

Department of Finance Program Summary

Appropriation Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted	% Change
Expenditures	\$ 1,415,770	1,741,805	1,612,132	1,601,963	(8.03)%
FTE	24	22	23	20	(13.04)%

Notes On Changes: Three permanent positions have been eliminated.

Department Mission

In order to promote fiscal accountability, enhance public services, and facilitate access to data, the Finance department provides comprehensive financial services to City Council, employees, and citizens.

Department Operational Summary

In accordance with local, state, and federal regulations, the Accounting function ensures accurate maintenance of the City's general accounting records; prepares payroll checks and maintains individual earning records; prepares account payable checks; maintains the City's fixed asset inventory records; prepares billings; monitors cash flow; provides financial information to the City Manager and operating departments; and prepares the Comprehensive Annual Financial Report.

The Budget Office prepares the City's operating budget; to ensure compliance with appropriated funding levels, monitors expenditures; compiles a revenue manual; prepares the capital improvement program; to evaluate City operational efficiency and effectiveness, develops output and outcome indicators; and prepares operating and capital budget status reports.

The City's debt administration is a coordinated effort among the Controller, Budget Officer, and Debt Administrator. Long range financial plans are developed on a strategic basis, and financial policies are developed to ensure long term sustainability.

Finance	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted
<i>Expenditures</i>				
Salaries	\$ 867,746	837,496	917,007	917,007
Benefits	\$166,022	\$216,604	\$245,048	\$234,879
Contractual Services	\$156,050	\$341,303	\$137,200	\$137,200
Materials and Supplies	\$32,398	\$30,400	\$26,600	\$26,600
Other Operating Expenses	\$8,602	\$12,777	\$16,550	\$16,550
Internal Service Charges and Expenses	\$184,952	\$303,225	\$269,727	\$269,727
Total Expenditures	\$ 1,415,770	1,741,805	1,612,132	1,601,963

Personnel Summary

Chief Financial Officer	1	1	1	1
Manager of Purchasing	1	-	-	-
Asst Chief Financial Officer	-	1	1	-
Controller	1	1	1	1
Budget Officer	1	1	1	1
Debt Administrator	1	1	1	1
Budget Specialist	1	1	1	1
Payroll Coordinator	1	1	1	1
Compliance Auditor	1	1	1	-
Fiscal Systems Administrator	-	1	1	1
Grants Analyst	-	-	1	-
Accounting Specialist II	3	3	4	6
Accounting Specialist I	3	3	2	-
Buyer	2	-	-	-
Retirement Coordinator	1	1	1	1
Administrative Coordinator I (Finance)	-	-	-	1
Gen Accts Specialist (Finance)	3	3	3	3
Payroll Specialist	3	2	2	2
Office Specialist I	1	1	1	-
Total Positions	24	22	23	20