

Department of Finance

2022 Executive Proposed Budget

Core Programs & Functions

- General Accounting for Expenditures, Revenues, Assets and Liabilities by governmental fund type;
- Treasury- maintaining and safe guarding appropriate cash accounts and balances as well as issuing and servicing debt;
- Accounts Payable- audit and payment of all claims against the County;
- Payroll- process biweekly payroll in accordance with approved County pay scales, file required federal, state & local payroll tax returns and report wage information to the New York State Retirement System;
- Benefits- manage the health programs for medical, dental, and vision care and also employee workers' compensation with the use of third party administrators. Report wage information to New York State Workers Compensation Board. Provide employee orientation;

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- Bureau of Purchase and Supplies- provide cost effective and efficient procurement of materials, equipment and supplies in accordance with laws governing procurement;
- Financial Compliance-monitor internal controls and provide additional oversight for compliance with County policies and procedures;
- Reporting- Reporting- prepare the County's Annual Comprehensive Financial Report ("ACFR"), Uniform Guidance Schedules, including the Schedule of Expenditures of Federal Awards, and Cost Allocation Plan;
- Accounting and reporting for the Deferred Compensation Plan for Employees of the County of Westchester, and Westchester Tobacco Asset Securitization Corporation.
- Debt Issuance-prepared Official Statements for Long-Term Obligation Bonds and Short-Term Financing, including Bond Anticipation Notes

Budget Summary

ITEM	2021	2022
Operating Positions	49	49
Trust Positions	0	0
TOTAL POSITIONS	49	49
Personal Service	4,298,485	4,539,704
Equipment		
Materials & Supplies	34,351	33,880
Contractual Expenses	156,280	113,420
Inter-Departmental Charges	974,889	1,072,635
TOTAL EXPENDITURES	5,464,005	5,759,639

Budget Summary

ITEM	2021	2022
Inter-Departmental Revenue		
Departmental Revenue	2,444,217	2,259,789
State & Federal Aid		
TOTAL REVENUE	2,444,217	2,259,789
DEPARTMENT TAX LEVY	3,019,788	3,499,850

COVID-19 Response

- CARES Act Funding was used;
 - Purchase of plexiglass partitions for staff cubicles and offices.
 - Installation of touchless door locks to all secure areas of Finance.
 - Installation of hand sanitizers dispensers at all copies and conference rooms
- Finance remained Fully Operational throughout the Covid-19 Pandemic;
 - Providing uninterrupted payments of all claims, accounting functions, payroll, benefits, purchasing, debt issuance and treasury services.

New Initiatives & Highlights

- Applied for the Government Finance Officers Association of the U.S and Canada Certificate of Achievement for Excellence in Financial Reporting for the County's Annual Comprehensive Financial Report. This will be the 14th consecutive year for this award.
- Recently implemented the On-Line Certificate of Residence process with on-line filing and uploading of supporting information for “proof of residence”.