

# Department of Finance

2021 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;

# Core Programs & Functions (pg. 2 of 2)

- 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- annually prepare the County's Comprehensive Annual Financial Report ("CAFR") and Report on the Schedule of Expenditures of Federal Awards ("SEFA") required by the Uniform Guidance;
- Accounting and reporting for the Deferred Compensation Plan for Employees of the County of Westchester, County of Westchester Industrial Development Agency, Westchester County Local Development Corporation, and Westchester Tobacco Asset Securitization Corporation.

# Budget Summary

ITEM	2020	2021
Operating Positions	49	49
Trust Positions	0	0
<b>TOTAL POSITIONS</b>	<b>49</b>	<b>49</b>
Personal Service	4,336,928	4,298,485
Equipment		
Materials & Supplies	33,820	33,980
Contractual Expenses	126,030	113,430
Inter-Departmental Charges	1,057,326	974,889
<b>TOTAL EXPENDITURES</b>	<b>5,554,104</b>	<b>5,420,784</b>

# Budget Summary

ITEM	2020	2021
Inter-Departmental Revenue		
Departmental Revenue	2,470,412	2,444,217
State & Federal Aid		
<b>TOTAL REVENUE</b>	<b>2,470,412</b>	<b>2,444,217</b>
<b>DEPARTMENT TAX LEVY</b>	<b>3,083,692</b>	<b>2,976,567</b>

# New Initiatives & Highlights

- From the onset of the COVID19 pandemic in early 2020, the Bureau of Purchase and Supplies has been very active in meeting the additional demands for the acquisition of Personal Protective Equipment (PPE) for all County Departments and continues to be active as the County Departments prepare for the potential increase in COVID cases in the ensuing months;
- The Benefits and Payroll departments have been instrumental in transitioning the 200 plus County employees electing to separate employment under the July 2020 County's Voluntary Separation Program;
- Implementing the On-Line Certificate of Residence process with on-line filing and uploading of supporting information for "proof of residence".