

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 2017/18 the Finance Department accomplished the following:

1. Streamlined Stormwater Billing by consolidating with the Humboldt County's property tax billing
2. Transitioned to a more efficient and lower cost option for mailing utility bills
3. Increased TOT revenue resulting from efforts to encourage reporting/remittance compliance of vacation rental operators.

GOALS:

1. Transfer delinquent Solid Waste accounts to County of Humboldt to be billed on property tax bills
2. Work with other departments to encourage TOT reporting/remittance compliance of vacation rental operators.

BUDGET OVERVIEW

APPROPRIATIONS	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Budget 2018-19
Personnel	558,092	538,446	664,791	566,971
Materials and Services	115,704	124,139	127,217	133,951
Debt Service/Lease Payments	1,186	765	1,200	1,200
Capital Outlay	7,926	20,301	-0-	-0-
Grant Programs	-0-	-0-	-0-	-0-
Gross Budget	682,908	683,651	793,208	702,122
Charges to Other Departments	(440,380)	(441,640)	(465,700)	(410,650)
Net Budget	242,528	242,011	327,508	291,472

FUNDING SOURCES (see descriptions in Revenue Section)

OPERATING:				
General Fund (101)	234,602	221,710	327,508	291,472
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	7,926	20,301	-0-	-0-
	242,528	242,011	327,508	291,472

PERSONNEL

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-20-07-50100	REGULAR SALARIES	353,771	353,771	353,771
101-20-07-50300	PART-TIME AND TEMPORARY SALARIES	17,500	17,500	17,500
101-20-07-50990	EMPLOYEE BENEFITS	204,935	195,700	195,700
TOTALS		\$576,206	\$566,971	\$566,971

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	2018/19		
		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	550	550	550
	PROFESSIONAL AND SPECIALIZED SERVICES			
101-20-07-51770	Other Professional Services	4,500	4,500	4,500
101-20-07-51779	Mandated Cost Reimb Service	4,500	4,500	4,500
	SERVICES PROVIDED BY OTHER			
101-20-07-52502	County Tax Administration	20,000	18,000	18,000
	POSTAGE			
101-20-07-53110	Postage	20,000	18,000	18,000
101-20-07-53120	Maintenance	500	500	500
	PHOTOCOPY			
101-20-07-53210	Maintenance	5,000	5,000	5,000
101-20-07-53220	Supplies	5,200	5,200	5,200
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	28,000	28,000	28,000
101-20-07-55710	FACILITIES RENTAL	1,650	1,650	1,650
101-20-07-55800	IT SERVICES & MAINTENANCE	18,751	18,751	18,751
	TOTALS	<u>\$137,951</u>	<u>\$133,951</u>	<u>\$133,951</u>

DEBT SERVICE / LEASE PAYMENTS

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
LEASE PAYMENTS				
101-20-07-56505	Postage Machine	1,200	1,200	1,200
TOTALS				
		\$1,200	\$1,200	\$1,200

CHARGES TO OTHER DEPARTMENTS

Account Number	Description	2018/19		
		Department Proposed	Manager Proposed	Council Approved
CHARGES TO OTHER DEPARTMENTS				
101-00-00-46990	Photocopier	(12,000)	(12,000)	(12,000)
101-00-00-46990	Mail	(12,000)	(12,000)	(12,000)
101-00-00-46990	General Administration	(393,490)	(386,650)	(386,650)
TOTALS		(\$417,490)	(\$410,650)	(\$410,650)