

# Division of Finance

**Mission:** *To assure accurate financial reporting and informed planning and decision making through continuous employment of best practices to ensure effective and proper stewardship of public resources.*

**Lindsay Poe Rousseau**  
**Chief Financial Officer**

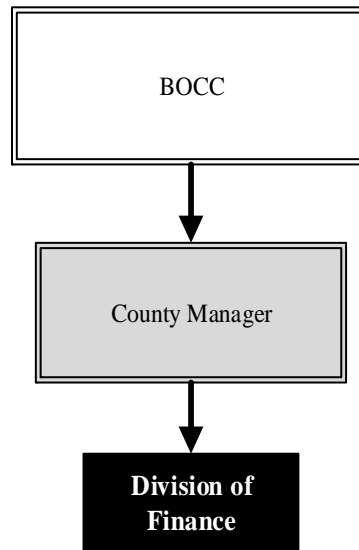
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## Overview

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.

Four programs comprise the Division. They include Accounting, Budget, Purchasing, and the CFO’s Office. Accounting is responsible for asset inventory, payroll, accounts payable, and revenue management. Budget monitors the annual budget and works with organizational development to produce an annual budget, along with maintenance of the financial forecast. Purchasing manages procurement for the organization through a County Charter. The CFO’s Office includes administration; management of the tax system and economic development; debt management; risk management; and internal financial audit.



## Strategic Goals:

- *Drive the process to set an overarching financial policy and philosophy for the organization, outlining the need for development and adherence to uniform best practices*
- *Develop and implement standard training for financial practices*
- *Work with appropriate partners to resolve current technology issues and address future needs*
- *Be an active leader to identify areas of risk through regular risk assessments and communication with internal and external partners*

## Highlights

- Sedgwick County has AAA bond ratings from Moody’s and S&P, and an AA+ bond rating from Fitch. Additionally, S&P has assigned a “strong” assessment, the highest possible, to the County’s financial management
- Received Certificate of Achievement in Financial Reporting for the 37<sup>th</sup> consecutive year
- For the 36<sup>th</sup> consecutive year, earned award for Distinguished Budget Presentation
- Achieved Popular Annual Financial Reporting Award for the 13<sup>th</sup> consecutive year



# Accomplishments and Strategic Results

## Accomplishments

The Division of Finance continues to deliver high quality financial management services. This is evidenced by continually high ratings from the major credit rating agencies, as well as awards from the government finance industry's professional organization, the Government Finance Officers Association. Awards in 2018 include: Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the 37<sup>th</sup> consecutive year, the Distinguished Budget Presentation for the 36<sup>th</sup> consecutive year, and the Popular Annual Financial Reporting award for the 12<sup>th</sup> consecutive year.

Finance staff worked to implement numerous improvements through 2018 and early 2019, including a new asset inventory management system; a change to the way the organization charges and collects fees for credit card use; a process to centralize technology replacements and enhancements; a new organization-wide contract management system; upgrades and updates to payroll and risk management software systems; and risk assessment tools and procedures, among others.

## Strategic Results

- Monthly, quarterly, and annual financial reports published and delivered to key stakeholders by policy deadlines 100 percent of the time
- Financial forecast delivered to stakeholders within policy timeline and within acceptable limits
- Key member of Public Sector Purchasing Advisory Board, a cross-functional team of USD 259, City of Wichita, Wichita State University, and Sedgwick County purchasing professionals

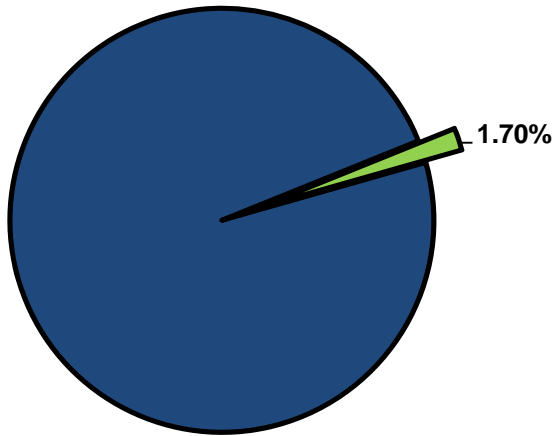


## Significant Budget Adjustments

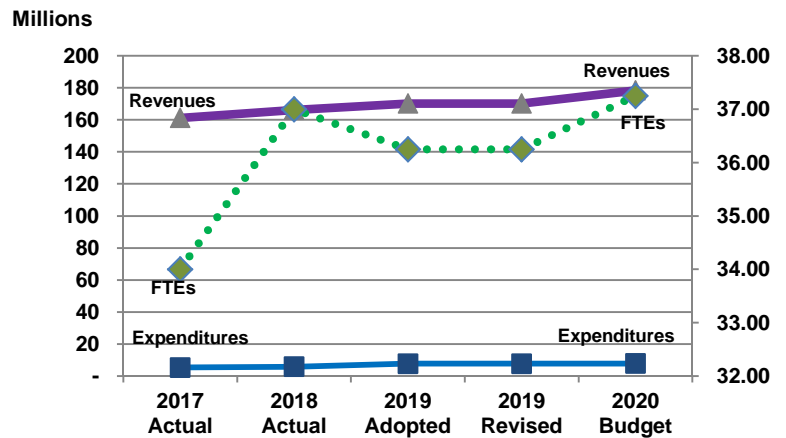
Significant adjustments to the Division of Finance's 2020 Recommended Budget include the addition of 1.0 full-time equivalent (FTE) Office Specialist position in Accounts Payable (\$49,542) and an increase of \$5,622 in personnel for tiered staffing in Accounts Payable.

**Departmental Graphical Summary**

**Division of Finance**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Expenditures</b>							
Personnel	2,765,191	2,992,707	3,349,495	3,350,161	3,424,611	74,450	2.22%
Contractual Services	2,502,721	2,651,771	4,305,432	4,274,506	4,242,088	(32,418)	-0.76%
Debt Service	-	-	-	-	-	-	-
Commodities	56,586	200,585	60,550	90,810	119,053	28,243	31.10%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>5,324,499</b>	<b>5,845,062</b>	<b>7,715,477</b>	<b>7,715,477</b>	<b>7,785,752</b>	<b>70,274</b>	<b>0.91%</b>
<b>Revenues</b>							
Tax Revenues	143,895,542	148,351,485	153,808,732	153,808,732	161,388,645	7,579,913	4.93%
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	1,920	4,354	1,769	1,769	4,013	2,243	126.77%
Charges for Services	2,376,159	1,948,044	1,332,684	1,332,684	2,028,281	695,598	52.20%
All Other Revenue	14,910,888	15,851,064	15,003,430	15,003,430	14,992,054	(11,375)	-0.08%
<b>Total Revenues</b>	<b>161,184,508</b>	<b>166,154,947</b>	<b>170,146,615</b>	<b>170,146,615</b>	<b>178,412,993</b>	<b>8,266,378</b>	<b>4.86%</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	30.00	33.00	35.25	35.25	36.25	1.00	2.84%
Non-Property Tax Funded	4.00	4.00	1.00	1.00	1.00	-	0.00%
<b>Total FTEs</b>	<b>34.00</b>	<b>37.00</b>	<b>36.25</b>	<b>36.25</b>	<b>37.25</b>	<b>1.00</b>	<b>2.76%</b>

**Budget Summary by Fund**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Fund</b>							
General Fund	3,051,795	3,574,519	4,234,343	4,234,343	4,315,339	80,995	1.91%
Risk Management Reserve	1,138,234	1,012,215	1,505,872	1,505,872	1,505,872	-	0.00%
Workers Comp. Reserve	1,134,470	1,258,328	1,975,262	1,975,262	1,964,541	(10,721)	-0.54%
Technology Enhancement	-	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>5,324,499</b>	<b>5,845,062</b>	<b>7,715,477</b>	<b>7,715,477</b>	<b>7,785,752</b>	<b>70,274</b>	<b>0.91%</b>



**Significant Budget Adjustments from Prior Year Revised Budget**

	Expenditures	Revenues	FTEs
Addition of Office Specialist position	49,542		1.00
Increase in personnel for tiered staffing of Accounts Payable Analysts	5,622		
<b>Total</b>	<b>55,164</b>	<b>-</b>	<b>1.00</b>

**Budget Summary by Program**

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
CFO	Multi.	1,890,860	2,135,985	2,555,020	2,855,020	2,689,461	-5.80%	7.25
Accounting	Multi.	2,447,169	2,727,105	3,997,297	3,697,297	3,919,809	6.02%	17.00
Budget Office	110	373,685	377,999	451,365	451,365	471,801	4.53%	5.00
Purchasing	110	612,785	603,973	711,795	711,795	704,681	-1.00%	8.00
<b>Total</b>		<b>5,324,499</b>	<b>5,845,062</b>	<b>7,715,477</b>	<b>7,715,477</b>	<b>7,785,752</b>	<b>0.91%</b>	<b>37.25</b>



**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Chief Financial Officer	110	GRADE144	125,731	139,828	139,828	1.00	1.00	1.00
Assistant Chief Financial Officer	110	GRADE142	103,257	105,838	105,838	1.00	1.00	1.00
Accounting Director	110	GRADE139	77,600	79,540	79,540	1.00	1.00	1.00
Budget Director	110	GRADE139	77,600	79,540	79,540	1.00	1.00	1.00
Purchasing Director	110	GRADE139	93,424	95,759	95,759	1.00	1.00	1.00
Economic Development & Tax System Dire	110	GRADE138	45,898	47,830	47,830	0.50	0.50	0.50
Internal Financial Auditor	110	GRADE138	150,119	153,872	153,872	2.00	2.00	2.00
Internal Performance and Safety Auditor	110	GRADE138	56,295	57,702	57,702	0.75	0.75	0.75
Payroll Manager	110	GRADE133	69,969	73,153	73,153	1.00	1.00	1.00
Principal Budget Analyst	110	GRADE133	60,312	61,820	61,820	1.00	1.00	1.00
Revenue Manager	110	GRADE133	81,558	85,230	85,230	1.00	1.00	1.00
Accounts Payable Supervisor	110	GRADE132	61,451	55,434	55,434	1.00	1.00	1.00
Accounts Receivable Manager	110	GRADE132	41,149	55,434	55,434	1.00	1.00	1.00
Administrative Manager	110	GRADE132	54,082	55,434	55,434	1.00	1.00	1.00
Management Analyst III	110	GRADE132	55,157	55,434	55,434	1.00	1.00	1.00
Principal Accountant	110	GRADE132	126,245	129,401	129,401	2.00	2.00	2.00
Senior Purchasing Agent	110	GRADE130	53,102	54,430	54,430	1.00	1.00	1.00
Management Analyst II	110	GRADE129	108,162	108,164	108,164	2.00	2.00	2.00
Senior Accountant	110	GRADE129	49,375	50,609	50,609	1.00	1.00	1.00
Payroll Analyst	110	GRADE127	48,372	49,581	49,581	1.00	1.00	1.00
Purchasing Agent	110	GRADE126	131,991	126,767	126,767	3.00	3.00	3.00
Administrative Officer	110	GRADE124	38,474	39,436	39,436	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	133,359	136,681	136,681	3.00	3.00	3.00
Finance Coordinator	110	GRADE123	43,682	44,774	44,774	1.00	1.00	1.00
Accounts Payable Analyst	110	GRADE120	102,779	101,587	107,209	3.00	3.00	3.00
Purchasing Technician	110	GRADE120	61,410	62,633	62,633	2.00	2.00	2.00
Office Specialist	110	GRADE117	-	-	26,012	-	-	1.00
Workers Compensation Specialist	613	GRADE126	43,618	45,592	45,592	1.00	1.00	1.00
<b>Subtotal</b>					<b>2,183,140</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					256,318			
Overtime/On Call/Holiday Pay					956			
Benefits					984,198			
<b>Total Personnel Budget</b>					<b>3,424,611</b>	<b>36.25</b>	<b>36.25</b>	<b>37.25</b>



# Division of Finance - Chief Financial Officer

**Mission:** *To assure accurate financial reporting and informed planning and decision making through continuous employment of best practices to ensure effective and proper stewardship of public resources.*

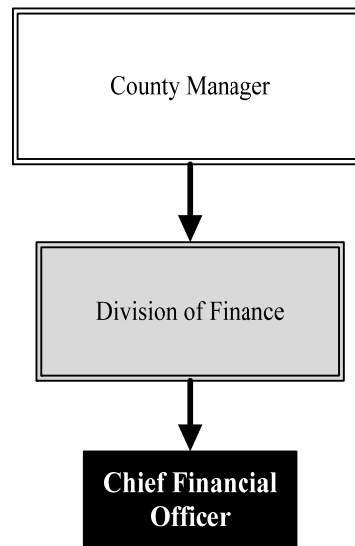
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**Chief Financial Officer**

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## Overview

The Chief Financial Officer (CFO) is accountable for the financial management of Sedgwick County. Responsibilities of the CFO's Office include serving as a financial advisor to the County Manager and the Board of County Commissioners; supervising Accounting, Budget, Purchasing, and the Internal Financial Audit program; providing financial reporting to and on behalf of the organization; 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 has AAA bond ratings from Standard & Poor's and Moody's Investor Services and an AA+ bond rating from Fitch Ratings. Additionally, Standard & Poor's has assigned a "strong" assessment, the highest possible, to the County's financial management
- The County continues to provide services at the quantity and quality expected by County residents while living within available resources





# Accomplishments and Strategic Results

## Accomplishments

The CFO's Office has been working toward an organization-wide contract management system and process since 2018; successful implementation occurred in spring 2019. The Finance Administrative Manager also acted as the primary liaison with a County vendor to implement a new agenda management system in 2019, ensuring engagement of the many stakeholders from elected and appointed offices and County departments.

In addition, all members of the CFO's Office actively participated in the County Commission's effort to update the County strategic plan throughout the first half of 2019.

Finally, the CFO's Office staff has worked to update and implement policies, processes, and procedures, including an overarching financial policy and consolidated technology process for the organization.

## Strategic Results

Through professional associations, Finance staff worked to identify common areas of risk or exposure (newsletters, conferences, meetings, task teams, etc.); surprise cash counts by Accounting staff; assessments by internal and external financial auditors through scheduled internal audits and annual external financial and policy/procedure audits; ongoing security audits by Information & Technology; annual security awareness training requirement; HIPAA audits by the Federal government; monthly preparation and status meetings to review upcoming deadlines with land record departments; and a monthly tax system audit trail report to identify potential security breaches.

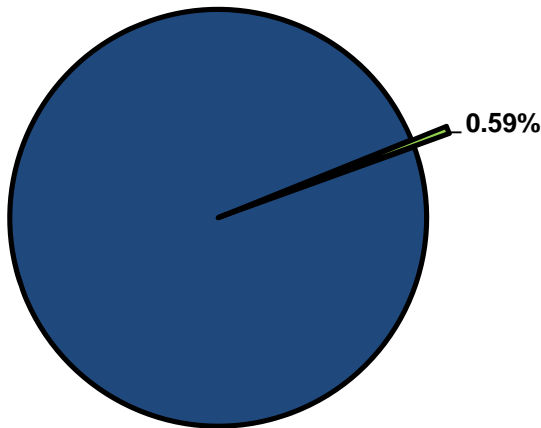


## Significant Budget Adjustments

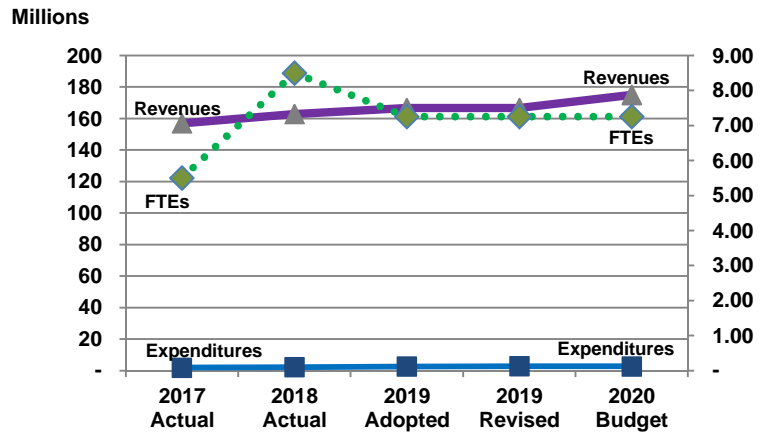
There are no significant adjustments to the Chief Financial Officer's 2020 Recommended Budget.

**Departmental Graphical Summary**

**Chief Financial Officer**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2017	2018	2019	2019	2020	Amount Chg	% Chg
	Actual	Actual	Adopted	Revised	Budget	'19 Rev.-'20	'19 Rev.-'20
<b>Expenditures</b>							
Personnel	644,347	787,261	819,395	820,061	847,733	27,672	3.37%
Contractual Services	1,225,823	1,215,888	1,708,025	1,991,649	1,814,125	(177,524)	-8.91%
Debt Service	-	-	-	-	-	-	-
Commodities	20,691	132,836	27,600	43,310	27,603	(15,707)	-36.27%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,890,860</b>	<b>2,135,985</b>	<b>2,555,020</b>	<b>2,855,020</b>	<b>2,689,461</b>	<b>(165,559)</b>	<b>-5.80%</b>
<b>Revenues</b>							
Tax Revenues	143,895,542	148,351,485	153,808,732	153,808,732	161,388,645	7,579,913	4.93%
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	1,920	4,354	1,769	1,769	4,013	2,243	126.77%
Charges for Services	90,456	62,154	87,500	87,500	64,949	(22,551)	-25.77%
All Other Revenue	12,855,830	14,471,655	12,801,343	12,801,343	13,512,530	711,188	5.56%
<b>Total Revenues</b>	<b>156,843,748</b>	<b>162,889,648</b>	<b>166,699,344</b>	<b>166,699,344</b>	<b>174,970,138</b>	<b>8,270,793</b>	<b>4.96%</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	3.00	6.00	7.25	7.25	7.25	-	0.00%
Non-Property Tax Funded	2.50	2.50	-	-	-	-	-
<b>Total FTEs</b>	<b>5.50</b>	<b>8.50</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>-</b>	<b>0.00%</b>

**Budget Summary by Fund**

	2017	2018	2019	2019	2020	Amount Chg	% Chg
	Actual	Actual	Adopted	Revised	Budget	'19 Rev.-'20	'19 Rev.-'20
<b>Fund</b>							
General Fund	752,627	1,123,770	1,049,148	1,349,148	1,183,589	(165,559)	-12.27%
Risk Management	1,138,234	1,012,215	1,505,872	1,505,872	1,505,872	-	0.00%
Technology Enhancement	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,890,860</b>	<b>2,135,985</b>	<b>2,555,020</b>	<b>2,855,020</b>	<b>2,689,461</b>	<b>(165,559)</b>	<b>-5.80%</b>





**Significant Budget Adjustments from Prior Year Revised Budget**

	Expenditures	Revenues	FTEs
Shift of budget authority between programs based on actual expected costs	(78,929)		
<b>Total</b>	(78,929)	-	-

**Budget Summary by Program**

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
Chief Financial Officer	110	752,627	953,162	819,082	864,082	947,342	9.64%	4.50
CFO Administration	110	-	170,608	230,066	485,066	236,247	-51.30%	2.75
ROD Land Tech Transfer	237	-	-	-	-	-	0.00%	-
Risk Management	612	1,138,234	1,012,215	1,505,872	1,505,872	1,505,872	0.00%	-
<b>Total</b>		<b>1,890,860</b>	<b>2,135,985</b>	<b>2,555,020</b>	<b>2,855,020</b>	<b>2,689,461</b>	<b>-5.80%</b>	<b>7.25</b>



**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Chief Financial Officer	110	GRADE144	125,731	139,828	139,828	1.00	1.00	1.00
Assistant Chief Financial Officer	110	GRADE142	103,257	105,838	105,838	1.00	1.00	1.00
Economic Development & Tax System Dir.	110	GRADE138	45,898	47,830	47,830	0.50	0.50	0.50
Internal Financial Auditor	110	GRADE138	150,119	153,872	153,872	2.00	2.00	2.00
Internal Performance & Safety Auditor	110	GRADE138	56,295	57,702	57,702	0.75	0.75	0.75
Administrative Manager	110	GRADE132	54,082	55,434	55,434	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	35,558	36,446	36,446	1.00	1.00	1.00
<b>Subtotal</b>					<b>596,951</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					12,292			
Overtime/On Call/Holiday Pay					-			
Benefits					238,490			
<b>Total Personnel Budget</b>					<b>847,733</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>



**• Chief Financial Officer**

The Chief Financial Officer (CFO) provides administrative oversight to the operations of the Division of Finance, and is accountable for all strategic and tactical planning for County financial management.

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

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	454,840	644,879	604,329	604,329	626,486	22,157	3.7%
Contractual Services	288,212	301,200	209,653	253,153	315,753	62,600	24.7%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	9,575	7,083	5,100	6,600	5,103	(1,497)	-22.7%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>752,627</b>	<b>953,162</b>	<b>819,082</b>	<b>864,082</b>	<b>947,342</b>	<b>83,260</b>	<b>9.6%</b>
<b>Revenues</b>							
Taxes	143,895,542	148,351,485	153,808,732	153,808,732	161,388,645	7,579,913	4.9%
Intergovernmental	1,920	4,354	1,769	1,769	4,013	2,243	126.8%
Charges For Service	90,456	62,154	87,500	87,500	64,949	(22,551)	-25.8%
All Other Revenue	11,714,630	13,256,120	11,582,756	11,582,756	12,580,971	998,215	8.6%
<b>Total Revenues</b>	<b>155,702,548</b>	<b>161,674,113</b>	<b>165,480,758</b>	<b>165,480,758</b>	<b>174,038,578</b>	<b>8,557,821</b>	<b>5.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>6.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>-</b>	<b>0.0%</b>

**• CFO Administration**

CFO Administration is responsible for developing, implementing, and organization-wide contract monitoring and compliance processes. Additionally, it provides oversight of the CFO office activities, as well as preparing, analyzing, and administering special project work for senior Finance staff. Also included within CFO Administration is claims management of all automobile and general liability claims the County administers.

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

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	-	55,008	215,066	215,066	221,247	6,181	2.9%
Contractual Services	-	21,510	7,500	262,500	7,500	(255,000)	-97.1%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	94,091	7,500	7,500	7,500	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>170,608</b>	<b>230,066</b>	<b>485,066</b>	<b>236,247</b>	<b>(248,819)</b>	<b>-51.3%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>-</b>	<b>-</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>-</b>	<b>0.0%</b>



**• Register of Deeds Land Technology Fund Transfer**

This fund center acts as the receiver for those funds transferred by the Register of Deeds from the Land Technology Fund to the County's Technology Enhancement Fund. By law, these receipts may be used to support land-related technology. Funds are budgeted to be spent within departments with eligible expenditures through authorization of the Board of County Commissioners.

<b>Fund(s): County General Fund 237</b>								
<b>Expenditures</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Revised</b>	<b>2020 Budget</b>	<b>Amnt. Chg. '19 - '20</b>	<b>% Chg. '19 - '20</b>	
Personnel	-	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Revenues</b>								
Taxes	-	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	-	0.0%
All Other Revenue	302,886	203,320	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>302,886</b>	<b>203,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</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.

<b>Fund(s): Risk Management Reserve 612</b>								
<b>Expenditures</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Revised</b>	<b>2020 Budget</b>	<b>Amnt. Chg. '19 - '20</b>	<b>% Chg. '19 - '20</b>	
Personnel	189,507	87,375	-	666	-	(666)	-100.0%	
Contractual Services	937,611	893,178	1,490,872	1,475,996	1,490,872	14,876	1.0%	
Debt Service	-	-	-	-	-	-	-	0.0%
Commodities	11,115	31,663	15,000	29,210	15,000	(14,210)	-48.6%	
Capital Improvements	-	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>1,138,234</b>	<b>1,012,215</b>	<b>1,505,872</b>	<b>1,505,872</b>	<b>1,505,872</b>	<b>-</b>	<b>0.0%</b>	
<b>Revenues</b>								
Taxes	-	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	-	0.0%
All Other Revenue	838,314	1,012,215	1,218,587	1,218,587	931,559	(287,027)	-23.6%	
<b>Total Revenues</b>	<b>838,314</b>	<b>1,012,215</b>	<b>1,218,587</b>	<b>1,218,587</b>	<b>931,559</b>	<b>(287,027)</b>	<b>-23.6%</b>	
<b>Full-Time Equivalents (FTEs)</b>	<b>2.50</b>	<b>2.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>



# Division of Finance - Accounting

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

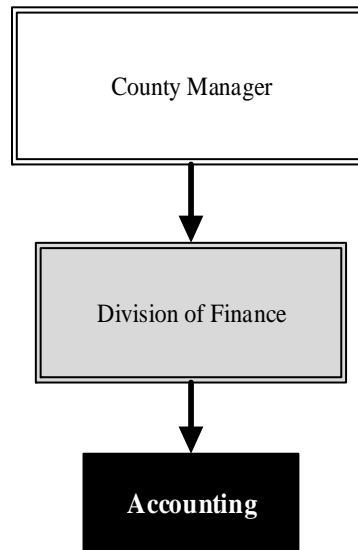
**Hope Hernandez**  
**Director of Accounting**

525 N. Main, Suite 823  
 Wichita, KS 67203  
 316.660.7136

[hope.hernandez@sedgwick.gov](mailto:hope.hernandez@sedgwick.gov)

## Overview

Accounting'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.

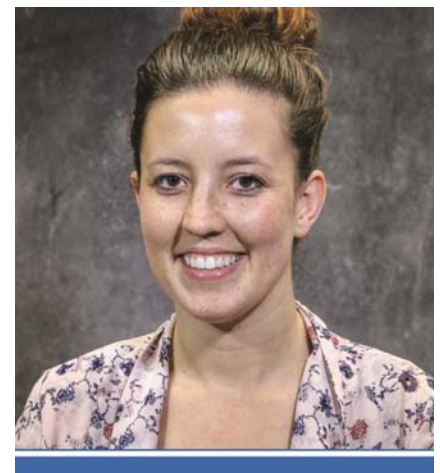


## Strategic Goals:

- Provide accurate and timely financial information to decision makers
- Prudently manage County financial resources
- Provide adequate internal control structure to safeguard County assets

## Highlights

- Earned the Government Finance Officers Association's (GFOA) Popular Annual Financial Reporting (PAFR) Award for 2018
- Earned GFOA's Certificate of Achievement for Excellence in Financial Reporting Award for 2018



# Accomplishments and Strategic Results

## Accomplishments

In 2018, Accounting received the Certificate of Achievement for Financial Reporting from the GFOA for the 2017 Comprehensive Annual Financial Report (CAFR). It is the 37<sup>th</sup> consecutive year that the County has received the honor. Also in 2018, the County received the GFOA's PAFR Award for 2017. It is the 13<sup>th</sup> year that the County received the award.

## Strategic Results

- Accurate, timely vendor payments
- Move towards 100.0 percent electronic employee payments
- Ensure accurate, timely payroll postings
- Report and pay Federal and State taxes accurately and timely
- Upgrade E-timesheet to version 8.0
- Collaborate with ERP to automate processes and explore new technologies



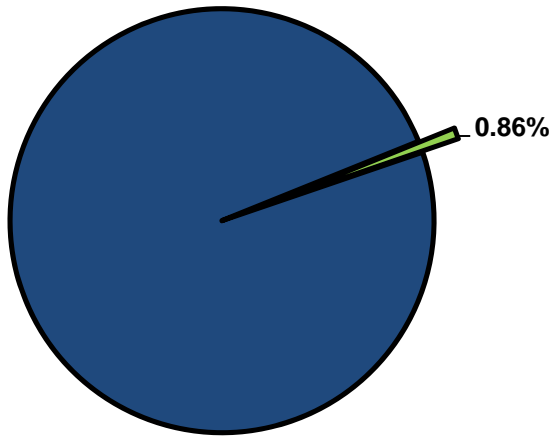
## Significant Budget Adjustments

Significant adjustments to Accounting's 2020 Recommended Budget include the addition of 1.0 full-time equivalent (FTE) Office Specialist position in Accounts Payable (\$49,542) and an increase of \$5,622 in personnel for tiered staffing in Accounts Payable.

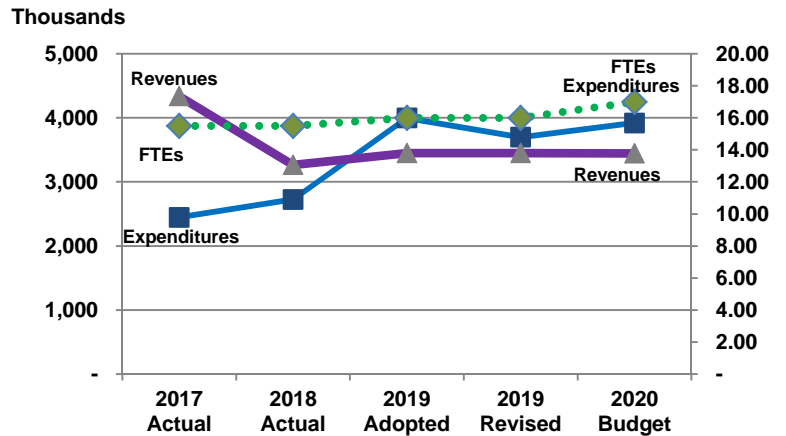


**Departmental Graphical Summary**

**Accounting**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Expenditures</b>							
Personnel	1,226,227	1,294,747	1,496,621	1,496,621	1,530,076	33,456	2.24%
Contractual Services	1,192,860	1,380,899	2,481,376	2,166,826	2,311,933	145,107	6.70%
Debt Service	-	-	-	-	-	-	-
Commodities	28,082	51,459	19,300	33,850	77,800	43,950	129.84%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,447,169</b>	<b>2,727,105</b>	<b>3,997,297</b>	<b>3,697,297</b>	<b>3,919,809</b>	<b>222,513</b>	<b>6.02%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	2,285,703	1,885,890	1,245,184	1,245,184	1,963,332	718,148	57.67%
All Other Revenue	2,055,002	1,379,408	2,202,087	2,202,087	1,479,524	(722,563)	-32.81%
<b>Total Revenues</b>	<b>4,340,705</b>	<b>3,265,298</b>	<b>3,447,271</b>	<b>3,447,271</b>	<b>3,442,856</b>	<b>(4,415)</b>	<b>-0.13%</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	14.00	14.00	15.00	15.00	16.00	1.00	6.67%
Non-Property Tax Funded	1.50	1.50	1.00	1.00	1.00	-	0.00%
<b>Total FTEs</b>	<b>15.50</b>	<b>15.50</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>1.00</b>	<b>6.25%</b>

**Budget Summary by Fund**

Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
General Fund	1,312,698	1,468,777	2,022,034	1,722,034	1,955,268	233,234	13.54%
Workers' Compensation	1,134,470	1,258,328	1,975,262	1,975,262	1,964,541	(10,721)	-0.54%
<b>Total Expenditures</b>	<b>2,447,169</b>	<b>2,727,105</b>	<b>3,997,297</b>	<b>3,697,297</b>	<b>3,919,809</b>	<b>222,513</b>	<b>6.02%</b>



**Significant Budget Adjustments from Prior Year Revised Budget**

	Expenditures	Revenues	FTEs
Shift of budget authority between programs based on actual expected costs	78,929		
Addition of Office Specialist position	49,542		1.00
Increase in personnel for tiered staffing of Accounts Payable Analysts	5,622		
<b>Total</b>	<b>134,093</b>	<b>-</b>	<b>1.00</b>

**Budget Summary by Program**

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
Accounts Payable	110	402,989	309,575	364,244	368,944	390,648	5.88%	6.00
Payroll	110	169,461	208,518	214,056	214,056	197,723	-7.63%	2.00
Revenue Management	110	432,885	505,122	961,047	656,347	862,025	31.34%	3.00
General Accounting	110	307,364	445,562	482,688	482,688	504,872	4.60%	5.00
Workers' Compensation	613	1,134,470	1,258,328	1,975,262	1,975,262	1,964,541	-0.54%	1.00
<b>Total</b>		<b>2,447,169</b>	<b>2,727,105</b>	<b>3,997,297</b>	<b>3,697,297</b>	<b>3,919,809</b>	<b>6.02%</b>	<b>17.00</b>



**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Accounting Director	110	GRADE139	77,600	79,540	79,540	1.00	1.00	1.00
Payroll Manager	110	GRADE133	69,969	73,153	73,153	1.00	1.00	1.00
Revenue Manager	110	GRADE133	81,558	85,230	85,230	1.00	1.00	1.00
Accounts Payable Supervisor	110	GRADE132	61,451	55,434	55,434	1.00	1.00	1.00
Accounts Receivable Manager	110	GRADE132	41,149	55,434	55,434	1.00	1.00	1.00
Principal Accountant	110	GRADE132	126,245	129,401	129,401	2.00	2.00	2.00
Senior Accountant	110	GRADE129	49,375	50,609	50,609	1.00	1.00	1.00
Payroll Analyst	110	GRADE127	48,372	49,581	49,581	1.00	1.00	1.00
Administrative Officer	110	GRADE124	38,474	39,436	39,436	1.00	1.00	1.00
Administrative Specialist	110	GRADE123	47,909	49,107	49,107	1.00	1.00	1.00
Finance Coordinator	110	GRADE123	43,682	44,774	44,774	1.00	1.00	1.00
Accounts Payable Analyst	110	GRADE120	102,779	101,587	107,209	3.00	3.00	3.00
Office Specialist	110	GRADE117	-	-	26,012	-	-	1.00
Workers Compensation Specialist	613	GRADE126	43,618	45,592	45,592	1.00	1.00	1.00
<b>Subtotal</b>					<b>890,513</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					225,366			
Overtime/On Call/Holiday Pay					-			
Benefits					414,198			
<b>Total Personnel Budget</b>					<b>1,530,076</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</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 divisions to improve the workflow process. In 2010, Information & Technology; Enterprise Resource Planning (ERP); and Accounting worked to implement an electronic workflow process for Accounts Payable documents. This process cuts down on hard copy paper flow, hard copies made and filed, and improves the availability of document information to Systems, Applications, and Products (SAP) financial system users. Accounts Payable continues to work on centralized process efficiencies through a County-wide centralized administration initiative.

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

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	370,204	296,189	339,844	339,844	376,848	37,004	10.9%
Contractual Services	24,576	7,162	14,300	20,600	3,800	(16,800)	-81.6%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	8,209	6,224	10,100	8,500	10,000	1,500	17.6%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>402,989</b>	<b>309,575</b>	<b>364,244</b>	<b>368,944</b>	<b>390,648</b>	<b>21,704</b>	<b>5.9%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	(1,688)	(2,076)	103	103	-	(103)	-100.0%
<b>Total Revenues</b>	<b>(1,688)</b>	<b>(2,076)</b>	<b>103</b>	<b>103</b>	<b>-</b>	<b>(103)</b>	<b>-100.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>6.00</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>	<b>20.0%</b>

**• 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): County General Fund 110**

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	164,684	173,055	179,056	179,056	177,223	(1,832)	-1.0%
Contractual Services	1,399	31,034	31,500	31,500	16,500	(15,000)	-47.6%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	3,378	4,429	3,500	3,500	4,000	500	14.3%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>169,461</b>	<b>208,518</b>	<b>214,056</b>	<b>214,056</b>	<b>197,723</b>	<b>(16,332)</b>	<b>-7.6%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	5,471	7	5,692	5,692	8	(5,684)	-99.9%
<b>Total Revenues</b>	<b>5,471</b>	<b>7</b>	<b>5,692</b>	<b>5,692</b>	<b>8</b>	<b>(5,684)</b>	<b>-99.9%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>	<b>0.0%</b>



**• Revenue Management**

Revenue Management seeks grant funding, prepares grant reports, coordinates Single Audit activities performed by the external auditors, 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): County General Fund 110**

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	139,302	182,713	250,897	250,897	272,818	21,921	8.7%
Contractual Services	287,484	285,322	708,950	388,100	549,007	160,907	41.5%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	6,099	37,087	1,200	17,350	40,200	22,850	131.7%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>432,885</b>	<b>505,122</b>	<b>961,047</b>	<b>656,347</b>	<b>862,025</b>	<b>205,678</b>	<b>31.3%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	233,319	122,442	245,130	245,130	128,641	(116,489)	-47.5%
All Other Revenue	1,996,949	1,276,619	2,139,181	2,139,181	1,367,546	(771,635)	-36.1%
<b>Total Revenues</b>	<b>2,230,267</b>	<b>1,399,061</b>	<b>2,384,312</b>	<b>2,384,312</b>	<b>1,496,187</b>	<b>(888,125)</b>	<b>-37.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>	<b>0.0%</b>

**• 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 (GAAP). 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): County General Fund 110**

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	287,454	423,343	454,188	454,188	441,272	(12,916)	-2.8%
Contractual Services	9,636	18,499	24,000	24,000	40,000	16,000	66.7%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	10,274	3,720	4,500	4,500	23,600	19,100	424.4%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>307,364</b>	<b>445,562</b>	<b>482,688</b>	<b>482,688</b>	<b>504,872</b>	<b>22,184</b>	<b>4.6%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	(99)	-	53	53	-	(53)	-100.0%
All Other Revenue	9	-	9	9	-	(9)	-100.0%
<b>Total Revenues</b>	<b>(90)</b>	<b>-</b>	<b>63</b>	<b>63</b>	<b>-</b>	<b>(63)</b>	<b>-100.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>	<b>0.0%</b>



**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.

Starting in 2018, Workers' Compensation began reporting to Payroll.

**Fund(s): Workers Compensation Reserve 613**

Expenditures	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amnt. Chg. '19 - '20	% Chg. '19 - '20
Personnel	264,583	219,447	272,636	272,636	261,915	(10,721)	-3.9%
Contractual Services	869,764	1,038,881	1,702,626	1,702,626	1,702,626	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	123	-	-	-	-	-	0.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>1,134,470</b>	<b>1,258,328</b>	<b>1,975,262</b>	<b>1,975,262</b>	<b>1,964,541</b>	<b>(10,721)</b>	<b>-0.5%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	2,052,483	1,763,448	1,000,000	1,000,000	1,834,691	834,691	83.5%
All Other Revenue	54,262	104,858	57,102	57,102	111,970	54,868	96.1%
<b>Total Revenues</b>	<b>2,106,745</b>	<b>1,868,305</b>	<b>1,057,102</b>	<b>1,057,102</b>	<b>1,946,661</b>	<b>889,559</b>	<b>84.2%</b>
<b>Full-Time Equivalent (FTEs)</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>0.0%</b>





# Division of Finance - Budget

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

**Lorien Showalter Arie**  
Budget Director

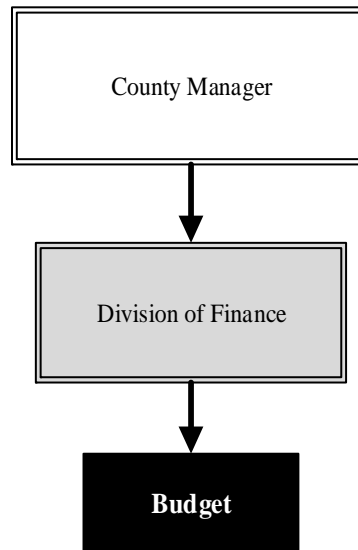
525 N. Main, Suite 1150  
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316.660.7145

[lorien.showalterarie@sedgwick.gov](mailto:lorien.showalterarie@sedgwick.gov)

## Overview

The Budget Office assists with the development of the budget, responds to inquiries of elected officials and the public, monitors spending by departments, and ensures 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. The Budget Office also produces a variety of financial reports and documents to provide up-to-date financial information to the Board of County Commissioners (BOCC), senior management, and the public.



## Strategic Goals:

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

## Highlights

- For 36 consecutive years, Sedgwick County has received the Government Finance Officers Association Distinguished Budget Presentation Award
- Budget worked with the Division of Information & Technology to provide guidance to the new Technology Review Board (TRB) on how those requests will be integrated into the budget and developed a process for establishing budget authority for TRB projects to place them in the right departments and funds



# Accomplishments and Strategic Results

## Accomplishments

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 Monthly Financial Report to be presented by the Chief Financial Officer (CFO) to the County Manager and BOCC to report on the County's fiscal status; the Quarterly Financial Report, developed in coordination with Accounting at the end of each quarter, which provides leadership with a regular snapshot on the financial health of the organization, along with updated revenue and spending estimates for the current year; the five-year financial forecast, which provides estimates based on current and projected financial conditions to identify future revenue and expenditure trends; the annual recommended budget, and the annual adopted budget, which is approved by the BOCC and provides the County authority to levy taxes to finance expenditures.

## Strategic Results

Strategic results for the Budget Office included the following measures in 2018:

- 100.0 percent of departments managed their approved budget within allocated resources for the year
- All statutory requirements for the production and adoption of annual Sedgwick County and Fire District 1 budgets were met
- Monthly financial reports were completed in time for review and delivery by the CFO to the BOCC by the 15th of each month
- Quarterly financial reports were completed in time for review and delivery to the BOCC by the last day of the month they were completed in
- The accuracy of the financial plan revenue and expenditure projections in the property tax supported funds fell within 5.0 percent (positive or negative) of the actuals recorded for 2018 as verified by the CAFR actuals versus financial forecast estimates as included in the adopted budget book for 2019

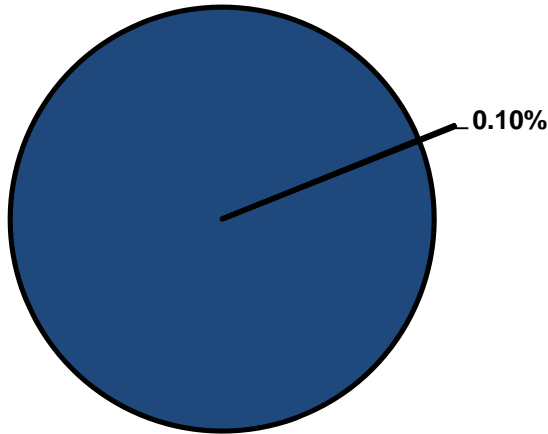


## Significant Budget Adjustments

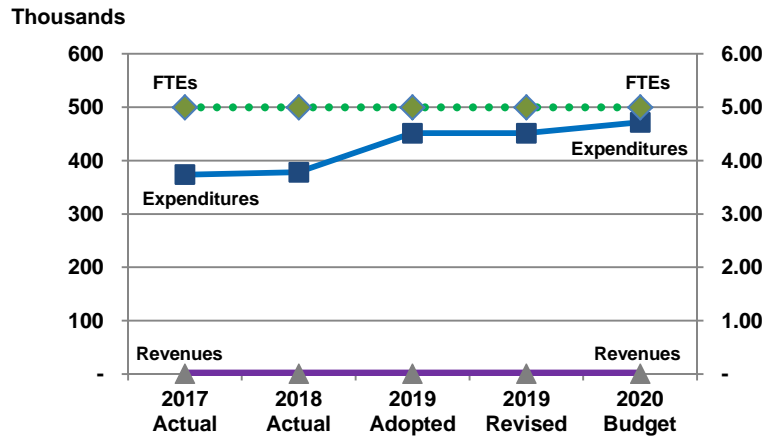
There are no significant adjustments to Budget's 2020 Recommended Budget.

**Departmental Graphical Summary**

**Budget Office**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Expenditures</b>							
Personnel	363,198	369,060	430,835	430,835	451,271	20,435	4.74%
Contractual Services	5,968	7,821	11,030	11,030	11,030	-	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	4,519	1,117	9,500	9,500	9,500	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>373,685</b>	<b>377,999</b>	<b>451,365</b>	<b>451,365</b>	<b>471,801</b>	<b>20,435</b>	<b>4.53%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
All Other Revenue	10	-	-	-	-	-	-
<b>Total Revenues</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	5.00	5.00	5.00	5.00	5.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>	<b>0.00%</b>

**Budget Summary by Fund**

Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
General Fund	373,685	377,999	451,365	451,365	471,801	20,435	4.53%
<b>Total Expenditures</b>	<b>373,685</b>	<b>377,999</b>	<b>451,365</b>	<b>451,365</b>	<b>471,801</b>	<b>20,435</b>	<b>4.53%</b>



**Significant Budget Adjustments from Prior Year Revised Budget**

Expenditures      Revenues      FTEs

Total      -      -      -

**Budget Summary by Program**

Program	Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	% Chg '19 Rev.-'20	2020 FTEs
Budget Office	110	373,685	377,999	451,365	451,365	471,801	4.53%	5.00
<b>Total</b>		<b>373,685</b>	<b>377,999</b>	<b>451,365</b>	<b>451,365</b>	<b>471,801</b>	<b>4.53%</b>	<b>5.00</b>



**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Budget Director	110	GRADE139	77,600	79,540	79,540	1.00	1.00	1.00
Principal Budget Analyst	110	GRADE133	60,312	61,820	61,820	1.00	1.00	1.00
Management Analyst III	110	GRADE132	55,157	55,434	55,434	1.00	1.00	1.00
Management Analyst II	110	GRADE129	108,162	108,164	108,164	2.00	2.00	2.00
<b>Subtotal</b>					<b>304,958</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					7,747			
Overtime/On Call/Holiday Pay					-			
Benefits					138,566			
<b>Total Personnel Budget</b>					<b>451,271</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



# Division of Finance - Purchasing

**Mission:** To facilitate the procurement of all necessary products and services for Sedgwick County while adhering to all applicable rules and laws governing public procurement in order to protect taxpayer funds through prudent and judicious expenditures.

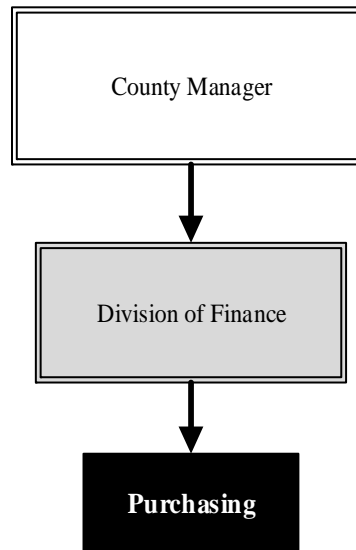
**Joe Thomas**  
Purchasing Director

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316.660.7265

[joseph.thomas@sedgwick.gov](mailto:joseph.thomas@sedgwick.gov)

## Overview

Purchasing is responsible for facilitating the procurement of goods and services as requested by the various user divisions and departments within the County. Purchasing adheres to State statutes and Sedgwick County's Charter Resolution No. 68 (Charter 68), which ensures that competitive purchasing procedures are followed. Purchasing's responsibilities include working with divisions and departments to determine specifications, develop bids and proposals, negotiate contracts, and maintain good public relations with County 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

- Sedgwick County's Purchasing staff are members of several professional organizations including the National Institute of Governmental Purchasing and the Institute for Supply Management (ISM)
- Sedgwick County's Purchasing staff collectively represent over 80 years of procurement experience
- Several staff members currently serve on the Board of Directors for the Wichita Chapter of ISM and the Kansas Association for Public Procurement Professionals





# Accomplishments and Strategic Results

## Accomplishments

Effective April 10, 2017, Sedgwick County updated to a more comprehensive purchasing and contracting charter resolution, Charter 68. The new charter represents the results of the County's continued efforts to improve the overall efficiency and effectiveness of the procurement process and to assure the community that taxpayer funds entrusted to Sedgwick County are being used prudently and judiciously.

## Strategic Results

Purchasing seeks to reach out to the vendor community as well as internal and external customers using a variety of methods, including the following:

- Research is to be completed and a solution identified to determine whether e-bidder registration can be accomplished with an upgrade to the current SAP system or through a third party provider
- Employing Business Intelligence tools (for example reports and alerts) and Key Performance Indicators to measure Purchasing's performance

Purchasing seeks to ensure both prudent and judicious use of such funds by doing the following:

- Development of comprehensive training materials and programs to assist internal and external customers to understand and comply with procurement processes as outlined by Charter 68
- Periodic reporting of any potential threats or vulnerabilities to procurement's stewardship of taxpayer funds
- Have buying staff certified with professional designations within 36 months of hire

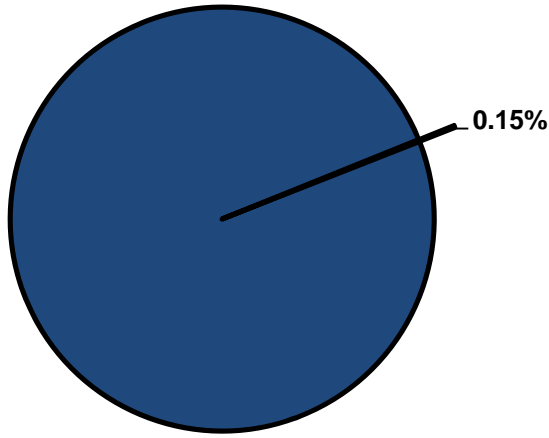


## Significant Budget Adjustments

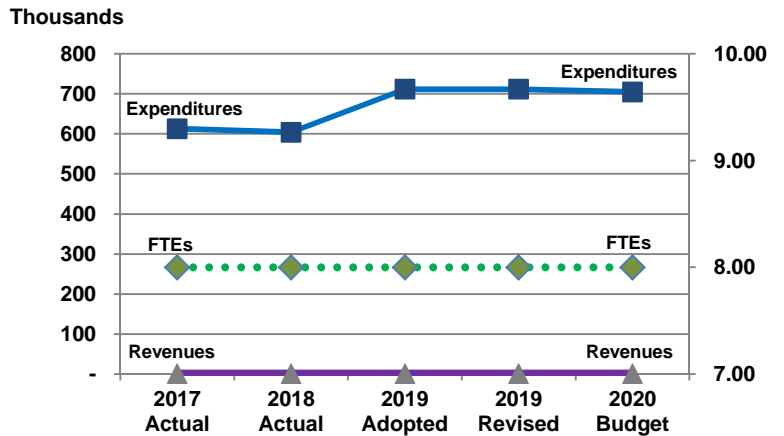
There are no significant adjustments to Purchasing's 2020 Recommended Budget.

**Departmental Graphical Summary**

**Purchasing**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
<b>Expenditures</b>							
Personnel	531,420	541,638	602,644	602,644	595,531	(7,114)	-1.18%
Contractual Services	78,071	47,163	105,001	105,001	105,000	(1)	0.00%
Debt Service	-	-	-	-	-	-	-
Commodities	3,294	15,172	4,150	4,150	4,150	-	0.00%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>612,785</b>	<b>603,973</b>	<b>711,795</b>	<b>711,795</b>	<b>704,681</b>	<b>(7,115)</b>	<b>-1.00%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-
All Other Revenue	46	-	-	-	-	-	-
<b>Total Revenues</b>	<b>46</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalent (FTEs)</b>							
Property Tax Funded	8.00	8.00	8.00	8.00	8.00	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>	<b>0.00%</b>

**Budget Summary by Fund**

Fund	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget	Amount Chg '19 Rev.-'20	% Chg '19 Rev.-'20
General Fund	612,785	603,973	711,795	711,795	704,681	(7,115)	-1.00%
<b>Total Expenditures</b>	<b>612,785</b>	<b>603,973</b>	<b>711,795</b>	<b>711,795</b>	<b>704,681</b>	<b>(7,115)</b>	<b>-1.00%</b>





**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2019 Adopted	2019 Revised	2020 Budget	2019 Adopted	2019 Revised	2020 Budget
Purchasing Director	110	GRADE139	93,424	95,759	95,759	1.00	1.00	1.00
Senior Purchasing Agent	110	GRADE130	53,102	54,430	54,430	1.00	1.00	1.00
Purchasing Agent	110	GRADE126	131,991	126,767	126,767	3.00	3.00	3.00
Administrative Specialist	110	GRADE123	49,893	51,128	51,128	1.00	1.00	1.00
Purchasing Technician	110	GRADE120	61,410	62,633	62,633	2.00	2.00	2.00
<b>Subtotal</b>					<b>390,718</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					10,913			
Overtime/On Call/Holiday Pay					956			
Benefits					192,944			
<b>Total Personnel Budget</b>					<b>595,531</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

