

## 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>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 Projected</u>	<u>2006 Request</u>	<u>2006 Executive</u>	<u>2006 Adopted</u>
General Accounting	\$ 913,782	\$ 996,958	\$ 1,027,576	\$ 1,077,758	\$ 1,096,567	\$ 1,150,720
Payroll	220,667	169,153	196,743	202,676	206,974	219,596
Purchasing	224,235	287,699	209,462	185,097	188,400	197,580
Budget & Audit	438,922	483,632	471,749	477,915	486,563	511,235
Risk Management	42,879	52,504	61,485	54,079	56,363	63,295
Administrative Support Services	507,440	423,603	393,714	343,619	306,277	370,609
<b>Agency Total</b>	<u>\$ 2,347,925</u>	<u>\$ 2,413,549</u>	<u>\$ 2,360,729</u>	<u>\$ 2,341,144</u>	<u>\$ 2,341,144</u>	<u>\$ 2,513,035</u>

### **Adopted Budget Highlights**

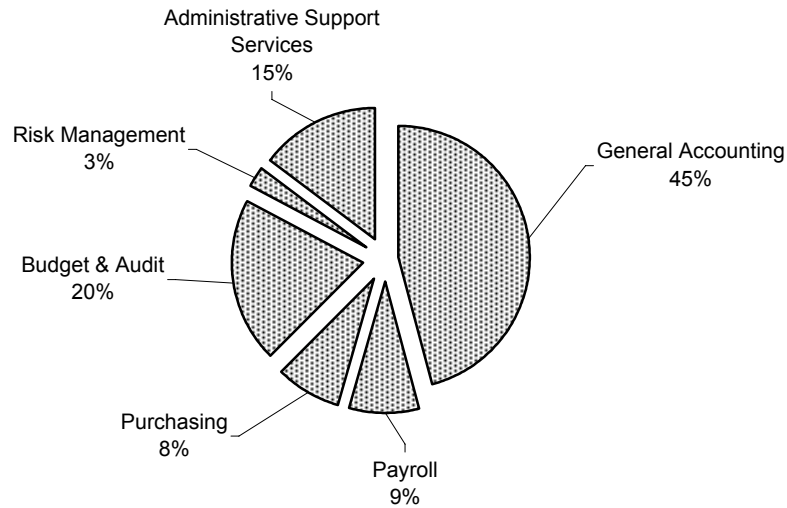
The Budget includes:

1. Elimination of two positions: a Buyer 2 and a Central Support Clerk in the clerical pool.

The agency submitted \$149,035 in supplemental requests, of which \$45,614 is included in the Adopted 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>2004 Actual</u>	<u>2005 Budget</u>	<u>2006 Adopted</u>
Total Expenditures	\$ 1,090,680	\$ 1,186,390	\$ 1,320,063
Less Inter-Agency Billings	<u>176,898</u>	<u>189,432</u>	<u>169,343</u>
Net Total	<u>\$ 913,782</u>	<u>\$ 996,958</u>	<u>\$ 1,150,720</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 246,329	\$ 255,324	\$ 284,311
Less Inter-Agency Billings	<u>25,662</u>	<u>86,171</u>	<u>64,715</u>
Net Total	<u>\$ 220,667</u>	<u>\$ 169,153</u>	<u>\$ 219,596</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 259,519	\$ 329,940	\$ 230,954
Less Inter-Agency Billings	<u>35,284</u>	<u>42,241</u>	<u>33,374</u>
Net Total	<u>\$ 224,235</u>	<u>\$ 287,699</u>	<u>\$ 197,580</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 503,075	\$ 520,426	\$ 564,631
Less Inter-Agency Billings	64,153	36,794	53,396
Net Total	<u>\$ 438,922</u>	<u>\$ 483,632</u>	<u>\$ 511,235</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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 134,771	\$ 137,348	\$ 149,592
Less Inter-Agency Billings	91,892	84,844	86,297
Net Total	<u>\$ 42,879</u>	<u>\$ 52,504</u>	<u>\$ 63,295</u>

## Administrative Support Services

Provides clerical and office services to City agencies. In addition to 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.

<b>Service Summary</b>			
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Adopted</b>
Total Expenditures	\$ 525,818	\$ 456,699	\$ 445,529
Less Inter-Agency Billings	18,378	33,096	74,920
Net Total	<u>\$ 507,440</u>	<u>\$ 423,603</u>	<u>\$ 370,609</u>

### Comptroller Summary by Major Object of Expenditure

	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2005 Projected</b>	<b>2006 Request</b>	<b>2006 Executive</b>	<b>2006 Adopted</b>
Permanent Salaries	\$ 1,913,253	\$ 1,941,571	\$ 1,910,471	\$ 1,905,071	\$ 1,905,071	\$ 2,008,338
Hourly Employee Pay	1,279	1,353	1,353	1,398	1,398	1,448
Overtime Pay	(758)	758	758	0	0	0
Fringe Benefits	643,139	704,109	692,898	690,748	690,748	755,302
Purchased Services	158,417	187,002	174,443	176,727	176,727	180,747
Supplies	37,246	43,600	45,650	41,045	41,045	41,045
Inter-Departmental Charges	7,616	7,734	7,734	8,200	8,200	8,200
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,760,192</u>	<u>\$ 2,886,127</u>	<u>\$ 2,833,307</u>	<u>\$ 2,823,189</u>	<u>\$ 2,823,189</u>	<u>\$ 2,995,080</u>
Inter-Agency Billings	<u>412,267</u>	<u>472,578</u>	<u>472,578</u>	<u>482,045</u>	<u>482,045</u>	<u>482,045</u>
Net Budget	<u>\$ 2,347,925</u>	<u>\$ 2,413,549</u>	<u>\$ 2,360,729</u>	<u>\$ 2,341,144</u>	<u>\$ 2,341,144</u>	<u>\$ 2,513,035</u>