

Comptroller

Agency Number: 33
Budget Function: Administration

The mission of the Comptroller's Office is to provide accounting services and act as the City's financial advisor. The Comptroller's Office works in partnership with City agencies and others by providing advisory services, timely and accurate reports, and clerical services to assist its customers.

<u>Major Service</u>	<u>1998 Actual</u>	<u>1999 Budget</u>	<u>1999 Projected</u>	<u>2000 Request</u>	<u>2000 Executive</u>	<u>2000 Adopted</u>
Accounting Services	\$ 942,867	\$ 884,323	\$ 884,323	\$ 893,911	\$ 894,311	\$ 930,327
Financial Management	683,208	904,581	904,581	892,121	895,021	922,718
Clerical Support to City Agencies	<u>326,831</u>	<u>326,815</u>	<u>326,815</u>	<u>325,561</u>	<u>339,856</u>	<u>350,457</u>
Agency Total	<u>\$ 1,952,906</u>	<u>\$ 2,115,720</u>	<u>\$ 2,115,720</u>	<u>\$ 2,111,593</u>	<u>\$ 2,129,188</u>	<u>\$ 2,203,502</u>

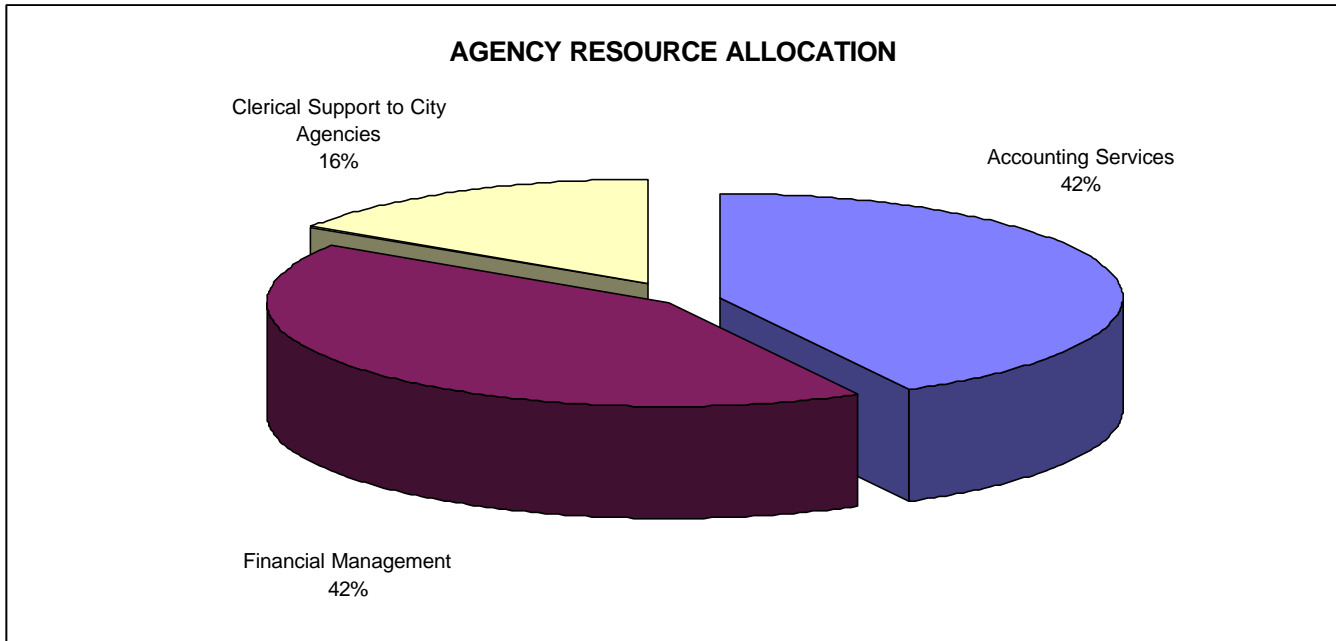
Adopted Budget Highlights

The Budget includes:

1. Partial funding for the position of Administrative Analyst/Purchasing Agent, who will retire during the first quarter of 2000. Upon the Purchasing Agent's retirement, this position will be deleted and recreated as a Buyer.
2. Salary savings budgeted at 4.2 percent. The Comptroller's Office currently has one full-time and two half-time vacant positions. These positions will remain unfilled until salary savings goals are met.
3. Conversion of three hourly clerk-typist positions to permanent full-time positions, effective mid-year.

In addition to the Requested Budget amount shown above, the agency submitted supplemental budget requests totaling \$36,133.

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Budget Service Descriptions:

Accounting Services

The primary functions included in this service are the ongoing accounting operations of the City including, but not limited to, accounts payable and receivable, revenue accounting, cash accounting, bank reconciliations and related internal control systems. The City's enterprise accounting staff analyze and interpret accounting data and perform internal accounting functions for the City's Housing Operations Unit, as well as provide financial/management assistance to the City's various enterprises and utilities. In addition, the Payroll Section maintains a centralized payroll system for all City agencies.

Service Summary			
	1998 Actual	1999 Budget	2000 Adopted
Total Expenditures	\$ 1,215,957	\$ 1,200,548	\$ 1,250,057
Less Inter-Agency Billings	273,090	316,225	319,730
Net Total	<u>\$ 942,867</u>	<u>\$ 884,323</u>	<u>\$ 930,327</u>

Financial Management

This service includes: Risk Management, which acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC), as well as investigates and determines the appropriateness of claims against the City; Budget and Management Services, which is responsible for the preparation of the City's annual capital and operating budgets; Internal Audit, which performs financial and operational audits both of the City and subsidized non-City agencies and works in conjunction with budget personnel to perform various budget mandated studies; and Purchasing, which establishes and performs centralized purchasing functions and maintains a comprehensive City inventory.

Service Summary			
	1998 Actual	1999 Budget	2000 Adopted
Total Expenditures	\$ 683,208	\$ 904,581	\$ 922,718
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 683,208</u>	<u>\$ 904,581</u>	<u>\$ 922,718</u>

Clerical Support to City Agencies

This service provides clerical and office services to City agencies. In addition to Clerical Pool staff, a centralized Word Processing Unit provides word processing and telephone dictation services. This Unit processes newsletters and brochures, complex financial schedules, multiple letters, routine documents, and can provide Braille output of a variety of documents upon request.

Service Summary			
	1998 Actual	1999 Budget	2000 Adopted
Total Expenditures	\$ 326,831	\$ 326,815	\$ 350,457
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 326,831</u>	<u>\$ 326,815</u>	<u>\$ 350,457</u>

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Summary by Major Object of Expenditure**

	<u>1998 Actual</u>	<u>1999 Budget</u>	<u>1999 Projected</u>	<u>2000 Request</u>	<u>2000 Executive</u>	<u>2000 Adopted</u>
Permanent Salaries	\$ 1,539,080	\$ 1,640,276	\$ 1,640,276	\$ 1,659,626	\$ 1,694,057	\$ 1,736,411
Hourly Employee Pay	60,198	85,802	85,802	76,211	47,632	48,824
Overtime Pay	4,554	10,300	10,300	5,000	5,000	5,125
Fringe Benefits	456,575	510,822	510,822	514,757	522,400	553,043
Purchased Services	90,362	99,830	99,830	102,629	102,629	102,629
Supplies	52,846	61,300	61,300	57,800	57,800	57,800
Inter-Departmental Charges	15,030	15,190	15,190	15,300	15,300	15,300
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	<u>7,352</u>	<u>8,425</u>	<u>8,425</u>	<u>0</u>	<u>4,100</u>	<u>4,100</u>
Total Expenditures	\$ 2,225,996	\$ 2,431,945	\$ 2,431,945	\$ 2,431,323	\$ 2,448,918	\$ 2,523,232
Inter-Agency Billings	<u>273,090</u>	<u>316,225</u>	<u>316,225</u>	<u>319,730</u>	<u>319,730</u>	<u>319,730</u>
Net Budget	<u>\$ 1,952,906</u>	<u>\$ 2,115,720</u>	<u>\$ 2,115,720</u>	<u>\$ 2,111,593</u>	<u>\$ 2,129,188</u>	<u>\$ 2,203,502</u>