

Budget & Finance Committee

Preliminary Questions to Metropolitan Government Departments

1. What is the amount of the proposed funding decrease from the previous fiscal year?
\$85,900.00
2. Please provide a statement regarding the impact the proposed reductions will have on your department's operations. Specifically, please be sure to address the following questions:
 - a. What services currently provided by your department do you anticipate will be reduced/eliminated?
Seasonal Part-Time staff will need to be reduced during tax season.
 - b. What impact will such reduction or elimination have on the residents and businesses of Davidson County?
Direct impact is there will not be enough Seasonal staff assistance to process tax collection nor answer Property Tax, Tax Relief and Tax Freeze telephone inquiries in a timely manner.
 - c. How many department employees do you anticipate will be impacted by the reduction in funding?
At least three (3) Seasonal Part-Time employees.
3. Regarding the number of FTE employees in your department:
 - a. How many budgeted employees do you have for the current fiscal year?
**28 Budgeted Positions
Full-Time Positions 22 FTE's and 6 Seasonal Part-Time 3.20 FTE's**
 - b. How many unfilled FTE employees does your department currently have?
2.46 FTE's
 - c. How many FTE positions are included in the Mayor's proposed budget?
28 Positions and 25.20 FTE's
4. Regarding your department's "departmental savings":
 - a. What is the amount of your department's 'targeted savings' for FY2020?
\$63,500.00
 - b. What was your department's budget for FY2020 after the targeted savings?
\$2,367,100.00
 - c. How does that compare with the Mayor's proposed FY2021 budget?
\$2,344,700.00
5. Regarding any previous audits in which your department has participated:

- a. What operations or expenditures have been audited within the last three years? Five years? Ten years?

Internal Audit: Trustee's office Cash Collections and Operations 07-24-2015 (FY2016) & 03-17-2010 (FY2010)

External Audit: Since 2016, Crosslin & Associates has performed an annual audit on the Trustee's office procedures as part of their overall audit of Metro/Finance.

- b. Has any capital spending been audited during the last five years? Ten years?

We are not aware of any audits on capital spending.

- c. Are there any prior audit recommendations still shown as pending/outstanding? If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendation(s).

From the last internal audit:

"E.1 – Create a procedure to remove ID's from the TaxMan System and provide assurance to management that the process is completed for each change in access.

AGREE: Our new procedure is to send user lists, quarterly, to all departments with access to our new tax accounting software for updates so that we can remove inactive ID's regularly"

We remove users from eGov when we are alerted that they no longer need access. We do not check with other departments on a quarterly basis. We will set a quarterly reminder for the members of senior staff to do this from now on.

Our office had "no findings" on the last external audit.

**SUBMITTED BY: PARKER TOLER, METROPOLITAN TRUSTEE
Office of the Trustee
700 2nd Avenue, South, Suite 220
P. O. Box 196358
Nashville, TN 37219-6358
May 5, 2020**