

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

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

FUNDING SOURCES (*see descriptions in Revenue Section*)

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

FINANCE**Activity #****7****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
TOTALS		\$671,612	\$664,791	\$664,791

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
Full-time Equivalents	6.25	6.25	6.25

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
	TOTALS	\$127,217	\$125,067	\$125,067

FINANCE**Activity #****7****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

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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)
TOTALS		(\$469,880)	(\$465,700)	(\$465,700)