

Comptroller

Agency Number: 33
Budget Function: Administration

The mission of the City Comptroller's Office is to enhance the financial health of the City and provide stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policymakers.

| <u>Major Service</u> | <u>1999 Actual</u> | <u>2000 Budget</u> | <u>2000 Projected</u> | <u>2001 Request</u> | <u>2001 Executive</u> | <u>2001 Adopted</u> |
|-----------------------------------|------------------------|------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| Accounting Services | \$ 1,024,676 | \$ 930,327 | \$ 930,327 | \$ 902,239 | \$ 902,239 | \$ 962,592 |
| Financial Management | 740,871 | 922,718 | 922,718 | 892,513 | 892,513 | 933,175 |
| Clerical Support to City Agencies | <u>331,877</u> | <u>350,457</u> | <u>350,457</u> | <u>363,380</u> | <u>363,380</u> | <u>380,156</u> |
| Agency Total | <u>\$ 2,097,424</u> | <u>\$ 2,203,502</u> | <u>\$ 2,203,502</u> | <u>\$ 2,158,132</u> | <u>\$ 2,158,132</u> | <u>\$ 2,275,923</u> |

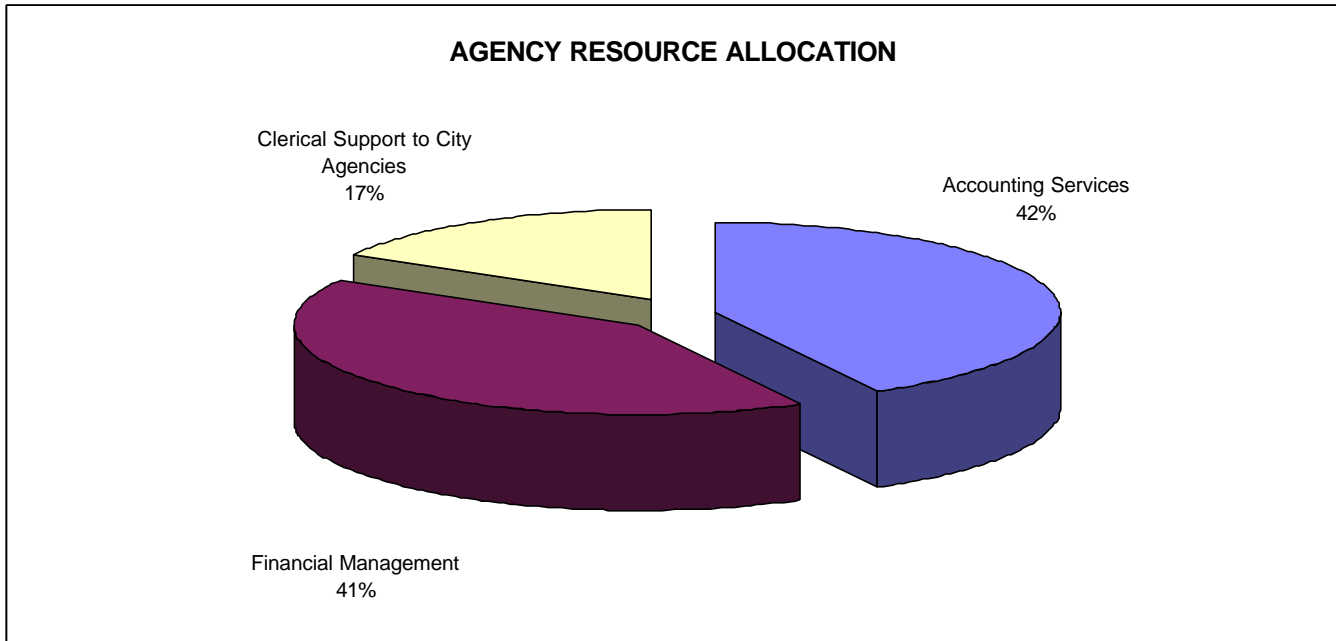
Adopted Budget Highlights

The Budget includes:

1. Salary savings budgeted at 3.25 percent. The Comptroller's Office currently has 4.5 FTE positions vacant and will leave these positions unfilled as necessary to attain salary savings.
2. Elimination of a 1.0 FTE Clerk-Typist position and a .5 FTE Account Technician 1 position.

The agency submitted no supplemental budget requests.

Comptroller



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 | | | |
|----------------------------|------------------------|------------------------|-------------------------|
| | 1999 Actual | 2000 Budget | 2001 Adopted |
| Total Expenditures | \$ 1,300,623 | \$ 1,250,057 | \$ 1,341,822 |
| Less Inter-Agency Billings | 275,947 | 319,730 | 379,230 |
| Net Total | <u>\$ 1,024,676</u> | <u>\$ 930,327</u> | <u>\$ 962,592</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 | | | |
|----------------------------|------------------------|------------------------|-------------------------|
| | 1999 Actual | 2000 Budget | 2001 Adopted |
| Total Expenditures | \$ 754,579 | \$ 922,718 | \$ 933,175 |
| Less Inter-Agency Billings | 13,708 | 0 | 0 |
| Net Total | <u>\$ 740,871</u> | <u>\$ 922,718</u> | <u>\$ 933,175</u> |

Clerical Support to City Agencies

This service provides clerical and office services to City agencies. In addition to Clerical Pool staff, a centralized Document Services 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 | | | |
|----------------------------|------------------------|------------------------|-------------------------|
| | 1999 Actual | 2000 Budget | 2001 Adopted |
| Total Expenditures | \$ 331,877 | \$ 350,457 | \$ 380,156 |
| Less Inter-Agency Billings | 0 | 0 | 0 |
| Net Total | <u>\$ 331,877</u> | <u>\$ 350,457</u> | <u>\$ 380,156</u> |

**Comptroller
Summary by Major Object of Expenditure**

| | <u>1999 Actual</u> | <u>2000 Budget</u> | <u>2000 Projected</u> | <u>2001 Request</u> | <u>2001 Executive</u> | <u>2001 Adopted</u> |
|----------------------------|------------------------|------------------------|---------------------------|-------------------------|---------------------------|-------------------------|
| Permanent Salaries | \$ 1,670,421 | \$ 1,736,411 | \$ 1,736,411 | \$ 1,782,061 | \$ 1,782,061 | \$ 1,844,438 |
| Hourly Employee Pay | 39,746 | 48,824 | 48,824 | 14,592 | 14,592 | 15,103 |
| Overtime Pay | 361 | 5,125 | 5,125 | 1,500 | 1,500 | 1,553 |
| Fringe Benefits | 509,780 | 553,043 | 553,043 | 563,160 | 563,160 | 618,010 |
| Purchased Services | 93,400 | 102,629 | 102,629 | 107,579 | 107,579 | 107,579 |
| Supplies | 47,554 | 57,800 | 57,800 | 49,400 | 49,400 | 49,400 |
| Inter-Departmental Charges | 15,190 | 15,300 | 15,300 | 15,300 | 15,300 | 15,300 |
| Debt/Other Financing Uses | 0 | 0 | 0 | 0 | 0 | 0 |
| Fixed Assets | <u>10,627</u> | <u>4,100</u> | <u>4,100</u> | <u>3,770</u> | <u>3,770</u> | <u>3,770</u> |
| Total Expenditures | \$ 2,387,079 | \$ 2,523,232 | \$ 2,523,232 | \$ 2,537,362 | \$ 2,537,362 | \$ 2,655,153 |
| Inter-Agency Billings | <u>289,655</u> | <u>319,730</u> | <u>319,730</u> | <u>379,230</u> | <u>379,230</u> | <u>379,230</u> |
| Net Budget | <u>\$ 2,097,424</u> | <u>\$ 2,203,502</u> | <u>\$ 2,203,502</u> | <u>\$ 2,158,132</u> | <u>\$ 2,158,132</u> | <u>\$ 2,275,923</u> |