

Polk County Wisconsin

ANNUAL REPORTS

Policy 311

Effective Date: June 17, 2008

Revision Date: _____

Purpose and Objective:

The purpose of annual reports policy is to provide uniformity among the annual reports of the various county departments. The objective is to provide the reader a concise summary of each department's role and responsibilities; the progress in achieving the reporting year's primary goals and objectives; and identify those goals and objectives for the year following the reporting year. In addition, the annual reports policy establishes time frames for completion and presentation of the annual reports of the county's departments.

The county's financial report is outside the scope of the annual reports policy. The county's financial report is separate from the annual reports of the county's departments. The county's financial report will be presented and considered by the County Board of Supervisors upon the completion of the county's audit.

A. Content:

The annual report should include the six (6) identified substantive areas:

- 1) Mission Statement And Summary Of Responsibilities;
- 2) Goals And Objectives For The Reporting Year;
- 3) Budget Comments For Reporting Year's Performance, Budget Modifications For The Reporting Year And Budget Projections For The Subsequent Year;
- 4) Issues, Constraints Or Concerns;
- 5) Goals And Objectives For The Subsequent Year; and
- 6) Organizational Chart
- 7) Summary of Services Provided

B. Length and Format:

The annual report should be in Word Document format; up to 5 pages in length; printed on both sides of the paper; and ready to be inserted into a three-ring binder. Color graphs are to be avoided because of printing limitations. The annual report should be accompanied by a cover letter on the respective department's letter head, addressed to the Chairperson of the respective governing committee, the County Board Chairperson and the County Board of Supervisors. The cover letter should be signed by the Department Head with copy to the County Clerk.

C. Time Frames:

- 1) In December of the present year, the Administrative Coordinator will issue a letter to Department Heads to initiate the preparation of the annual reports. The letter will incorporate the provisions of this policy and instruct Department Heads to discuss and provide the annual report with the respective governing committee during committee meetings held in the month of May.
- 2) In May the respective governing committees will consider the annual reports and refer them to the County Clerk for assembly and distribution as one combined report to the County Board of Supervisors during its business meeting in June.
- 3) The County Board of Supervisors will consider and act upon the combined report of the annual reports during its July business meeting.