

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>2002 Actual</u>	<u>2003 Budget</u>	<u>2003 Projected</u>	<u>2004 Request</u>	<u>2004 Executive</u>	<u>2004 Adopted</u>
General Accounting	\$ 860,055	\$ 963,948	\$ 953,150	\$ 942,550	\$ 942,550	\$ 981,065
Payroll	181,755	202,897	200,448	196,998	196,998	203,006
Purchasing	248,631	275,146	272,270	267,631	270,031	278,075
Budget & Audit	399,391	441,906	436,359	433,525	433,525	447,379
Risk Management	40,961	48,270	46,971	44,242	44,242	48,418
Administrative Support Services	400,238	438,744	434,034	434,575	434,575	446,725
Agency Total	<u>\$ 2,131,031</u>	<u>\$ 2,370,911</u>	<u>\$ 2,343,232</u>	<u>\$ 2,319,521</u>	<u>\$ 2,321,921</u>	<u>\$ 2,404,668</u>

Adopted Budget Highlights

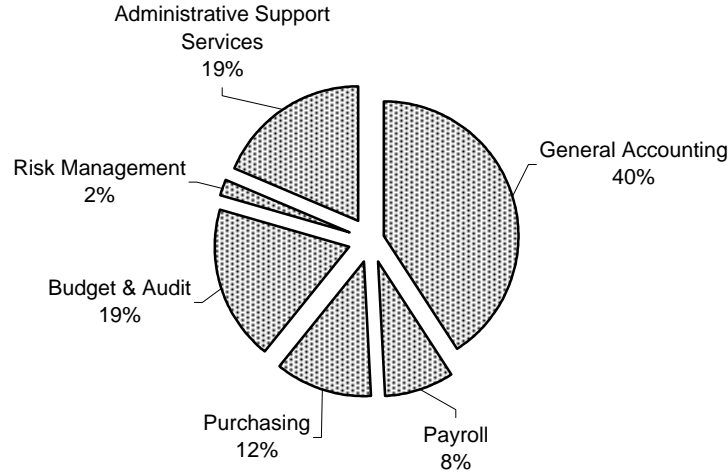
The Budget includes:

1. Elimination of 1.5 FTE vacant positions (1.0 Account Technician 2 and a .5 Clerk-Typist 2).
2. Salary savings budgeted at 5.1 percent. The Comptroller's Office has one vacant position and is anticipating the retirement of at least one additional employee. These positions will remain vacant as necessary to attain salary savings.
3. Utilization of eSurplus Auction (an internet system) to sell surplus City equipment. It is anticipated that sales could generate about \$15,000 in General Fund Revenue.
4. \$10,000 for collection services related to ambulance billings. In prior years, these costs have been netted against the ambulance fees in General Fund Revenues and not specifically presented in the budget.
5. A reallocation of agency resources among six services (General Accounting, Payroll, Purchasing, Budget & Audit, Risk Management and Administrative Support Services) instead of the three services previously shown.

The agency submitted supplemental budget requests totaling \$16,995.

Comptroller

AGENCY RESOURCE ALLOCATION



Budget Service Descriptions:

General Accounting

Responsible for the ongoing accounting operations of the City including, but not limited to, accounts payable and receivable, revenue accounting, cash accounting, bank reconciliations, City loan programs and related internal control systems, as well as capital asset management and financial statement preparation. Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems, including the City's Annual Report. Serve as liaison to independent auditors. In conjunction with Information Services staff and software vendors, develop and oversee the utilization of the City's automated financial accounting system. 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.

Service Summary

	<u>2002 Actual</u>	<u>2003 Budget</u>	<u>2004 Adopted</u>
Total Expenditures	\$ 1,025,239	\$ 1,138,525	\$ 1,160,107
Less Inter-Agency Billings	<u>165,184</u>	<u>174,577</u>	<u>179,042</u>
Net Total	<u>\$ 860,055</u>	<u>\$ 963,948</u>	<u>\$ 981,065</u>

Payroll

Maintains a centralized payroll system for all City agencies. Includes responsibility for processing and maintaining systems for deductions/billing for employee health and life insurance, deferred compensation, Worker's Compensation, unemployment compensation, Wisconsin Retirement System, flexible spending, direct deposit, income continuation insurance, as well as a variety of other payroll deductions. Assists Human Resources with labor negotiation strategies and contract administration.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 205,431	\$ 227,919	\$ 228,668
Less Inter-Agency Billings	23,676	25,022	25,662
Net Total	<u>\$ 181,755</u>	<u>\$ 202,897</u>	<u>\$ 203,006</u>

Purchasing

Responsible for directing and coordinating the procurement of equipment, supplies and services required by the City. Program functions include developing City purchasing policies and procedures, encumbrance management, negotiating and administering contracts, providing support, information, and/or making recommendations on type or availability and costs (considering benefits, effectiveness, and efficiency) of equipment, supplies and services.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 281,184	\$ 309,550	\$ 313,359
Less Inter-Agency Billings	32,553	34,404	35,284
Net Total	<u>\$ 248,631</u>	<u>\$ 275,146</u>	<u>\$ 278,075</u>

Budget & Audit

Responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. Performs financial, compliance and performance reviews of City agencies and other entities which have contracts with the City. Prepares report on federal and state financial assistance and the City's indirect cost allocation plan.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 458,578	\$ 504,459	\$ 511,532
Less Inter-Agency Billings	59,188	62,553	64,153
Net Total	<u>\$ 399,391</u>	<u>\$ 441,906</u>	<u>\$ 447,379</u>

Risk Management

Responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 125,741	\$ 137,870	\$ 140,310
Less Inter-Agency Billings	84,780	89,600	91,892
Net Total	<u>\$ 40,961</u>	<u>\$ 48,270</u>	<u>\$ 48,418</u>

Administrative Support Services

Provides clerical and office services to City agencies. In addition to a five-person Clerical Pool staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Service Summary			
	2002 Actual	2003 Budget	2004 Adopted
Total Expenditures	\$ 417,192	\$ 456,663	\$ 465,102
Less Inter-Agency Billings	16,955	17,919	18,377
Net Total	<u>\$ 400,238</u>	<u>\$ 438,744</u>	<u>\$ 446,725</u>

Comptroller Summary by Major Object of Expenditure

	2002 Actual	2003 Budget	2003 Projected	2004 Request	2004 Executive	2004 Adopted
Permanent Salaries	\$ 1,802,235	\$ 1,928,389	\$ 1,901,354	\$ 1,899,357	\$ 1,899,357	\$ 1,918,349
Hourly Employee Pay	5,553	11,329	1,470	1,318	1,318	1,330
Overtime Pay	708	765	765	750	750	757
Fringe Benefits	546,874	660,983	650,347	649,873	649,873	666,774
Purchased Services	103,425	119,717	142,642	130,917	132,917	179,752
Supplies	42,874	45,000	41,926	44,100	44,500	44,500
Inter-Departmental Charges	11,696	8,803	8,803	7,616	7,616	7,616
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,513,365</u>	<u>\$ 2,774,986</u>	<u>\$ 2,747,307</u>	<u>\$ 2,733,931</u>	<u>\$ 2,736,331</u>	<u>\$ 2,819,078</u>
Inter-Agency Billings	382,335	404,075	404,075	414,410	414,410	414,410
Net Budget	<u>\$ 2,131,031</u>	<u>\$ 2,370,911</u>	<u>\$ 2,343,232</u>	<u>\$ 2,319,521</u>	<u>\$ 2,321,921</u>	<u>\$ 2,404,668</u>