

Quarterly Finance Division Workload and Performance Measures

I. Accounting/Internal Audit Unit Measures:

| Key Output Indicators | Current Year-to-Date | Last Year/Year-to-Date |
|--|----------------------|------------------------|
| 1. Report monthly revenues and variances | | |
| 2. Reconcile payments and report cashier overage/shortage | | |
| 3. Reconcile bail trust bank account balance and report refund amounts | | |
| 4. Report loss of asset incidents and amounts | | |
| 5. Annual Performance Outcome: # of findings by city and state auditors compared to previous period | | |

II. Budget Unit Measures:

| Key Output Indicators | Current Year-to-Date | Last Year/Year-to-Date |
|---|----------------------|------------------------|
| 6. Report monthly budget expenses and variances | | |
| 7. Prepare annual, mid-year, supplemental budgets | | |
| 8. Process interpreter payments and resolve late or non-payment of invoices | | |
| 9. Process month end and year end closings and resolve number/amount of budget exceptions | | |
| 10. Annual Performance Outcome: Year end fund balance | | |