

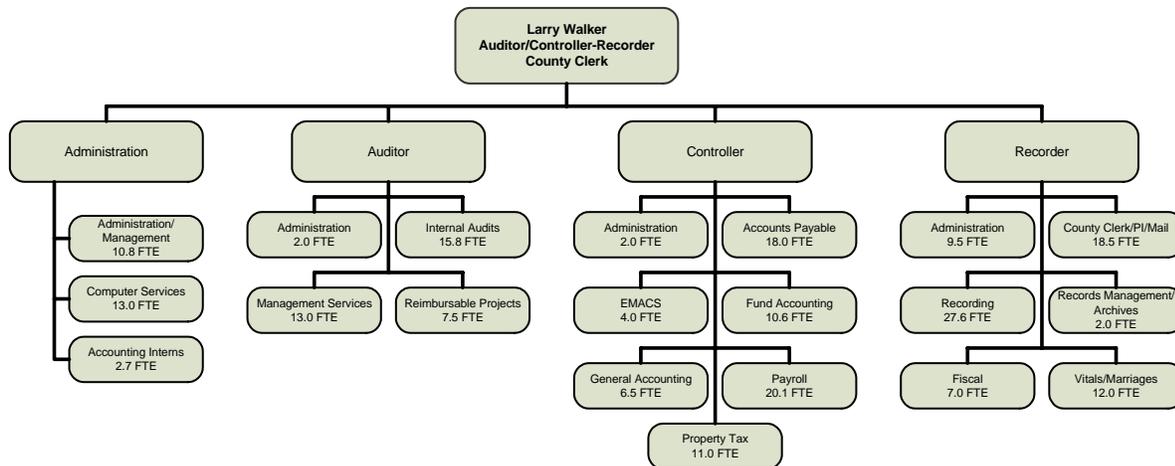
# AUDITOR/CONTROLLER-RECORDER

## Larry Walker

### I. MISSION STATEMENT

The San Bernardino County Auditor/Controller-Recorder's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.

### II. ORGANIZATIONAL CHART



### III. SUMMARY OF UNITS

	2005-06					
	Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Auditor/Controller-Recorder	16,210,646	14,283,328	1,927,318			203.6
Micrographics	299,862	-		299,862		-
Systems Development	19,419,505	6,112,600		13,306,905		10.0
Vital Records	338,652	145,000		193,652		-
Records Management	203,135	200,240			(2,895)	1.0
<b>TOTAL</b>	<b>36,471,800</b>	<b>20,741,168</b>	<b>1,927,318</b>	<b>13,800,419</b>	<b>(2,895)</b>	<b>214.6</b>

### IV. DESCRIPTION OF MAJOR SERVICES

The Office of the Auditor/Controller-Recorder and County Clerk is responsible for providing the county and its constituents with a variety of accounting services and document recording and management services. The Auditor and Controller Divisions record the collections and perform the accounting, reporting, disbursements, and audits of all county financial activities to ensure sound financial management. In addition, they are responsible for personnel payroll services, developing and implementing accounting systems and standards, conducting operational risk assessment reviews, and administering the Countywide Cost Allocation Plan.

The Recorder Division accepts all documents for recording that comply with applicable recording laws, producing and maintaining official records evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Division is also responsible for County Archives and County Clerk functions. County Archives maintains all the historical records for the county. The office of the County Clerk produces and maintains the official records of vital statistics, fictitious business names, and other entities required by the state to register with the County Clerk.

The Recorder oversees County Records Management, which is responsible for storage of vital documents and records destruction. This section relocates inactive files from county departments into a central storage



facility, where the files are maintained and made accessible to participating departments upon request. The section also identifies records eligible for destruction based on schedules established by the owning agency.

The specific services performed by each division are listed below.

### **Auditor Division**

- Perform financial and internal audits and risk assessment reviews
- Advise departments on conducting operational risk assessment
- Prepare the Countywide Cost Allocation Plan (COWCAP) and the Indirect Cost Rate Proposal (ICRP)
- Implement new accounting systems
- Perform disaster response accounting
- Assist departments with reimbursement claims through state and federal processes
- Provide consultation services to departments to integrate accounting and financial processes such as the use of credit cards and departmental accounting software
- Prepare Internal Service Fund (ISF) financial statements

### **Controller Division**

- Process payroll for county (EMACS partner)
- Perform contract payroll for outside governmental agencies
- Manage the Financial Accounting System (FAS) and maintain official county records through FAS
- Audit vendor payments and perform the accounts payable processes
- Manage county credit cards
- Control budget expenditures to Board-approved appropriation levels
- Maintain the county's chart of accounts
- Prepare the Comprehensive Annual Financial Report (CAFR) according to Governmental Accounting Standards Board (GASB) standards
- Extend property tax roll and apportion property tax revenue
- Prepare assurance type reports for county and outside agencies

### **Recorder Division**

- Upon payment of proper fees and taxes, the recorder:
  - Records land records related to real and personal property ownership, judgments, liens, notices, military discharges, marriage licenses, and other miscellaneous documents
  - Files maps or documents such as tract maps, subdivision maps, parcel maps, and certificates of correction
- Collects and distributes portions of monies to various agencies, such as D.A. Real Estate Fraud fund, Preliminary Change of Ownership Reports to Assessor, and Documentary Transfer Tax to the county and cities
- Images, maintains and provides documents digitally and in a photographically reproducible format (microfilm)
- Creates, maintains and provides an index of document information, including Grantor/Grantee, when recorded mail to, Assessor's parcel number, and the short legal description
- Certifies and testifies to validity of documents on file

### **County Clerk Section**

- Review, issue and file Fictitious Business Names (FBN) to individuals, partnerships, and corporations
- Review applications, review background checks with the State Department of Justice, and issue identification cards for unlawful detainer processor, legal photocopier, process server, notary public and power of attorney
- Maintain, report, and make available to the public Oaths of Office and Conflict of Interest reports for specified individuals
- Issue marriage licenses
- Issue certified and informational copies of birth, death, and marriage certificates
- Perform civil marriage ceremonies
- Deputize commissioners of civil marriages, deputy county clerks, deputy recorders, and notary publics

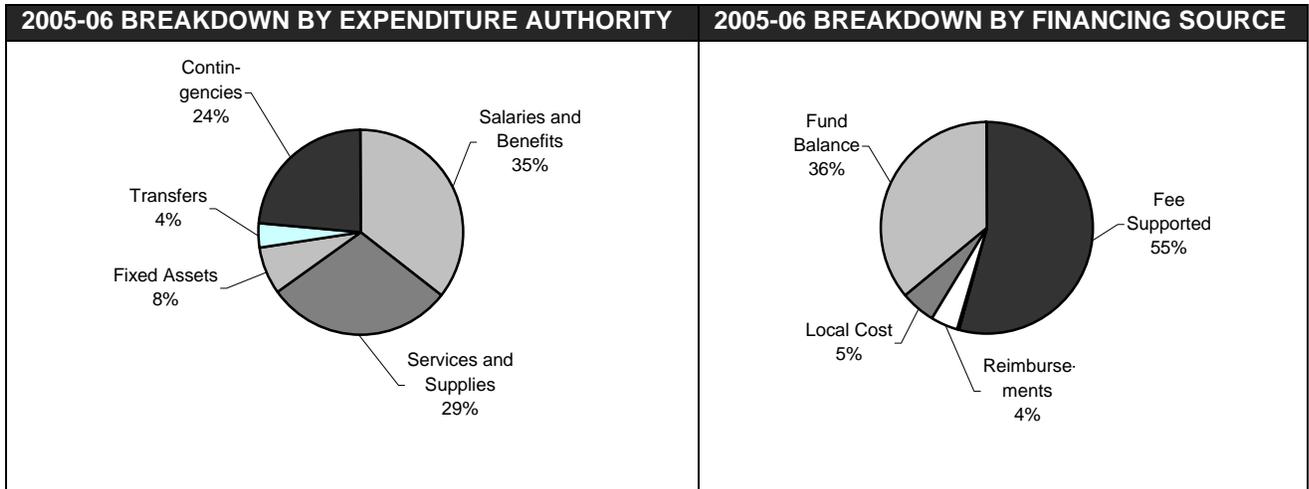


- Image, maintain, and provide documents digitally and in a photographically reproducible format (microfilm)

**Records Management and Archives Sections**

- Provide records storage services for all departments, as requested
- Provide consulting services to departments as it relates to records storage, retention, retrieval, and destruction
- Restore, preserve, and manage historic records (archives) as it relates to the history of county government

**V. 2005-06 BUDGET**



**VI. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS**

GOALS	2006-07 OBJECTIVES
1. Improve the Financial Accounting System (FAS)	A. To provide timely and accurate financial information regarding the finances of the county  B. Identify and plan other FAS improvements by conducting and monitoring intermittent user satisfaction surveys
2. Improve Recorder Division's Digitized Images	A. Repair microfilm from 1980 to current  B. Maintain an up-to-date inventory of all microfilm  C. Digitize images from 1980 to current
3. Enhance Accounts Payable Process	A. Expand use of County procurement cards (Cal-Card) to provide better tracking of expenditures and more timely bill payments.  B. Expand use of electronic fund transfers for vendor payments.
4. Improve the Disaster Recovery Process	A. To provide services in the event of the loss of ISD or the ACR facility.



The Auditor/Controller-Recorder selected these four major goals for 2006-07 because, of the many things we need to accomplish, these goals will most improve our service to our customers.

The first goal, improving the Financial Accounting System, is in progress and subsequent phases will need to be achieved in the future. As we proceed, we will monitor user satisfaction with our implementation process and with the system, providing additional training as needed. We want our robust accounting system to be useful to management, as well as to accountants and financial entities. Estimated costs for additional FAS improvements or additional training have not been identified at this time.

As part of the second goal, the County Recorder is required by law to maintain images of official records on microfilm. The State Archivist has opined that the only two appropriate methods of maintaining archival records are paper and microfilm. However, utilizing microfilm for customer searches on a day-to-day basis is not practical because it is more time-consuming, and results in more wear and tear on the microfilm. For daily business purposes, digital images are far more practical for customers and staff. The Auditor/Controller-Recorder has set a goal to inventory and repair the microfilm, as well as convert the microfilm images to digital to ensure the safety of the county's official records while offering the most practical means for customer service. Estimated costs for achieving this goal have not been solidified at this time, but would not impact the general fund. The required work can be funded by the Recorder's special revenue funds.

For the third goal and with the implementation of the FAS upgrade, the Auditor/Controller-Recorder has an opportunity to implement more electronic means of paying the county's bills. The pilot program use of Cal-Card (procurement card) has been successful and the Auditor/Controller-Recorder recommends its expanded use. Program expansion should be done in phases to allow for training of cardholders and approving officials, as well as appropriate monitoring by the Purchasing Department and Auditor/Controller-Recorder Accounts Payable. In an effort to expand our payment of vendors by electronic fund transfer, additional work will be needed to train county staff in the program, as well as educate various vendors. Overall, Accounts Payable will be working in some new ways due to the upgraded FAS system, and management should take a fresh look at the workflow and performance measures to ensure optimal use of the system, staff, and service. Estimated costs for achieving this goal have not been identified at this time.

In another measurable aspect of our commitment to provide quality service, the Auditor/Controller-Recorder has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association since 1988. An award-winning County Annual Financial Report (CAFR) promotes trust in the financial records of the county and enables better credit ratings from the agencies. As the Governmental Accounting Standards Board (GASB) adopts more standards (14 since 2000) and the Government Finance Officers Association adopts new practices to implement those standards (18 since 2000), staff continues to be challenged to meet the standards and practices within the deadlines. Additional staff, or at least cyclical staff needs will require analysis and response to maintain an award-winning report.

One of the lessons of the various floods and other disasters in 2005 is the need for Disaster Recovery planning. The Auditor/Controller-Recorder has made some efforts in this area, yet improvement is needed to identify the type of disasters to which our functions can reasonably respond. Additionally, functional staff needs to identify manual ways to serve our customers and train staff to be prepared. There is no additional economic impact to accomplishing the planning process. The department will achieve it within our current budget.



## VII. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

OBJT.	MEASUREMENT	2006-07 (Projected)
1A.	Percentage of payments processed within ten days of presentation to ACR	90%
2A.	Percentage of film images that are repaired by June 30, 2007	80%
2B.	Track number of microfilm cassettes that are inventoried within one month of receipt by June 30, 2007	100%
2C.	Convert percentage of microfilmed images from 1980 to present to a digitized format by June 30, 2007	80%
3A.	Overall Cal-Card use	10% Increase
3B.	Electronic fund transfers to pay vendors	10% Increase

If there are questions about this business plan, please contact Betsy Starbuck, Assistant Auditor/Controller-Recorder, at (909) 386-8818.

