

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>2003 Actual</u>	<u>2004 Budget</u>	<u>2004 Projected</u>	<u>2005 Request</u>	<u>2005 Executive</u>	<u>2005 Adopted</u>
General Accounting	\$ 1,005,805	\$ 981,065	\$ 974,044	\$ 973,249	\$ 973,249	\$ 0
Payroll	186,941	203,006	202,506	197,734	163,734	0
Purchasing	261,360	278,075	277,575	273,967	280,967	0
Budget & Audit	441,918	447,379	446,879	472,279	472,279	0
Risk Management	48,306	48,418	47,918	49,514	49,514	0
Administrative Support Services	395,312	446,725	446,525	413,828	413,828	0
Agency Total	<u>\$ 2,339,642</u>	<u>\$ 2,404,668</u>	<u>\$ 2,395,447</u>	<u>\$ 2,380,571</u>	<u>\$ 2,353,571</u>	<u>\$ 0</u>

Executive Budget Highlights

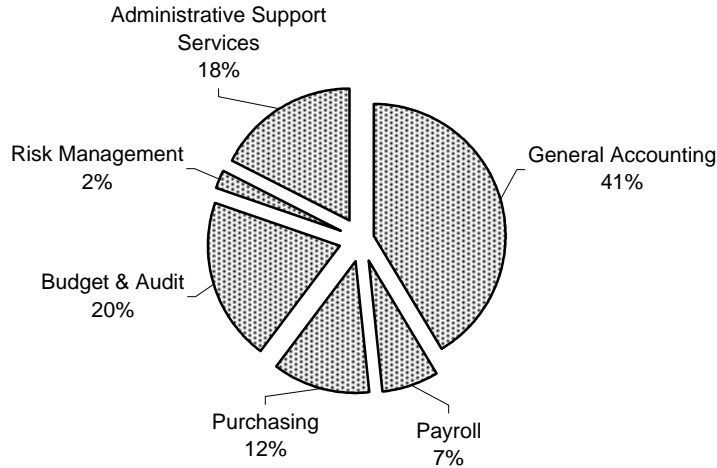
The Budget includes:

1. Salary savings budgeted at 6.1 percent. The Comptroller's Office has two vacant positions and is anticipating the retirement of at least one additional employee. These positions will remain vacant as necessary to attain salary savings.
2. Expansion of eSurplus Auction (an internet system) to sell surplus City equipment.
3. New inter-agency billing to the Metropolitan Planning Organization of \$16,000 to provide grant administration services previously performed by the Regional Planning Commission.
4. Inclusion of an inter-agency billing to the Water Utility of \$34,000 for payroll services. This revenue has been included in General Fund Revenue (Other Service Charges) in past years, but will now be included in the Comptroller's Office budget consistent with billings to other agencies.

The agency submitted \$17,500 in supplemental requests, of which \$7,000 is included in the Executive Budget.

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>2003 Actual</u>	<u>2004 Budget</u>	<u>2005 Executive</u>
Total Expenditures	\$ 1,148,166	\$ 1,160,107	\$ 1,162,681
Less Inter-Agency Billings	<u>142,360</u>	<u>179,042</u>	<u>189,432</u>
Net Total	<u>\$ 1,005,805</u>	<u>\$ 981,065</u>	<u>\$ 973,249</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			
	2003 Actual	2004 Budget	2005 Executive
Total Expenditures	\$ 210,945	\$ 228,668	\$ 249,905
Less Inter-Agency Billings	24,004	25,662	86,171
Net Total	<u>\$ 186,941</u>	<u>\$ 203,006</u>	<u>\$ 163,734</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			
	2003 Actual	2004 Budget	2005 Executive
Total Expenditures	\$ 294,366	\$ 313,359	\$ 323,208
Less Inter-Agency Billings	33,006	35,284	42,241
Net Total	<u>\$ 261,360</u>	<u>\$ 278,075</u>	<u>\$ 280,967</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			
	2003 Actual	2004 Budget	2005 Executive
Total Expenditures	\$ 498,928	\$ 511,532	\$ 509,073
Less Inter-Agency Billings	<u>57,010</u>	<u>64,153</u>	<u>36,794</u>
Net Total	<u>\$ 441,918</u>	<u>\$ 447,379</u>	<u>\$ 472,279</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			
	2003 Actual	2004 Budget	2005 Executive
Total Expenditures	\$ 132,404	\$ 140,310	\$ 134,358
Less Inter-Agency Billings	<u>84,099</u>	<u>91,892</u>	<u>84,844</u>
Net Total	<u>\$ 48,306</u>	<u>\$ 48,418</u>	<u>\$ 49,514</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			
	2003 Actual	2004 Budget	2005 Executive
Total Expenditures	\$ 446,322	\$ 465,102	\$ 446,924
Less Inter-Agency Billings	51,009	18,377	33,096
Net Total	<u>\$ 395,312</u>	<u>\$ 446,725</u>	<u>\$ 413,828</u>

Comptroller Summary by Major Object of Expenditure

	2003 Actual	2004 Budget	2004 Projected	2005 Request	2005 Executive	2005 Adopted
Permanent Salaries	\$ 1,914,143	\$ 1,918,349	\$ 1,917,400	\$ 1,920,826	\$ 1,920,826	\$ 0
Hourly Employee Pay	1,268	1,330	1,330	1,341	1,341	0
Overtime Pay	0	757	757	750	750	0
Fringe Benefits	604,370	666,774	663,410	664,896	664,896	0
Purchased Services	160,060	179,752	178,044	180,002	187,002	0
Supplies	42,488	44,500	41,300	43,600	43,600	0
Inter-Departmental Charges	8,803	7,616	7,616	7,734	7,734	0
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,731,131</u>	<u>\$ 2,819,078</u>	<u>\$ 2,809,857</u>	<u>\$ 2,819,149</u>	<u>\$ 2,826,149</u>	<u>\$ 0</u>
Inter-Agency Billings	391,489	414,410	414,410	438,578	472,578	0
Net Budget	<u>\$ 2,339,642</u>	<u>\$ 2,404,668</u>	<u>\$ 2,395,447</u>	<u>\$ 2,380,571</u>	<u>\$ 2,353,571</u>	<u>\$ 0</u>