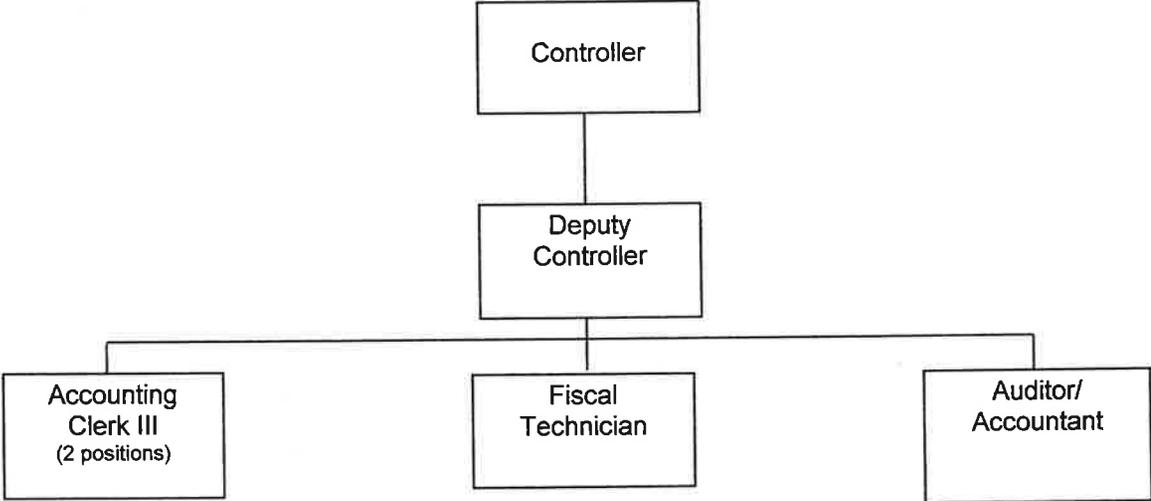


Controller's Office



**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

<p>Function: General Government - Administrative</p> <p>Fund Type: General Fund</p>	<p>Department: Controller</p>
<p>Description:</p> <p>PA County Code 1702 states: <i>the Controller shall supervise the fiscal affairs of the county including the accounts and official acts relating to all officers or other persons, who shall collect, receive, hold or disburse the public moneys of the county.</i></p> <p>The Controller directly serves the County's Board of Commissioners, row offices, departments and agencies, and indirectly, the citizens of Centre County.</p> <p>The Controller serves on the Retirement Board and as Secretary is responsible for preparing all agendas, maintaining minutes of all meetings, handles correspondence, coordinates quarterly presentations by the Retirement Fund's various investment advisors to provide Investment Performance Update, and works closely with the Fund's actuary in the day-to-day administration of the Fund.</p> <p>The Controller's Office maintains the general ledger, processes accounts payable and payroll, administers retirement benefits, prepares financial reports, and is responsible for the internal audit function. Internal audits assess the adequacy of controls, legal and contractual compliance, and good business practices. The Controller coordinates the Annual Audit with the County's external, independent auditors.</p>	<p>Highlights/Goals:</p> <ul style="list-style-type: none"> • Annual external, independent financial audit for 2014 completed timely and received "unqualified" opinion from independent auditors. "Unqualified", or "without reservation", is the highest level opinion achievable. • Earned Government Finance Officers Association (GFOA) <u>Certificate of Achievement for Excellence in Financial Reporting</u> for 2013 Comprehensive Annual Financial Report (CAFR); and anticipate receiving the award for the 2014 CAFR as well. • Produced monthly interim financial statements for the Board of Commissioners: including overview reports which compare actual revenue and expenditures to budgeted amounts, cash status report, and other fiscal information. • Worked with individuals and departments to improve business processes and functions, and internal controls.

CONTROLLER

ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
44601	MISC DEPARTMENTAL RECEIPTS	\$167	\$66	\$0	\$0	\$0
58690	INT CREDIT INDIRECT COST	\$235,669	\$226,944	\$157,218	\$161,711	\$188,942
Total		\$235,836	\$227,010	\$157,218	\$161,711	\$188,942
65110	SALARIES AND WAGES-REG	\$279,451	\$284,680	\$287,214	\$289,577	\$296,486
65120	SALARIES AND WAGES-OT	\$58	\$0	\$0	\$0	\$0
65211	BENEFITS-FICA	\$20,077	\$20,608	\$20,709	\$20,718	\$22,681
65212	BENEFITS-RETIRMNT CONTRIB	\$30,535	\$31,070	\$27,162	\$21,348	\$27,721
65213	BENEFITS-GROUP INSURANCE	\$94,436	\$82,707	\$92,590	\$103,852	\$101,456
65214	BENEFITS-U/C INSURANCE	\$627	\$661	\$748	\$638	\$1,072
65215	BENEFITS-W/C INSURANCE	\$3,046	\$3,017	\$1,736	\$1,885	\$2,169
65330	CONTRACTED PROFESSIONAL	\$2,649	\$14,582	\$2,414	\$14,800	\$2,520
65410	PROFESSIONAL DUES	\$1,490	\$1,340	\$1,340	\$1,440	\$1,440
65420	PUBLICATIONS	\$0	\$0	\$15	\$0	\$0
65430	COURSES AND SEMINARS	\$1,395	\$740	\$990	\$1,200	\$1,300
66220	TELEPHONE	\$827	\$728	\$550	\$550	\$650
66230	POSTAGE	\$556	\$671	\$880	\$1,100	\$1,000
66240	PRINTING	\$74	\$75	\$344	\$0	\$200
66250	PHOTOCOPY	\$1,231	\$1,383	\$1,102	\$1,100	\$1,200
66310	SUPPLIES-GENERAL OFFICE	\$2,594	\$2,915	\$1,966	\$2,100	\$2,200
66311	SUPPLIES-OPERATING	\$2,729	\$2,987	\$2,505	\$1,400	\$1,600
66410	STAFF TRAVEL	\$1,165	\$1,088	\$1,185	\$1,200	\$0
66411	STAFF MILEAGE REIMBURSMNT	\$0	\$0	\$0	\$0	\$300
66412	STAFF ALLOWBLE MEAL REIMB	\$0	\$0	\$0	\$0	\$100
66413	STAFF LODGING REIMBURSMNT	\$0	\$0	\$0	\$0	\$800
66630	INSURANCE & BOND PREMIUM	\$1,530	\$1,216	\$980	\$1,546	\$1,592
68110	EQUIPMENT	\$879	\$1,607	\$0	\$0	\$0
88604	INT CHARGE DP USAGE	\$14,400	\$14,400	\$14,400	\$14,400	\$14,400
88681	INT CHARGE IT INFRASTRCTR	\$5,040	\$4,620	\$4,620	\$4,200	\$3,780
Total		\$464,790	\$471,093	\$463,448	\$483,054	\$484,667
Net Use General Fund		\$228,954	\$244,083	\$306,230	\$321,343	\$295,725

Dept Number 125	<u>Department Name</u> Controller		2016 Budget
<u>Acct.No</u> 65330	<u>Account Name</u> Contract-Prof	<u>Description</u> Positive Pay: Banking Services (\$160/mo. ave.) GFOA - CAFR submission	1,920 600 TOTAL <u>2,520</u>
65410	Prof Dues	PA Controllers' Assn. (PSACC) GFOA - National	600 840 TOTAL <u>1,440</u>
65430	Course/Seminars	PSACC Spring Ed. Conf - 200 x 2 PSACC Annual Conf. - 400 x 1 PSACC Fall Ed. Conf. - 200 x 2	425 450 425 TOTAL <u>1,300</u>
66220	Phone	Phone Services	650 TOTAL <u>650</u>
66230	Postage	Postage Services	1,000 TOTAL <u>1,000</u>
66240	Printing-Dupl	CAFR and other	200 TOTAL <u>200</u>
66250	Copies	Copies	1,200 TOTAL <u>1,200</u>
66310	Supplies	General Office Supplies	2,200 TOTAL <u>2,200</u>
66311	Operating Supplies	Operating Supplies	1,600 TOTAL <u>1,600</u>
66411	Staff Mileage Reimbursement	State Conf & National Conf & seminars, local audits	300 TOTAL <u>300</u>

Dept Number	<u>Department Name</u>			2016
125	Controller			<u>Budget</u>
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>		
66412	Staff Allowable Meal Reimb	State Conf & National Conf & seminars, local audits		<u>100</u>
			TOTAL	100
66413	Staff Lodging Reimb	State Conf & National Conf & seminars, local audits		<u>800</u>
			TOTAL	800
66630	Ins/Bond Prem	Insurance Costs		<u>1,592</u>
			TOTAL	1,592

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CENTRE COUNTY GOVERNMENT
 BUDGET REPORT
 DEPARTMENT: 125 CONTROLLER

PAGE NUMBER: 1
 RPT ID: CM_BUDGETRPT

LABEL	CONTRACT TYPE / REQUEST TYPE	PROVIDER / REQUESTOR	BOC / AUTO RENEW	BEGIN / END
125-1932-2169	EMPLOYEE BENEFITS CONTRACTS NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: AGREEMENT TO PARTICIPATE IN THE UNEMPLOYMENT COMPENSATION PROGRAM OF THE COUNTY COMMISSIONERS ASSOCIATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION TRUST (CCAP UC TRUST). MEMBER AGREES TO MAKE CONTRIBUTIONS TO THE UC TRUST QUARTERLY AT A PERCENTAGE OF TAXABLE PAYROLL FOR EACH COVERED EMPLOYEE BASED ON ANNUAL NOTIFICATION BY THE UC TRUST. MEMBER SHALL CONTINUE TO PARTICIPATE IN THE PROGRAM FOR A PERIOD OF AT LEAST 3 YEARS, AFTER THE 3 YEAR PERIOD HAS PASSED, MEMBERS DESIRING TO WITHDRAW MUST GIVE AT LEAST 120 DAYS WRITTEN NOTICE PRIOR TO THE ANNIVERSARY DATE OF ENTRANCE INTO THE TRUST.	CCAP - UNEMPLOYMENT COMPENSTN TRUST DENISE ELBELL 0 COUNTY: 0 MATCH: 0	09/09/2014 NO 0 TOTAL: 0	08/04/2014 08/04/2017 0
125-1933	PROFESSIONAL SERVICE CONTRACTS NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: AGREEMENT SECURING PUBLIC DEPOSITS PURSUANT TO PA ACT NO. 72. AGREEMENT WITH MELLON BANK, NOW CITIZENS BANK. NO TERM OR END DATE.	CITIZENS BANK DONALD ASENDORF 0 COUNTY: 0 MATCH: 0	05/10/1994 NO 0 TOTAL: 0	05/10/1994 12/31/2999 0
125-1934	PROFESSIONAL SERVICE CONTRACTS RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: ACH AGREEMENT - DEBIT AND CREDIT ENTRIES. DIRECT DEPOSIT OF PAYROLL - PROCESSING BY BANK THROUGH NACHA. AGREEMENT WITH MID-STATE BANK, NOW M & T BANK. NO TERM OR END DATE. TERMINATION BY THE COUNTY WITH 30 DAYS WRITTEN NOTICE.	M & T BANK DONALD ASENDORF 0 COUNTY: 0 MATCH: 0	09/19/1996 NO 0 TOTAL: 0	09/19/1996 12/31/2999 0
125-1945	PROFESSIONAL SERVICE CONTRACTS NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: POSITIVE PAY AGREEMENT TO PROVIDE FRAUD PREVENTION SERVICE FOR THE COUNTY'S GENERAL FUND ACCOUNT. ALSO INCLUDES IMAGEVIEW AGREEMENT. MONTHLY SERVICE FEE IS BASED UPON THE NUMBER OF CHECKS PROCESSED. AT CONTRACT START IN FEBRUARY 2003, THE ESTIMATED MONTHLY FEE WAS \$330. FOR 2015, THE MONTHLY FEE HAS AVERAGED \$153, FOR AN ESTIMATED \$1,836 FOR THE YEAR. THE FEE IS AN ESTIMATED \$160 PER MONTH (\$1,920 TOTAL) FOR 2016. THIS IS AN ONGOING AGREEMENT WITH NO TERM OR END DATE.	M & T BANK DONALD ASENDORF 0 COUNTY: 0 MATCH: 0	01/14/2003 NO 0 TOTAL: 0	02/01/2003 12/31/2999 0

4 - NUMBER OF OPEN CONTRACTS FOR CONTROLLER

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