



Budget Change Request

Change request information

Title Add One Financial Operations Assistant to Address Resource Needs Related
Number B-10-08 Department 10 - Sheriff-Law
Requester Heidi Thomsen
Published by Jennifer Smith Publish Date 2023-08-24
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 8 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded? None
Grantor and timeframe N/A.

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)
Current position numbers affected New position.

What do you need and why? Include any unexpected and external requirements.

Statement of Need

The Thurston County Sheriff's Office (TCSO) requests a Financial Operations Assistant position and the associated funding that is required when the new accounting system goes live. This position is necessary to process accounts payables and accounts receivables in TC Connect and to assist with grant billings.

In April 2023, the Auditor's Office conducted performance tests of the new accounting system. County staff who are subject matter experts in using the new accounting system performed transactions in MUNIS and TC Connect. They found that tasks to accomplish the same transaction in TC Connect took significantly longer than in MUNIS. Examples of the workload increase are shown below:

- Enter a two-line journal entry for expenditures in the General Fund - 126% increase in time (from 1 minute 8 seconds to 2 minutes 34 seconds)
- Enter a two-line journal entry for expenditures involving a project (grants) - 1030% increase in time (from 1 minute 8 seconds to 12 minutes 49 seconds)
- Enter miscellaneous cash receipts - 70% increase in time (from 1 minute 40 seconds to 2 minutes 50 seconds)

While the time involved for performing one transaction seems small, transaction data entry is currently a significant portion of the day-to-day work that our accounting staff perform. The Accounting Office within TCSO cannot absorb the increased workload and maintain status quo for operations. Increasing this workload without additional personnel resources will result in late payments, improper payments, late fees, and increased risk of audit findings.

How will this change the performance of your office or department?

Statement of Need

Funding this request will allow the Financial Services Bureau to meet deadlines that are set by the Budget Office and the Auditor's Office for work such as payment of invoices, payroll processing, and completion of financial plans. It will also allow us to provide timely responses to requests that often have short turnaround times. The functionality of the TC Connect accounting module has not resulted in efficiencies. Data entry has been proven time and time again that it takes longer to accomplish the tasks that we perform in MUNIS. To address this issue and accomplish our work requires additional staffing.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

This request assumes salary and benefit costs for a Financial Operations Assistant. The request also assumes funding for a computer, chair, scanner, printer, and general supplies, training, and travel.

Current Budget Level

The current law enforcement General Fund budget amount is \$26,315,773.

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

There are no options other than to request funding for an additional Financial Operations Assistant position. If this request is not funded, the Accounting Office will need to cease performing certain functions so that we can focus on meeting set deadlines for processing payroll and vendor payments. We may need to stop billing for grants and contracts (one of our functions that require significant staff resources). This will have a negative impact to operations as we will not be able to provide services without invoicing grantors and contractors. Deadlines set by the Auditor's Office for processing payroll and paying invoices will not change and we have no option but to meet these deadlines. Otherwise, the repercussions are that staff will not be paid correctly, vendor payments will be overdue, and the Sheriff's Office will incur late fees.

How does this request affect other offices and departments?

Impact to Other Departments

IT Services

Which Other Departments are Affected? IT for a computer.

Operating Transfer Needed?

Yes

Operating Transfer Coding and Amount

See operating transfer coding below. This is for a computer.

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Financial Operations Assistant / admin09	FINANCIAL OPERATIONS ASSISTANT	2024-01-01	
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		2,500	-
			Total:	2,500.00	-

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0110B101	510000	SALARIES		59,315	61,095.00
0110B101	521000	SOCIAL SECURITY		4,538	4,674.00
0110B101	522000	RETIREMENT		5,570	5,737.00
0110B101	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0110B101	524000	WORKERS COMPENSATION-L&I		360	360.00
0110B101	525000	UNEMPLOYMENT COMPENSATION		178	183.00
0110B101	526000	PAID FAMILY MEDICAL LEAVE		475	489.00
0110B101	527000	LONG TERM DISABILITY		338	348.00
0110B101	531000	SUPPLIES		271	-
0110B101	531000	SUPPLIES		430	-
0110B101	531000	SUPPLIES		593	593.00
0110B101	531000	SUPPLIES		482	-
0110B101	535001	AT-RISK SMALL TOOLS/MINOR EQUIP		1,817	-
0110B101	543000	TRAVEL		336	336.00
0110B101	549005	MISC-PARTICIPANT-OTHER TRAINING		628	628.00
0110B132	599526	O/T-IT RESERVE		2,500	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		2,500	-
			Total:	106,347.00	101,719.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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