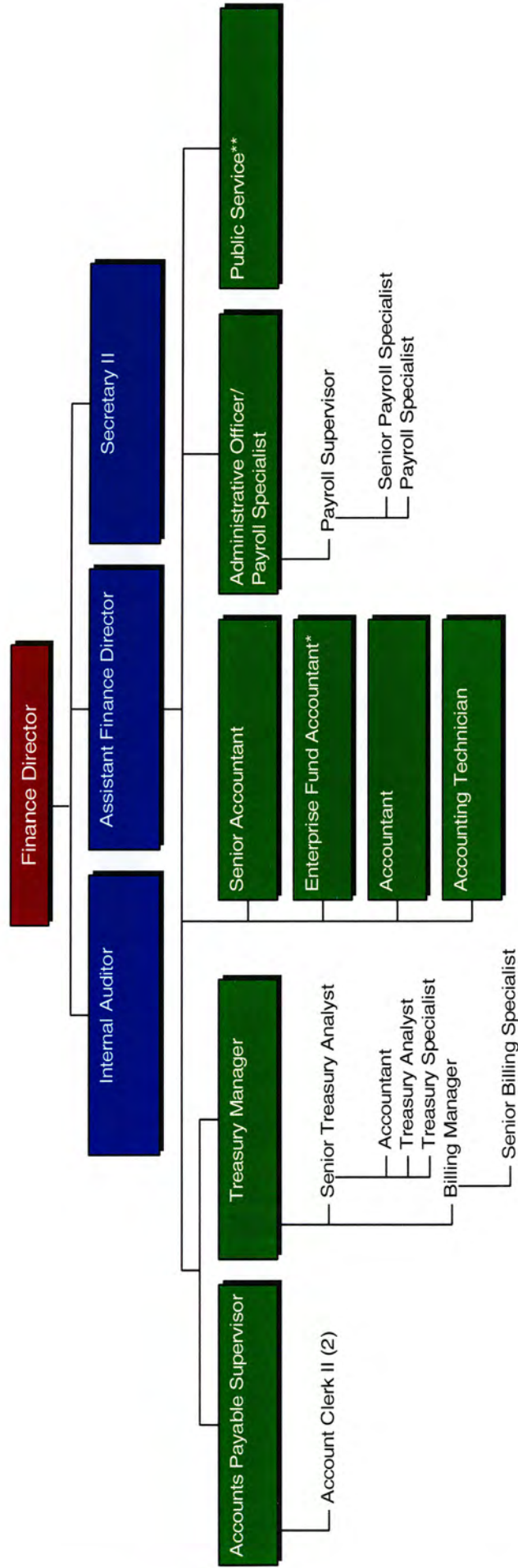


FINANCE DEPARTMENT FY 11/12



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

Finance

Position Summary

Position Title	Amended FY 2009/2010	Amended FY 2010/2011	Adopted FY 2011/2012
Finance			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Treasury Manager	1	1	1
Senior Accountant	1	1	1
Accountant	2	2	2
Billing Specialist	1	0	0
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	2	1	1
Accounts Payable Supervisor	1	1	1
Internal Auditor	1	1	1
Administrative Officer/Payroll Specialist	1	1	1
Total Positions	23	21	21

	ACTUAL FY 2009-2010	AMENDED FY 2010-2011	ADOPTED FY 2011-2012
FINANCE			
ACCOUNTING DIVISION			
PERSONNEL SERVICES			
1501-513.12-01 Salaries	\$1,321,272	\$1,431,304	\$1,447,629
1501-513.14-01 Time and a Half Overtime	1,487	3,500	3,500
1501-513.14-02 Straight-Time Overtime	7,786	3,200	1,200
1501-513.15-04 Auto Allowance	2,407	2,400	2,400
1501-513.21-01 SS and Medicare Matching	98,620	106,660	111,640
1501-513.22-01 Pension-General	283,418	326,471	329,995
1501-513.23-01 Health Insurance	226,127	287,174	286,623
1501-513.24-00 Workers' Compensation	5,822	4,754	3,875
REQUESTED APPROPRIATION	\$1,946,939	\$2,165,463	\$2,186,862
OPERATING EXPENSES			
1501-513.31-30 Professional Services	\$24,750	\$45,750	45,750
1501-513.32-01 Auditing - Annual	74,883	74,883	77,200
1501-513.34-01 Banking Services	27,007	17,000	17,000
1501-513.34-02 Records Retention	3,500	3,500	3,500
1501-513.34-04 Temporary Services	0	500	0
1501-513.34-20 Misc. Contractual Services	0	50	0
1501-513.40-01 Travel and Per Diem	1,625	2,800	2,800
1501-513.40-02 Local Mileage	984	800	900
1501-513.41-01 Communciations	8,683	14,000	12,906
1501-513.41-05 Data Line	2,868	2,906	0
1501-513.46-11 Maint Office Equipment	2,672	4,280	4,280
1501-513.47-01 Printing and Binding	1,953	4,300	3,200
1501-513.47-02 Photocopying Costs	6,931	7,800	7,270
1501-513.51-01 Office Supplies	11,564	13,000	13,000
1501-513.52-90 Other Supplies & Expenses	5,403	7,000	6,700
1501-513.54-01 Subs & Memberships	3,449	5,720	5,500
1501-513.54-02 Tuition & Training	1,143	6,435	6,000
REQUESTED APPROPRIATION	\$177,415	\$210,724	\$206,006
TOTAL REQUESTED APPROPRIATION	\$2,124,354	\$2,376,187	\$2,392,868

Finance

Definition/Description of Program
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.

Program Expenditures--Cost to Continue at Current Levels					
	Actual FY 2010	Amended FY 2011	Adopted FY 2012	\$ Change	% Change
Personnel Services	\$1,946,939	\$2,165,463	\$2,186,862	\$21,399	1.0%
Operating Expenses	177,415	210,724	206,006	(4,718)	-2.2%
TOTALS	\$2,124,354	\$2,376,187	\$2,392,868	\$16,681	0.7%

Program Revenue					
	Actual FY 2010	Amended FY 2011	Adopted FY 2012	\$ Change	% Change
General Fund	2,124,354	2,376,187	2,392,868	16,681	0.7%
TOTALS	\$2,124,354	\$2,376,187	\$2,392,868	\$16,681	0.7%

Performance Measures	Actual FY 2010	Amended FY 2011	Projected FY 2012	% Change
Percentage of invoices processed for vendor payments within 30 calendar days	100%	100%	100%	0.0%
Received Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes	Yes	Yes	N/A
Percentage of false alarms billed within 5 business days	100%	100%	100%	0.0%
Percentage of fire inspections billed within 5 business days	100%	100%	100%	0.0%

Finance

Position Summary			
Position Title	Amended FY 2010	Amended FY 2011	Adopted FY 2012
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Treasury Manager	1	1	1
Senior Accountant	1	1	1
Accountant	2	2	2
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Secretary II	1	1	1
Billing Manager	1	1	1
Treasury Analyst	1	1	1
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Accounting Technician	1	1	1
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Payroll Supervisor	1	1	1
Payroll Specialist	1	1	1
Account Clerk II	2	2	2
Treasury Specialist	2	1	1
Accounts Payable Supervisor	1	1	1
Internal Auditor	1	1	1
Administrative Officer/Payroll Specialist	1	1	1
Total Program Positions	23	21	21
Full Time Positions	23	21	21