

Department  
of Finance  
Program  
Summary

**Appropriation Summary**

	<b>FY 2003-04 Actual</b>	<b>FY 2004-05 Amended</b>	<b>FY 2005-06 Proposed</b>	<b>FY 2005-06 Adopted</b>	<b>% Change</b>
<b>Expenditures</b>	1,712,700	1,752,640	1,863,995	1,887,152	7.67
<b>FTE</b>	22	20	21	21	4.76

**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.

<b>Expenditures</b>	<b>FY 2003-04 Actual</b>	<b>FY 2004-05 Amended</b>	<b>FY 2005-06 Proposed</b>	<b>FY 2005-06 Adopted</b>
<i>Salaries</i>	738,002	888,297	1,032,605	1,031,737
<i>Benefits</i>	174,239	234,879	264,250	264,105
<i>Contractual Services</i>	387,566	308,783	279,372	299,372
<i>Materials and Supplies</i>	88,156	32,462	26,866	31,034
<i>Other Operating Expenses</i>	22,911	18,492	16,716	16,716
<i>Internal Service Charges &amp; Expenses</i>	301,826	269,727	244,187	244,187
<b>Total Expenditures</b>	<b>1,712,700</b>	<b>1,752,640</b>	<b>1,863,995</b>	<b>1,887,152</b>