427	1.00	1.00	1.00
Purchasing Director	110	B431	92,136	74,680	74,680	1.00	1.00	1.00
Tax System Director	110	B429	72,657	74,705	74,705	1.00	1.00	1.00
Principal Management Analyst	110	B327	73,237	132,773	132,773	1.00	2.00	2.00
Revenue Manager	110	B326	77,100	77,138	77,138	1.00	1.00	1.00
Accounting Manager	110	B326	73,091	75,136	75,136	1.00	1.00	1.00
Payroll Manager	110	B326	56,785	58,392	58,392	1.00	1.00	1.00
Principal Accountant	110	B326	50,801	51,619	51,619	1.00	1.00	1.00
Management Analyst III	110	B326	105,345	-	-	2.00	-	-
Senior Purchasing Agent	110	B325	106,787	48,791	48,791	2.00	1.00	1.00
Management Analyst II	110	B324	43,958	94,720	94,720	1.00	2.00	2.00
Accounts Payable Supervisor	110	B324	46,595	47,914	47,914	1.00	1.00	1.00
Senior Accountant	110	B324	45,554	45,202	45,202	1.00	1.00	1.00
Purchasing Agent	110	B322	89,786	130,842	130,842	2.00	3.00	3.00
Senior Revenue Specialist	110	B322	56,205	57,219	57,219	1.00	1.00	1.00
Payroll Analyst	110	B322	38,424	39,512	39,512	1.00	1.00	1.00
Administrative Specialist	110	B219	124,113	87,531	87,531	3.00	2.00	2.00
Accounting Technician	110	B218	90,426	127,186	127,186	3.00	4.00	4.00
Purchasing Technician	110	B218	70,606	72,413	72,413	2.00	2.00	2.00
Risk Manager	612	B430	45,379	46,468	46,468	0.50	0.50	0.50
Safety Training Coordinator	612	B325	63,798	65,200	65,200	1.00	1.00	1.00
Claim Adjuster	612	B322	43,253	44,477	44,477	1.00	1.00	1.00
Risk Manager	613	B430	45,379	46,468	46,468	0.50	0.50	0.50
Workers Compensation Specialist	613	B322	-	56,353	56,353	-	1.00	1.00
Work Comp Specialist	613	B322	54,810	-	-	1.00	-	-
<b>Subtotal</b>					<b>1,966,693</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>
Add:								
Budgeted Personnel Savings (Turnover)					-			
Compensation Adjustments					49,169			
Overtime/On Call/Holiday Pay					182			
Benefits					1,038,638			
<b>Total Personnel Budget</b>					<b>3,054,682</b>			



# Division of Finance - Chief Financial Officer

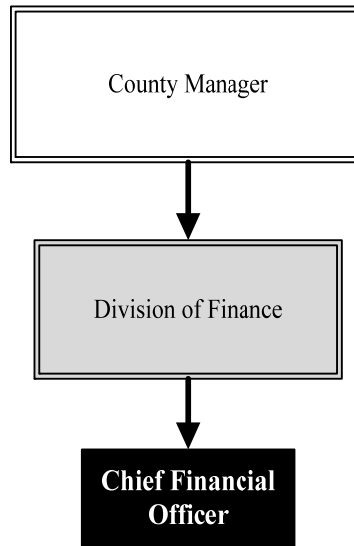
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Chief Financial Officer

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## Overview

The Chief Financial Officer (CFO) is accountable for the financial management of Sedgwick County. Responsibilities of the CFO include serving as a financial advisor to the County Manager and the Board of County Commissioners, supervising the Accounting, Budget, Purchasing, and Risk Management departments, and conducting special studies on financial projects. The CFO is also responsible for strategic financial planning and debt issuance, as well as assuring compliance with law and regulations governing County financial activities. Established procedures, policies, and financial controls are the tools used to monitor compliance.



## Strategic Goals:

- Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government
- Safeguard County assets
- Continue to receive the highest bond rating award

## Highlights

- Sedgwick County retained outstanding crediting ratings of AAA from Standard and Poor's, Fitch Ratings, and Moody's Investor Services
- Chris Chronis, Sedgwick County's Chief Financial Officer, received the 2013 Wichita Business Journal CFO Award



# Accomplishments and Priorities

## Accomplishments

Sedgwick County's financial forecast is a tool for the County Commission and management. It enables decision makers to evaluate potential capital projects and operating budget initiatives in the context of the County's ability to pay for them and their impacts on future County tax rates and fund balances. This ensures informed financial decisions. This contributes to the County's sound financial management continually being recognized with excellent credit ratings from the three major bond rating services. High credit ratings are important as they reduce the interest rate the County pays on future bond issues, can save taxpayers a considerable amount of money, and are a reflection on the quality of financial management.

In 2012, the County retained its credit ratings of AAA from Standard and Poor's, Fitch Ratings, and Moody's Investor Services. These high bond ratings are due in part to the County's debt management policy. Sedgwick County issues bonds to finance projects like roads, bridges, and certain types of building improvements. The debt management policy prescribes when and how the County may borrow money through the issuance of bonds and temporary notes, and sets limits on the amount of debt the County may issue.

## Priorities

The Chief Financial Officer seeks efficiencies in County operations and continues to strive for financial and institutional sustainability. The Finance Division has enhanced the transparency of County financial management. Access to the County's on-line checkbook has been provided to any citizen on the Internet. Found at the County's website, [www.SedgwickCounty.org](http://www.SedgwickCounty.org), the checkbook allows viewers to see every expenditure and receipt recorded by the County since 2002, and to sort the information by transaction, by vendor receiving county payments, by type of expenditure or revenue, by organization unit or function of government, and by year. Additionally, citizens have been provided access to every contract executed by Sedgwick County with a companion link on the website. Individual contracts can be identified and viewed, and summaries of contracts by purpose, vendor, or responsible County department can be created.

The Division has led efforts to streamline administrative business processes, standardize the use of those processes throughout the County organization, and concentrate administrative support activities in the Divisions of Finance, Human Resources and Information Services. These efforts have allowed operating departments to reallocate scarce resources from administrative tasks to direct service delivery.



## Significant Budget Adjustments

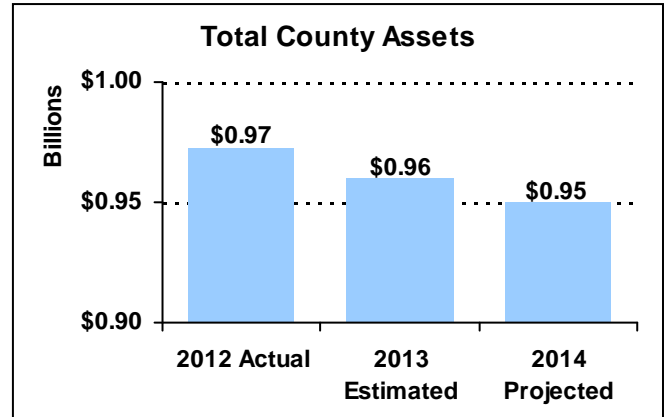
There are no significant budget adjustments for 2014.

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Chief Financial Officer.

**Total County Assets -**

- Measures Sedgwick County’s total assets at the end of each given year. Total assets are calculated on a full accrual basis.



Department Performance Measures	2012 Actual	2013 Est.	2014 Proj.
<b>Goal: Safeguard County assets</b>			
Total County assets (KPI)	\$972.2M	\$960.0M	\$950.0M
Investment portfolio size	\$488.8M	\$490.0M	\$490.0M
<b>Goal: Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government</b>			
Price of Government (cents per dollar of personal income)	1.1	1.1	1.1
General Fund unreserved fund balance at year end	\$48.4M	\$49.6M	\$49.6M
Division of Finance expenditures as a percent of County operating fund expenditures	3.8%	3.7%	3.6%
County debt per citizen	\$323	\$301	\$280
<b>Goal: Continue to receive the highest bond rating awarded</b>			
Standard & Poor’s bond rating	AAA	AAA	AAA
Moody’s bond rating	Aaa	Aaa	Aaa
Fitch bond rating	AAA	AAA	AAA



**Significant Adjustments From Previous Budget Year**

- Increase in tax revenue, mostly due to higher property tax collections

Expenditures	Revenue	FTEs
	1,762,711	

<b>Total</b>	-	1,762,711	-
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**Budget Summary by Category**

	2012 Actual	2013 Adopted	2013 Revised	2014 Budget	% Chg. '13-'14
<b>Expenditures</b>					
Personnel	405,082	408,640	417,740	433,816	3.8%
Contractual Services	295,080	200,931	200,931	200,931	0.0%
Debt Service	-	-	-	-	
Commodities	5,262	15,000	15,000	15,000	0.0%
Capital Improvements	-	-	-	-	
Capital Equipment	-	-	-	-	
Interfund Transfers	107,475	-	-	-	
<b>Total Expenditures</b>	<b>812,900</b>	<b>624,571</b>	<b>633,671</b>	<b>649,747</b>	<b>2.5%</b>
<b>Revenue</b>					
Taxes	128,359,876	130,568,225	130,568,225	132,019,250	1.1%
Intergovernmental	89,241	4,263	4,263	4,445	4.3%
Charges For Service	21,663	23,406	23,406	22,973	-1.8%
Other Revenue	11,667,207	10,907,859	10,907,859	11,219,796	2.9%
<b>Total Revenue</b>	<b>140,137,987</b>	<b>141,503,753</b>	<b>141,503,753</b>	<b>143,266,464</b>	<b>1.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.0%</b>

**Budget Summary by Fund**

Expenditures	2013 Revised	2014 Budget
General Fund-110	633,671	649,747
<b>Total Expenditures</b>	<b>633,671</b>	<b>649,747</b>

**Budget Summary by Program**

Program	Fund	Expenditures				2014 Budget	% Chg. '13-'14	Full-Time Equivalents (FTEs)		
		2012 Actual	2013 Adopted	2013 Revised	2013 Adopted			2013 Revised	2014 Budget	
Chief Financial Officer	110	677,605	624,571	633,671	649,747	2.5%	3.00	3.00	3.00	
FEMA Disaster	110	135,295	-	-	-		-	-	-	
<b>Total</b>		<b>812,900</b>	<b>624,571</b>	<b>633,671</b>	<b>649,747</b>	<b>2.5%</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget	
Chief Financial Officer	110	B534	129,355	132,589	132,589	1.00	1.00	1.00	
Assistant Chief Financial Officer	110	B533	106,470	109,132	109,132	1.00	1.00	1.00	
Tax System Director	110	B429	72,657	74,705	74,705	1.00	1.00	1.00	
<b>Subtotal</b>					<b>316,426</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					7,911				
Overtime/On Call/Holiday Pay					-				
Benefits					109,479				
<b>Total Personnel Budget</b>					<b>433,816</b>				



**• Chief Financial Officer**

The Chief Financial Officer provides administrative oversight to the operations of the Finance Division, and is accountable for all strategic and tactical planning for County financial management. Gaming revenues from the new Kansas Star Casino were budgeted for the first time in 2013.

**Fund(s): General Fund 110**

70001-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	405,082	408,640	417,740	433,816	3.8%
Contractual Services	161,200	200,931	200,931	200,931	0.0%
Debt Service	-	-	-	-	-
Commodities	3,848	15,000	15,000	15,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	107,475	-	-	-	-
<b>Total Expenditures</b>	<b>677,605</b>	<b>624,571</b>	<b>633,671</b>	<b>649,747</b>	<b>2.5%</b>
<b>Revenue</b>					
Taxes	128,359,876	130,568,225	130,568,225	132,019,250	1.1%
Intergovernmental	4,264	4,263	4,263	4,445	4.3%
Charges For Service	21,663	23,406	23,406	22,973	-1.8%
Other Revenue	11,667,207	10,907,859	10,907,859	11,219,796	2.9%
<b>Total Revenue</b>	<b>140,053,010</b>	<b>141,503,753</b>	<b>141,503,753</b>	<b>143,266,464</b>	<b>1.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.0%</b>

**Goal(s):**

- Develop and implement fiscal strategies to provide adequate resources for County priorities while maintaining a constant price of government
- Safeguard County assets
- Support the Division of Finance departments in achieving their individual goals
- Continue to receive the highest bond rating possible

**• FEMA Disaster**

The purpose of the FEMA Disaster fund center is to consolidate all extraordinary costs of recovery from major storms or other disasters that are expected to qualify for federal disaster assistance funding. The program is not funded in the original adopted annual budget, instead it is authorized and funded by transfer from contingency only when needed.

**Fund(s): General Fund 110**

70010-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	-	-	-	-	-
Contractual Services	133,881	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	1,414	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>135,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	84,977	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>84,977</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Division of Finance - Budget

**Mission:** *To allocate resources for basic and essential services while maintaining long-term financial health for Sedgwick County.*

**Lindsay Poe Rousseau**  
Budget Director

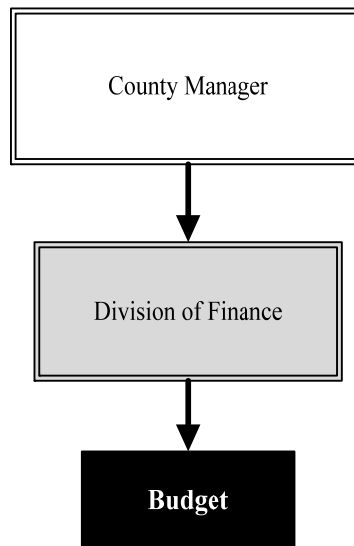
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## Overview

The Budget Office assists with the development of the budget, responding to inquiries of elected officials and the public, monitoring spending by departments, and ensuring statutes and resolutions are adhered to regarding annual spending. The Budget Office also prepares the five-year financial forecast, develops revenue estimates, and assists departments with strategic planning and process improvement initiatives.

The Budget Office analyzes potential programs, grants and agenda items for the leadership of Sedgwick County to provide them with the necessary details for making informed decisions regarding the financial impact on the organization.



## Strategic Goals:

- *Maintain unreserved fund balances as directed by the fund balance policy*
- *Provide County decision-makers with accurate and timely budget and financial planning information*
- *Ensure that pertinent and accurate budget information is accessible to the public*

## Highlights

- For 29 consecutive years, Sedgwick County has received the Government Finance Officers Association (GFOA) distinguished Budget Presentation Award
- The Budget Office continues to work toward implementation of a new budgeting system



# Accomplishments and Priorities

## Accomplishments

In 2013, the Budget Office worked with the County Manager and Board of County Commissioners (BoCC) to pass the 2014 Adopted Budget, adhering to the Kansas budget laws and meeting the goal set by the BoCC for zero deficit.

Each year, the Budget Office develops more than 20 documents to keep the BoCC, County Manager, County officials and the public up-to-date on the County's financial condition. These documents include: the Quarterly Financial Report, developed in coordination with the Accounting Department at the end of each quarter, which provides leadership with the benefit of receiving a regular snapshot on the financial health of the organization rather than waiting for annual information provided in the budget; Five-Year Financial Forecast, a long-term financial forecast that provides estimates based on current and projected financial conditions to identify future revenue and expenditure trends; and the annual Adopted Budget, which is approved by the BoCC and provides the County expenditure authority to levy taxes to finance expenditures.

## Priorities

The Budget Office assures that Sedgwick County is adhering to municipal budget law in the Kansas Statutes (K.S.A.), in the development and production of the adopted budget and the operating and capital improvement budget. The main statutes, collectively called the Budget Laws, are contained in K.S.A. 79-2925 to 79-2937. The annual budget provides the County authority to levy taxes to finance expenditures. Additionally, the annual budget is used by the County Clerk to levy the related taxes (K.S.A. 79-2930). Budget also prepares the certified budget to submit to the State of Kansas that must be received by the County Clerk no later than August 25 (K.S.A. 79-1801).

Development of the adopted budget is a joint effort between individual departments, the Budget Office, the County Manager's Office, and the BoCC. The budget is prepared in phases to ensure statutory deadlines are met and development of the budget occurs in a manner that provides all parties an opportunity to participate in the process and provide their valuable input.

The Budget Office strives to meet the needs of multiple customers including the citizens of Sedgwick County, the BoCC, the County Manager, appointed officials, other Sedgwick County elected officials, departments, the State of Kansas, bond rating agencies, and any person who requests budgetary financial information from the County.



## Significant Budget Adjustments

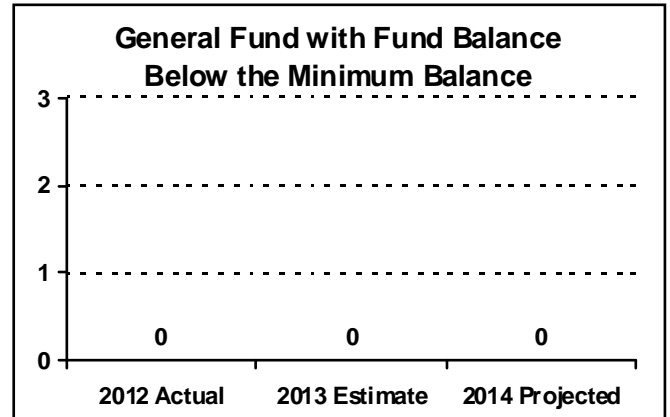
There are no significant adjustments to the Budget Office's 2014 budget.

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Budget Office.

**General Fund with Ending Fund Balance Below the Minimum Balance Requirement Per the Fund Balance Policy -**

- Measure ensures the General Fund, which must abide to the fund balance policy, is monitored to properly maintain solvency for the purpose of delivery of services as outlined by the fund’s establishment. The balance is calculated at the end of the calendar year to determine if the policy has been followed as outlined.



Department Performance Measures	2012 Actual	2013 Est.	2014 Proj.
<b>Goal: Maintain unreserved fund balances as directed by the County’s fund balance policy</b>			
General Fund maintains an ending unreserved fund balance below the minimum balance requirement as subject to the fund balance policy (KPI)	0	0	0
<b>Goal: Provide County decision-makers with accurate and timely budget and financial planning information</b>			
Accuracy of financial plan revenue projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	-1.1%	+/-5.0%	+/-5.0%
Accuracy of financial plan expenditure projections – property tax supported funds (- indicates under estimated, + indicates over estimated)	-0.2%	+/-5.0%	+/-5.0%
<b>Goal: Ensure that pertinent and accurate budget information is accessible to the public</b>			
Received GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget	
Budget Director	110	B431	92,134	94,806	94,806	1.00	1.00	1.00	
Principal Management Analyst	110	B327	73,237	132,773	132,773	1.00	2.00	2.00	
Management Analyst III	110	B326	105,345	-	-	2.00	-	-	
Management Analyst II	110	B324	43,958	94,720	94,720	1.00	2.00	2.00	
<b>Subtotal</b>					<b>322,299</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					8,057				
Overtime/On Call/Holiday Pay					-				
Benefits					141,928				
<b>Total Personnel Budget</b>					<b>472,284</b>				





# Division of Finance - Accounting

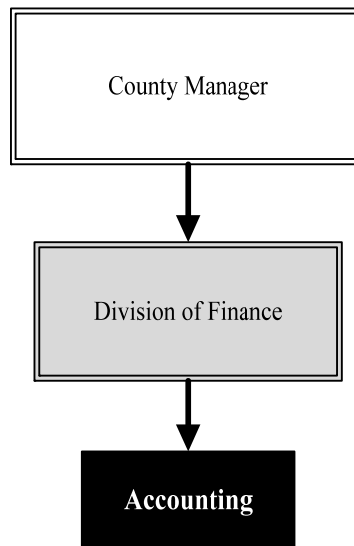
**Mission:** To coordinate human and financial resources necessary to provide quality financial support services to internal and external customers.

**Sara Jantz**  
**Director of Accounting**

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## Overview

The Accounting Department's responsibilities include providing accurate financial information for financial reporting and effective decision-making, as well as transparent reporting to enable citizens to evaluate the public services that are provided across the County. Accounting maintains the County's general ledger to ensure financial transactions are recorded appropriately in accordance with Generally Accepted Accounting Principles (GAAP). Accounting also coordinates external audit activities, produces interim and annual financial reports and provides an internal control structure to safeguard County assets.



## Strategic Goals:

- Provide accurate and timely financial information to decision makers
- Prudently manage County financial resources
- Enhance communications to improve awareness of issues and services

## Highlights

- Received Certificate of Achievement for Financial Reporting from the GFOA for the 2012 Comprehensive Annual Financial Report
- Created an electronic, paperless accounts payable system
- Earned GFOA's Popular Annual Financial Reporting Award for 2011



# Accomplishments and Priorities

## Accomplishments

In 2013, the Accounting Department received the Certificate of Achievement for Financial Reporting from the Government Finance Officers Association (GFOA) for the 2012 Comprehensive Annual Financial Report. It is the 32nd consecutive year that the County has received the honor. Also, in 2012, the County received the GFOA's Popular Annual Financial Reporting (PAFR) Award for 2011. It is the seventh year that the County has received the award.

Accounts Payable continues to explore the technologies and procedures to receive and process electronic invoices. In 2012, Accounts Payable continued to streamline its process with a focus of having a paperless system. Vendors and departments have the opportunity to submit invoices by email or fax. Invoices submitted by email or fax go directly into a digital imaging workflow system to be processed for payment.

## Priorities

For the past 18 months, Accounting has worked to refine and streamline processes. In 2012, Accounts Payable continued to streamline its process with a focus of having a paperless system. Vendors and departments have the opportunity to submit invoices by email or fax. Invoices submitted by email or fax go directly into a digital imaging workflow system to be processed for payment. New procedures and forms have also been implemented to make the process of requesting disbursement easier for departments. Payroll has also begun improving processes. Currently, Payroll is in the process of implementing a paperless timekeeping system. This system will allow employees to submit their time and manage their schedule electronically. Going forward, Accounting will continue to review processes and procedures for revenue management, assets and financial reporting.

A part of the revenue management function is to manage the banking relationship and the various ways that citizens can submit payments. One of those ways is by credit card. Merchant service fees continue to be a major portion of the Accounting Department's budget. In 2012, the County implemented a convenience fee to help offset this rising cost.



## Significant Budget Adjustments

The 2014 Accounting budget includes a \$209,419 reduction in expenditures for merchant service fees and a \$991,084 reduction in revenues, both due to credit card usage changes with the new convenience fee.



**Significant Adjustments From Previous Budget Year**

• Reduce merchant serv. fees and revenues in Accounting Rev. Management due to credit card usage trends	<u>Expenditures</u> (209,419)	<u>Revenue</u> (991,084)	<u>FTEs</u> -
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**Total** (209,419) (991,084) -

**Budget Summary by Category**

**Budget Summary by Fund**

Expenditures	2012	2013	2013	2014	% Chg.	Expenditures	2013	2014
	Actual	Adopted	Revised				Budget	'13-'14
Personnel	939,856	964,365	984,607	1,026,965	4.3%	General Fund-110	2,247,007	2,048,015
Contractual Services	1,309,248	1,215,500	1,215,500	986,150	-18.9%			
Debt Service	-	-	-	-				
Commodities	35,116	46,900	46,900	34,900	-25.6%			
Capital Improvements	-	-	-	-				
Capital Equipment	-	-	-	-				
Interfund Transfers	-	-	-	-				
<b>Total Expenditures</b>	<b>2,284,220</b>	<b>2,226,765</b>	<b>2,247,007</b>	<b>2,048,015</b>	<b>-8.9%</b>	<b>Total Expenditures</b>	<b>2,247,007</b>	<b>2,048,015</b>
<b>Revenue</b>								
Taxes	-	-	-	-				
Intergovernmental	-	-	-	-				
Charges For Service	129,593	1,200,000	1,200,000	208,916	-82.6%			
Other Revenue	1,250,650	1,182,687	1,182,687	1,010,648	-14.5%			
<b>Total Revenue</b>	<b>1,380,244</b>	<b>2,382,687</b>	<b>2,382,687</b>	<b>1,219,564</b>	<b>-48.8%</b>			
<b>Full-Time Equivalents (FTEs)</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.0%</b>			

**Budget Summary by Program**

Program	Fund	Expenditures				2014	% Chg.	Full-Time Equivalents (FTEs)		
		2012	2013	2013	2014			2013	2013	2014
		Actual	Adopted	Revised	Budget	'13-'14	Adopted	Revised	Budget	
Accounts Payable	110	448,143	461,908	470,390	397,721	-15.4%	7.00	6.00	6.00	
Payroll	110	293,220	154,015	164,826	163,515	-0.8%	2.00	2.00	2.00	
Revenue Management	110	1,288,236	1,310,374	1,306,307	1,077,625	-17.5%	2.00	2.00	2.00	
General Accounting	110	254,621	300,468	305,484	409,154	33.9%	3.00	4.00	4.00	
<b>Total</b>		<b>2,284,220</b>	<b>2,226,765</b>	<b>2,247,007</b>	<b>2,048,015</b>	<b>-8.9%</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget
Accounting Director	110	B431	73,659	75,427	75,427	1.00	1.00	1.00
Revenue Manager	110	B326	77,100	77,138	77,138	1.00	1.00	1.00
Accounting Manager	110	B326	73,091	75,136	75,136	1.00	1.00	1.00
Payroll Manager	110	B326	56,785	58,392	58,392	1.00	1.00	1.00
Principal Accountant	110	B326	50,801	51,619	51,619	1.00	1.00	1.00
Accounts Payable Supervisor	110	B324	46,595	47,914	47,914	1.00	1.00	1.00
Senior Accountant	110	B324	45,554	45,202	45,202	1.00	1.00	1.00
Senior Revenue Specialist	110	B322	56,205	57,219	57,219	1.00	1.00	1.00
Payroll Analyst	110	B322	38,424	39,512	39,512	1.00	1.00	1.00
Administrative Specialist	110	B219	77,615	41,024	41,024	2.00	1.00	1.00
Accounting Technician	110	B218	90,426	127,186	127,186	3.00	4.00	4.00
			-	-	-	-	-	-
<b>Subtotal</b>					<b>695,769</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
Add:								
Budgeted Personnel Savings (Turnover)					-			
Compensation Adjustments					17,395			
Overtime/On Call/Holiday Pay					-			
Benefits					313,801			
<b>Total Personnel Budget</b>					<b>1,026,965</b>			



● **Accounts Payable**

Accounts Payable processes invoices to pay County vendors accurately and timely while ensuring compliance with internal controls established to safeguard assets. Accounts Payable personnel work consistently with all internal departments to improve the workflow process. In 2010, the Division of Information and Operations, Enterprise Resource Planning and Accounting worked to implement an electronic workflow process for accounts payable documents. This process cuts down on hard copy paper flow and hard copies made and filed, and improves the availability of document information to SAP financial system users. Accounts Payable continues to work on centralized process efficiencies through a County-wide centralized administration initiative.

**Fund(s): General Fund**

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	400,578	411,908	420,390	347,721	-17.3%
Contractual Services	33,198	18,000	18,000	30,000	66.7%
Debt Service	-	-	-	-	-
Commodities	14,367	32,000	32,000	20,000	-37.5%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>448,143</b>	<b>461,908</b>	<b>470,390</b>	<b>397,721</b>	<b>-15.4%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	62	-	-	63	-
<b>Total Revenue</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>63</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.0%</b>

**Goal(s):**

- Ensure compliance with filing requirements of external agencies
- Enhance vendor relationships
- Provide prompt payment for properly authorized invoices

● **Payroll**

Payroll coordinates all time entry to ensure accurate, on-time payments to Sedgwick County employees on a biweekly basis. Payroll is also responsible for processing payments for certain third party and tax withholding liabilities, as well as filing necessary quarterly and annual tax filing reports, including the distribution of W-2 statements at year-end.

The payroll team conducts internal audits of payroll system compliance in all County departments and offers recommendations for improvements.

**Fund(s): General Fund 110**

72002-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	141,458	142,515	145,326	152,015	4.6%
Contractual Services	149,593	7,500	15,500	7,500	-51.6%
Debt Service	-	-	-	-	-
Commodities	2,168	4,000	4,000	4,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>293,220</b>	<b>154,015</b>	<b>164,826</b>	<b>163,515</b>	<b>-0.8%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	20	-	-	21	-
<b>Total Revenue</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.0%</b>

**Goal(s):**

- Provide convenient and quality payroll services to all Sedgwick County employees
- Ensure accurate and timely payment of payroll-related liabilities and compliance with filing requirements of external agencies
- Perform payroll compliance audits and work with department personnel when enhancements are needed



**● Revenue Management**

Revenue Management seeks grant funding, prepares grant reports, coordinates Single Audit activities performed by the external auditors, monitors outside billing for Emergency Medical Services, and ensures compliance throughout County operations with cash handling policies and procedures. Earnings related to investment activities are recorded under Revenue Management.

Also included within Revenue Management are merchant services fees for tax and fee payments. As more citizens use electronic payment options (debit and credit cards), Revenue Management incurs an increase in these fees.

**Fund(s): General Fund 110**

72003-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	177,648	179,174	183,107	187,775	2.5%
Contractual Services	1,106,571	1,128,000	1,120,000	886,650	-20.8%
Debt Service	-	-	-	-	-
Commodities	4,016	3,200	3,200	3,200	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,288,236</b>	<b>1,310,374</b>	<b>1,306,307</b>	<b>1,077,625</b>	<b>-17.5%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	129,593	1,200,000	1,200,000	208,916	-82.6%
Other Revenue	1,250,568	1,182,687	1,182,687	1,010,564	-14.6%
<b>Total Revenue</b>	<b>1,380,162</b>	<b>2,382,687</b>	<b>2,382,687</b>	<b>1,219,480</b>	<b>-48.8%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.0%</b>

**Goal(s):**

- Enhance and protect the revenue capacity of Sedgwick County government
- Provide internal control structure to safeguard departmental petty cash and change funds
- Assist departments with grant-seeking and compliance reporting requirements

**● General Accounting**

General Accounting ensures financial transactions are properly recorded in compliance with applicable laws and regulations to provide accurate and timely information regarding the financial position of the County, in accordance with generally accepted accounting principles. Services provided include coordination of the County's external audit activities, financial analysis, preparation of financial reports for use by internal and external parties, evaluation of internal controls ensuring compliance with appropriate regulations, and the adequate safeguarding of assets while maintaining their efficient and economical use. Additionally, cash and debt management activities of the County are coordinated by General Accounting.

**Fund(s): General Fund 110**

72004-110

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	220,172	230,768	235,784	339,454	44.0%
Contractual Services	19,885	62,000	62,000	62,000	0.0%
Debt Service	-	-	-	-	-
Commodities	14,564	7,700	7,700	7,700	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>254,621</b>	<b>300,468</b>	<b>305,484</b>	<b>409,154</b>	<b>33.9%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.0%</b>

**Goal(s):**

- Produce accurate and timely financial reports to enhance the management decision-making process
- Invest idle funds to preserve capital and minimize risk while maximizing return on investment
- Provide financial analysis support to all departments



# Division of Finance - Purchasing

**Mission:** To facilitate the procurement of all necessary quality products and services for Sedgwick County by following all applicable rules and laws governing public procurement in order to protect the monetary assets through prudent expenditures of taxpayer funds.

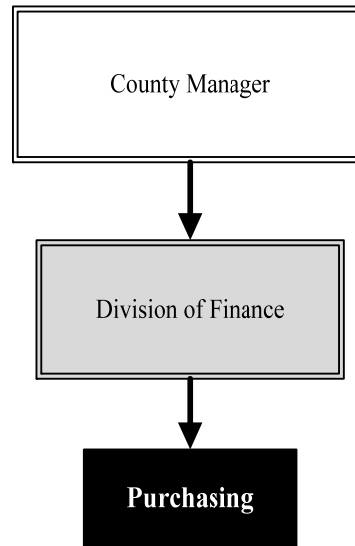
**Joe Thomas**  
**Purchasing Director**

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 316.660.7265

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## Overview

The Purchasing Department is responsible for facilitating the procurement of the goods and services requested by various County Departments. The Purchasing Department adheres to State statutes and Sedgwick County's Charter Resolution No. 65, which ensures that competitive purchasing procedures are followed. The Purchasing Department's responsibilities include working with departments to determine specifications, develop bids and proposals, negotiate contracts, and maintain good public relations with our suppliers.



## Strategic Goals:

- Ensure that the procurement process is open, fair and provides opportunities for all interested and qualified suppliers
- Create a procurement process that exhibits professionalism, enhances learning opportunities, and continuously improves working relationships with internal customers and suppliers
- Provide quality products and services in a timely manner for the best possible price

## Highlights

- A new software module created by SAP, called PPS (Procurement for Public Sector), was implemented in 2013 to provide better and more efficient contract and procurement management





# Accomplishments and Priorities

## Accomplishments

In 2013, the Purchasing Department implemented a software module designed to provide better and more efficient contract and procurement management. The module is called Procurement for Public Sector (PPS), created by SAP, the County's enterprise system. This module will provide the Department with the capability to track purchases, monitor contract compliance, streamline the bidding process, assist in managing the supplier base, and evaluate supplier performance; thereby fully integrating the procurement process.

## Priorities

Several process improvements have been implemented to enhance the efficiency and effectiveness of the Department while cutting costs, including using e-mail to distribute 95 percent of bids. This method reduces paper usage and labor expense incurred in copying and mailing paper-based documents. Also, Purchasing uses the County website to post all bids/proposals and awards, which reduces the number of open records requests. By using the website to provide information to citizens, redundant correspondence is eliminated.

To promote, support and facilitate the creation of wealth and employment operations in the community, the Purchasing Department provides a fair, open, and competitive bidding environment for all goods and services. The Purchasing Department ensures that services and assistance are delivered in a fair and equitable manner by the County's established purchasing policies and training programs for departments and suppliers.



## Significant Budget Adjustments

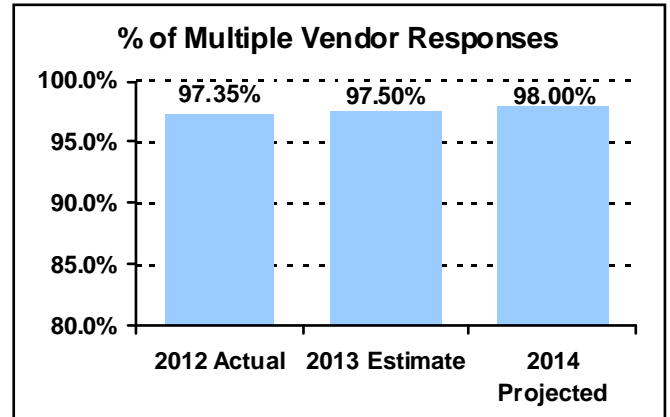
There are no significant adjustments to Purchasing's 2014 budget.

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Purchasing Department.

**Percent of Multiple Vendor Responses -**

- Measure of the percent of bids that generate more than one response. This measures competition in the bidding process and is measured based on the bids/proposals issued and the number of bid responses received.



Department Performance Measures	2012 Actual	2013 Est.	2014 Proj.
<b>Goal: Ensure that the procurement process is open, fair and provides opportunities for all interested vendors</b>			
Percent of multiple vendor responses (KPI)	97.35%	97.50%	98.00%
Average number of vendors responding per bid	7.15	6.75	7
Percent of bid responses from disadvantaged business enterprises	10.91%	8.50%	8.75%
Percent of dollars awarded to disadvantaged business enterprises	4.09%	4.00%	4.25%
Percent of dollars paid to disadvantaged business enterprises	4.40%	4.30%	4.45%
<b>Goal: Create a procurement process that exhibits professionalism and enhances learning opportunities and improved working relationships for internal and external customers</b>			
Annual number of vendor training sessions	23	24	25
Annual number of staff training sessions	28	30	30
<b>Goal: Provide products and services in a timely manner for the best possible price</b>			
Number of monthly bids processed	15	15	15
Average number of days from requisition or shopping cart to purchase order	2.31	5	5
Average number of days for informal bids	3.73	5	5
Average number of days for formal bids	27.93	30	30
Average number of days for proposals	48.03	70	70



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget	
Purchasing Director	110	B431	92,136	74,680	74,680	1.00	1.00	1.00	
Senior Purchasing Agent	110	B325	106,787	48,791	48,791	2.00	1.00	1.00	
Purchasing Agent	110	B322	89,786	130,842	130,842	2.00	3.00	3.00	
Administrative Specialist	110	B219	46,498	46,507	46,507	1.00	1.00	1.00	
Purchasing Technician	110	B218	70,606	72,413	72,413	2.00	2.00	2.00	
<b>Subtotal</b>					<b>373,233</b>		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					9,331				
Overtime/On Call/Holiday Pay					182				
Benefits					169,161				
<b>Total Personnel Budget</b>					<b>551,907</b>				



# Division of Finance - Risk Management

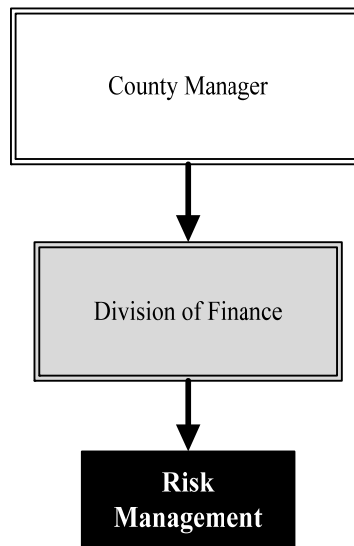
**Mission:** *To protect Sedgwick County assets and provide a safe work environment for employees, thus ensuring their ability to provide uninterrupted delivery of quality services to the citizens of Sedgwick County.*

**Mick McBride**  
Risk Manager

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## Overview

The Risk Management office is tasked with protecting Sedgwick County assets. This starts with establishing a safe work place for employees and a safe facility for visitors. It is mandatory that employees receive necessary safety training. Risk Management does do follow up safety inspections to verify that prevention programs are adequate. Sometimes it is appropriate to contractually shift the risk and cost of an incident to a third party. This is accomplished with appropriate hold harmless and indemnification clauses in contracts or through the purchase of insurance. A risk plan must include an appropriate amount of self retention and an appropriate amount of risk transfer to ensure that there are adequate funds to pay for an adverse incident that might happen.



## Strategic Goals:

- *Maintain the cost of risk at a level less than two percent of the total of all fund expenditures*
- *Perform a safety inspection for at least seven County facilities on an annual basis*
- *Provide quality products and services in a timely manner for the best possible price*

## Highlights

- In 2013, Diana Mansouri, Risk Management Safety Coordinator, served as Vice President of the Kansas Public Risk Management Association (PRIMA) and will serve as the President in 2014.



# Accomplishments and Priorities

## Accomplishments

To ensure services and assistance are provided in a fair and equitable manner, Risk Management evaluates claims properly submitted to Sedgwick County. Claims without merit are denied. Risk Management works to protect Sedgwick County's interest in claims against others, with the end goal of being fair and equitable to all.

To enhance the financial and institutional viability of Sedgwick County, Risk Management works actively to establish and maintain a safe environment for citizens and employees of the County. The expectation is that Risk Management will do whatever possible to prevent an accident from occurring and will continue to establish plans and programs to mitigate the adverse effect if something does happen.

Additionally, Risk Management strives to achieve the lowest cost of risk with proper allocation of resources for loss avoidance, loss prevention, loss assumption, self-insurance plans, or the purchase of insurance. Risk Management actively subrogates claims against liable third parties to minimize risk costs.

## Priorities

Risk Management has established process procedures to comply with Federal legislation, Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (42 U.S.C. 1395y(b)(7) & (8)). This legislation requires that claim information be reported to the Federal government to ensure that there is proper coordination of claim payments to determine a primary payer and a secondary payer. The long term effect will be an increase of workers' compensation costs for Sedgwick County. The State of Kansas passed legislation to require electronic filing by all entities to the State of all workers' compensation claims in 2013. This has required the purchase of additional software and appropriate staff training so that this requirement may be completed by the end of 2013.



## Significant Budget Adjustments

For 2014, there are no significant adjustments to Risk Management's budget.

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Risk Management Department.

**Annual Cost of Risk per Employee -**

- Measure of all costs associated with Risk Management for a given year, including insurance premiums, payment of claims, and safety programs.



Department Performance Measures	2012 Actual	2013 Est.	2014 Proj.
<b>Goal: Maintain the cost of risk at a level less than two percent of the total of all fund expenditures</b>			
Annual cost of risk per employee (KPI)	\$1,088	\$1,137	\$1,140
Cost as a % of county expenditures	0.797%	0.794%	0.792%
Cost of risk per claim	6,709	6,313	6,525
<b>Goal: Perform a safety inspection on at least seven County facilities on an annual basis</b>			
Annual facility safety inspections	44	45	45
<b>Goal: Process and pay claims in a timely manner</b>			
Annual new workers compensation claims	301	320	315
Annual preventable workers compensations claims	148	120	115
Annual non-preventable workers compensation claims	153	200	200
Annual new vehicle claims	131	140	135
Annual preventable vehicle claims	76	100	100
Annual non-preventable vehicle claims	81	100	100
Annual new general claims	60	68	60
Annual preventable general claims	9	13	10
Annual non-preventable general claims	51	55	50







**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2013 Adopted	2013 Revised	2014 Budget	2013 Adopted	2013 Revised	2014 Budget	
Risk Manager	612	B430	45,379	46,468	46,468	0.50	0.50	0.50	
Safety Training Coordinator	612	B325	63,798	65,200	65,200	1.00	1.00	1.00	
Claim Adjuster	612	B322	43,253	44,477	44,477	1.00	1.00	1.00	
Risk Manager	613	B430	45,379	46,468	46,468	0.50	0.50	0.50	
Workers Compensation Specialist	613	B322	-	56,353	56,353	-	1.00	1.00	
Work Comp Specialist	613	B322	54,810	-	-	1.00	-	-	
<b>Subtotal</b>					<b>258,966</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					6,475				
Overtime/On Call/Holiday Pay					-				
Benefits					304,269				
<b>Total Personnel Budget</b>					<b>569,710</b>				



**• Risk Management**

The Risk Management program encompasses the Risk Management Reserve Fund, which was established by Resolution to allow for claim retentions and deductibles in connection with self-funded insurance. This fund pays for insurance premiums, loss deductibles and other claims not covered by an insurance policy.

**Fund(s): Risk Mgmt. Res. 612**

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	198,088	208,261	212,716	220,053	3.4%
Contractual Services	654,499	1,035,866	852,356	1,032,290	21.1%
Debt Service	-	-	-	-	-
Commodities	17,179	12,100	18,524	12,100	-34.7%
Capital Improvements	-	-	-	-	-
Capital Equipment	175,433	43,205	220,291	-	-100.0%
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,045,199</b>	<b>1,299,432</b>	<b>1,303,887</b>	<b>1,264,443</b>	<b>-3.0%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	1,086,766	1,301,344	1,301,344	1,256,227	-3.5%
<b>Total Revenue</b>	<b>1,086,766</b>	<b>1,301,344</b>	<b>1,301,344</b>	<b>1,256,227</b>	<b>-3.5%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>0.0%</b>

**Goal(s):**

- Maintain general claim payments at or below 0.75 percent of the total expenditures for all funds
- Inspect at least seven major County Facilities on an annual basis
- Decrease the number of preventable accidents each year

**• Workers' Compensation**

The Workers' Compensation program is responsible for administering a self insured, State mandated, workers' compensation program. The Program must make application annually to the State of Kansas for an operation permit. The Program is responsible for payment of claims and related expenses associated with operation of the Program, including assessment fees to the State of Kansas.

**Fund(s): Workers' Comp. 613**

74001-613

	2012	2013	2013	2014	% Chg.
	Actual	Adopted	Revised	Budget	'13-'14
<b>Expenditures</b>					
Personnel	305,852	340,679	343,607	349,657	1.8%
Contractual Services	1,186,355	1,705,048	1,705,048	1,701,876	-0.2%
Debt Service	-	-	-	-	-
Commodities	234	750	750	750	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,492,442</b>	<b>2,046,477</b>	<b>2,049,405</b>	<b>2,052,283</b>	<b>0.1%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	1,530,032	2,005,858	2,005,858	1,998,567	-0.4%
Other Revenue	9,643	42,238	42,238	42,703	1.1%
<b>Total Revenue</b>	<b>1,539,675</b>	<b>2,048,096</b>	<b>2,048,096</b>	<b>2,041,270</b>	<b>-0.3%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>0.0%</b>

**Goal(s):**

- Maintain cost of Workers' Compensation below 2.0 percent of annual payroll
- Maintain an average cost per employee for Workers' Compensation claims and administration expenditures at least 32.0 percent lower than the national average of \$755
- Reduce claims filed per 100 employees by 0.5 percent annually

