

Overview of the State Controller's Division

DEPARTMENT OF ADMINISTRATIVE SERVICES

Purpose

State Controller's Division (SCD) provides the essential statewide accounting and payroll systems with built-in controls, checks and balances needed to implement effectively the decisions of the Governor and the Legislature. We also report the financial results of these decisions to the public, including the people who buy Oregon state-issued debt or bonds. In addition, we provide expertise to small state agencies, support revenue generation through accounts receivable management, and by implementing sound policy in internal controls and e-commerce. We provide other financial-related products and services in support of statewide financial management policies.

Organization

The SCD has five programs supported by a small administrative section that provides division-level program leadership, management, communications and support staff functions.

Statewide Financial Management Services (SFMS)

SFMS staff provide operational support, control, and improvements to the statewide financial system on behalf of 2,000 users. Staff members are also responsible for communicating to agency financial staff on system functionality and manage system programmers to meet required business outcomes.

Oregon Statewide Payroll Services (OSPS)

Staff members provide a centralized payroll processing system for use by the agencies. The state has approximately 37,000 employees. OSPS programs the system to meet the needs of users and to ensure compliance with federal and state payroll rules and collective bargaining agreements.

Statewide Accounting and Reporting Services (SARS)

Staff members develop and coordinate statewide policies and procedures in accounting, financial reporting, and fiscal management, in accordance with generally accepted accounting principles, federal regulations, and state laws. As needed, staff members provide professional guidance, training

and consultation to agencies on state accounting policies and implementing new accounting standards. Staff produce and publish the annual statewide financial statements.

Shared Client Services (SCS)

Staff members provide daily processing for accounting, accounts payable, receipts and disbursements to selected small state agencies and the Governor's Office. They provide budget preparation and execution services.

Statewide Financial Services (SFS)

Staff members provide controls, direction, focus, and support for statewide accounts receivable management and statewide internal control management. This section also provides financial management support to the state e-commerce program owned and managed by the Enterprise Information Strategy and Policy Division of DAS.

Key Performance Measures

The Department of Administrative Services maintains several key performance measures (KPM's) that cover all programs. SCD's KPMs are Customer Service and Financial Reporting. The Financial Reporting Objective is the "Number of years out of the last five that SCD wins the governmental Certificate of Achievement." We have been successful with this KPM since inception.

Recent Accomplishments

- Earned the governmental certificate on the formal State of Oregon financial statements. (*SARS*)
- Coordinated and compiled required federal reports. (*SARS*)
- During the year, six financial system archives removed almost 149 million rows (30%) of the data. (*SFMS*)
- Provided fraud and internal control forums, presentations, guidance documents, and a "Fraud Watch" pamphlet. (*SFS*)
- Provided 1,882 student hours of accounting system training and 860 hours of payroll system and procedure training. (*SFMS and OSPS*)

OVERVIEW OF THE STATE CONTROLLER'S DIVISION, DAS

- Conducted a pilot program to study the benefits of developing and using eXtensible Business Reporting Language (XBRL) to produce the state's formal financial statements in electronic form. (SFS)
- During the last fiscal year, made 206 payroll system improvements. (OSPS)
- During the past year made 148 financial system enhancements and data integrity events. (SFMS)
- In compliance with the Oregon Consumer Identity Theft Protection Act, changed SFMA system security and removed confidential vendor information from reports. (SFMS)
- Coordinated the migration of the Datamart to a more robust server to improve response time and better meet the needs of the Datamart users. (SARS)
- Performed semi-annual security reviews for statewide financial systems. (SARS)
- Developed electronic versions of all centrally used payroll reports to increase efficiency and reduce our reliance on paper. (OSPS)
- Visited or consulted with over 95% of client agencies and provided individual/group operational trainings for their new fiscal staff. (SCS)
- Created and implemented web-enabled screens for the accounting system. (SFMS)
- Offered numerous training classes to state employees to help maintain and implement current accounting procedures statewide. (SFS, SARS, SCS, SFMS)
- Supplied a number of checklists and self-assessment tools for agencies to evaluate their internal controls over business processes and financial reporting. (SFS)

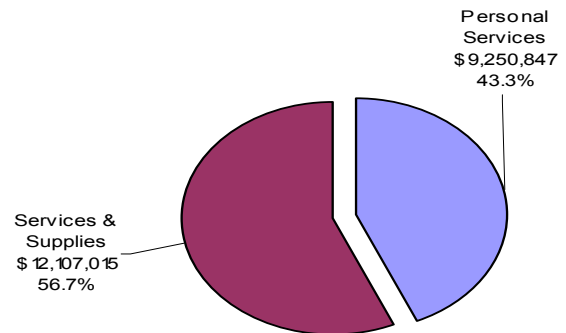
Customers

SCD provides services to all state agencies, boards and commissions, state employees and vendors. The financial information provides services to members of the business community, investors and meets the requirements for federal and state reporting.

Funding Sources

We receive funding from an assessment and direct charges for services. These revenues fund our base budget and program option package. Each agency receives a fixed two-year assessment charge and an estimate for direct charges for services. The cost includes functional and technical support for our systems including computer center operations, systems analysis and programming services.

Budget



SCD's expenditures include 43 percent for Personal Services and 57 percent for Services and Supplies. The Services and Supplies category includes items such as postage, state data center charges, system maintenance and enhancements, and printing charges for warrants, payroll checks, and payroll reports.

Positions & FTE

	POS	FTE
Administration	4	4.00
Statewide Financial Services	4	4.00
Oregon Statewide Payroll Services	7	7.00
Shared Client Services	8	7.00
Statewide Accounting & Reporting Services	10	10.00
Statewide Financial Management Services	21	20.00
	54	52.00