

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. With the help and counsel of our independent auditors, clearly and fully present and disclose the City's current and projected future financial positions

Strategies:

- a. With the help and counsel, prepare the Comprehensive Annual Financial Report (CAFR) 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 information that compares progress to the approved budget and/or other financial benchmarks
- 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. Coordinate efforts and resources to 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 capitalization and acquisition system

Objective:

- 1. Maintain a current departmental assets inventory

Strategies:

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

GOAL:

- D. Improve cost effectiveness of City purchases reducing costs wherever possible

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
- f. Administer the City's "P-Card" program to maximize the effectiveness and control of the purchasing function

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

GOAL:

- F. Provide financial guidance to the Police and Firefighter's Pension Boards

Objective:

1. Ensure adequate funding levels are reached /maintained to insure the availability of funds to meet current and future obligations of the plan

Strategies:

- a. Work with actuary to determine liabilities and City contributions required annually
- b. Work with pension boards to set investment policies
- c. Work with investment managers and pension boards to assure investment performance and risk are consistent with plan policies and investment goals
2. See that plans are administered properly

Strategies:

- a. Maintain adequate financial records to maintain control and accountability
- b. Issue monthly payrolls and maintain pension payroll systems
- c. Provide monthly reports to the boards to track investment progress, expenses and cash availability and requirements.

PROGRAM HIGHLIGHTS:

In FY 2014, the City received its 27th 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 21st 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 2014, the Finance Department fully implemented the purchasing card (P-card) program. This program provides credit cards to Municipal employees to expedite the purchase of goods and services within specific preapproved levels. It reduces the wait time vendors have

between purchases and payment. Overall the program has been well received. In addition, increased interim reporting to the City Manager and Mayor and Council was developed and will expand in FY 2015. The Department met with the actuary for the Police and Fire pension funds to discuss funding levels of both pension funds.

In FY 2015, 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 continue its intense efforts to develop means to improve the pension funding dilemmas which the City faces.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2013	Authorized Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
Number of Interim Financial Reports	A-1	1	5	3	4
Number of Revisions to the Five-Year Budget Projections	A-1	1	1	1	1
Water & Sewer Customers Served - Average Per Month	-	7,782	7,850	7,571	7,600
Water & Sewer Service Customer Opens and Closes	-	5,456	5,300	5,500	5,600
Number of Contracts Awarded	D-1	17	20	30	30
Number of In City Limits Purchase Orders Issued	D-1	52	460	56	68
Number of Outside City Limits Purchase Orders Issued	D-1	409	110	309	318
Number of City Property, Vehicle and Equipment Physical Damage Claims Filed	B-1	14	20	14	15
Procurement Card Transactions Monthly Average	D-1	-	-	483	510
Procurement Card Spending Monthly Average (in 1,000s)	D-1	-	-	\$168	\$170
Number of General Liability Claims Filed	B-1	9	16	10	10
Number of Automobile Liability Claims Filed	B-1	6	10	6	8
Number of Accident Review Board Meetings	B-1	6	6	6	6
Number of Safety Committee Meetings	B-1	17	18	20	14
Number of Safety Training Meetings	B-1	8	8	10	8
Number of Facility Safety Inspections	B-1	4	8	4	5
Number of Pension Board Meetings	F-2	16	16	17	16

NUMBER OF FULL TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2013	AUTHORIZED BUDGET FY 2014	ESTIMATED ACTUAL FY 2014	BUDGET FY 2015	\$ AMOUNT BUDGET FY 2015
Finance Director	1.00	1.00	1.00	1.00	\$92,728
Administrative Secretary	1.01	1.00	1.00	1.00	\$31,779
Purchasing Risk Management Specialist	1.00	1.00	1.00	1.00	\$43,535
Accounting Manager	0.77	1.00	0.97	1.00	\$76,504
Senior Accountant	1.00	1.00	1.00	1.00	\$50,697
Accounting Payroll Specialist	1.00	1.00	1.00	1.00	\$37,751
Accounts Payable Specialist	1.00	1.00	1.00	1.00	\$37,751
Revenue Officer	0.77	1.00	1.00	1.00	\$68,131
Administrative Assistant- Revenue Office	1.00	1.00	1.00	1.00	\$39,651
Customer Service Clerks	3.08	3.00	2.92	3.00	\$95,339
TOTAL	11.63	12.00	11.89	12.00	\$573,866

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2013	BUDGET FY2014	ACTUAL FY2014	BUDGET FY2015
PERSONAL SERVICES				
100 Employee Salary and Wages	517,218	562,739	558,438	573,866
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	(3,213)	0	0	0
110 Employee Overtime	4,473	4,530	4,952	5,006
130 Employee Health Ins. Benefits	90,648	82,300	81,421	82,986
131 Employee Retirement Benefits	108,875	118,576	119,725	126,469
140 Employee Work. Comp. Benefits	3,090	1,604	1,603	1,708
141 Employee Unemp. Comp. Benefits	0	0	0	0
TOTAL PERSONAL SERVICES	721,091	769,749	766,139	790,035
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	765	3,300	3,465	800
210 Publishing and Filing Fees	2,484	2,500	2,806	2,885
222 Communications-Postage	4,086	4,143	3,422	3,453
240 Travel, Conferences, Training	3,432	5,228	4,566	6,269
250 Repairs & Maint.-Equip.	1,470	1,990	2,618	2,580
260 Rental Charges	9,717	10,642	10,562	10,572
270 Outside Printing Services	2,181	4,500	5,698	5,060
271 Other Outside Services	20,912	22,245	23,224	24,302
272 Office Supplies	7,181	6,655	7,265	7,390
273 Operating Supplies & Materials	70,112	79,710	68,477	71,278
280 Subscriptions and Memberships	1,776	1,790	2,135	2,691
281 Insurance and Bonds	2,000	0	0	0
299 Operating Equipment	0	0	2,475	0
TOTAL DIR OPER. CHRGS. & SRVCS.	126,116	142,703	136,713	137,280
EXPENDITURES TRANSFERRED OUT				
700 Serv.& Chrg. to Operating Divs.	(365,388)	(357,107)	(348,658)	(377,727)
TOTAL EXPEND. TRANS OUT	(365,388)	(357,107)	(348,658)	(377,727)
TOTAL EXPENDITURES	481,819	555,345	554,194	549,588