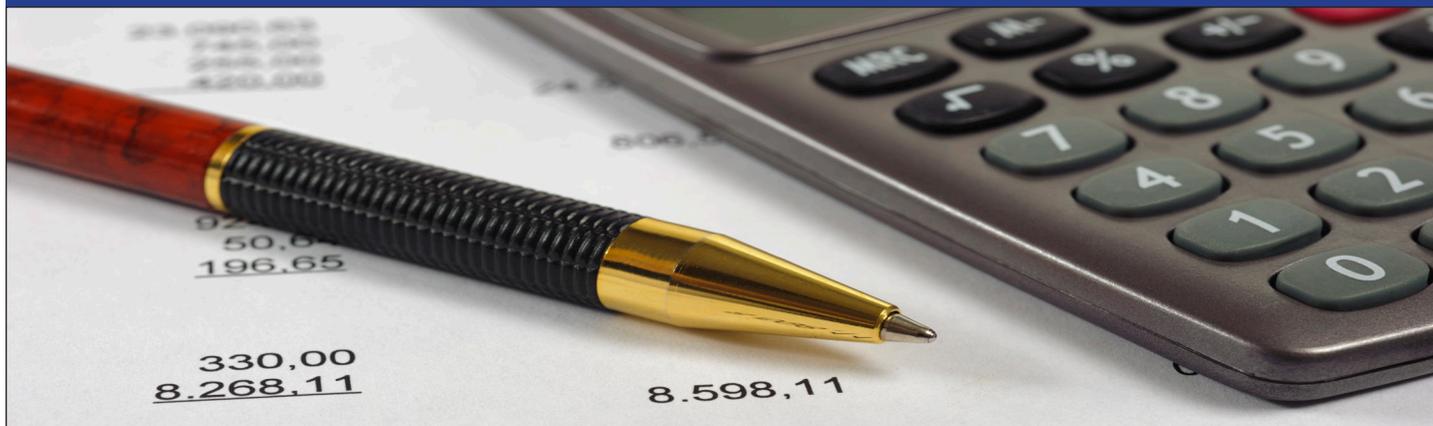


Finance and Administration 2018 Annual Report

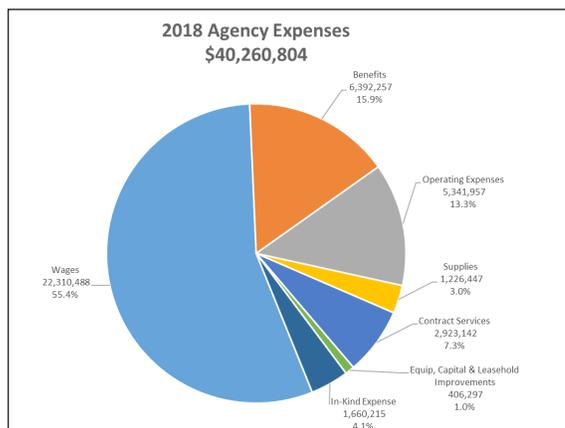
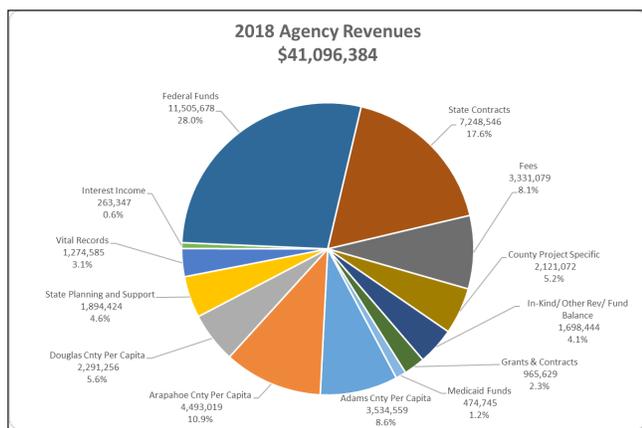


The Finance and Administration Division focuses on providing support agency wide. This division includes the following services: Accounting, Payroll, Budget, Financial Services, Grants Management, Contract Administration, Facilities, Vehicle Maintenance, Purchasing and Receiving/Distribution, and Vital Records

Overview

The Division provides support to the 11 offices in Adams, Arapahoe, and Douglas Counties. The annual budget is developed by Finance and Administration employees with oversight from the Executive Director, Deputy Director and Division Directors of Tri-County Health Department, then approved by the Board of Health.

The division proudly adheres to values that define high performance teamwork, continuous improvement and sustainability, integrity, accountability and innovation that guide day-to-day operations and develop the framework for excellence in all aspects of work.



Standards of Excellence Continue

TCHD has received an unqualified audit opinion for the 2018 year. The auditors found that the financial statements were in accordance with accounting principles generally accepted in the United States. The team's successful audits show the commitment of not only program staff, but the Accounting team as well.

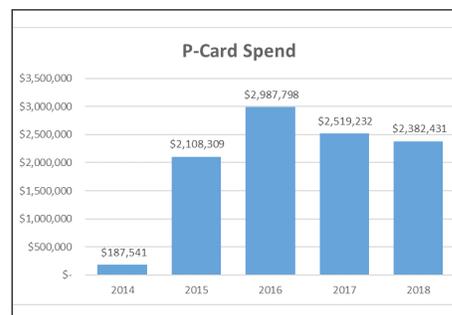
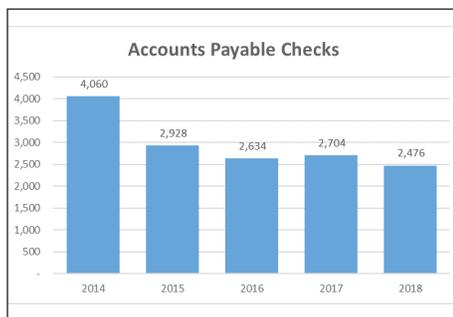


Process Improvements

Implemented process improvements with the 2019 budget and planning process including a reorganization with the addition of two new divisions.

During 2018, team members consolidated and streamlined the shredding service that made the service uniform across locations and saved the agency approximately \$2,000 per year going forward.

Accounting started the process to reimburse employees via direct deposit instead of issuing checks. This process will be rolled-out in 2019 for all staff. During 2018, a new payroll system was implemented.



Facilities and Purchasing Highlights

2018 Facilities and Purchasing completed tenant improvements at the Administrative and North Broadway offices utilizing reimbursable funds from the respective Landlords as part of negotiated lease renewals. These improvements provided much needed paint and better ADA accessibility for our clients and staff.

Vital Records Update

Vital Records opened a new office in Douglas County in January 2018. The new office provides Douglas County residents with a NEW service from TCHD. Vital Records processed and issued **24,259** birth and **62,971** death certificates for a combined **87,230** certificates between all three locations for 2018. In 2018, Vital Records recorded annual revenue of **\$1,274,585**.

Both the Commerce City office and Castle Rock offices received the 5-Star Performance Award for 2018. There were only six county offices for the entire state of Colorado to receive this recognition. The Award is given based on audits, timeliness, tracking/resolving of issues and other criteria.

