

Finance/IT Department Budget Presentation



FISCAL YEAR 2010-2011

Finance Department



- **Staff of four**
 - Finance Director
 - Accountant II (2)
 - Payroll Clerk
- **Reduced from six in 2006**
- **Will contribute .5 position to Admin. Pool in 2011FY**
- **Annual Budget – including audit - \$371,384**
- **5% decrease from FY2010 projected**
- **8% decrease from FY2011 requested**

Finance Department Functions



- budget preparation
- budget control
- maintenance and control of accounting records
- accounts payable
- payroll processing
- debt service
- investment of City funds (except pension funds)
- coordination of insurance coverage
- Property and liability insurance claims administration
- capital asset accounting
- financial reporting
- coordination of the annual audit
- administration of information systems
- supervision of purchasing function
- Utility bill processing for mailing
- Financial Analysis and Forecasting as needed

Finance Department Activities



- Annual Audit – GFOA Award
- Banking Service Proposals
- Recovery Zone Bond
- Bargaining Agreement Financial Analysis
- MITN
- Future Activities
 - Alternate Energy Providers/Energy Cost
 - Paperless Accounts Payable Process
 - Implement Financial Software Upgrade
 - Implement new capital asset software
 - Budget forecast 2012-2013

Information Technology Department



- **Internal Service Fund (Chargeback and Rental)**
- **Operating budget - \$334,948**
 - **Funded by following funds:**
 - ✦ General Fund – 51%
 - ✦ Wastewater Fund – 20%
 - ✦ Water Fund – 24%
 - ✦ Parking, Building Safety, Stores & Equipment – 5% total
- **All operating costs funded**
 - County Contract
 - Supplies
 - Licenses and Contracts
 - Depreciation

Information Technology



- **Personnel**

- Finance Director charged 10%
- Contract with Monroe County provides IT support
- Budgeted \$206,423

- **Capital**

- **FY2010**

- ✦ Fiber Project - \$100,000
- ✦ Microsoft Office Upgrade - \$40,000
- ✦ Server and other network upgrades - \$10,000

- **FY2011**

- ✦ 30 replacement computers - \$30,000
- ✦ Copier replacement – 2nd floor city hall - \$15,000
- ✦ Field Computers – Building Department - \$3,000
- ✦ Paperless Council Packets - \$16,000
- ✦ Miscellaneous Network - \$10,000

IT Fund



- **Estimated ending net assets of \$388,240**
 - Future – phone system replacement
 - Other capital updates as necessary



Questions