

# 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>2001 Actual</u>	<u>2002 Budget</u>	<u>2002 Projected</u>	<u>2003 Request</u>	<u>2003 Executive</u>	<u>2003 Adopted</u>
Accounting Services	\$ 1,035,572	\$ 1,000,372	\$ 1,000,372	\$ 1,017,005	\$ 1,017,005	\$ 0
Financial Management	570,646	960,313	960,313	910,953	910,953	0
Clerical Support to City Agencies	<u>365,771</u>	<u>396,154</u>	<u>396,154</u>	<u>380,586</u>	<u>380,586</u>	<u>0</u>
<b>Agency Total</b>	<u>\$ 1,971,989</u>	<u>\$ 2,356,840</u>	<u>\$ 2,356,840</u>	<u>\$ 2,308,544</u>	<u>\$ 2,308,544</u>	<u>\$ 0</u>

## **Executive Budget Highlights**

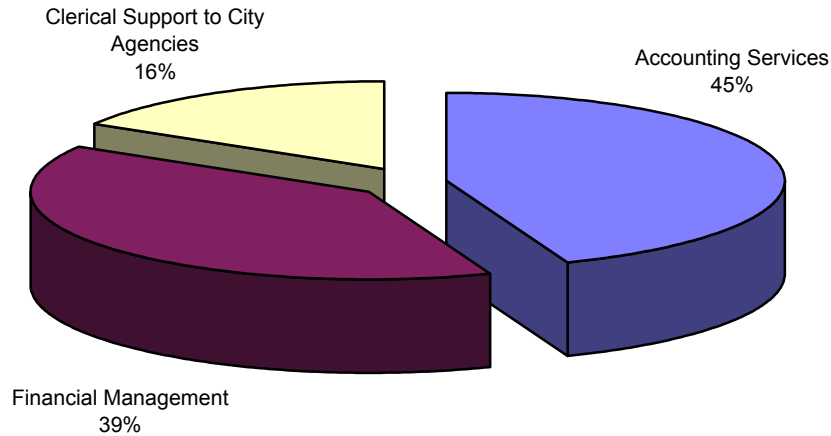
The Budget includes:

1. Salary savings budgeted at 5.70%, in order to maintain the current level of service. The Comptroller's Office currently has 2.5 vacant full time positions, which will remain vacant as necessary to attain salary savings.

The agency submitted no supplemental budget requests.

## Comptroller

### AGENCY RESOURCE ALLOCATION



### 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**

	<b>2001 Actual</b>	<b>2002 Budget</b>	<b>2003 Executive</b>
Total Expenditures	\$ 1,322,489	\$ 1,394,972	\$ 1,421,080
Less Inter-Agency Billings	286,917	394,600	404,075
Net Total	<u>\$ 1,035,572</u>	<u>\$ 1,000,372</u>	<u>\$ 1,017,005</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.

<b>Service Summary</b>			
	<b>2001 Actual</b>	<b>2002 Budget</b>	<b>2003 Executive</b>
Total Expenditures	\$ 656,626	\$ 960,313	\$ 910,953
Less Inter-Agency Billings	85,979	0	0
Net Total	<u>\$ 570,646</u>	<u>\$ 960,313</u>	<u>\$ 910,953</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.

<b>Service Summary</b>			
	<b>2001 Actual</b>	<b>2002 Budget</b>	<b>2003 Executive</b>
Total Expenditures	\$ 365,771	\$ 396,154	\$ 380,586
Less Inter-Agency Billings	0	0	0
Net Total	<u>\$ 365,771</u>	<u>\$ 396,154</u>	<u>\$ 380,586</u>

**Comptroller  
Summary by Major Object of Expenditure**

	<b>2001 Actual</b>	<b>2002 Budget</b>	<b>2002 Projected</b>	<b>2003 Request</b>	<b>2003 Executive</b>	<b>2003 Adopted</b>
Permanent Salaries	\$ 1,689,176	\$ 1,915,608	\$ 1,915,608	\$ 1,890,575	\$ 1,890,575	\$ 0
Hourly Employee Pay	7,237	12,053	12,053	11,107	11,107	0
Overtime Pay	144	773	773	750	750	0
Fringe Benefits	491,325	645,193	645,193	636,667	636,667	0
Purchased Services	90,727	117,717	117,717	119,717	119,717	0
Supplies	47,154	48,400	48,400	45,000	45,000	0
Inter-Departmental Charges	15,300	11,696	11,696	8,803	8,803	0
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	3,823	0	0	0	0	0
Total Expenditures	\$ 2,344,885	\$ 2,751,440	\$ 2,751,440	\$ 2,712,619	\$ 2,712,619	\$ 0
Inter-Agency Billings	372,896	394,600	394,600	404,075	404,075	0
Net Budget	\$ 1,971,989	\$ 2,356,840	\$ 2,356,840	\$ 2,308,544	\$ 2,308,544	\$ 0