

**Erie County Charter Revision Commission
Fiscal Affairs Committee
Agenda**

December 14, 2005

I. Old Business

1. Article III of the Charter, Section 302

- h. – Sureties and bonds – hold for discussion with county attorney

2. Article III of the Charter, Section 305 – Division of budget and management

3. Article 3 of the Administrative Code – duties of the budget director

- BMRs to the county executive

4. Article IV of the Charter (Finance Department)

- 401 – there shall be a commissioner

Treasury functions:

- 402a – Collect, receive revenues; daily reports to comptroller
- b – County’s vendor bank account
- c – Tax collection
- h – Report daily transactions to comptroller
- i – Review comptroller’s annual investment plan
- j – Submit reports

Real property functions:

- d – Extension of taxes; issue tax bills
- e – Record of transfer of title
- f – Advisory services to local assessors

5. Article 4 of the Administrative Code

- 4.01 – Commissioner; treasury division; real property tax division
- 4.02a – Duties
- b – deputy

Real property functions:

- 4.02c – inventory of property and custody of bonds, deed, etc.
- 4.05a – Division of real property tax; deputy commissioner
- b – duties – (1) record of transfers; (2) assessing consultation; (3) tax maps
- 4.05c – (1) Prepare tax bills; (2) prepare school tax bills; (3) assist with local assessment rolls
- 4.04 – Treasury division duties
- 4.06 – seal of the department

6. Article XII of the Charter (Comptroller)

- Section 1201 – election of comptroller
- Section 1202 – Powers and duties
 - a. Chief fiscal, accounting, reporting and auditing officer
 - b. Maintain and control all accounting records
 - c. Examine all requisitions
 - d. Audit and certify for payment
 - e. Conduct of financial and compliance audits
 - f. Bank reconciliation
 - g. Conduct management and performance audits
 - h. Provide accounting reports
 - i. Provide various periodic reports on expenditures and revenues
 - j. Provide requested reports
 - k. Prepare bond resolutions, sell bonds, report on same, release funds from bond sales
 - l. Prepare and monitor cash flow and secure short term funds
 - m. Issue and certify official statement
 - n. Assist with matters concerning budget preparation
 - o. Transfer cash
 - p. Perform additional duties
 - q. Prepare a plan of investment and interest earnings
 - r. Have custody of all accounts except the vendor bank account

7. Article 12 of the Administrative Code

- Section 12.01 – election
- Section 12.02 – powers and duties
 - a. Examine and audit all claims or payrolls for service
 - b. Prescribe the procedure for the submission of claims or charges
 - c. Make records available
 - d. Provide budget information to the budget director
 - e. Prepare and sign checks
 - f. Prescribe accounting procedures
 - g. Maintain accounting records
 - h. Not an officer, etc. of depository
 - i. Accounting procedures
 - j. Custody and disbursement of funds
 - k. Transfer cash
- Section 12.03 – deputies and organization
- Section 12.04 – bond of the comptroller
- Section 12.05 – Financial reporting
- Section 12.06 – depository undertakings
- Section 12.07 – seal

II. New Business

- Independent Budget Office – Comr. Magavern; Joe Short, Budget Director for Natural Fuel, and a member of the Partnership’s Oversight Committee Team

III. Next meeting – Wednesday, December 21, 8 am

IV. Adjourn