



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: OFFICE OF REVENUE AND COLLECTIONS

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Purpose

The purpose of this policy is to establish the Pima County Office of Revenue and Collections, state the County's policy regarding revenue and collections, prescribe the structure of the office, and direct the County Administrator to carry out this policy.

Policy

The Board of Supervisors establishes the Office of Revenue and Collections which is responsible for audit, reporting and collection functions in accordance with this policy and the administrative procedures and directives issued by the County Administrator.

The primary purpose of the Office of Revenue and Collections is to increase County revenues through improved efficiency and collections. The first priority of the Office is to improve the collection of court ordered fees and fines in Justice Court and Superior Court.

Consistent with this policy and sound government practices, the Office of Revenue and Collections will perform the following functions:

Review each source of County revenue and report on the appropriateness of the amounts charged by the County and the collection efforts in place, and make recommendations for enhancing County revenue.

Conduct operations/management audits of County Departments, Elected Officials' Offices, and the Courts as directed by the Board of Supervisors or the County Administrator on the Board's behalf, report on the efficiency of the operations, and recommend measures for reducing costs and/or increasing revenues.

Create a central database of all County delinquent accounts. Track all payments and write-offs and report to the County Administrator and the Board. The central database will be set up to include a resource for all departments to use for credit reporting and skip tracing.

Organizational Structure

The Office of Revenue and Collections will be part of the County Administrator's Office. The Office will include the County's Internal Auditors and support for clerical and information services. The County Administrator will direct the work to be performed. The Office will work directly with the departments, elected offices and outside consultants as appropriate.

Responsible Department

County Administrator

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