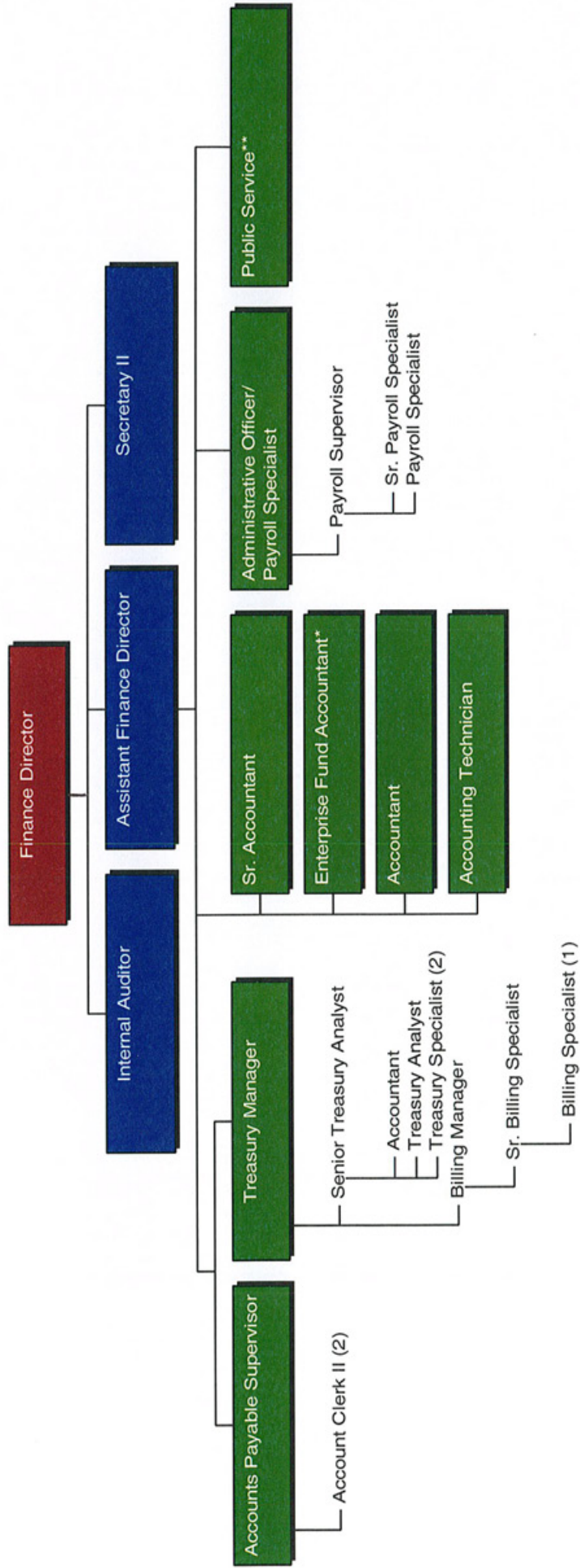


# FINANCE DEPARTMENT FY 09/10



\*Funded in the Utility System Budget  
 \*\*For detail see Water/Wastewater Organization Chart

## Finance Department

### Mission

The Finance Department provides competent and comprehensive financial services for the City in the most cost effective and efficient manner. The department provides relevant, timely, financial information to the public, the City's management, and other interested parties. The department is responsible for the safeguarding of the City's assets through appropriate controls.

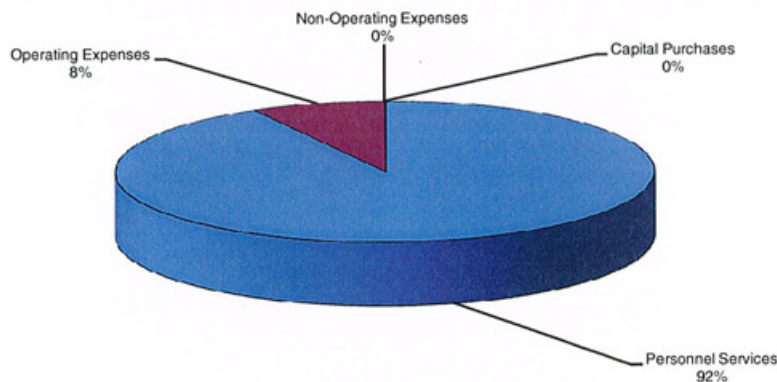
### Description of Programs

The Department is comprised of three major program areas: Treasury, Accounting, and Public Service. Treasury provides billing for services rendered, administers the collection and measurement of revenues, and provides investment services. Accounting ensures the integrity of all the City's financial records and is responsible for payroll and payables, annual report preparation, special reports for management and other interested parties, bond issues and debt service. All activities are in conformance with generally accepted accounting principles, sound business practices, applicable municipal ordinances, and state and federal statutes. Finance also administers the Public Service operation, which is responsible for the billing and collection of utility bills. Public Service is a component of the Water and Wastewater Utility budget.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Percentage of invoices processed for vendor payments within 30 calendar days	N/A	100%	100%	100%
Receive the Certificate of Achievement for Excellence in Financial Reporting from the G.F.O.A.	Yes	Yes	N/A	Yes
Percentage of false alarms billed within 5 business days	N/A	100%	100%	100%
Percentage of fire inspections billed within 5 business days	N/A	100%	100%	100%

### Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$2,158,416	\$2,337,959	\$2,251,848	(86,111)	-3.7%
Operating Expenses	169,632	194,545	195,013	468	0.2%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	18,308	0	1,500	1,500	N/A
<b>TOTALS</b>	<b>\$2,346,356</b>	<b>\$2,532,504</b>	<b>\$2,448,361</b>	<b>(\$84,143)</b>	<b>-3.3%</b>



## Finance Department

### Position Summary

Position Title	Amended FY 2007/2008	Amended FY 2008/2009	Adopted FY 2009/2010
<b>Finance</b>			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Controller	1	0	0
Treasury Manager	1	1	1
Senior Accountant	1	1	1
Accountant	2	2	2
Billing Specialist <sup>1,2</sup>	3	3	1
Senior Billing Specialist	1	1	1
Secretary II	1	1	1
Billing Manager	1	1	1
Treasury Analyst	1	1	1
Senior Treasury Analyst	1	1	1
Accounting Technician	1	1	1
Senior Payroll Specialist	1	1	1
Payroll Supervisor	1	1	1
Payroll Specialist	1	1	1
Account Clerk II	2	2	2
Treasury Specialist <sup>2</sup>	2	2	2
Accounts Payable Supervisor	1	1	1
Internal Auditor	1	1	1
Administrative Officer/Payroll Specialist	1	1	1
<b>Total Positions</b>	<b>26</b>	<b>25</b>	<b>23</b>

<sup>1</sup>One position is transferred to the Fire Department

<sup>2</sup>One position will be deleted upon employee retirement on 1/31/10

	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>FINANCE</b>			
<b>ACCOUNTING DIVISION</b>			
<b>PERSONNEL SERVICES</b>			
1501-513.12-01 Salaries	\$1,469,263	\$1,580,207	\$1,465,904
1501-513.14-01 Time and a Half Overtime	2,423	5,000	3,500
1501-513.14-02 Straight-Time Overtime	7,163	4,200	1,200
1501-513.15-04 Auto Allowance	2,413	2,400	2,400
1501-513.21-01 SS and Medicare Matching	107,602	121,773	109,309
1501-513.22-01 Pension-General	291,136	355,162	376,811
1501-513.23-01 Health Insurance	243,340	262,759	286,902
1501-513.24-00 Workers' Compensation	8,384	6,458	5,822
<b>REQUESTED APPROPRIATION</b>	<b>\$2,131,724</b>	<b>\$2,337,959</b>	<b>\$2,251,848</b>
<b>OPERATING EXPENSES</b>			
1501-513.31-30 Professional Services	\$8,003	\$10,500	\$24,500
1501-513.32-01 Auditing - Annual	67,920	71,316	74,883
1501-513.34-01 Banking Services	15,207	33,000	17,000
1501-513.34-02 Records Retention	3,772	3,500	3,500
1501-513.34-04 Temporary Services	9,588	1,500	500
1501-513.34-20 Misc. Contractual Services	0	50	50
1501-513.40-01 Travel and Per Diem	3,780	4,700	4,700
1501-513.40-02 Local Mileage	988	800	800
1501-513.41-01 Telephone	11,675	15,000	15,000
1501-513.41-05 Data Line	0	3,500	3,500
1501-513.46-11 Maint Office Equipment	4,152	4,550	4,280
1501-513.47-01 Printing and Binding	2,818	5,600	4,300
1501-513.47-02 Photocopying Costs	7,572	7,800	7,800
1501-513.51-01 Office Supplies	14,556	11,000	13,000
1501-513.52-90 Other Supplies & Expenses	4,973	7,999	7,000
1501-513.54-01 Subs & Memberships	5,427	8,450	7,000
1501-513.54-02 Tuition & Training	5,886	5,280	7,200
<b>REQUESTED APPROPRIATION</b>	<b>\$166,317</b>	<b>\$194,545</b>	<b>\$195,013</b>
<b>CAPITAL PURCHASES</b>			
1501-513.64-02 Computer Equipment	\$18,308	\$0	\$1,500
<b>REQUESTED APPROPRIATION</b>	<b>\$18,308</b>	<b>\$0</b>	<b>\$1,500</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$2,316,349</b>	<b>\$2,532,504</b>	<b>\$2,448,361</b>

	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
<b>POST OFFICE</b>			
<b>PERSONNEL SERVICES</b>			
1504-519.12-01 Salaries	\$18,349	\$0	\$0
1504-519.14-02 Straight-Time Overtime	161	0	0
1504-519.21-01 SS and Medicare Matching	1,334	0	0
1504-519.22-01 Pension-General	3,686	0	0
1504-519.23-01 Health Insurance	3,043	0	0
1504-519.24-00 Workers' Compensation	119	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$26,692</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>			
1504-519.41-01 Telephone	\$104	\$0	\$0
1504-519.43-01 Electricity	718	0	0
1504-519.43-10 Water & Wastewater	175	0	0
1504-519.43-15 Stormwater	99	0	0
1504-519.44-09 Other-Rental	1,212	0	0
1504-519.46-11 Maint Office Equipment	445	0	0
1504-519.47-02 Photocopying Costs	12	0	0
1504-519.51-01 Office Supplies	130	0	0
1504-519.52-14 Building Maintenance	420	0	0
<b>REQUESTED APPROPRIATION</b>	<b>\$3,315</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$30,007</b>	<b>\$0</b>	<b>\$0</b>