

Fund:
GENERAL

Department:
FINANCE

Division:
FINANCIAL MANAGEMENT

Division No.: **40030**

MISSION:

The mission of the Finance Department is to provide sound financial advice to the City Manager, City Council and all departments and provide professional financial management support to help maintain a fiscally sound government organization that conforms to legal requirements and generally accepted financial accounting principles and standards.

SERVICES:

The Financial Management Division consists of four diversified, but interrelated functions: Financial Administration, Accounting, Revenue and Purchasing/Risk Management. The Department also manages the Information Systems and Public Parking Services Divisions.

The Department provides services to the public as well as all City departments. Services include treasury management; financial reporting; budgeting and long-range forecasting; all accounting functions, including payroll, accounts receivable and payables; purchasing coordination and workers safety and general liability risk management. The Department issues the billings and collects the fees for water, sewer, refuse, landscape waste, parking permits and weed mowing. Locally imposed and collected taxes include the Hotel/Motel Room Rental Tax, the three-cent per gallon Municipal Motor Fuel Tax and Utility Taxes on water, electricity and natural gas.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Strengthen financial reporting for internal management use and external users

Objective:

1. Clearly and fully present and disclose the City's current and projected future financial positions

Strategies:

a. Prepare the Comprehensive Annual Financial Report in conformity with State of Illinois, Federal Office of Management and Budget and Governmental Accounting Standards requirements

- b. Submit the Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) for the Certificate of Achievement Award
- c. Prepare interim financial statements that compare revenues and expenditures to the approved budget
- d. Prepare and revise the five-year budget projection of revenues, expenditures and changes in fund balances for all operating and capital improvement funds
- e. Submit the Annual Budget to the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award

GOAL:

B. Decrease the City's risk exposure

Objective:

1. Reduce injuries, damage to City property and financial claims made against the City

Strategies:

- a. Coordinate an active Accident Review Board for accidents involving City vehicles
- b. Coordinate the Safety Committee comprised of representatives from throughout the City organization
- c. Manage loss control service plan to provide additional safety training
- d. Implement a systematic safety inspection program for City facilities

GOAL:

C. Improve the City's fixed asset capitalization and acquisition system

Objective:

1. Maintain a current departmental fixed assets inventory

Strategies:

- a. Identify and locate items purchased, but not placed on inventory
- b. Perform annual revolving physical inventories for all operating departments and divisions

GOAL:

D. Improve cost effectiveness of City purchases

Objective:

1. Carefully control City purchases

Strategies:

- a. Monitor the use of the purchasing system for prior approval of all discretionary purchases
- b. Check all purchase orders and warrants for compliance with purchase procedures and appropriateness of purchase
- c. Work with departments to minimize the use of emergency purchase orders
- d. Seek formal bids for all purchases exceeding the limit established by the Carbondale Revised Code for regular purchase orders
- e. Seek competitive Requests for Proposals for professional services contracts

GOAL:

- E. Provide revenues to support City services

Objective:

1. Enhance City revenues

Strategies:

- a. Review regularly fees established for fee-for-service programs, such as water, sanitary sewer, refuse and recycling programs
- b. Recommend fees necessary to cover program costs
- c. Review annually property tax rate and other taxes levied by the City and recommend changes commensurate with City Council policy
- d. Assist with City departments in acquiring grant revenues from state and federal governments
- e. Monitor changes in utility providers to ensure proper collection of utility taxes

PROGRAM HIGHLIGHTS:

In FY 2013, the City received its 26th Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The City also received its 20th consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting award. This award involves the standards as set forth by the Financial Accounting Standards Board and the Governmental Accounting Standards Board for reporting the Comprehensive Annual Financial Report (CAFR), a government's public financial document.

In FY 2013, the Finance Department revised the City's purchasing policies. These policies had not been revisited since 1994 and changes included adjusting purchasing amounts for departmental administration, the Purchasing Risk Management Specialist and the City Manager. An additional level of approval was included for the Finance Director to add additional purchasing control. As part of the revision the Finance Department is in the process of rolling out a purchasing card (P-card) program City wide. The P-card program is scheduled to be fully implemented in FY 2014 and will assist in the reduction of monthly checks issued by the City.

In FY 2014, the Financial Management Division will continue work to find a replacement for the financial management software system currently used by the City. The current software provider has notified the City that the product we use is being deemphasized and will need to be replaced within the next few years. Nearby municipalities of Champaign, IL and Cape Girardeau, MO use the same software and will be contacted as they may need to go through the same process. Some of the criteria that will be used in the selection process will include better reporting options and a more user friendly interface with options for customer and employee online use. The division will work with the Information Systems Division and other divisions to select the replacement computer system.

The Financial Management Division will expand the contents/frequency of interim financial reporting.

The Financial Management Division is communicating with the actuary to undertake a study regarding funding levels in both pension plans.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Number of Interim Financial Reports	A-1	2	2	2	5
Number of Revisions to the Five-Year Budget Projections	A-1	1	1	1	1
Water & Sewer Customers Served - Average Per Month	-	7,698	7,809	7,810	7,850
Water & Sewer Service Customer Opens and Closes	-	5,174	5,050	5,365	5,300
Number of Contracts Awarded	D-1	17	30	18	20
Number of In City Limits Purchase Orders Issued	D-1	120	2,200	330	460
Number of Outside City Limits Purchase Orders Issued	D-1	651	2,500	65	110
Number of City Property, Vehicle and Equipment Physical Damage Claims Filed	B-1	16	20	18	20
Number of General Liability Claims Filed	B-1	16	15	12	16
Number of Automobile Liability Claims Filed	B-1	9	8	5	10
Number of Accident Review Board Meetings	B-1	5	6	6	6
Number of Safety Committee Meetings	B-1	18	4	18	18
Number of Safety Training Meetings	B-1	4	8	5	8
Number of Facility Safety Inspections	B-1	5	10	6	8

NUMBER OF FULL TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Finance Director	1.00	1.00	1.00	1.00	\$90,912
Administrative Secretary	1.00	1.00	1.01	1.00	\$31,153
Purchasing Risk Management Specialist	0.77	1.00	1.00	1.00	\$42,679
Accounting Manager	1.00	1.00	0.77	1.00	\$75,001
Senior Accountant	1.00	1.00	1.00	1.00	\$49,694
Accounting Payroll Specialist	1.00	1.00	1.00	1.00	\$37,020
Accounts Payable Specialist	1.00	1.00	1.00	1.00	\$37,020
Revenue Officer	0.98	1.00	0.81	1.00	\$66,795
Administrative Assistant- Revenue Office	1.00	1.00	1.00	1.00	\$38,899
Customer Service Clerks	2.54	3.00	3.07	3.00	\$93,566
TOTAL	11.49	12.00	11.66	12.00	\$562,739

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES				
100 Employee Salary and Wages	517,023	548,079	526,615	562,739
102 Accrued Vacation Leave	(9,238)	0	0	0
110 Employee Overtime	2,733	3,150	4,844	4,530
130 Employee Health Ins. Benefits	74,326	90,670	92,082	82,300
131 Employee Retirement Benefits	96,238	108,395	106,623	118,576
140 Employee Work. Comp. Benefits	3,628	3,980	3,090	1,604
141 Employee Unemp. Comp. Benefits	6,151	0	0	0
TOTAL PERSONAL SERVICES	690,861	754,274	733,254	769,749
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	3,265	3,300	3,265	3,300
210 Publishing and Filing Fees	1,956	2,700	2,423	2,500
220 Communications-Telephone	410	320	0	0
222 Communications-Postage	4,272	4,269	4,283	4,143
240 Travel, Conferences, Training	38	4,047	3,372	5,228
250 Repairs & Maint.-Equip.	2,180	2,125	1,991	1,990
260 Rental Charges	9,037	10,444	10,542	10,642
270 Outside Printing Services	3,781	5,360	3,191	4,500
271 Other Outside Services	21,872	22,587	21,361	22,245
272 Office Supplies	5,737	6,366	6,476	6,655
273 Operating Supplies & Materials	53,893	81,570	66,000	79,710
280 Subscriptions and Memberships	2,286	2,455	1,776	1,790
281 Insurance and Bonds	1,064	1,500	2,000	0
299 Operating Equipment	3,944	1,500	0	0
TOTAL DIR OPER. CHRGS. & SRVCS.	113,735	148,543	126,680	142,703
EXPENDITURES TRANSFERRED OUT				
700 Serv.& Chrg. to Operating Divs.	(258,005)	(382,873)	(360,675)	(357,107)
TOTAL EXPEND. TRANS OUT	(258,005)	(382,873)	(360,675)	(357,107)
TOTAL EXPENDITURES	546,591	519,944	499,259	555,345