

Office of Finance



MISSION AND SERVICES

The Office of Finance collects and invests revenue as well as provides funds disbursement, accounting, debt management and risk management services in line with best practices to County residents and agencies in order to ensure the delivery of fiscally accountable and effective local government services.

CORE SERVICES

- Revenue collection and investment
- Accounting and financial reporting
- Risk management
- Funds disbursement operations
- Debt management, including the preparation of documents for County bond issuance

FY 2024 KEY ACCOMPLISHMENTS

- Made progress on the development of the new Treasury Tax Billing and Collections System.
- Processed approximately 24,000 applications for the Property Tax Credit for Elderly Individuals, resulting in \$2.2 million in credits issued.
- Convened quarterly meetings with County leadership and the Office of Management and Budget to review the County's investment portfolio, the economic outlook and ongoing investment strategy.
- Issued approximately \$187 million in secured tax-exempt bonds, and \$65 million in taxable bonds.
- Issued FY 2023 Annual Comprehensive Financial Report and received the Certificate of Achievement for Excellence in Financial Reporting for FY 2022.

STRATEGIC FOCUS AND INITIATIVES FOR FY 2025

- Continue implementation of County mandated tax credit, grant and incentive programs, including CB-29-2022 Property Tax Credit for Elderly Individuals, CB-72-2023 Creating Helpful Incentives to Produce Semiconductors (CHIPS) Act of 2023, CB-87-2023 Public Safety Officer Real Property Tax Credit, CB-99-2018/CB-076-2023 Fair Election Fund and CB-96-2023 Local Business Childcare Grant Program.
- Partner with the Office of Information Technology to transition from legacy systems to the new Treasury Management system for property tax collections and administration.
- Continue partnership with the Offices of the County Executive and Management and Budget to reduce the risk management fund deficit by reducing payments to claimants and implementing a more calibrated actuarial funding contribution level.
- Enhance staffing resources to ensure continuity of operations and the implementation and communication capacity for new programs and legislative mandates.

FY 2025 BUDGET SUMMARY

The FY 2025 approved budget for the Office of Finance is \$6,194,400, an increase of \$312,200 or 5.3% over the FY 2024 approved budget.

Expenditures by Fund Type

Fund Types	FY 2023 Actual		FY 2024 Budget		FY 2024 Estimate		FY 2025 Approved	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$4,911,077	100.0%	\$5,882,200	100.0%	\$5,773,100	100.0%	\$5,794,400	93.5%
Special Revenue Funds	—	0.0%	—	0.0%	—	0.0%	400,000	6.5%
Total	\$4,911,077	100.0%	\$5,882,200	100.0%	\$5,773,100	100.0%	\$6,194,400	100.0%

GENERAL FUND

The FY 2025 approved General Fund budget for the Office of Finance is \$5,794,400, a decrease of -\$87,800 or -1.5% under the FY 2024 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$5,882,200
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of FY 2024 salary adjustments	\$291,300
Increase Cost: Compensation — Increase in costs for 1,000-hour positions for the new Treasury System implementation, audit and the Elderly Property Tax Credit program	128,500
Add: Compensation - New Position — New Administrative Assistant 3G position to manage the Fair Election Fund and other County mandated tax credits, grants and incentive programs	96,500
Increase Cost: Compensation - Overtime — Increase in costs for the new Treasury system implementation and the Elderly Property Tax Credit program	45,000
Increase Cost: Technology Allocation — Increase in OIT charges based on anticipated countywide costs for technology	43,700
Add: Fringe Benefits - New Position — Associated fringe benefit costs for the new Administrative Assistant 3G position	36,500

Reconciliation from Prior Year *(continued)*

	Expenditures
Increase Cost: Operating — Increase in costs for advertising, office supplies, interpreter fees and indirect cost consulting contract to align with anticipated costs	34,700
Increase Cost: Fringe Benefits — Increase in the fringe benefit rate from 35.8% to 36.2% to align with anticipated costs	26,300
Add: Operating — New contract to outsource wage garnishment services	20,000
Decrease Cost: Operating — Decrease in costs for printing, training and banking services to align with anticipated costs	(53,600)
Decrease Cost: Recovery Increase — Increase in recoveries to align with the increase in salary and fringe benefit costs	(288,500)
Decrease Cost: Compensation — Increase in budgeted attrition to account for an increased vacancy rate from 2% to 6.5% and other vacancy savings	(468,200)
FY 2025 Approved Budget	\$5,794,400

SPECIAL REVENUE FUNDS**Fair Election Special Revenue Fund**

The FY 2025 approved Fair Election Special Revenue Fund budget is \$400,000, an increase of \$400,000 or 100.0% over the FY 2024 approved budget.

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$—
Increase Cost: Operating — Reserves in support of the 2026 general election	\$400,000
FY 2025 Approved Budget	\$400,000

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2023 Budget	FY 2024 Budget	FY 2025 Approved	Change FY24-FY25
General Fund				
Full Time - Civilian	66	67	68	1
Full Time - Sworn	0	0	0	0
Subtotal - FT	66	67	68	1
Part Time	0	2	2	0
Limited Term	0	0	0	0
Grants				
Full Time - Civilian	1	1	1	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	1	1	1	0
Part Time	0	0	0	0
Limited Term	1	1	1	0
TOTAL				
Full Time - Civilian	67	68	69	1
Full Time - Sworn	0	0	0	0
Subtotal - FT	67	68	69	1
Part Time	0	2	2	0
Limited Term	1	1	1	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Account Clerks	22	2	0
Accountants	25	0	1
Accounting Services Manager	1	0	0
Accounting Technicians	3	0	0
Administrative Aides	2	0	0
Administrative Assistants	6	0	0
Administrative Specialist	3	0	0
Associate Director	2	0	0
Deputy Director	1	0	0
Director	1	0	0
Executive Administrative Aide	1	0	0
Info Tech Proj Coord	2	0	0
TOTAL	69	2	1

Expenditures by Category - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Approved	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$5,850,875	\$6,481,500	\$6,488,900	\$6,574,600	\$93,100	1.4%
Fringe Benefits	1,948,167	2,320,400	2,174,400	2,383,200	62,800	2.7%
Operating	1,278,310	1,470,700	1,500,200	1,515,500	44,800	3.0%
Capital Outlay	—	—	—	—	—	
SubTotal	\$9,077,352	\$10,272,600	\$10,163,500	\$10,473,300	\$200,700	2.0%
Recoveries	(4,166,275)	(4,390,400)	(4,390,400)	(4,678,900)	(288,500)	6.6%
Total	\$4,911,077	\$5,882,200	\$5,773,100	\$5,794,400	\$(87,800)	-1.5%

In FY 2025, compensation expenditures increase 1.4% above the FY 2024 budget primarily due to funding a new Administrative Assistant 3G position to manage the Fair Election Fund program and other County mandated incentives and tax credits. The additional funding also provides temporary positions to help the agency through new system implementation, audit preparation and staff transitions. These additional expenses are offset by an increase in budgeted attrition and salary lapse. Compensation costs include funding for all 68 full time positions, two part time positions and five temporary/seasonal positions. In addition, one full time and one limited term grant funded position are funded via the American Rescue Plan Act grant program. Fringe benefit expenditures increase 2.7% to align with projected costs.

Operating expenditures increase 3.0% over the FY 2024 budget primarily due to an increase in the OIT technology allocation charge. Other changes include a contract to outsource wage garnishment services and an increase in the accounts payable forensics software.

Recoveries increase 6.6% over the FY 2024 budget due to mandated salary increases.

Expenditures by Division - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Approved	Change FY24-FY25	
					Amount (\$)	Percent (%)
Administration	\$673,034	\$601,900	\$562,600	\$850,100	\$248,200	41.2%
Accounting Division	1,874,338	2,201,500	2,095,600	1,925,800	(275,700)	-12.5%
Treasury Division	2,363,705	3,078,800	3,114,900	3,018,500	(60,300)	-2.0%
Total	\$4,911,077	\$5,882,200	\$5,773,100	\$5,794,400	\$(87,800)	-1.5%

General Fund - Division Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Approved	Change FY24-FY25	
					Amount (\$)	Percent (%)
Administration						
Compensation	\$1,644,221	\$1,705,800	\$1,690,800	\$1,963,600	\$257,800	15.1%
Fringe Benefits	560,782	610,700	569,000	712,100	101,400	16.6%
Operating	174,947	191,200	208,600	199,000	7,800	4.1%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,379,950	\$2,507,700	\$2,468,400	\$2,874,700	\$367,000	14.6%
Recoveries	(1,706,916)	(1,905,800)	(1,905,800)	(2,024,600)	(118,800)	6.2%
Total Administration	\$673,034	\$601,900	\$562,600	\$850,100	\$248,200	41.2%
Accounting Division						
Compensation	\$2,432,068	\$2,623,000	\$2,581,600	\$2,468,700	\$(154,300)	-5.9%
Fringe Benefits	802,188	939,000	873,300	894,400	(44,600)	-4.7%
Operating	474,226	514,200	515,400	571,900	57,700	11.2%
Capital Outlay	—	—	—	—	—	
SubTotal	\$3,708,482	\$4,076,200	\$3,970,300	\$3,935,000	\$(141,200)	-3.5%
Recoveries	(1,834,144)	(1,874,700)	(1,874,700)	(2,009,200)	(134,500)	7.2%
Total Accounting Division	\$1,874,338	\$2,201,500	\$2,095,600	\$1,925,800	\$(275,700)	-12.5%
Treasury Division						
Compensation	\$1,774,586	\$2,152,700	\$2,216,500	\$2,142,300	\$(10,400)	-0.5%
Fringe Benefits	585,197	770,700	732,100	776,700	6,000	0.8%
Operating	629,137	765,300	776,200	744,600	(20,700)	-2.7%
Capital Outlay	—	—	—	—	—	
SubTotal	\$2,988,920	\$3,688,700	\$3,724,800	\$3,663,600	\$(25,100)	-0.7%
Recoveries	(625,215)	(609,900)	(609,900)	(645,100)	(35,200)	5.8%
Total Treasury Division	\$2,363,705	\$3,078,800	\$3,114,900	\$3,018,500	\$(60,300)	-2.0%
Total	\$4,911,077	\$5,882,200	\$5,773,100	\$5,794,400	\$(87,800)	-1.5%

DIVISION OVERVIEW

Administration

The Administration Division oversees the activities of the office and has direct responsibility for coordinating and financing bond sales for capital projects including infrastructure, facility, equipment and technology acquisition.

The division administers a comprehensive insurance program designed to minimize the County’s exposure to risk in the areas of professional, general and automobile liability, fire and casualty loss and workers’ compensation.

Fiscal Summary

In FY 2025, the division expenditures increase \$248,200 or 41.2% over the FY 2024 budget. Staffing resources increase by two from the FY 2024 budget. The primary budget changes include:

- An increase in personnel costs due to mandated salary increases and an increase in staffing by two. One position is transferred from the Treasury

division and one new Administrative Assistant 3G position to support the Fair Election Fund program. Temporary positions are also reassigned from the Accounting and Treasury divisions.

- An increase in operating costs due to an increase in the OIT technology allocation charge.
- An increase in recoveries due to prior year salary adjustments.

	FY 2024 Budget	FY 2025 Approved	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$601,900	\$850,100	\$248,200	41.2%
STAFFING				
Full Time - Civilian	14	16	2	14.3%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	14	16	2	14.3%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Accounting Division

The Accounting Division is responsible for the timely and accurate recording and reporting of the financial activities of the County and the Redevelopment Authority to ensure conformity with legal requirements, administrative policy and Generally Accepted Accounting Principles. These activities are captured in several standard funds and account groups that include the General Fund; the Special Revenue Fund; the Debt Service Fund; the Capital Projects Fund; the Enterprise Funds, which include Solid Waste and Stormwater Management; the Internal Service Funds, such as the Self-Insurance Funds; the Trust, Agency and Pension Funds and the Fixed Assets and Long-Term Debt Account Groups. This division is also responsible for preparation of the Annual Comprehensive Financial Report, the State’s Uniform Financial Report and the Indirect Cost Allocation Plan. The latter is used to recover indirect costs and fringe benefits applicable to grants and contracts. This division also performs all accounting functions related to County accounts receivable, accounts payable and travel transactions.

The Accounting Division coordinates two other major activities within the Office of Finance. The payroll unit maintains and operates the automated payroll system and processes the bi-weekly County payroll and monthly pension payments. The financial systems staff is responsible for maintaining and operating the County’s automated accounting systems.

Fiscal Summary

In FY 2025, the division expenditures decrease -\$275,700 or -12.5% under the FY 2024 budget. Staffing resources remain unchanged from the FY 2024 budget. The primary budget changes include:

- A decrease in personnel costs due to reclassing temporary positions to the Administration division and budgeted attrition and salary lapse to align with historical expenditures.
- An increase in operating due to the reallocation of software costs from the Administration division and the addition of a contract to outsource wage garnishment services.
- An increase in recoveries due to prior year salary adjustments.

	FY 2024 Budget	FY 2025 Approved	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$2,201,500	\$1,925,800	\$(275,700)	-12.5%
STAFFING				
Full Time - Civilian	27	27	0	0.0%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	27	27	0	0.0%
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

Treasury Division

The Treasury Division collects and accounts for various taxes and fees including real property taxes, business personal property taxes, transfer and recordation taxes, telecommunication taxes and solid waste service charges. It also handles special area assessments for the County as well as taxes and charges for the State of Maryland, the Washington Suburban Sanitary Commission, the Maryland-National Capital Park and Planning Commission and all 27 municipalities. Other taxes administered include energy, mobile home and hotel/motel taxes. The Treasury Division is responsible for issuing tax certifications; auditing tax adjustments; processing circuit breaker refunds; administering various tax credit programs; collecting fees associated with evictions; administering the semi-annual tax payment program and selling properties at tax sale for delinquent taxes. The division also has responsibility for the management of cash flow and the investment of all funds not immediately required for expenditure in an effort to maximize return.

Fiscal Summary

In FY 2025, the division expenditures decrease -\$60,300 or -2.0% under the FY 2024 budget. Staffing resources decrease by one position under the FY 2024 budget. The primary budget changes include:

- A decrease in personnel costs due to reclassing a Systems Analyst 3G position and temporary staffing positions to the Administration division.
- A decrease in operating due to reduced printing costs.
- An increase in recoveries due to prior year salary adjustments.

	FY 2024 Budget	FY 2025 Approved	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$3,078,800	\$3,018,500	\$(60,300)	-2.0%
STAFFING				
Full Time - Civilian	26	25	(1)	-3.8%
Full Time - Sworn	0	0	0	0.0%
Subtotal - FT	26	25	(1)	-3.8%
Part Time	0	2	2	0.0%
Limited Term	0	0	0	0.0%

OTHER FUNDS

Fair Election Special Revenue Fund

The Fair Election Fund supports the County's public campaign financing program established to promote and encourage broader access to County elected office. The program is intended to enable citizens of Prince George's County to run for office on the strength of their ideas, supported by small donations from residents and others combined with matching funds from the Fair Election Fund. The fund and associated public campaign financing program were established by CB-099-2018 and later amended by CB-076-2023.

Fiscal Summary

Revenues increase \$400,000 or 100.0% over the FY 2024 approved budget. During FY 2024, \$400,000 is transferred from Non-Departmental to the Fair Election Fund.

Expenditures for the Fair Election Special Revenue Fund total \$400,000. FY 2025 funding will be transferred to the fund reserves to support candidates for office in the 2026 general election cycle.

Expenditures by Category

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Approved	Change FY24-FY25	
					Amount (\$)	Percent (%)
Operating	\$—	\$—	\$—	\$400,000	\$400,000	
Total	\$—	\$—	\$—	\$400,000	\$400,000	
Total	\$—	\$—	\$—	\$400,000	\$400,000	

Fund Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimated	FY 2025 Approved	FY 2024-2025	
					Change \$	Change %
BEGINNING FUND BALANCE	\$—	\$—	\$—	\$400,000	\$400,000	0.0%
General Fund Transfer	\$—	\$—	\$400,000	\$—	\$—	0.0%
Appropriated Fund Balance	—	—	—	400,000	400,000	0.0%
Total Revenues	\$—	\$—	\$400,000	\$400,000	\$400,000	0.0%
EXPENDITURES						
Transfer to fund reserves for the 2026 general election	\$—	\$—	\$—	\$400,000	\$400,000	0.0%
Total Expenditures	\$—	\$—	\$—	\$400,000	\$400,000	0.0%
EXCESS OF REVENUES OVER EXPENDITURES	—	—	400,000	—	—	0.0%
OTHER ADJUSTMENTS	—	—	—	(400,000)	(400,000)	0.0%
ENDING FUND BALANCE	\$—	\$—	\$400,000	\$—	\$—	0.0%

SERVICE DELIVERY PLAN AND PERFORMANCE

Goal 1 — To ensure optimal revenue collection, financial and investment services are provided to County stakeholders in order to effectively obtain the funds to support County services.

Objective 1.1 — Increase the percent of real property tax revenue collected.

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
100%	100%	100%	100%	100%	↔

Trend and Analysis

The Office of Finance is responsible for cash and investment management, billing and collecting the County's real and personal property taxes, conducting the annual sale of tax lien certificates, processing documents for transfer and recordation tax collection, managing various property credits and collecting other business taxes. Real property taxes are the largest source of revenue for the County. The annual sale of tax lien certificates is a tax collection technique to recover payment of delinquent taxes by auctioning liens against a property. While the number of tax liens varies, the sale of the tax liens mitigates the loss of uncollected revenues. Real property tax collection rates have remained consistent at close to 100%.

Note: FY 2022 actual for "Revenue collected through e-payment services" has been restated for accuracy.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Resources (Input)					
Treasury Division staff	22	21	23	28	28
Workload, Demand and Production (Output)					
Tax payments processed	492,103	497,315	500,743	501,000	502,000
Tax sale certificates processed	1,859	2,470	2,106	1,900	1,900
Tax lien certificates sold to purchasers	95%	99%	95%	97%	97%
Revenue collected through e-payment services (millions)	\$162.7	\$93.8	\$250.5	\$252.0	\$254.0
Tax inquiry calls received	47,744	45,618	39,254	52,500	50,000
Clean lot liens processed	209	114	54	50	50
Tax bills generated	391,801	384,801	387,958	390,000	392,000
Efficiency					
Tax payments processed per staff member	22,368	23,682	21,771	21,000	20,000
Impact (Outcome)					
Real property taxes collected	100%	100%	100%	100%	100%
Personal property taxes collected	94%	96%	94%	94%	94%

Goal 2 — To provide management/advisory services and training to County agencies in order to minimize the County's risk exposure.

Objective 2.1 — Reduce risk management payments to claimants (millions).

FY 2029 Target	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected	Trend
\$35.0	\$33.0	\$43.0	\$32.0	\$33.0	↔

Trend and Analysis

The Risk Management Office provides management oversight over the County's Risk Pool (County, Board of Education, Community College and Memorial Library) claims administration servicing contract for third party liability, property claims and first party employee(s) workers' compensation claims. Other essential functions include the management of the County's self-insurance program as approved by both the County Council and the State of Maryland. The number of new risk management claims decreased approximately 11% from FY 2022 to FY 2023 and is expected to remain relatively flat in FY 2024. Claim status categorization parameters have changed since working with new a Third Party Administrator, resulting in a larger percentage of claims coded as "incident only" and captured under the metric "Claims reported and closed [within 24 hours]."

Note: After consultation with the Risk Manager for the County, it has been decided that the measure, "Claims reported and closed," is no longer relevant to the objective and will be retired moving forward.

Performance Measures

Measure Name	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated	FY 2025 Projected
Resources (Input)					
Adjusters	21	19	18	18	19
Workload, Demand and Production (Output)					
New risk management claims processed	2,033	2,068	1,846	1,800	2,000
Risk management claims closed	3,047	3,012	2,741	2,300	3,000
Claims settled through the Office of Law	381	431	231	175	200
Efficiency					
Claims received per adjuster	8	9	8	10	9
Quality					
Claims reported and closed	2%	1%	15%	20%	20%
Impact (Outcome)					
Risk management reserve payments to claimants (millions)	\$52.0	\$33.0	\$43.0	\$32.0	\$33.0

