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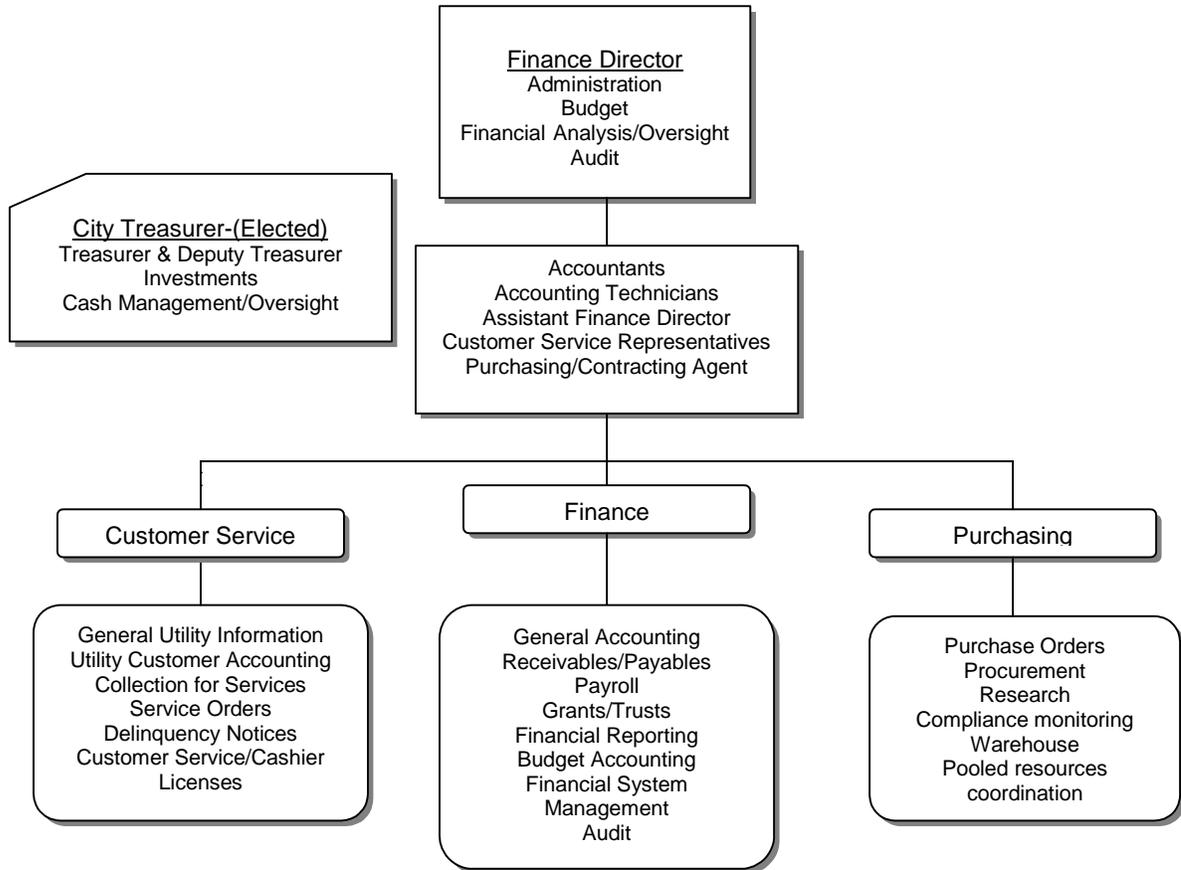
## FINANCIAL SERVICES DEPARTMENT

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**Department Description:** This department is responsible for the establishment and maintenance of an effective financial accounting system, which accurately reflects the financial operations of the City and offers a framework for financial planning and analysis.



The primary goal of Financial Services is providing accurate, reliable and timely financial information to the City Council, City Manager, City Departments and outside agencies using recognized professional standards.

The Financial Services Department is divided into four programs: City Treasurer, Finance, Customer Service and Purchasing. The City Treasurer Division oversees investments for the City. The Finance Division is responsible for the financial system, general accounting, payroll, accounts payable, budget preparation, auditing and financial reporting. The Customer Service Program provides centralized accounting for customer billing, licensing and collection activities. In addition, customer service personnel in this division often provide general information and referrals for customer service. The Purchasing Division provides support to City departments in their purchases of goods

and services and ensures that the procedures stay within the appropriate guidelines and regulations.

**Department Goals:** To provide the accounting and financial services necessary for the most effective management of City operations. The primary goal is to provide accurate, reliable and timely financial information to the City Council, City Manager, City departments and outside requests. Specific goals and objectives for this budget year are shown in the narratives in each division.

**Budget Commentary:** There are funds budgeted in the City Treasurer's budget for Brink's Incorporated to pick up deposits on a daily basis. The Customer Service budget was divided into a general fund and a utility customer service budget. The utility customer service budget will be reported under the water fund with transfers from the wastewater and solid waste funds. The General Fund portion of Customer Service is separate and includes processing of business and animal licenses, and parking citations.

## City Treasurer Program

**Program Description:** The City Treasurer oversees and handles the investment program of the City. Goals of the program are to maintain an optimal level of funds on hand to meet daily cash requirements and investment of available funds in accordance with locally adopted guidelines and applicable state regulations.

**Program Performance Areas:**

- Ensure proper accounting for the receipt and disbursement of all moneys of the City and Redevelopment Agency.
- Invest available funds of the City and Redevelopment Agency in compliance with prudent investment guidelines.
- Maintain appropriate records and provide financial and economic information to the City Council, City Manager and other departments.

**Specific Objectives:**

- Implement on-line banking to track daily bank activity.
- Evaluate, document and improve current cash processing systems.

**Budget Commentary:** This program budget supports the elected position of City Treasurer. The position is currently occupied by a City employee, (Assistant Finance Director), and two Deputy Treasurers, (Purchasing Agent & Computer Operator). The elected position was voted at the November 2004 election.

## Finance Program

**Program Description:** The Finance Program provides coordination and direction of the financial operations of the City. This includes directing, monitoring, and controlling the establishment and maintenance of an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City Departments. The Finance Program is responsible for processing and maintaining records of all financial transactions of the City. These transactions include accounts payable, accounts receivable, general ledger accounting, enterprise accounting, internal services accounting, financial reporting, and administration of employee payroll. The Program is also responsible for budget accounting, salary and revenue projections, development and production of the annual budget, debt administration and annual audits.

**Program Performance Areas:**

- Provide accurate and timely financial and economic information in a form appropriately understood by the reviewer.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance with financial reporting requirements for the City.
- Respond effectively to internal and external demands for assistance and information by continually striving to enhance financial management systems, both manual and automated.

**Specific Objectives:**

- Revise and adopt formal financial management policies and procedures.
  - Develop department procedures consistent with adopted policies.
- Document procedures for the Accounts Payable and General Ledger systems and related accounting activities.
- Financial reporting on a timely basis for all federal and state grants.
- Fixed asset evaluation and implementation.

**Budget Commentary:** This program includes personnel costs for a portion of the Finance Director, Assistant Finance Director and four Accounting Technicians.

The Services and Supplies category includes funding for audit services.

## Customer Service Program

**Program Description:** The Customer Service Program provides coordination and processing for customer billing and collection activity and meter reading. In addition, this division provides services for business licenses, animal licenses, parking citations, processing permits and miscellaneous collections for the City. The program handles the establishment of services, collection and accounting responsibilities required for the City's three enterprise utility operations: Refuse, Sewer and Water. As primarily an internal service program, utility related customer billing costs are funded through charges to the enterprise funds for services. Personnel in this program are often a front line contact with the public. They handle customer requests, inquiries and complaints.

**Program Performance Areas:**

- Provide accurate and timely billing information in a form appropriately understood by the customer.
- Maintain accurate, complete and appropriate records using recognized professional standards and guidelines.
- Ensure compliance with financial requirements of the utility ordinances for the City.
- Respond effectively to customer requests, inquiries and complaints.

**Specific Objectives:**

- Revise and adopt desk policies and procedures for the accounts receivable functions.
  - Train the Accountant as back up for accounts receivable process.
  - Establish routine tracking procedures and reports for accounts receivable activities.
- Acquire parking citation software.

**Budget Commentary:** This division includes utility billing and General Fund revenue collection activities. Personnel budgeted in this division include two Customer Services Representatives, and an Accountant. Also included is a portion of time for the Finance Director, Assistant Finance Director and Accounting Technicians.

The Customer Service budget has been divided into utility customer service and will be reported under the water fund with transfers from wastewater and solid waste funds. The General Fund portion of Customer Service is now separate and includes processing business and animal licenses, parking citations and accounts receivable.

In the Customer Service - Utility Service budget, services and supplies include expenses for postage for utility and collection billings. This budget includes the estimated costs for the County to print the utility bills, delinquent notices and shut off notices.

## Purchasing Program

**Program Description:** The Purchasing Program facilitates procurement of goods and services for all departments by processing requisitions or preparing purchase orders over \$2,000 for supplies and services, and by assisting in the development and preparation of bid specifications and procedures. Purchasing oversees encumbrance and payment processing for all major contracts and projects to ensure compliance and consistency with regulations and guidelines. The program provides research and advice to departments requiring information on products, vendors, services and prices. The program sets up and monitors the open (blanket) purchase orders systems. In addition, the program maintains contracts and maintenance schedules for fuel, uniforms, laundry, landscaping, janitorial, fax machines, copiers and the main postage machine. Purchasing also assists departments in resolving disputes with vendors or manufacturers.

**Program Performance Areas:**

- Provide effective and timely procurement services or advice to all departments.
- Maintain appropriate records and procedures using recognized professional standards and guidelines.
- Ensure compliance with requirements of government codes and ordinances related to purchasing or procurement.
- Respond effectively to requests, inquiries and complaints.

**Specific Objectives:**

- Develop single document for all purchasing/contracting needs.
- Train departments on purchasing procedures.
- Update City Vendor Guide
- Standardize warehouse operations and supplies

**Budget Commentary:** This program includes funding for a Purchasing Agent and a small portion of the Finance Director's time.

**CITY OF SANTA PAULA  
 2007 - 2008 BUDGET PLAN  
 DEPARTMENTAL SUMMARY**

**Department: FINANCIAL SERVICES**

EXPENDITURES	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
<b>SALARIES</b>	482,199	489,265	486,989	473,687	479,516
<b>BENEFITS &amp; OVERHEAD</b>	119,446	140,140	142,281	185,610	219,577
<b>SALARIES AND BENEFITS</b>	601,645	629,405	629,270	659,296	699,093
<b>SUPPLIES/SRVS/MAINT</b>	147,610	162,409	176,522	185,450	162,450
<b>CAPITAL OUTLAY</b>	9,531	0	9,203	493,311	0
<b>TOTAL COST</b>	<u>\$758,786</u>	<u>\$791,814</u>	<u>\$814,995</u>	<u>\$1,338,058</u>	<u>\$861,543</u>
<b>AUTHORIZED POSITIONS:</b>	13.82	12.96	10.96	10.96	10.00
<b>REVENUE/RESOURCES:</b>					
> General Fund with overhead recovery	340,471	344,320	346,736	891,404	355,258
> LTF-VISTA Bus Passes	8,815	9,361	10,673	7,342	18,555
> Refuse Enterprise	102,375	109,530	114,397	109,828	121,933
> Sewer Enterprise	102,375	109,530	114,397	109,828	121,933
> Water Enterprise	204,750	219,072	228,793	219,656	243,865
<b>TOTAL</b>	758,786	791,813	814,995	1,338,058	861,543
<b>CAPITAL OUTLAY/SPECIAL PROJECTS</b>					
<b>Explanation and Dollar Impact:</b>					
Fees & Cost Recovery Studies (9064)			carryover 51,715		

**OTHER NOTES:**

- > The Treasurer's budget includes contracting with Brink's Incorporated for pick up of deposits on a daily basis.
- > The Customer Service budget has been divided between utility functions and general fund functions.



**CITY OF SANTA PAULA  
 2007 - 2008 BUDGET PLAN  
 PROGRAM DETAIL**

Department: FINANCIAL SERVICES  
 Program: FINANCE  
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EXPENDITURES		04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
salaries - full time	8001	140,443	125,085	156,042	125,811
salaries - full time (405)	8001		86		
salaries - overtime	8003	1,682	9,597	1,000	226
<b>SALARIES</b>		<b>\$142,125</b>	<b>\$134,768</b>	<b>\$157,042</b>	<b>\$126,037</b>
car allowance	8021		1079.91	\$1,440	1,440
overhead and benefits	8040	38,441	36,527	60,753	54,000
<b>OVERHEAD AND BENEFITS</b>		<b>\$38,441</b>	<b>\$37,607</b>	<b>\$62,193</b>	<b>\$55,440</b>
postage	8101	2,199	2,582	3,700	3,700
dues & subscriptions	8103	370	205	530	530
supplies-office	8120	3,011	3,717	4,500	4,000
supplies-clothing/uniforms	8121	105	0	360	360
supplies-other	8129	9	7	50	50
recognitions/awards	8150		34		
minor equipment -office	8171	437	391	10,450	450
minor equipment -computer	8175		0	13,000	
minor equipment-other	8179	232	0		
prof/contr svcs -financial	8201	23,775	25,319	23,000	25,000
prof/contr svcs - personnel	8205		113		
prof/contr svcs - other	8209	145	1,718		
prof/contr svcs - medical	8214	0	773	100	100
prof/cont svcs - temp personnel	8227	12,969	19,535	5,000	5,000
legal advertising	8230	237	353	300	300
misc. advertising/promo	8231	328	1,492		
duplication charges - internal	8240	986	822	1,500	1,000
printing and binding -external	8241	3,302	1,657	1,200	1,700
utility expense - tele basic svc	8282	2,732	2,679	3,168	2,668
maint-bldgs-improvements	8301	691	0		
maintenance - office equipment	8303	23	320	1,840	840
maint-vehicles, equipment	8304		0		
training/workshops/meetings	8352	1,617	946	2,500	2,500
mileage reimbursement	8353	89	92	130	130
educational reimbursement	8360	663	0		
<b>SERVICES AND SUPPLIES</b>		<b>\$53,920</b>	<b>\$62,757</b>	<b>\$71,328</b>	<b>\$48,328</b>
fees & cost recovery studies (9064)	8201-8203			51,715	
accting sys software replace (9114)			0	290,800	
telephone system (9222)			9,203	150,797	
<b>CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$9,203</b>	<b>\$493,311</b>	<b>\$0</b>







