ADMINISTRATIVE SERVICES DIVISION

DIVISION FUNCTIONS

The Commission’s Administrative Services Division performs a number of functions supportive of the work of all of the other Commission divisions. These functions include financial management, consisting of accounting, bookkeeping, and budget control; personnel management and the implementation of affirmative action and equal opportunity programs; grant-in-aid procurement; purchasing and clerical support; and the sale and distribution of publications.

FINANCIAL MANAGEMENT AND PLANNING

One of the most important functions of the Division is managing the Commission’s financial affairs. This includes maintaining a fund accounting system, preparing Commission payrolls, and processing accounts receivable and payable. Through the computerized accounting system, monthly financial management reports are prepared, including budget control, cash flow, and quarterly Treasurer’s reports. These reports are utilized by the Commission, its committees, and the Executive Director to ensure that the financial integrity of the Commission is maintained.

The Division is also responsible for ensuring that financial institutions controlled by members of minority groups receive a fair share of the Commission’s business. This task was continued during 1995 by maintaining a trust account with a minority-controlled bank within the Commission’s service area. In addition, the Commission has established a business enterprise program, including the completion, maintenance, and expansion of a list of disadvantaged- and women-owned businesses which are contacted as potential Commission vendors.

The Division is also responsible for assisting the Executive Director in preparing the Commission annual budget. With the help of this document and an accompanying Federally required overall work program, the Commission is able to plan and organize its work effort from a sound financial basis.

PERSONNEL ADMINISTRATION

Personnel recruitment, testing, and selection are centered in the Administrative Services Division. During 1995, the Commission continued to make progress in carrying out a comprehensive equal employment opportunity program in the areas of recruitment, employment, promotion, transferring, and training. Action was taken to better monitor applicant flow in order to gauge progress in attracting minority applicants as required in the affirmative action program. Efforts were continued toward attracting qualified minority and women applicants during the year.

GRANT-IN-AID PROCUREMENT

Along with accounting for the Federal, State, and local funds received to operate the Commission, the Division is responsible for Federal and State grant application preparation. This includes completing the necessary application forms, including supporting narratives describing proposed work programs, preparing budgets to carry out the work programs, and assisting in obtaining final grant approval. These grants provide a substantial portion of the working capital required to carry out the Commission’s overall work program.

The Division also processes any claims for reimbursement of expenses incurred under each grant contract, prepares detailed financial status reports as required by Federal and State funding agencies, and maintains detailed financial records for audit by grantor agencies.

The Commission’s annual overall work program, a document, as already noted, required by Federal regulation, is also prepared with the assistance of the Division. This report is an important vehicle for securing Federal and State grants-in-aid, and serves as a guide to the financial management of the Commission.

PURCHASING AND CLERICAL SUPPORT

The Administrative Services Division provides the Commission with purchasing services and
clerical staff support in the typing of reports, in addition to the typing of routine and specialized correspondence.

SALE AND DISTRIBUTION OF PUBLICATIONS

During 1995, the Division distributed a total of 60,936 copies of Commission publications. These included: 10 prospectuses, 1,058 planning reports, 498 amendments to planning reports, 122 technical reports, 1,550 community assistance planning reports, 592 memorandum reports, 25 technical records, 690 annual reports, 16,054 newsletters, 578 conference proceedings, 39,624 community economic development profiles, nine lake use reports, 35 transportation improvement programs, 38 overall work programs, 37 study designs, and 16 copies of the publication entitled Twenty-Five Years of Regional Planning. In addition, the Division distributed 7,587 aerial photographs, 78 soils maps, 434 topographic maps, 1,038 control survey station dossiers and control survey summary diagrams, and 186 maps from the Commission's base map series.