

November 18, 2020

Below is a brief overview of the operations of the County Clerk's office. The 2020 adopted County budget shows expenditures and revenues totaling \$32,555,314.24. All of the revenues and expenditures for the budget flow through the financial software.

The three positions of Accounting Supervisor, Payroll and Benefits Specialist and Accounts Payable Specialist work together as a team. The duties of each position are interrelated and intertwined. While payroll and benefits seems to be an independent function, all of the accounting information for payroll and benefits feeds into the accounting software. The account structure of the accounting software is maintained by the Accounting Supervisor to meet the ever changing accounting structure needs of the County's departments. This account structure is also built into the payroll software so that salary and fringe benefit costs post to the appropriate accounts in the general ledger. The accounts payable functions involve the payment of all expenditures. Coding for each individual expenditure is a part of the accounting system. The coding is how expenditures get posted to the various expenditure accounts. The coding and accounts setup is the function of the accounting supervisor position. The maintenance of the vendor system is handled by accounts payable. A major part of the accounts payable position is the maintenance of the vendor system, which is a part of the accounting software, for the issuance of the annual 1099's to vendors. All of the revenues for the 2020 budget are receipted by the County Treasurer. Copies of all of those receipts go to the Accounting Supervisor for entry into the financial software by the holder of the accounting supervisor position.

Another important part of the team is cross training. Before the vacancy occurred in the Accounting Supervisor position, the holder of that position performed the duties of the payroll and benefits position and the accounts payable position during the absence of the holders of those position during vacation periods or because of illness. The plan was to have the new holder of the Accounting Supervisor position trained to perform the duties of payroll and accounts payable during absences.

The current County Clerk has the knowledge, having performed the duties of all three positions, to cover the duties of the three positions and is currently performing the duties of the accounting supervisor position due to the vacancy in that position. The County Clerk would also be the person training the new person assuming the Accounting Supervisor position.

Below is the ordinance the board recently adopted amending the administrative coordinator ordinance. Note that the ordinance did not eliminate all of the duties that the County Clerk fulfilled when designated as the Administrative Coordinator of the County.

ORDINANCE NO. 20 - 26

An Ordinance Amending Ordinances # 86-6 and # 88-3 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Sections 1, 2, 5, and 6 of Ordinance # 86-6, which was adopted on September 16,

1986, as amended by Ordinance No. 88-3, which was adopted on June 21, 1988, relating to designating the County Clerk Victor V. Vlasak as the Administrative Coordinator of the County, are repealed.

2. Section 3 and 4 are amended by repealing the following crossed-out words and adopting the following underlined words.
3. Section 3: The ~~Administrative Coordinator~~ County Clerk shall ~~also~~, exercise the following duties:
 - (a) Administer the various insurance programs of the County. Work with the ~~Insurance~~ Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.
 - (b) Assist the ~~Finance Committee~~ County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.
 - ~~(c) Serve as Courthouse building Manager.~~
 - ~~(d) Provide general leadership to County Departments and assure that County Board policies are implemented.~~
 - ~~(d) Act as liaison to the public to resolve problems and answer citizens questions about county services.~~
4. ~~Section 4: The administrative coordinator County Clerk shall at all times be fully accountable to the County Board in the management of his or her responsibilities under this Ordinance.~~