

Lines of Business Reduction Impact Statements

Department of Finance

001-06-19 Reduce Agency Training

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-01 06-02 06-03 06-04	Multiple Department of Finance LOBs	0 / 0.0 SYE	\$18,000	\$0	\$18,000

DESCRIPTION OF REDUCTION

Eliminates non-certification training of department staff.

IMPACT OF REDUCTION

Negatively affects readiness to implement evolving professional standards, to introduce new techniques and technologies, to develop succession leadership, and to provide non-monetary incentive for staff retention.

Greater emphasis will be placed on train-the-trainer approaches and hosted video and Internet training opportunities. Over the long term, this will negatively affect introduction of new technologies and modernization.

001-06-20 Reduce Administrative Support

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-03	Accounting and Financial Reporting	1 / 1.0 SYE	\$33,000	\$0	\$33,000

DESCRIPTION OF REDUCTION

Eliminates an Administrative Assistant III position that provides assurance of accuracy, timeliness, and consistency in various administrative support functions. The position is also a back-up to several critical functions, including printing of checks for all County operations.

IMPACT OF REDUCTION

This reduction will result in an inefficient use of supervisory staff. Supervisors will take on heightened responsibilities to prevent abuses of these systems.

Delays in producing checks may occur.

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001-06-21 Decrease Funding for Audit Services

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-03	Accounting and Financial Reporting	0 / 0.0 SYE	\$180,000	\$0	\$180,000

DESCRIPTION OF REDUCTION

This reduction reflects a cost savings associated with negotiated pricing for audit services.

IMPACT OF REDUCTION

No negative impact foreseen. Contract negotiated with external auditors was less than the budgeted amount. Eliminate funding in excess of negotiated fixed price.

001-06-22 Decrease Expansion of Automation Efficiencies

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-01	Financial Control and Compliance	1 / 1.0 SYE	\$62,000	\$0	\$62,000

DESCRIPTION OF REDUCTION

Eliminates development of PC applications for use by decentralized finance operations.

IMPACT OF REDUCTION

Expanded use of commercial (off-the-shelf) applications calls for greater diligence in maintaining system security and user controls. There is likely to be some degradation of control; delays in addressing application outages (particularly critical in investment operations); and slower response to customer needs. New projects will experience delayed implementation.

001-06-23 Decrease Centralized Systems Security, Administrative, and IT Project Oversight

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-01	Financial Control and Compliance	1 / 1.0 SYE	\$112,000	\$0	\$112,000

DESCRIPTION OF REDUCTION

Eliminates one position and associated operating costs in central management of systems security, administrative, and IT project oversight. As an alternative from the originally proposed reduction, this adjustment will eliminate a Network Analyst I position.

IMPACT OF REDUCTION

The impact of this reduction may result in delays in responses to system issues and new project support.

This reduction will result in an inability for the agency to deliver labor-saving PC applications to finance operations both in the Department of Finance and to agencies across the County.

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<i>Department of Finance</i>					
001-06-24 Reduce Effort to Convert Checks to Electronic Payments					
LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-03	Payment of Countywide Obligations	1 / 1.0 SYE	\$38,000	\$0	\$38,000
DESCRIPTION OF REDUCTION					
Eliminates the position focused on expanding acceptance by vendors of electronic bill payments (Automated Clearing House (ACH) transfers).					
IMPACT OF REDUCTION					
<p>ACH transfers are substantially less costly than payment by checks. By reducing staff effort to market this payment vehicle to vendors, the opportunity to reduce the cost of payment operations will be delayed for an extended period of time.</p> <p>Postage, supplies, and production costs will increase with inflation rather than decrease due to reductions in printed checks.</p> <p>The continued incidence of lost checks will prevent reduced effort associated with research, stop-payment actions, and check replacements.</p>					

001-06-25 Reduce Outreach Program in Oversight of Financial Compliance					
LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-01	Financial Control and Compliance	1 / 1.0 SYE	\$59,833	\$0	\$59,833
DESCRIPTION OF REDUCTION					
Reduces outreach program that offers assistance to decentralized finance operations and monitors compliance with County policy.					
IMPACT OF REDUCTION					
The reduction of staff will impede the expansion of programs to modernize revenue collections (e.g., acceptance of credit card and online check payments). In the absence of such collection capabilities, some departments will be unable to make available certain County services through the Internet and kiosks. Some reduction will be seen in training future employees in financial support roles rendered within County agencies, such as cash handling, travel accounting and account monitoring.					

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Department of Finance

001-06-26 Eliminate the Verification of Travel Accounting Accuracy and Policy Compliance

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-04	Payment of Countywide Obligations	1 / 1.0 SYE	\$36,000	\$0	\$36,000
DESCRIPTION OF REDUCTION					
This reduction eliminates central audit of travel accounting by department staff trained in the complexities of travel rules and accounting procedures, resulting in a reduced level of service to County agencies.					
IMPACT OF REDUCTION					
Responsibility for ensuring compliance with County travel policy shifts to agencies. Reduced oversight of this high-profile expenditure class would likely to lead to uneven application of travel guidelines, inadequate documentation of expenses, excess travel costs, and possible inadvertent, but objectionable practices.					

001-06-27 Eliminate Deputy Director Position, Financial Control and Compliance

LOB Number	LOB Title	Positions	Expenditures	Revenue	Net Reduction
06-01	Financial Control and Compliance	1 / 1.0 SYE	\$120,000	\$0	\$120,000
DESCRIPTION OF REDUCTION					
Eliminates the position of Deputy Finance Director, responsible for overseeing financial operations that include accounting and reporting, accounts payable and automated systems.					
IMPACT OF REDUCTION					
<p>Reductions in this and other lines of business will be addressed through both program and organizational restructuring. The duties of finance director (traditional, Board-directed, statutory and constitutional), now supported by a director and two deputy directors, will be redistributed.</p> <p>There will be no impact on the quality of service; the extent of oversight of internal controls may diminish.</p> <p>Prioritization needs are likely to delay new initiatives.</p> <p>There will be no impact on performance measures.</p> <p>This reduction is offered to meet the department's reduction goal, in lieu of reduction of technical staff. Redistribution of management tasks poses less risk to the mission than elimination of certain subordinate functions.</p>					