

MACOMB COUNTY, MICHIGAN

GENERAL FUND

FINANCE DEPARTMENT

GENERAL COUNTY

101

22201

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DEPARTMENT PURPOSE:

According to state statute, to provide maintenance of records and accounts, through the Finance Director.

DEPARTMENT FUNCTIONS:

The Finance Department performs many duties, both internal and external, to satisfy state mandates.

- The Finance Department furnishes timely reports as required by the Board of Commissioners.
- The department develops and prepares the annual County Budget in compliance with P.A. 621 of 1978 (Uniform Budget Act) and the Federal Revenue Sharing Act.
- All fiscal matters of the county, under much scrutiny by the Finance Director and his staff, require interaction with many state, local and private groups.
- The Internal Audit division provides internal audits for all county departments as required.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED	2008
			2007 BUDGET	BUDGET
Director, Finance	\$105,710	\$132,137	1	1
Assistant Director, Finance	83,710	104,637	1	1
Accounting Manager	69,336	86,670	1	1
Internal Audit Manager	69,336	86,670	1	1
Audit Officer	58,675	73,343	1	1
Audit Officer	58,635	73,294	1	1
Internal Auditor	52,521	65,651	2	2
Senior Accountant	47,072	58,840	2	2
Senior Budget Analyst	47,072	58,840	1	1
Accountant	43,432	54,290	6	6
Budget Analyst	43,432	54,290	1	1
Fleet/Fixed Asset Coordinator	40,106	50,132	1	1
Administrative Secretary	39,138	58,922	1	1
Senior Secretary	33,638	40,773	1	1
Payroll Specialist	33,638	40,773	1	1
Account Clerk IV	30,632	36,038	5	5
TOTAL			27	27

MACOMB COUNTY, MICHIGAN

2008 BUDGET SUMMARY

FUND 101 - GENERAL FUND
 ORG 22201 - FINANCE DEPARTMENT

<u>ACCOUNT NAME</u>	<u>FUND 101 2006 ACTUAL</u>	<u>2007 CURRENT BUDGET</u>	<u>ACTUAL YTD 12/29/07</u>	<u>2008 BUDGET ADOPTED</u>
TOTAL PERSONNEL EXPENSES	2,070,123	2,585,305	2,040,223	2,128,115
OFFICE SUPPLIES	7,012	7,380	6,821	7,480
BOOKS & PUBLICATIONS	2,783	3,400	3,237	3,500
POSTAGE & DELIVERY	13,241	14,200	13,707	13,000
MEMBERSHIP DUES	3,493	3,685	3,685	3,600
LOCAL TRAVEL	1,112	615	278	1,200
TRAVEL EXPENSE	35	50	2	50
PRINTING & REPRODUCTION	16,484	17,690	16,720	16,000
ADVERTISING	0	0	0	500
RECORD COPYING	0	0	0	200
VEHICLE OPERATING EXPENSE	1,967	2,100	1,623	2,500
EQUIPMENT REPAIR & MAINT	1,277	2,200	1,431	2,170
EQUIPMENT RENTAL	39	40	39	40
MISCELLANEOUS	(15)	40	39	160
CONTRACT SERVICES	0	25,000	0	0
TOTAL OPERATING EXPENSES	47,429	76,400	47,582	50,400
INSURANCE	14,475	17,306	17,297	22,525
TELEPHONE	19,214	19,971	19,970	19,978
EQUIPMENT RENTAL	7,714	7,715	7,071	7,715
MIS-COMPUTER MAINTENANCE	2,731	2,202	2,201	2,276
MIS-DATA CENTER SERVICES	34,177	27,597	27,596	35,013
TOTAL INTERNAL SVCS COSTS	78,312	74,791	74,136	87,507
TOTAL ORGANIZATION	<u>2,195,863</u>	<u>2,736,496</u>	<u>2,161,941</u>	<u>2,266,022</u>