

## Finance

Agency Number: **33**  
Budget Function: **General Government**

The mission of the City Finance Department is to enhance the financial health of the City and provide stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policymakers.

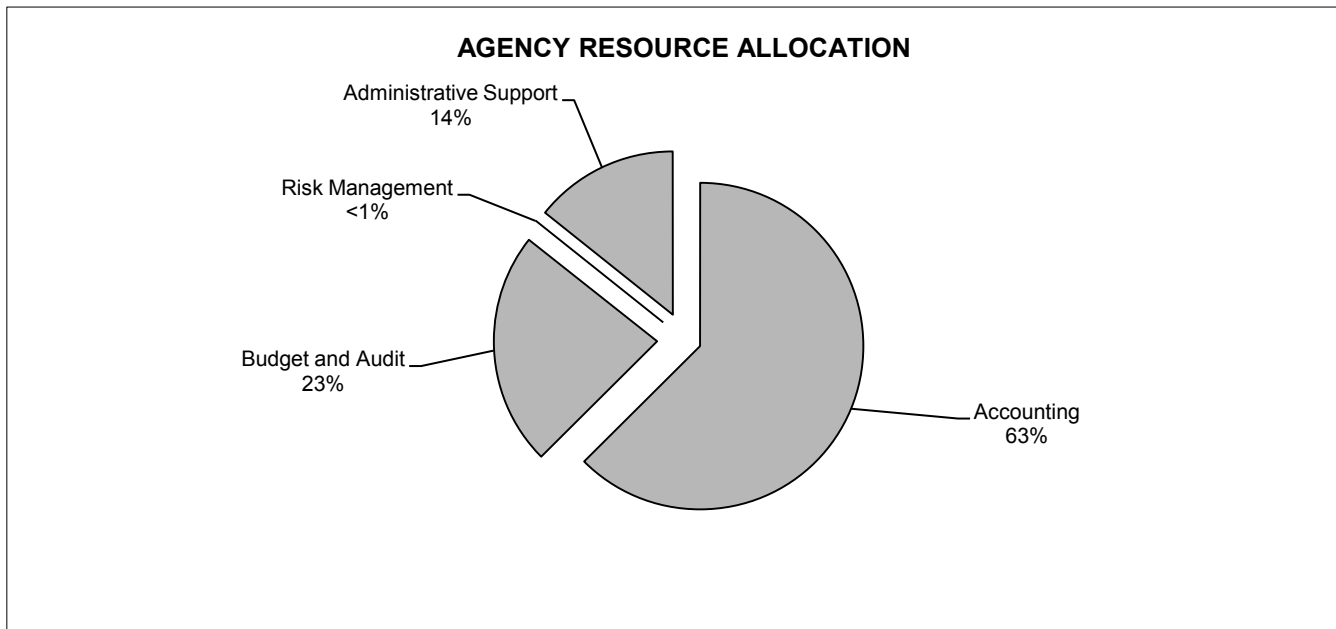
<u>Major Service</u>	<u>2013 Actual</u>	<u>2014 Adopted</u>	<u>2014 Projected</u>	<u>2015 Request</u>	<u>2015 Executive</u>	<u>2015 Adopted</u>
Accounting	\$ 1,814,079	\$ 1,966,407	\$ 1,977,093	\$ 1,958,962	\$ 2,058,266	\$ 2,073,489
Budget and Audit	709,638	751,236	758,003	756,115	760,300	766,169
Risk Management	31,622	(1,515)	(1,864)	(5,967)	(4,281)	(1,983)
Administrative Support	454,364	459,856	459,066	466,857	469,665	473,482
<b>Agency Total</b>	<b>\$ 3,009,703</b>	<b>\$ 3,175,984</b>	<b>\$ 3,192,298</b>	<b>\$ 3,175,967</b>	<b>\$ 3,283,950</b>	<b>\$ 3,311,157</b>

### **Adopted Budget Highlights**

The Budget includes:

1. Funding for the continuation of existing services, including implementation of the Enterprise Resource Planning (ERP) system.
2. Funding totaling \$17,300 has been reallocated to the Permanent Salaries and Benefits accounts to fund potential reclasses resulting from a reorganization of the Finance Department's General Accounting Section.
3. Funding of \$89,007 for a new Data Projects Coordinator position, as recommended in the Racial Equity and Social Justice Report. This position will help support efforts related to presentation of city, state, and national data on outcomes and performance associated with equity.

## Finance



### **Budget Service Descriptions:**

#### **Accounting**

Responsible for the ongoing accounting operations of the City including, but not limited to, accounts payable and receivable, revenue accounting, cash accounting, bank reconciliations, City loan programs and related internal control systems, as well as capital asset management and financial statement preparation. Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems, including the City's Annual Report. Serve as liaison to independent auditors. In conjunction with Information Technology staff and software vendors, develop and oversee the utilization of the City's automated financial accounting system. The City's enterprise accounting staff analyze and interpret accounting data and perform internal accounting functions for the City's Housing Operations Unit, as well as provide financial/management assistance to the City's various enterprises and utilities. Maintains a centralized payroll system for all City agencies. Includes responsibility for processing and maintaining systems for deductions/billing for employee health and life insurance, deferred compensation, worker's compensation, unemployment compensation, Wisconsin Retirement System, flexible spending, direct deposit, income continuation insurance, as well as a variety of other payroll deductions. Assists Human Resources with labor negotiation strategies and contract administration. Responsible for directing and coordinating the procurement of equipment, supplies and services required by the City. Program functions include developing City purchasing policies and procedures, encumbrance management, negotiating and administering contracts, providing support, information, and/or making recommendations on type or availability and costs (considering benefits, effectiveness, and efficiency) of equipment, supplies and services.

<b>Service Summary</b>			
	<b>2013 Actual</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>
Total Expenditures	\$ 2,194,281	\$ 2,335,663	\$ 2,496,639
Less Inter-Agency Billings	380,202	369,256	423,150
Net Total	<u>\$ 1,814,079</u>	<u>\$ 1,966,407</u>	<u>\$ 2,073,489</u>

## Budget and Audit

Responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. Performs financial, compliance and performance reviews of City agencies and other entities which have contracts with the City. Prepares report on federal and state financial assistance and the City's indirect cost allocation plan. Coordinates the City's efforts to identify and secure outside grant funding.

Service Summary			
	2013 Actual	2014 Adopted	2015 Adopted
Total Expenditures	\$ 747,510	\$ 790,138	\$ 791,902
Less Inter-Agency Billings	37,872	38,902	25,733
Net Total	\$ 709,638	\$ 751,236	\$ 766,169

## Risk Management

Responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Service Summary			
	2013 Actual	2014 Adopted	2015 Adopted
Total Expenditures	\$ 295,240	\$ 314,620	\$ 316,805
Less Inter-Agency Billings	263,618	316,135	318,788
Net Total	\$ 31,622	\$ (1,515)	\$ (1,983)

## Administrative Support

Provides clerical and office services to City agencies. In addition to Administrative Support Team staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Service Summary			
	2013 Actual	2014 Adopted	2015 Adopted
Total Expenditures	\$ 511,528	\$ 516,601	\$ 525,476
Less Inter-Agency Billings	57,164	56,745	51,994
Net Total	<u>\$ 454,364</u>	<u>\$ 459,856</u>	<u>\$ 473,482</u>

## Finance Summary by Major Object of Expenditure

	2013 Actual	2014 Adopted	2014 Projected	2015 Request	2015 Executive	2015 Adopted
Permanent Salaries	\$ 2,501,919	\$ 2,524,757	\$ 2,513,489	\$ 2,501,154	\$ 2,566,716	\$ 2,607,116
Hourly Employee Pay	5,222	10,602	8,358	13,086	13,086	13,291
Overtime Pay	562	3,033	13,530	10,000	10,000	10,157
Fringe Benefits	783,608	885,318	898,592	878,367	920,788	906,861
Purchased Services	408,310	476,953	507,433	540,197	540,197	540,197
Supplies	36,994	44,400	37,475	41,000	41,000	41,000
Inter-Departmental Charges	11,944	11,959	14,459	11,828	11,828	12,200
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 3,748,559</u>	<u>\$ 3,957,022</u>	<u>\$ 3,993,336</u>	<u>\$ 3,995,632</u>	<u>\$ 4,103,615</u>	<u>\$ 4,130,822</u>
Inter-Agency Billings	<u>738,856</u>	<u>781,038</u>	<u>801,038</u>	<u>819,665</u>	<u>819,665</u>	<u>819,665</u>
Net Budget	<u>\$ 3,009,703</u>	<u>\$ 3,175,984</u>	<u>\$ 3,192,298</u>	<u>\$ 3,175,967</u>	<u>\$ 3,283,950</u>	<u>\$ 3,311,157</u>