



# DEPARTMENT REVIEW

## FINANCE

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### Department Description:

This department is responsible for the establishment and maintenance of an effective financial accounting system, which accurately reflects the financial operations of the City and offers a framework for financial planning and analysis. It also oversees and handles the investment program of the City. The primary goal is providing accurate, reliable and timely financial information using professional standards to the City Council, City Manager, City departments and outside requests.

#### List of Programs

- Financial Administration

### 2007/08 - 2008/09 Goals:

- To provide the accounting and financial services necessary for the effective and efficient management of City operations.
- Insure proper accounting for the receipt and disbursement of all moneys of the City and Redevelopment Agency.
- To maintain an optimal level of funds on hand to meet daily cash requirements and investment of available funds in accordance with the City's adopted guidelines and applicable state regulations.
- Provide timely and accurate financial and economic information in a form appropriately understood by the reviewer to the City Council, City Manager, other departments, and the public.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance with financial reporting requirements for the City.
- Respond effectively to internal and external demands for assistance and information by continually striving to enhance financial management systems, both manual and automated.

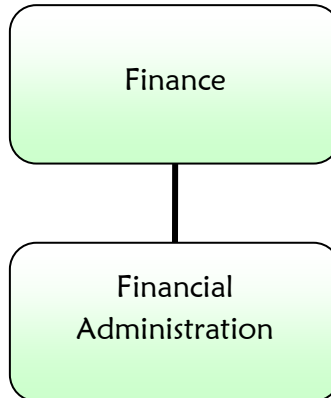


# DEPARTMENT REVIEW

## FINANCE

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### Organizational Chart



### Department Expenditure Summary:

|                                     | FY2005<br>Actual | FY2006<br>Actual | FY2007<br>Amended | FY2008<br>Adopted | FY2009<br>Adopted |
|-------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| <b>SUMMARY OF POSITIONS (FTE's)</b> | -                | -                | 3.5               | 4                 | 4                 |
| <b>EXPENDITURES</b>                 |                  |                  |                   |                   |                   |
| <b>SALARIES</b>                     | \$ -             | \$ -             | \$ 150,500        | \$ 299,881        | \$ 328,115        |
| <b>BENEFITS &amp; OVERHEAD</b>      | -                | -                | 82,317            | 110,816           | 112,892           |
| <b>TOTAL SALARIES AND BENEFITS</b>  | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ 232,817</u> | <u>\$ 410,697</u> | <u>\$ 441,007</u> |
| <b>SERVICES &amp; SUPPLIES</b>      | -                | -                | 74,810            | 73,500            | 57,500            |
| <b>CAPITAL OUTLAY</b>               | -                | -                | -                 | 12,500            | -                 |
| <b>TOTAL EXPENDITURES:</b>          | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ 307,627</u> | <u>\$ 496,697</u> | <u>\$ 498,507</u> |



# PROGRAM REVIEW

## ADMINISTRATION - 3100

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### Program Description:

The Finance Administration program is responsible for the financial system, general accounting, payroll, accounts payable, budget preparation, debt administration, annual audits, and financial reporting. It provides coordination and direction of the financial operations of the City. This includes directing, monitoring, and controlling the establishment and maintenance of an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City Departments. The Finance Program is also responsible for processing and maintaining records of all financial transactions of the City.

### Objectives:

- Implement on-line banking to track daily bank activity.
- Evaluate, document and improve current cash processing systems.
- Revise and adopt formal financial management policies and procedures.
- Develop department procedures consistent with adopted policies.
- Document procedures for the Accounts Payable and General Ledger systems and related accounting activities.
- Ensure financial reporting on a timely basis for all federal and state grants.
- Complete fixed asset valuation and implement tracking process.



# PROGRAM REVIEW

## ADMINISTRATION - 3100

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### Program Expenditures Summary

|                                    | <u>FY2005<br/>Actual</u> | <u>FY2006<br/>Actual</u> | <u>FY2007<br/>Amended</u> | <u>FY2008<br/>Adopted</u> | <u>FY2009<br/>Adopted</u> |
|------------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| <b>EXPENDITURES</b>                |                          |                          |                           |                           |                           |
| SALARIES                           | \$ -                     | \$ -                     | \$ 150,500                | \$ 299,881                | \$ 328,115                |
| BENEFITS & OVERHEAD                | -                        | -                        | 82,317                    | 110,816                   | 112,892                   |
| <b>TOTAL SALARIES AND BENEFITS</b> | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ 232,817</u>         | <u>\$ 410,697</u>         | <u>\$ 441,007</u>         |
| SERVICES & SUPPLIES                | -                        | -                        | 74,810                    | 73,500                    | 57,500                    |
| CAPITAL OUTLAY                     | -                        | -                        | -                         | 12,500                    | -                         |
| <b>TOTAL EXPENDITURES</b>          | <u>\$ -</u>              | <u>\$ -</u>              | <u>\$ 307,627</u>         | <u>\$ 496,697</u>         | <u>\$ 498,507</u>         |

### FY2008 and FY2009 Line-Item Detail

| G/L ACCOUNT | EXPENDITURE   | FY2008        | FY2009        |
|-------------|---|---------------|---------------|
| 500         | Professional Services                               | <b>60,000</b> | <b>45,000</b> |
|             | Financial Audit                                     | 25,000        | 25,000        |
|             | State Controller's Report                           | 5,000         | 5,000         |
|             | Revenue Audits                                      | 15,000        | 15,000        |
|             | Revenue Neutrality                                  | 15,000        | -             |
| 707         | Computer Technology                                 | <b>12,500</b> | -             |
|             | Business Licence Software & Implementation Services |               |               |



# PROGRAM REVIEW

## ADMINISTRATION - 3100

### Program Expenditures Detail

| GENERAL FUND - 101              | G/L<br>ACCOUNT | FY2005<br>Actual   | FY2006<br>Actual   | FY2007<br>Amended        | FY2008<br>Adopted        | FY2009<br>Adopted        |
|---------------------------------|----------------|--------------------|--------------------|--------------------------|--------------------------|--------------------------|
| Salaries - full time            | 5-3100-001     | \$ -               | \$ -               | \$ 149,700               | \$ 299,081               | \$ 327,315               |
| Salaries - overtime             | 5-3100-003     | -                  | -                  | 800                      | 800                      | 800                      |
| Retirement                      | 5-3100-050     | -                  | -                  | 37,770                   | 56,907                   | 55,961                   |
| Medicare                        | 5-3100-051     | -                  | -                  | 3,037                    | 4,337                    | 4,746                    |
| Life Insurance                  | 5-3100-056     | -                  | -                  | 830                      | 808                      | 884                      |
| Long-Term Disability            | 5-3100-057     | -                  | -                  | 930                      | 1,454                    | 1,591                    |
| Benefit Plan Allowance          | 5-3100-058     | -                  | -                  | 35,070                   | 42,000                   | 44,400                   |
| Auto Allowance                  | 5-3100-060     | -                  | -                  | 4,200                    | 4,830                    | 4,830                    |
| Phone Allowance                 | 5-3100-061     | -                  | -                  | 480                      | 480                      | 480                      |
| <b>SALARIES &amp; BENEFITS</b>  |                | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ 232,817</u>        | <u>\$ 410,697</u>        | <u>\$ 441,007</u>        |
| Memberships & Dues              | 5-3100-101     | \$ -               | \$ -               | \$ 2,500                 | \$ 500                   | \$ 500                   |
| Conferences, Meetings, & Travel | 5-3100-102     | -                  | -                  | 2,500                    | 2,700                    | 2,700                    |
| Training                        | 5-3100-103     | -                  | -                  | 1,000                    | 1,000                    | 1,500                    |
| Mileage Reimbursement           | 5-3100-104     | -                  | -                  | 300                      | 500                      | 500                      |
| Office Supplies                 | 5-3100-110     | -                  | -                  | -                        | 1,000                    | 1,000                    |
| Special Supplies                | 5-3100-111     | -                  | -                  | 500                      | 500                      | 500                      |
| Books & Subscriptions           | 5-3100-114     | -                  | -                  | 1,000                    | 1,000                    | 500                      |
| Printing & Copying              | 5-3100-115     | -                  | -                  | 1,000                    | 1,000                    | 1,000                    |
| Postage & Mailing               | 5-3100-116     | -                  | -                  | 500                      | 500                      | 500                      |
| Advertising                     | 5-3100-117     | -                  | -                  | -                        | 300                      | 300                      |
| Minor Equipment                 | 5-3100-118     | -                  | -                  | -                        | 1,500                    | 500                      |
| Bank Fees                       | 5-3100-200     | -                  | -                  | -                        | 2,000                    | 2,000                    |
| Other Charges                   | 5-3100-203     | -                  | -                  | 1,200                    | 1,000                    | 1,000                    |
| Professional Services           | 5-3100-500     | -                  | -                  | 64,310                   | 60,000                   | 45,000                   |
| <b>SERVICES AND SUPPLIES</b>    |                | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ 74,810</u>         | <u>\$ 73,500</u>         | <u>\$ 57,500</u>         |
| Computer Technology             | 5-3100-707     | -                  | -                  | -                        | 12,500                   | -                        |
| <b>CAPITAL OUTLAY</b>           |                | <u>\$ -</u>        | <u>\$ -</u>        | <u>\$ -</u>              | <u>\$ 12,500</u>         | <u>\$ -</u>              |
| <b>TOTAL EXPENDITURES</b>       |                | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 307,627</u></u> | <u><u>\$ 496,697</u></u> | <u><u>\$ 498,507</u></u> |



# PROGRAM REVIEW ADMINISTRATION - 3100

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