

# FINANCE DEPARTMENT - Auditor/Controller Division

## Core Services

|          |  | Mandated?  |   |
|----------|--|--|---|
| <b>1</b> | <b>Receivables / Payables<br/>(Deposits / A/P)</b> | Receive, audit, & process deposits                     | Y |
|          |  | Audit & process payments                               | Y |
|          |  | Credit card &/ contract processing & maintenance       | Y |
|          |  | Federal & State reporting (1099/sales tax/withholding) | Y |

|          |                                 | Mandated?                         |   |
|----------|---------------------------------|-----------------------------------|---|
| <b>2</b> | <b>Training &amp; Education</b> | Professional development & growth | N |
|          |                                 | Peer mentoring                    | N |
|          |                                 | Procedure manuals                 | N |
|          |                                 | Knowledge sharing database        | N |

|          |                |   |   |
|----------|----------------|---|---|
| <b>3</b> | <b>Payroll</b> | Audit & process bi-weekly payroll   | Y |
|          |                | Federal & State reporting (W2, Calpers, CA Gov Comp Report, DOL)              | Y |
|          |                | Maintenance of EE & Vendor records  | Y |
|          |                | Implement changes (EE requested, policy & agreement changes, benefit updates) | Y |

|          |   |   |   |
|----------|---|---|---|
| <b>4</b> | <b>Financial Accounting &amp; Reporting</b> | General ledger maintenance                                    | Y |
|          |   | Federal & State reporting (Cost Plan, PTA, SB90, FTRs, TC-31) | Y |
|          |   | Annual audits (County, Special Districts)                     | Y |
|          |   | Account mangement (funds, bank, captial assets)               | Y |

|          |               |                          |   |
|----------|---------------|--------------------------|---|
| <b>5</b> | <b>Budget</b> | Development and Adoption | Y |
|          |               | State reporting          | Y |
|          |               | Adjustments              | Y |
|          |               | Monitoring               | Y |

|          |                                |                       |   |
|----------|--------------------------------|-----------------------|---|
| <b>6</b> | <b>Property Tax Accounting</b> | Tax roll maintenance  | Y |
|          |                                | Rate calculations     | Y |
|          |                                | Apportionment process | Y |
|          |                                | State reporting       | Y |

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