

PROGRAM HIGHLIGHTS**FINANCE CONTROL**

<u>SERVICE INDICATORS</u>	Actual <u>2010</u>	Actual <u>2011</u>	Estimated <u>2012</u>	Projected <u>2013</u>
1. Accounts Payable Checks Issued	8,362	7,929	7,900	7,900
2. Federal 1099 Forms Issued (12/31)	406	309	325	325
3. Payroll Checks Issued	9,155	7,620	7,600	7,600
4. Federal W-2 Statements Issued (12/31)	627	633	650	650
5. Property Liability Insurance Claims Processed	70	112	100	100
6. Financial Report (prior FY) Delivery Date	12/30/10	12/29/11	12/31/12	12/31/13
7. G/L Fiscal Year End Close	9/10/10	9/23/2011	9/14/2012	9/15/2013
8. CIP and Grants Supported (sub-projects not included in count in FY11, FY12, FY13)	314	150	160	170
9. Internal Audits Conducted	2	2	2	2
10. Direct Deposit participation rate	72%	72%	75%	75%

2013 GOALS

1. Receive an unqualified audit opinion and successfully address all management letter findings.
2. Qualify for and receive the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting for the FY 2012 Comprehensive Annual Financial Report (CAFR).
3. Install the "next generation" New World Systems (NWS) software. This software will require the payroll/human resources database to be converted into a new format and be extensively tested. The Finance Control Division and the City's timekeepers will require additional training to process payroll, etc. The Finance Control Division will create manuals for a successful conversion.
4. In cooperation with the Assessing Department and Treasury Division, complete and submit all final documents to the Department of Revenue Administration (DRA) in order to obtain a certified tax rate no later than October 31st of each year.
5. Participate in the Miscellaneous Billing (MB) lean team, make recommendations in simplifying MB adjustment processing, and implement changes as approved by management.
6. Work with New World Systems in complying with the December 2012 IRS employer-provided health coverage information reporting requirement and make payroll changes as needed.
7. Continue to analyze the Finance Control Division's operating and reporting procedures and streamline processes as needed.

2012 GOALS STATUS

1. Receive an unqualified audit opinion and successfully address all management letter findings.
9-Month Status: The FY 2011 audit was completed in October 2011. The audit opinion was presented to the Fiscal Policy Advisory Committee in January 2012.
2. Install two New World Systems (NWS) software upgrades and one year-end upgrade to maintain system. We also are currently planning on or analyzing the possibility of installing new software components such as budget validation, position control and position budgeting, cafeteria plan and e-suite. In addition, the Finance Control Division will participate in NWS software development for future software applications.
9-Month Status: NWS software upgrade for 7.0 sp5 was installed in January 2012. The 7.0 sp6 upgrade was installed in March 2012.

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3. Close FY 2011 by September 30, 2011, in order to accelerate the financial report delivery date, as well as provide timely information for FY 2013 budget preparation. This will require continued dialogue with NWS about their soft close capabilities.
9-Month Status: The pre-audit year-end entries were completed on September 23, 2011, and the audit files and trial balance were delivered to the auditors on or about September 30, 2011. No additional year-end audit entries were necessary to close FY 2011.
4. In cooperation with the Assessing Department and Treasury Division, complete and submit all final documents to the Department of Revenue Administration (DRA) in order to obtain a certified tax rate no later than October 31st of each year.
9-Month Status: The MS2, MS4, and MS6 were delivered to the Department of Revenue and Administration (DRA) by the September 1, 2011 deadline. The MS5 was delivered to DRA on September 30, 2011. The tax rate was certified on November 8, 2011.
5. Work with the Treasury Division to streamline and address concerns experienced during the cash reconciliation process.
9-Month Status: The Finance Control Division and the Treasury Division continue to address various cash reconciliation issues/concerns.
6. Work with the Treasury Division and other City staff to address concerns pertaining to the accounts receivable and revenue collection operating procedures.
9-Month Status: The Finance Control Division has been active in the MB review meetings. The team has met monthly.
7. Work with the Treasury Division and other City staff on the expansion of a credit card acceptance program.
9-Month Status: The Finance Control Division attended various meetings and awaits Council's action.
8. Work with the Office of Management and Budget, Treasury and Utility Billing offices to process all monthly journal entries by the 15th of the month and perform accounting soft-close processes accordingly.
9-Month Status: The monthly journal entries are posted by the 8th of each month.
9. Reconcile and analyze all customer deposit accounts in all funds.
9-Month Status: Finance Control staff reconciled all customer deposit accounts for FY 2011. An extensive review is underway to analyze all individual items noted in the customer deposit reconciliation.
10. Implement new accounting standard GASB 54 (Fund Balance Reporting and Governmental Fund Type Definitions).
9-Month Status: GASB 54 (Fund Balance Reporting) was implemented for year ending June 30, 2011. The renaming and categorization of the equity fund general ledger account numbers is underway and is scheduled for a June 30 completion date.
11. Qualify for and receive the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting for FY2010 Comprehensive Annual Financial Report (CAFR).
9-Month Status: The City received the GFOA Certificate of Achievement award for fiscal year ending June 30, 2010.

BUDGET DETAIL**FINANCE CONTROL**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
REVENUE						
A/R FINANCE CHARGE	\$3,014	\$2,518	\$5,882	\$2,500	\$6,000	\$3,000
Total	\$3,014	\$2,518	\$5,882	\$2,500	\$6,000	\$3,000
APPROPRIATIONS						
COMPENSATION	\$451,872	\$278,519	\$275,615	\$328,670	\$319,710	\$324,890
OUTSIDE SERVICES	\$55,992	\$85,161	\$103,326	\$56,729	\$47,116	\$57,633
SUPPLIES	\$3,352	\$2,935	\$2,707	\$4,300	\$4,900	\$3,700
INSURANCES	\$5,623	\$3,177	\$3,851	\$4,210	\$4,720	\$4,690
FRINGE BENEFITS	\$122,630	\$94,413	\$97,804	\$131,193	\$121,000	\$129,120
Total	\$639,470	\$464,205	\$483,303	\$525,102	\$497,446	\$520,033

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Assistant Finance Director	0.0	0.0	0.0	*1.0
Controller	1.0	1.0	1.0	*0.0
Senior Accountant	1.0	1.0	1.0	1.0
Permanent Part-time Accountant	0.5	**0.0	0.0	0.0
Accountant	0.0	**1.0	1.0	1.0
Fiscal Supervisor	1.0	**0.5	***1.0	1.0
Fiscal Technician II	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Total	5.5	5.5	6.0	6.0

* Controller position eliminated and Assistant Finance Director position added as of 6/30/12.

** Reflects a reduction in hours of the Fiscal Supervisor position to a permanent part-time position; elimination of a permanent part-time Accountant; and addition of a full-time Accountant.

*** Reflects an increase in hours of the Fiscal Supervisor position to a permanent full-time position.

FINANCE CONTROL

FUNDING IMPACT

This budget contains no significant funding changes.