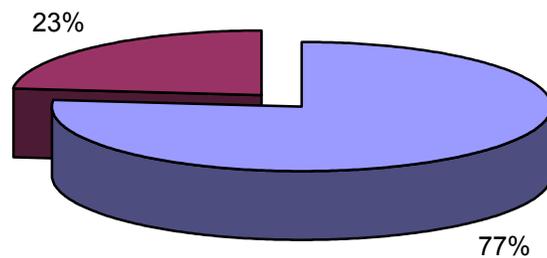


FINANCE DIVISION SUMMARY

Description	Department	05/06 Actuals	06/07 Actuals	07/08 Estimated	08/09 Budget	09/10 Budget
Information Technology	240	5,652,465	5,237,984	5,460,171	6,897,074	6,897,074
Budget	220	1,365,742	1,289,670	1,356,630	1,759,437	1,759,437
Accounting	210	872,519	843,121	780,638	1,363,917	1,363,917
General County	220	48,055,464	16,029,948	29,104,670	23,545,827	27,441,647
Human Resources	230	1,440,234	1,599,377	2,028,512	2,320,556	2,320,556
Assessor	280	2,673,343	2,667,117	2,754,543	3,073,248	3,073,248
Treasurer	270	1,930,162	1,922,226	1,921,498	2,203,088	2,203,088
Purchasing	250	958,654	625,010	903,001	1,108,945	1,108,945
Risk Management	260	3,113,326	2,905,408	2,800,910	5,174,506	5,174,506
Totals		66,061,909	33,119,861	47,110,573	47,446,598	51,342,418

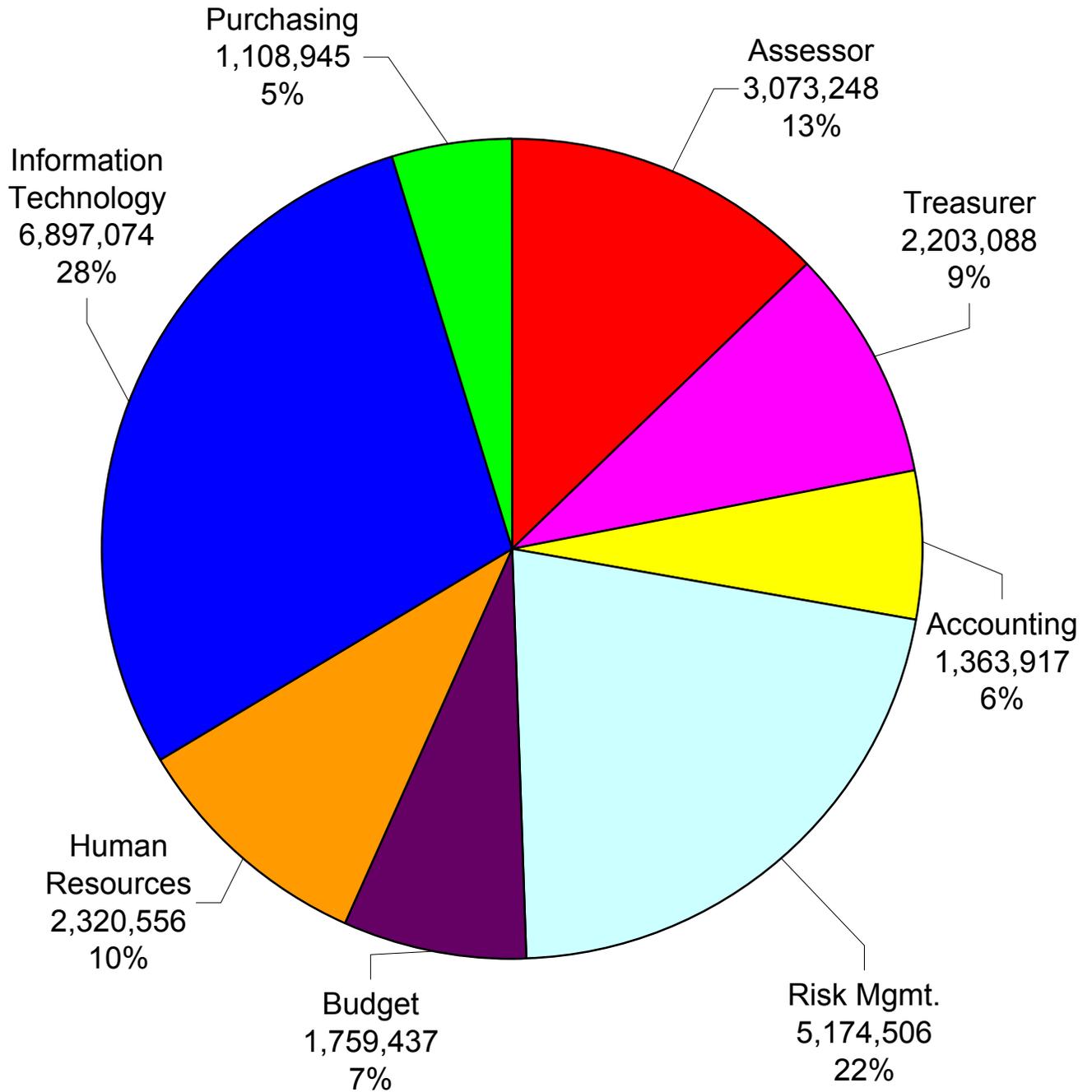
General Fund Operating Budget \$203,382,647



■ Remaining GF Operating Budget
 ■ Budget & Finance

FY09 Division Summary budget totals may include budget appropriations attributable to other General Fund departments as reflected on the Expenditure by Function report. The program worksheets within each division reflect actual budget appropriations. In addition, the FY09 & FY10 General County budget includes undistributed salary and insurance adjustments.

**Finance Division W/O General County
FY09 General Fund Budget \$23,900,771**



FINANCE DIVISION

The division oversees Budget, Human Resources, Information Technology, Purchasing, Accounting, Risk Management and Bonds. The Deputy County Manager serves as liaison between the County and the Treasurer and Assessor.



Assessor – Elected Official Office

The Assessor is an official elected by the residents and serves a four-year term of office with a two-term limit. The Office of the Assessor determines the value of real and other property that includes residential, nonresidential/commercial, vacant land, business equipment, agriculture land, livestock and manufactured homes for tax purposes. The Office of the Assessor maintains property value records and prepares the County tax roll for the County Treasurer. For calendar year 2008 the taxable value of property maintained by the Assessor is \$13,894,920,084.

- City of Rio Rancho
- Albuquerque Public Schools
- Moriarty Municipal Schools
- Central New Mexico Community College
- University of New Mexico Hospital
- Albuquerque Metropolitan Arroyo Flood Control Authority
- Middle Rio Grande Conservancy District
- Edgewood Soil and Water Conservation District
- New Mexico Livestock Board District
- State of New Mexico Children’s Trust Fund



Treasurer – Elected Official Office

The Treasurer is an official elected by the residents and serves a four-year term of office with a two-term limit. The Treasurer serves two primary functions for Bernalillo County- Banker and Tax Collector.

As banker, the Treasurer is responsible for accounting for all monies received and distributed by the County, including taxes, fees for services, licenses, and revenue from bonds issued by the County. Investments decisions are the responsibility of the Treasurer, subject to the advice and consent of the Board of Finance (County Commission)

As the property tax collector, the Treasurer is responsible for preparing and distributing property tax bills annually (November 1), collecting property taxes and distributing the property taxes to 15 taxing agencies listed below:

- State of New Mexico
- Bernalillo County
- City of Albuquerque
- Village of Tijeras
- Los Ranchos de Albuquerque



Accounting

The Accounting Department is primarily responsible for recording all financial transactions in the County General Ledger and preparing financial reports to communicate to customers both inside and outside the County. The principle financial report prepared by the Accounting Department is the Comprehensive Annual Financial Report (CAFR). The Accounting Department is also responsible for various County activities including grants management, billing and collections of special assessments and miscellaneous accounts, bond arbitrage, and fixed asset management.



Risk Management

Risk Management’s Department primary function is to maintain adequate insurance coverage, identify risk and exposures, plan/implement loss control and prevention programs, manage and administer claims against the County, insure effective cost containment and perform analysis to provide information for management to efficiently utilize County resources.

FINANCE DIVISION

Budget

The Budget Department is dedicated to enhancing the efficiency of County operations through the development, tracking, and publishing of the biennial budget and related documents. The department analyzes revenues and expenditures, seeks to improve the productivity of County programs by streamlining processes and monitors and reviews the development of goals and performance measures. The Accounts Payable office is responsible for the auditing and processing of invoices and payments for Bernalillo County. Invoices, credits, vouchers, and payments are processed on line through the Accounts Payable SAP system. Payroll's function is to ensure that all employees of the county are paid accurately and on time. Additionally, payroll ensures that taxes on the various types of deductions and benefits are paid to the correct governmental agencies on a timely basis.

Human Resources

The Human Resources Department is focused on contributing to the success of the overall organization through the effective management of the systems that support the County's most important resource—its employees. The mission of the Department is to provide quality, integrated professional personnel services and support to County departments, employees and potential employees in a manner that promotes a strong customer service orientation. The department is committed to developing and administering the systems and processes necessary to attract, develop, retain and support a high-caliber workforce. The Human Resources Department is organized into seven core sections:

- Employment/Recruitment/Retention
- Compensation/Classification/Performance Management
- Benefits/Employee Wellness
- Employee Relations
- EEO/AA
- Organization Learning and Development/Training and Development/Succession Planning
- Information Systems

Information Technology

Bernalillo County uses a variety of technologies to provide services to the public and support all the elected Officials and County departments. Services include administering communications networks, record management, tax bills, assessment notices, voter registration, election processing, the Clerks recording and filing systems, geographic information systems, system administration and support for the WEB site, electronic imaging, storage and archiving systems. IT provides system analysts, system administrators, programmers, and customer service personnel.

Purchasing

The Purchasing Department is responsible for the procurement of tangible personal property, services, and construction. This includes management of all procurements utilizing federal, state and local appropriations. The Purchasing Department provides the highest level of customer service while ensuring that all purchases are made in accordance with state and federal laws, regulations, and ordinances; are open, fair, and competitive; and are obtained at the best value maximizing the use of public funds.