

Mission Statement for the Caroline County Finance Department

To provide prudent financial management advice and assistance to the Board of Supervisors and other County Officials; to administer and control the financial operations of the County in a manner that is consistent with policy and the public trust while also being practical, cost efficient and customer oriented.

Responsibilities and Duties

The Finance Department is responsible for the development, management and operation of the County budget to include all funds encompassing General, Special, Enterprise and Agency Funds to maintain and enhance the sound financial condition of the County. This includes but is not limited to financial reporting and internal controls, equipment and inventory management, the administration of accounts payable and receivables, purchasing, payroll, issuance of bonds and debt management, and grant administration. The services of the Finance Department are provided to the Board of Supervisors, County Administrator, other County Departments, Constitutional Officers, Federal, State and Regional Agencies and the public at large as needed.