



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

2013/14 – 2014/15 Goals:

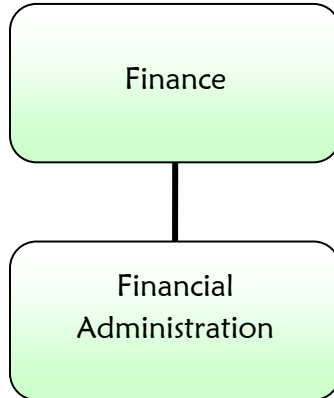
- To provide the accounting and financial services necessary for the effective and efficient management of City operations.
- Ensure proper accounting for the receipt and disbursement of all City monies.
- To maintain an optimal level of funds on hand to meet daily cash requirements and investment of 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

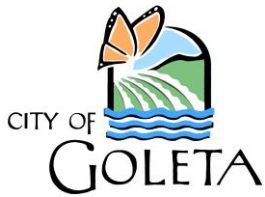
FINANCE

Organizational Chart



Department Expenditure Summary:

	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
SUMMARY OF POSITIONS (FTE's)	4.0	4.0	4.45	4.45	4.45
EXPENDITURES					
SALARIES	\$ 311,596	\$ 321,850	\$ 337,390	\$ 411,949	\$ 411,949
BENEFITS & OVERHEAD	109,940	104,247	107,803	112,320	113,630
TOTAL SALARIES AND BENEFITS	<u>\$ 421,535</u>	<u>\$ 426,097</u>	<u>\$ 445,193</u>	<u>\$ 524,269</u>	<u>\$ 525,579</u>
SERVICES & SUPPLIES	57,905	54,976	63,584	62,030	62,980
TOTAL EXPENDITURES:	<u>\$ 479,441</u>	<u>\$ 481,073</u>	<u>\$ 508,777</u>	<u>\$ 586,299</u>	<u>\$ 588,559</u>



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, business licenses 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:

- Continue daily tracking of 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.
- Ensure financial reporting on a timely basis for all federal and state grants.
- Complete fixed asset valuation and implement tracking process.
- Develop a Transient Occupancy Tax audit plan.
- Add Accounts Receivables to the accounting software, and update AR procedures.
- Continue to process all Business Licenses efficiently.
- Fully implement purchase order process.



PROGRAM REVIEW

ADMINISTRATION - 3100

Program Expenditures Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended	FY 2013/14 Adopted	FY 2014/15 Adopted
EXPENDITURES					
SALARIES	\$ 311,596	\$ 321,850	\$ 337,390	\$ 411,949	\$ 411,949
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FY2013/14 and FY2014/15 Line-Item Detail

G/L ACCOUNT	EXPENDITURE	FY2013/14	FY2014/15
500	Professional Services	51,250	52,200
	Sales Tax Quarterly Reports	4,000	4,000
	Auditing Services	32,250	33,200
	Sales Tax Audits	10,000	10,000
	PERS Disclosure Services	5,000	5,000



PROGRAM REVIEW

ADMINISTRATION - 3100

Program Expenditures Detail

<u>GENERAL FUND - 101</u>	<u>G/L ACCOUNT</u>	<u>FY 2010/11 Actual</u>	<u>FY 2011/12 Actual</u>	<u>FY 2012/13 Amended</u>	<u>FY 2013/14 Adopted</u>	<u>FY 2014/15 Adopted</u>
Salaries - full time	5-3100-001	\$ 310,994	\$ 321,850	\$ 337,390	\$ 411,949	\$ 411,949
Salaries - overtime	5-3100-003	602	-	-	-	-
Retirement	5-3100-050	52,317	47,412	47,893	44,010	41,120
Medicare	5-3100-051	5,144	5,033	5,280	6,000	6,000
Life Insurance	5-3100-056	709	833	890	990	990
Long-Term Disability	5-3100-057	860	1,010	1,030	1,170	1,170
Benefit Plan Allowance	5-3100-058	45,600	44,650	47,400	54,600	58,800
Auto Allowance	5-3100-060	4,830	4,830	4,830	4,830	4,830
Phone Allowance	5-3100-061	480	480	480	720	720
SALARIES & BENEFITS		<u>\$ 421,535</u>	<u>\$ 426,097</u>	<u>\$ 445,193</u>	<u>\$ 524,269</u>	<u>\$ 525,579</u>
Memberships & Dues	5-3100-101	\$ 770	\$ 790	\$ 800	\$ 800	\$ 800
Conferences, Meetings, & Travel	5-3100-102	2,485	1,366	3,780	3,780	3,780
Mileage Reimbursement	5-3100-104	-	11	200	200	200
Special Supplies	5-3100-111	625	572	2,000	2,000	2,000
Books & Subscriptions	5-3100-114	-	-	200	200	200
Printing & Copying	5-3100-115	658	51	200	200	200
Postage & Mailing	5-3100-116	45	23	100	100	100
Advertising	5-3100-117	83	129	300	300	300
Minor Equipment	5-3100-118	-	-	300	300	300
Bank Fees	5-3100-200	1,781	2,004	2,400	2,400	2,400
Other Charges	5-3100-203	-	(4)	500	500	500
Professional Services	5-3100-500	51,457	50,034	52,804	51,250	52,200
SERVICES AND SUPPLIES		<u>\$ 57,905</u>	<u>\$ 54,976</u>	<u>\$ 63,584</u>	<u>\$ 62,030</u>	<u>\$ 62,980</u>
TOTAL EXPENDITURES		<u>\$ 479,441</u>	<u>\$ 481,073</u>	<u>\$ 508,777</u>	<u>\$ 586,299</u>	<u>\$ 588,559</u>



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