

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	\$ 858,076	\$ 858,076	\$ 0
Financial Management	740,871	922,718	922,718	936,676	936,676	0
Clerical Support to City Agencies	331,877	350,457	350,457	363,380	363,380	0
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>\$ 0</u>

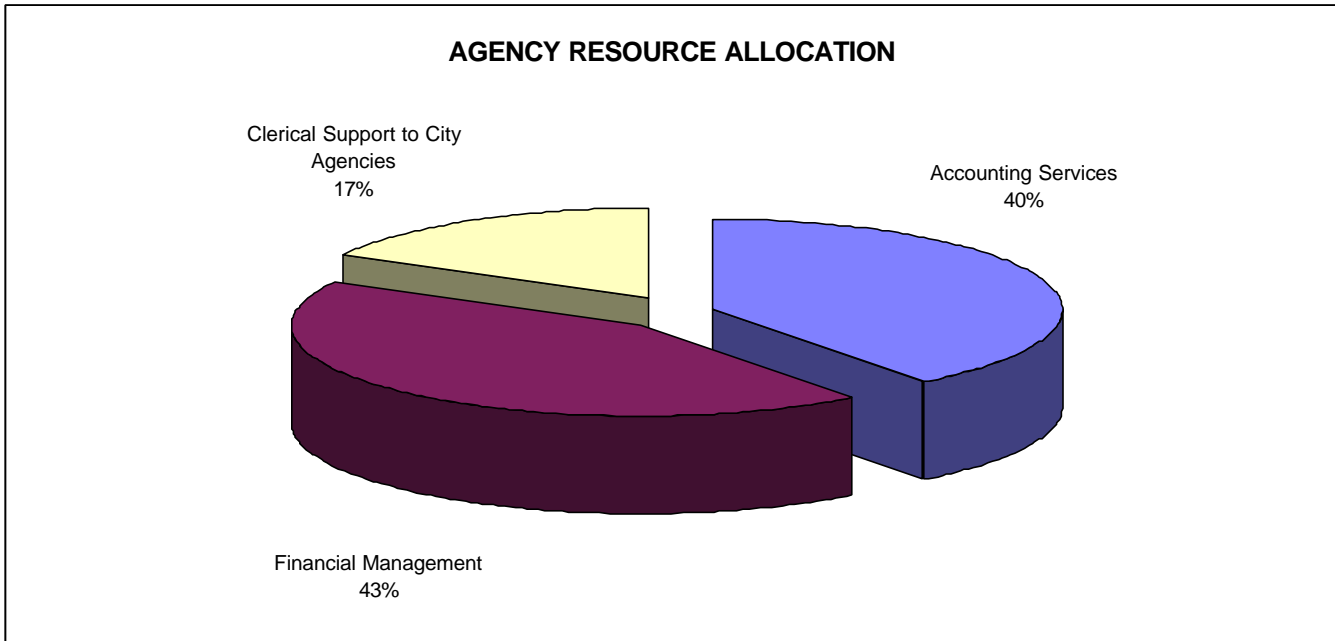
Executive Budget Highlights

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.

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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			
	1999 Actual	2000 Budget	2001 Executive
Total Expenditures	\$ 1,300,623	\$ 1,250,057	\$ 1,237,306
Less Inter-Agency Billings	275,947	319,730	379,230
Net Total	<u>\$ 1,024,676</u>	<u>\$ 930,327</u>	<u>\$ 858,076</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 Executive
Total Expenditures	\$ 754,579	\$ 922,718	\$ 936,676
Less Inter-Agency Billings	13,708	0	0
Net Total	<u>\$ 740,871</u>	<u>\$ 922,718</u>	<u>\$ 936,676</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 Executive
Total Expenditures	\$ 331,877	\$ 350,457	\$ 363,380
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 331,877</u>	<u>\$ 350,457</u>	<u>\$ 363,380</u>

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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	\$ 0
Hourly Employee Pay	39,746	48,824	48,824	14,592	14,592	0
Overtime Pay	361	5,125	5,125	1,500	1,500	0
Fringe Benefits	509,780	553,043	553,043	563,160	563,160	0
Purchased Services	93,400	102,629	102,629	107,579	107,579	0
Supplies	47,554	57,800	57,800	49,400	49,400	0
Inter-Departmental Charges	15,190	15,300	15,300	15,300	15,300	0
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>0</u>
Total Expenditures	\$ 2,387,079	\$ 2,523,232	\$ 2,523,232	\$ 2,537,362	\$ 2,537,362	\$ 0
Inter-Agency Billings	<u>289,655</u>	<u>319,730</u>	<u>319,730</u>	<u>379,230</u>	<u>379,230</u>	<u>0</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>\$ 0</u>