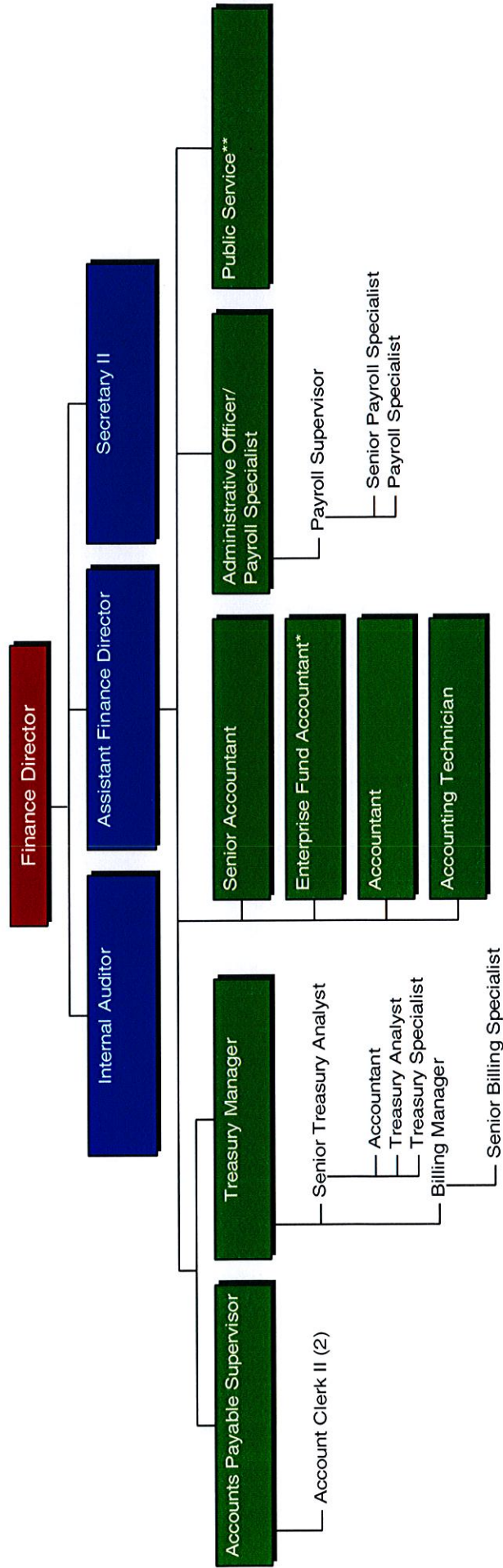


# FINANCE DEPARTMENT FY 10/11



\*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.

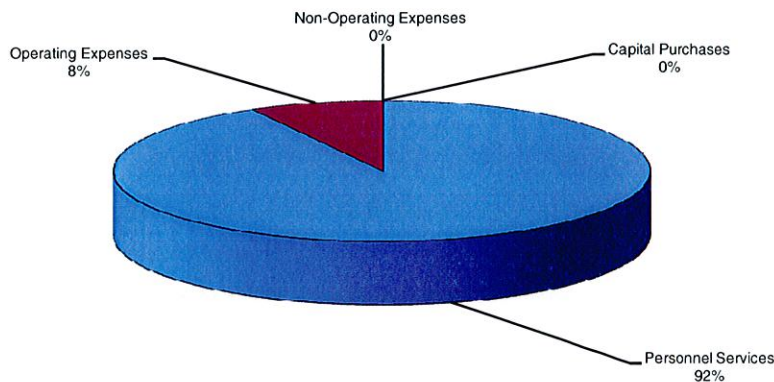
### Description of Programs

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 09 Actual	FY 10 Projected	FY 10 YTD	FY 11 Projected
Percentage of invoices processed for vendor payments within 30 calendar days	100%	100%	100%	100%
Receive the Certificate of Achievement for Excellence in Financial Reporting from the G.F.O.A.	Yes	Yes	Yes	Yes
Percentage of false alarms billed within 5 business days	100%	100%	100%	100%
Percentage of fire inspections billed within 5 business days	100%	100%	100%	100%

### Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$2,152,881	\$2,250,098	\$2,165,463	(84,635)	-3.8%
Operating Expenses	164,529	196,763	189,724	(7,039)	-3.6%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	0	1,500	0	(1,500)	-100.0%
<b>TOTALS</b>	<b>\$2,317,410</b>	<b>\$2,448,361</b>	<b>\$2,355,187</b>	<b>(\$93,174)</b>	<b>-3.8%</b>



## Finance Department

### Position Summary

Position Title	Amended FY 2008/2009	Amended FY 2009/2010	Adopted FY 2010/2011
<b>Finance</b>			
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	3	1	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	2	1
Accounts Payable Supervisor	1	1	1
Internal Auditor	1	1	1
Administrative Officer/Payroll Specialist	1	1	1
<b>Total Positions</b>	<b>25</b>	<b>23</b>	<b>21</b>

	ACTUAL FY 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
<b>FINANCE</b>			
<b>ACCOUNTING DIVISION</b>			
<b>PERSONNEL SERVICES</b>			
1501-513.12-01 Salaries	\$1,497,021	\$1,460,822	\$1,433,304
1501-513.14-01 Time and a Half Overtime	2,947	3,500	3,500
1501-513.14-02 Straight-Time Overtime	7,524	4,532	1,200
1501-513.15-04 Auto Allowance	2,406	2,400	2,400
1501-513.21-01 SS and Medicare Matching	111,181	109,309	106,660
1501-513.22-01 Pension-General	270,751	376,811	326,471
1501-513.23-01 Health Insurance	254,593	286,902	287,174
1501-513.24-00 Workers' Compensation	6,458	5,822	4,754
<b>REQUESTED APPROPRIATION</b>	<b>\$2,152,881</b>	<b>\$2,250,098</b>	<b>\$2,165,463</b>
<b>OPERATING EXPENSES</b>			
1501-513.31-30 Professional Services	\$10,437	\$24,750	\$24,750
1501-513.32-01 Auditing - Annual	71,269	74,883	74,883
1501-513.34-01 Banking Services	15,602	17,000	17,000
1501-513.34-02 Records Retention	4,875	3,500	3,500
1501-513.34-04 Temporary Services	0	500	500
1501-513.34-20 Misc. Contractual Services	0	50	50
1501-513.40-01 Travel and Per Diem	2,532	4,700	2,800
1501-513.40-02 Local Mileage	861	800	800
1501-513.41-01 Telephone	11,081	15,000	14,000
1501-513.41-05 Data Line	2,739	3,500	2,906
1501-513.46-11 Maint Office Equipment	3,725	4,280	4,280
1501-513.47-01 Printing and Binding	3,177	4,300	4,300
1501-513.47-02 Photocopying Costs	8,968	9,300	7,800
1501-513.51-01 Office Supplies	16,881	13,000	13,000
1501-513.52-90 Other Supplies & Expenses	6,481	7,000	7,000
1501-513.54-01 Subs & Memberships	3,736	7,000	5,720
1501-513.54-02 Tuition & Training	2,165	7,200	6,435
<b>REQUESTED APPROPRIATION</b>	<b>\$164,529</b>	<b>\$196,763</b>	<b>\$189,724</b>
<b>CAPITAL PURCHASES</b>			
1501-513.64-02 Computer Equipment	\$0	\$1,500	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$2,317,410</b>	<b>\$2,448,361</b>	<b>\$2,355,187</b>