

**FINANCE ACTIVITY DESCRIPTION****(Finance)****DESCRIPTION:**

The Finance Department is responsible for providing the financial management of all City funds and maintaining the fiscal integrity of the City. Major activities include: managing the City's investment portfolio; preparing and monitoring the budget; financial analysis and reporting; revenue management, including billing and collection for utilities, licenses and other revenues; purchasing; and payroll processing and reporting.

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS:**

During 2016/17 the Finance Department accomplished the following:

1. Re-distributed staff workloads to eliminate redundancy
2. Streamlined Stormwater Billing
3. Continue to cross-train department personnel in all areas of processing

**GOALS:**

1. Transfer Stormwater Billing to County of Humboldt to be billed on property tax bills
2. Look into feasibility of changing utility bill from full size letter sheets to post cards

**BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>
Personnel	539,163	558,092	587,119	<b>664,791</b>
Materials and Services	108,682	115,704	126,754	<b>127,217</b>
Debt Service/Lease Payments	1,209	1,186	1,200	<b>1,200</b>
Capital Outlay	-0-	7,926	-0-	<b>-0-</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	649,055	682,908	715,073	<b>793,208</b>
Charges to Other Departments	(446,080)	(440,380)	(441,640)	<b>(465,700)</b>
Net Budget	<u><u>202,975</u></u>	<u><u>242,528</u></u>	<u><u>273,433</u></u>	<u><u>327,508</u></u>

**FUNDING SOURCES** (see descriptions in Revenue Section)

OPERATING:				
General Fund (101)	202,975	234,602	273,433	<b>327,508</b>
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	-0-	7,926	-0-	<b>-0-</b>
	<u><u>202,975</u></u>	<u><u>242,528</u></u>	<u><u>273,433</u></u>	<u><u>327,508</u></u>

**PERSONNEL**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-20-07-50100	REGULAR SALARIES	411,864	411,864	411,864
101-20-07-50300	PART-TIME AND TEMPORARY SALARIES	17,500	17,500	17,500
101-20-07-50990	EMPLOYEE BENEFITS	242,248	235,427	235,427
<b>TOTALS</b>		<b>\$671,612</b>	<b>\$664,791</b>	<b>\$664,791</b>

**POSITION TITLES**

Finance Director	0.75	0.75	0.75
Finance Department Manager	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00
Finance Clerk	3.00	3.00	3.00
Cashier/Clerk Typist (Part-time)	0.50	0.50	0.50
<b>Full-time Equivalents</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>

**MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-20-07-51200	COMMUNICATIONS	2,300	2,300	2,300
101-20-07-51400	TRAINING & CONFERENCES	6,000	6,000	6,000
101-20-07-51600	MEMBERSHIPS AND DUES	650	650	650
	PROFESSIONAL AND SPECIALIZED SERVICES			
101-20-07-51770	Other Professional Services	-0-	-0-	-0-
101-20-07-51779	Mandated Cost Reimb Service	4,500	4,350	4,350
	SERVICES PROVIDED BY			
101-20-07-52502	County Tax Administration	20,000	19,000	19,000
	POSTAGE			
101-20-07-53110	Postage	20,000	20,000	20,000
101-20-07-53120	Maintenance	500	500	500
	PHOTOCOPY			
101-20-07-53210	Maintenance	5,000	4,500	4,500
101-20-07-53220	Supplies	5,200	4,700	4,700
101-20-07-53300	OFFICE SUPPLIES	9,000	9,000	9,000
101-20-07-54200	OTHER DEPARTMENTAL SUPPLIES	12,000	12,000	12,000
101-20-07-55300	EQUIPMENT MAINTENANCE	25,000	25,000	25,000
101-20-07-55710	FACILITIES RENTAL	1,620	1,620	1,620
101-20-07-55800	IT SERVICES & MAINTENANCE	15,447	15,447	15,447
<b>TOTALS</b>		<b><u>\$127,217</u></b>	<b><u>\$125,067</u></b>	<b><u>\$125,067</u></b>

**DEBT SERVICE / LEASE PAYMENTS**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
LEASE PAYMENTS				
101-20-07-56505	Postage Machine	1,200	1,200	1,200
<b>TOTALS</b>				
		<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>

**CHARGES TO OTHER DEPARTMENTS**

Account Number	Description	2017/18		
		Department Proposed	Manager Proposed	Council Approved
CHARGES TO OTHER DEPARTMENTS				
101-00-00-46990	Photocopier	(15,000)	(15,000)	(15,000)
101-00-00-46990	Mail	(15,000)	(15,000)	(15,000)
101-00-00-46990	General Administration	(439,880)	(435,700)	(435,700)
<b>TOTALS</b>		<b>(\$469,880)</b>	<b>(\$465,700)</b>	<b>(\$465,700)</b>