

# Finance Department

# 2003 Budget

## Department Overview

**Finance Administration**  
Responsible for the overall leadership and management of the Finance department  
**2.00 FTE**

**Budget and Financial Planning**  
Develops and implements the annual budget and forecasts the City's revenues and expenditures  
**2.00 FTE**

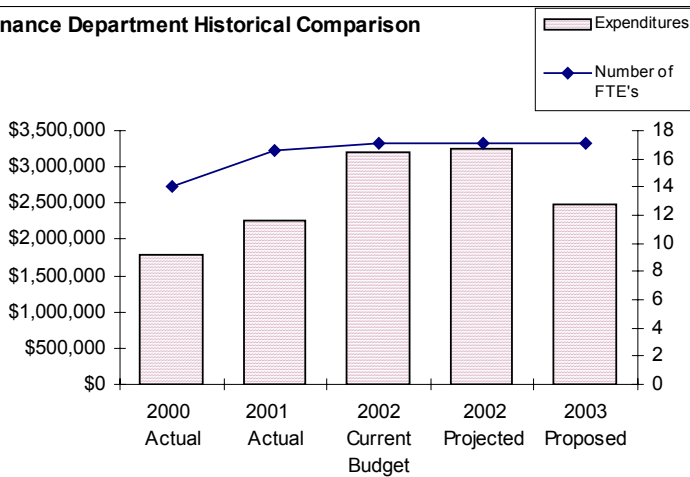
**Information Services**  
Responsible for acquisition, development, maintenance and service for computer equipment and software applications  
**6.00 FTE**  
**1 limited term FTE**

**Financial Operations**  
Responsible for the cash management, payroll, accounting, auditing and financial reporting functions  
**4.50 FTE**

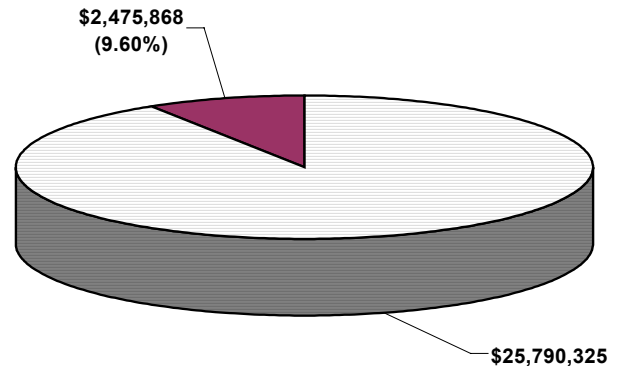
**Procurement**  
Responsible for the cost effective acquisition of goods and services  
**1.63 FTE**

	2000 Actual	2001 Actual	2002 Current Budget	2002 Projected	2003 Proposed	2002 Current Budget versus 2003 Proposed	Percentage Change
<b>Expenditures</b>	\$1,777,071	\$2,257,846	\$3,213,084	\$3,255,254	\$2,475,868	-\$737,216	-22.9%
<b>% of General Fund</b>	7.62%	8.55%	13.27%	12.33%	9.60%	(3.67%)	-27.6%
<b>Number of FTE's</b>	14	16.63	17.13	17.13	17.13	0	0.0%

**Finance Department Historical Comparison**



**2003 Finance as a Share of the General Fund**



**2002 Key Department Accomplishments**

- ◆ Assumed coordination and development responsibilities of the Capital Improvement Plan (CIP) process. Facilitated process for 2003-2008 CIP adoption in July 2002.
- ◆ Implemented IFAS budget software module for the 2003 budget process, which increases the accessibility of budget information to internal customers, and implemented the Bi-Tech Fixed Asset module enabling better accountability and maintenance of City assets.
- ◆ Compiled a comprehensive user guide on cash handling procedures in order to enhance process and internal control.
- ◆ Implemented major components of the City's Technology Plan (Network Security Assessment, Recreation Management Systems, Enhance City Website, Record Management System, Enhance Customer Service capabilities).
- ◆ Conducted three City-wide training sessions on the use of our financial management system (including the project management application) in order to enhance user knowledge and efficiency.
- ◆ Implemented the City's Procurement Card program.
- ◆ Small Works Roster, Consultant Roster and vendor registration information is now available on the City's website.

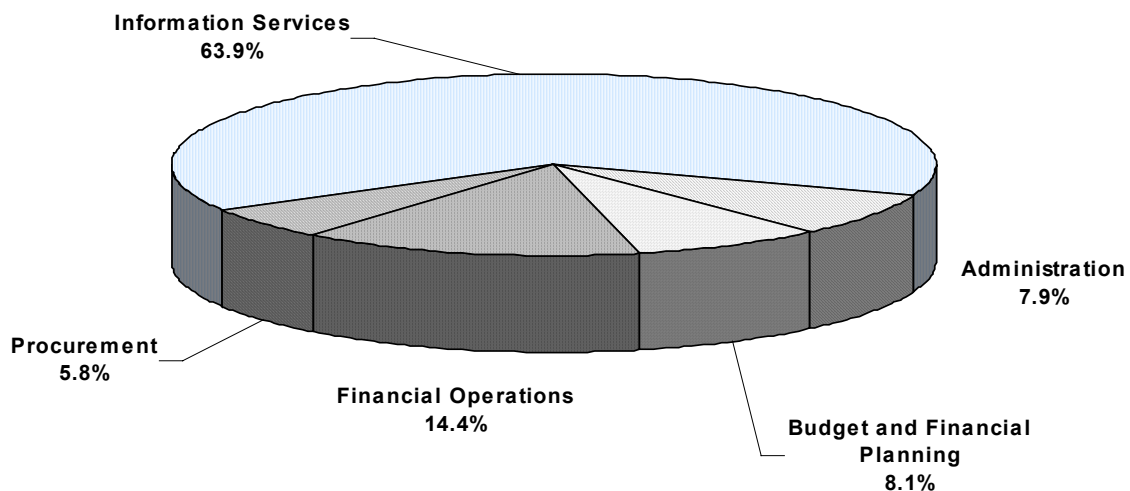
# Finance Department

# 2003 Budget

## Department Overview

2000 - 2003 Budget Comparison								
Objects by Department	2000 Actual	2001 Actual	2002 Current Budget	2002 Projected	2003 Proposed	2002 Current Budget versus 2003 Proposed	Percentage Change	
Salary & Benefits	902,323	1,108,563	1,258,817	1,258,717	1,328,187	69,370	5.5%	
Supplies	222,367	277,759	643,365	611,081	518,793	(124,572)	(19.4%)	
Services	520,125	642,014	1,206,652	1,265,777	554,888	(651,764)	(54.0%)	
Intergovernmental Services	53,478	61,523	100,750	84,200	74,000	(26,750)	(26.6%)	
Capital	78,778	167,987	3,500	35,479	0	(3,500)	(100.0%)	
<b>Total Finance Budget</b>	<b>\$ 1,777,071</b>	<b>\$ 2,257,846</b>	<b>\$ 3,213,084</b>	<b>\$ 3,255,254</b>	<b>\$ 2,475,868</b>	<b>(\$ 737,216)</b>	<b>(22.9%)</b>	
Division								
Administration	0	0	186,033	184,803	195,880	9,847	5.3%	
Budget and Financial Planning	174,516	216,391	169,704	218,572	199,340	29,636	17.5%	
Financial Operations	294,125	363,335	348,351	349,817	355,425	7,074	2.0%	
Procurement	96,516	136,232	139,058	132,158	143,626	4,568	3.3%	
Information Services	1,211,914	1,541,888	2,369,938	2,369,904	1,581,597	(788,341)	(33.3%)	
<b>Expenditure Total</b>	<b>\$ 1,777,071</b>	<b>\$ 2,257,846</b>	<b>\$ 3,213,084</b>	<b>\$ 3,255,254</b>	<b>\$ 2,475,868</b>	<b>(\$ 737,216)</b>	<b>(22.9%)</b>	
Revenue Source								
Miscellaneous Revenue	3,563	0	0	930	1,800	1,800	#DIV/0!	
General Fund Subsidy	\$ 1,773,508	\$ 2,257,846	\$ 3,213,084	\$ 3,254,324	\$ 2,474,068	(\$ 739,016)	(23.0%)	
<b>Total Revenue</b>	<b>\$ 1,777,071</b>	<b>\$ 2,257,846</b>	<b>\$ 3,213,084</b>	<b>\$ 3,255,254</b>	<b>\$ 2,475,868</b>	<b>(\$ 737,216)</b>	<b>(22.9%)</b>	

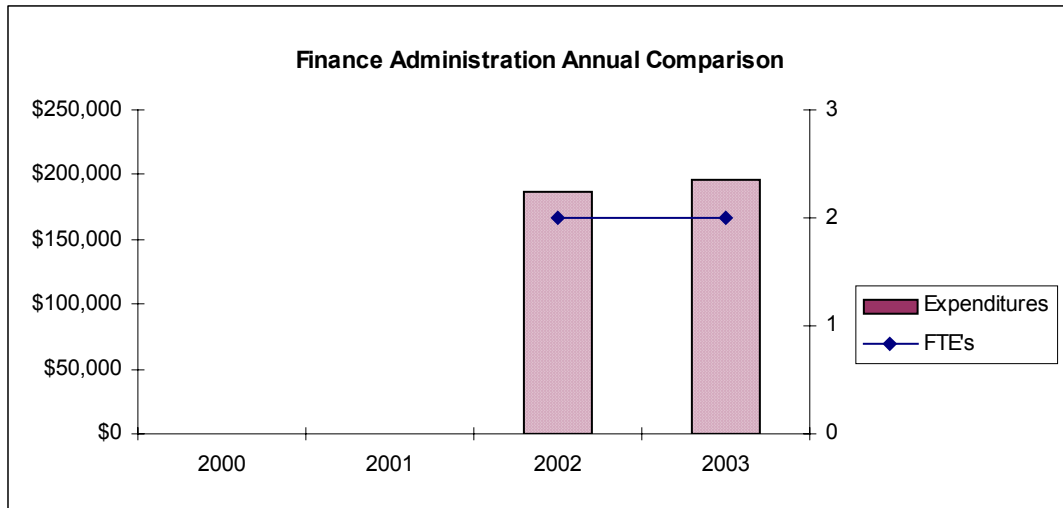
**2003 Finance Divisional Breakdown**



**PURPOSE STATEMENT**

**ADMINISTRATION**

The administration division is responsible for the overall leadership and management of the department. The division focuses on process and policy development and provides general administrative support to all divisions.



**2003 Key Division Objectives**

**ADMINISTRATION**

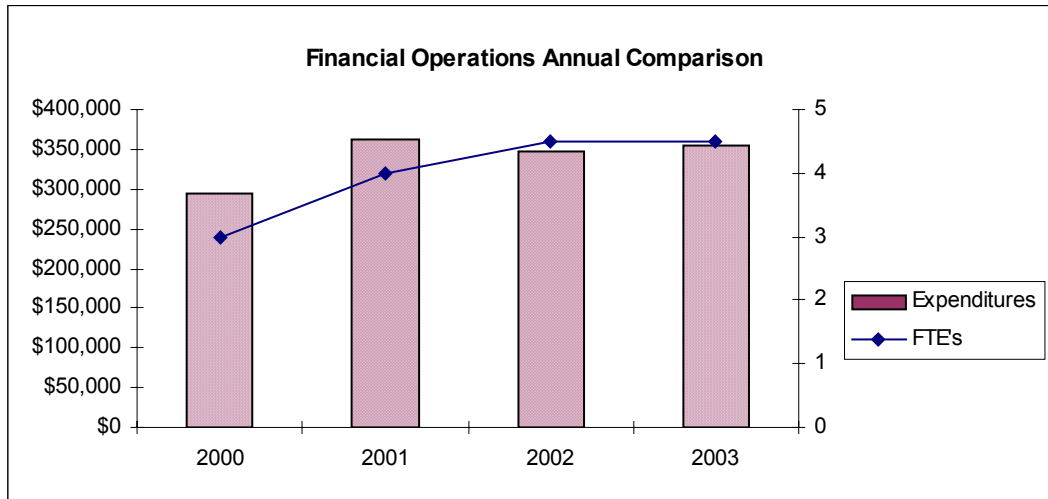
- Initiate a Process Improvement Program that will provide staff with the skills to document work-flow processes and identify process improvement opportunities.
- Develop department strategic plan that will integrate work programs, mission, critical success factors, and performance measurements.
- Develop a comprehensive performance measurement implementation program for the City.
- Facilitate financing options for the City Hall Project.

**Performance Measurement – Administration**

Type/Description	2002	2003	2004
<b>Workload Measures</b>			
➤			
<b>Efficiency Measures</b>			
➤ Department budget as a percentage of City's General Fund	13.27%	9.60%	
➤ Department Staff to City Staff Ratio	13.3%	12.9%	

**PURPOSE STATEMENT****FINANCIAL OPERATIONS**

Financial Operations is responsible for the cash management, payroll, accounting, auditing, and financial reporting functions.

**2003 Key Division Objectives****OPERATIONS**

- ◆ Implementation of the Governmental Accounting Standards Board (GASB), Statement 34 reporting model project.
- ◆ Enhance customer service relationships with our Public Works project management staff in the area of grant management by establishing systematic scheduled financial review of each project.
- ◆ Review the Accounts Payable process for potential efficiency improvements.
- ◆ Compile cash handling procedures and process manuals, cash receipting documentation and process manuals and conduct training sessions on each system.
- ◆ Conduct training sessions on utilization of the IFAS financial management system.

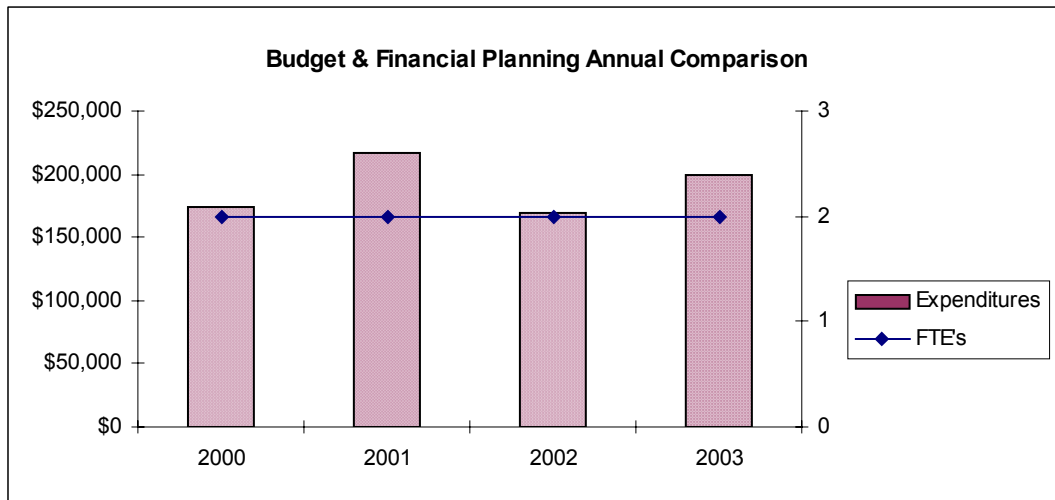
**Performance Measurement – Operations**

Type/Description	2002	2003	2004
<b>Workload Measures</b>			
➤ Number of accounts payable checks issued	4,313	4,744	
➤ Number of cash receipt transactions	9,921	10,913	
➤ Number of payroll checks issued	5,140	5,654	
<b>Outcome/Effectiveness Measures</b>			
➤ % of Time Month-End Close Process completed within 10 working days of month closing	100%	100%	
➤ Date that Annual Financial Report is Completed	May 24	May 30	

**PURPOSE STATEMENT**

**BUDGET & FINANCIAL PLANNING**

Budget and Financial Planning is responsible for the planning, organization, and implementation of the budget process for the City, as well as the development and forecast of the City's short and long-term revenues and expenditures.



**2003 KEY DIVISION OBJECTIVES**

**BUDGET & FINANCIAL PLANNING**

- ◆ Assist with the implementation of the IFAS position budgeting software.
- ◆ Reduce tax auditing costs by developing an in-house audit program.

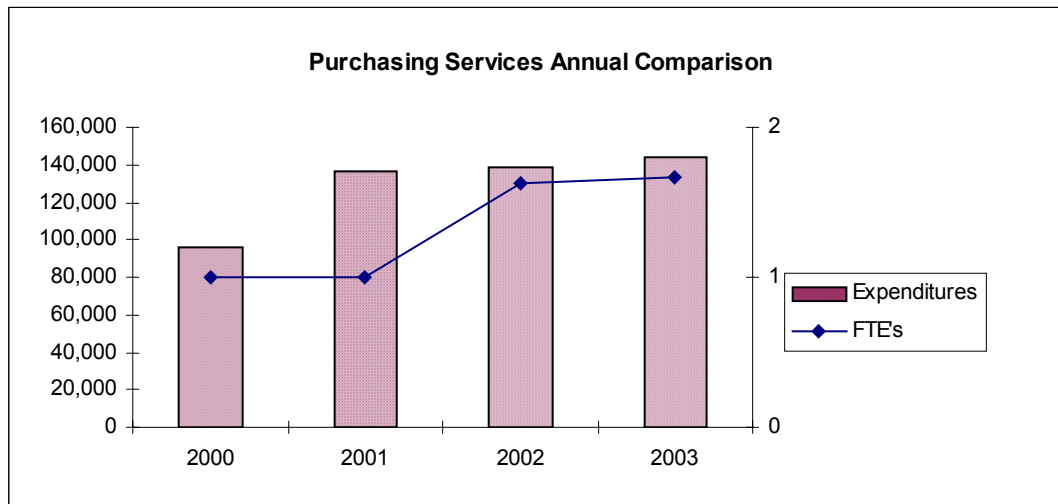
**Performance Measurement – Budget & Financial Planning**

Type/Description	2002	2003	2004
<b>Workload Measures</b>			
<b>Outcome/Effectiveness Measures</b>			
➤ Accuracy of revenue and expenditure forecasts based on second quarter financial projections	95%	95%	
➤ Number of months departmental expenditure and revenue reports are completed and delivered to departments by target date	11	12	
➤ Average number of days to compile quarterly financial report	15	12	
<b>Efficiency Measures</b>			
➤ Average cost to print annual proposed budget	2,150	2,150	



**PURPOSE STATEMENT****PURCHASING**

Purchasing is responsible for providing cost effective, fair, and competitive acquisition processes to acquire goods and services needed by City Departments.

**2003 Key Division Objectives****PURCHASING**

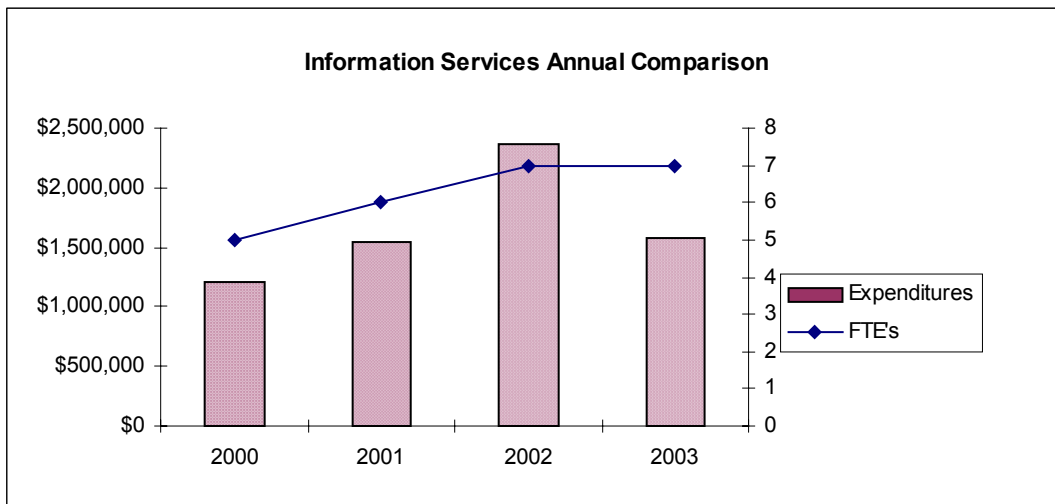
- ◆ Revise Small Works Roster and Formal Public Works Bid boilerplate and project manual format
- ◆ Implement procedures to use a joint small works roster system with local area agencies.

**Performance Measurement – Purchasing**

Type/Description	2002	2003	2004
<b>Workload Measures</b>			
➤ Number of Purchase Orders Processed	765	815	
➤ Number of Bids and Request for Proposals Processed	35	45	
<b>Outcome/Effectiveness Measures</b>			
➤ % of Customers Giving a Minimum Rating of Very Good	87%		
<b>Efficiency Measures</b>			
➤			

**PURPOSE STATEMENT****INFORMATION SERVICES**

Information Services is responsible for the acquisition, development, maintenance, and service of all critical computing equipment, including software applications. In addition, the Information Services Division provides strategic technical consultation services to City departments to enhance existing operations.

**2003 Key Division Objectives****INFORMATION SYSTEMS**

- ◆ Complete the acquisition and implementation of Parks, Recreation & Cultural Services and the Payroll/Human Resource Information System applications.
- ◆ Design and implement the integration between enterprise applications (Hansen, IFAS, Parks and HR) to ensure maximized utilization of shared data while allowing opportunities to streamline existing procedures.
- ◆ Continue to achieve the objectives set forth in the City Information Systems Strategic Plan for the current year.

**Performance Measurement – Information Services**

Type/Description	2002	2003	2004
<b>Workload Measures</b>			
➤ Number of Help Desk Calls	1,450	1,600	
➤ Number of GIS requests	140	160	
<b>Outcome/Effectiveness Measures</b>			
➤ % Help Desk Calls Responded to or Resolved Within 24 hours	96%	97%	
➤ % of Customers giving the IS Level of Service a minimum rating of Very Good	<i>Insufficient data available</i>	85%	
➤ % of GIS Requests Completed Within Original Time Estimate	94%	95%	
<b>Efficiency Measures</b>			
➤ Budget as a percentage of the City's General Fund	8.77%	6.13%	