



DEPARTMENT REVIEW

FINANCE

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

2011/12 – 2012/13 Objectives:

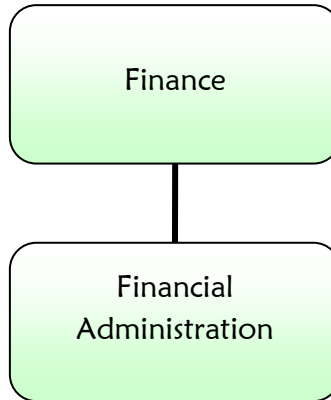
- To provide the accounting and financial services necessary for the effective and efficient management of City operations.
- Insure proper accounting for the receipt and disbursement of all moneys of the City and Redevelopment Agency.
- To maintain an optimal level of funds on hand to meet daily cash 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.
- Investigate and identify revenue enhancement opportunities for the City.



DEPARTMENT REVIEW

FINANCE

Organizational Chart



Department Expenditure Summary:

	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Amended	FY 2011/12 Adopted	FY 2012/13 Adopted
SUMMARY OF POSITIONS (FTE's)	4.0	4.0	4.0	4.0	4.0
EXPENDITURES					
SALARIES	\$ 282,160	\$ 300,466	\$ 312,600	\$ 328,980	\$ 345,930
BENEFITS & OVERHEAD	99,381	100,252	108,824	109,260	107,780
TOTAL SALARIES AND BENEFITS	\$ 381,541	\$ 400,719	\$ 421,424	\$ 438,240	\$ 453,710
SERVICES & SUPPLIES	52,620	54,826	65,510	56,780	56,780
TOTAL EXPENDITURES:	\$ 434,161	\$ 455,544	\$ 486,934	\$ 495,020	\$ 510,490



PROGRAM REVIEW

ADMINISTRATION - 3100

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

Program Expenditures Summary

	<u>FY 2008/09 Actual</u>	<u>FY 2009/10 Actual</u>	<u>FY 2010/11 Amended</u>	<u>FY 2011/12 Adopted</u>	<u>FY 2012/13 Adopted</u>
EXPENDITURES					
SALARIES	\$ 282,160	\$ 300,466	\$ 312,600	\$ 328,980	\$ 345,930
BENEFITS & OVERHEAD	99,381	100,252	108,824	109,260	107,780
TOTAL SALARIES AND BENEFITS	<u>\$ 381,541</u>	<u>\$ 400,719</u>	<u>\$ 421,424</u>	<u>\$ 438,240</u>	<u>\$ 453,710</u>
SERVICES & SUPPLIES	52,620	54,826	65,510	56,780	56,780
TOTAL EXPENDITURES	<u>\$ 434,161</u>	<u>\$ 455,544</u>	<u>\$ 486,934</u>	<u>\$ 495,020</u>	<u>\$ 510,490</u>

FY2011/12 and FY2012/13 Line-Item Detail

G.L. ACCOUNT	EXPENDITURE	FY2011/12	FY2012/13
500	Professional Services	46,000	46,000
	Sales Tax Quaterly Reports	4,000	4,000
	Auditing Services	32,000	32,000
	Sales Tax Audits	10,000	10,000



PROGRAM REVIEW

ADMINISTRATION - 3100

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L ACCOUNT</u>	<u>FY 2008/09 Actual</u>	<u>FY 2009/10 Actual</u>	<u>FY 2010/11 Amended</u>	<u>FY 2011/12 Adopted</u>	<u>FY 2012/13 Adopted</u>
Salaries - full time	5-3100-001	\$ 280,134	\$ 300,400	\$ 312,600	\$ 328,980	\$ 345,930
Salaries - overtime	5-3100-003	2,026	66	-	-	-
Retirement	5-3100-050	46,637	46,374	50,961	51,300	49,490
Medicare	5-3100-051	4,291	4,591	4,883	5,130	5,380
Life Insurance	5-3100-056	844	741	890	890	930
Long-Term Disability	5-3100-057	1,058	907	1,180	1,030	1,070
Benefit Plan Allowance	5-3100-058	41,242	42,228	45,600	45,600	45,600
Auto Allowance	5-3100-060	4,830	4,923	4,830	4,830	4,830
Phone Allowance	5-3100-061	480	489	480	480	480
SALARIES & BENEFITS		<u>\$ 381,541</u>	<u>\$ 400,719</u>	<u>\$ 421,424</u>	<u>\$ 438,240</u>	<u>\$ 453,710</u>
Memberships & Dues	5-3100-101	\$ 745	\$ 770	\$ 800	\$ 800	\$ 800
Conferences, Meetings, & Travel	5-3100-102	3,957	933	3,300	3,780	3,780
Mileage Reimbursement	5-3100-104	127	-	200	200	200
Special Supplies	5-3100-111	1,627	1,317	2,000	2,000	2,000
Books & Subscriptions	5-3100-114	-	40	200	200	200
Printing & Copying	5-3100-115	451	130	200	200	200
Postage & Mailing	5-3100-116	25	25	200	100	100
Advertising	5-3100-117	72	43	300	300	300
Minor Equipment	5-3100-118	-	-	300	300	300
Bank Fees	5-3100-200	149	853	1,800	2,400	2,400
Other Charges	5-3100-203	-	2,088	500	500	500
Professional Services	5-3100-500	45,467	48,627	55,710	46,000	46,000
SERVICES AND SUPPLIES		<u>\$ 52,620</u>	<u>\$ 54,826</u>	<u>\$ 65,510</u>	<u>\$ 56,780</u>	<u>\$ 56,780</u>
TOTAL EXPENDITURES		<u>\$ 434,161</u>	<u>\$ 455,544</u>	<u>\$ 486,934</u>	<u>\$ 495,020</u>	<u>\$ 510,490</u>



PROGRAM REVIEW ADMINISTRATION - 3100

THIS PAGE WAS INTENTIONALLY LEFT BLANK