

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>2005 Actual</u>	<u>2006 Budget</u>	<u>2006 Projected</u>	<u>2007 Request</u>	<u>2007 Executive</u>	<u>2007 Adopted</u>
General Accounting	\$ 977,134	\$ 1,150,720	\$ 1,067,239	\$ 1,133,682	\$ 1,108,282	\$ 1,135,754
Payroll	171,084	219,596	223,182	219,831	219,831	226,469
Purchasing	241,946	197,580	219,811	189,461	189,461	194,123
Budget & Audit	466,267	511,235	475,624	496,753	522,151	535,746
Risk Management	47,598	63,295	87,259	34,843	34,843	37,685
Administrative Support Services	442,982	370,609	331,759	363,074	363,074	372,746
Agency Total	<u>\$ 2,347,011</u>	<u>\$ 2,513,035</u>	<u>\$ 2,404,874</u>	<u>\$ 2,437,644</u>	<u>\$ 2,437,642</u>	<u>\$ 2,502,523</u>

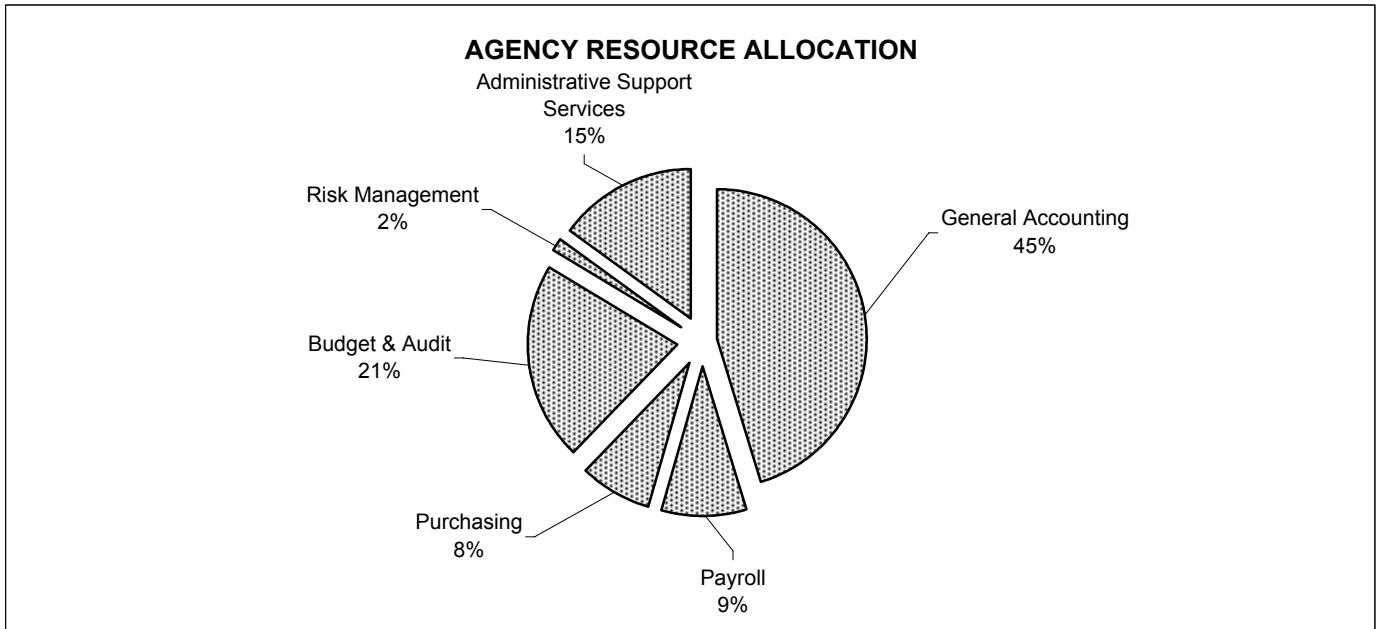
Adopted Budget Highlights

The Budget includes:

1. Salary savings budgeted at 3.3%, which will be achieved by managing vacancies as they occur.

The agency submitted no supplemental budget requests.

Comptroller



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			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 1,168,161	\$ 1,320,063	\$ 1,312,206
Less Inter-Agency Billings	<u>191,027</u>	<u>169,343</u>	<u>176,452</u>
Net Total	<u>\$ 977,134</u>	<u>\$ 1,150,720</u>	<u>\$ 1,135,754</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			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 257,255	\$ 284,311	\$ 297,365
Less Inter-Agency Billings	86,171	64,715	70,896
Net Total	<u>\$ 171,084</u>	<u>\$ 219,596</u>	<u>\$ 226,469</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			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 284,187	\$ 230,954	\$ 222,272
Less Inter-Agency Billings	42,241	33,374	28,149
Net Total	<u>\$ 241,946</u>	<u>\$ 197,580</u>	<u>\$ 194,123</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			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 503,061	\$ 564,631	\$ 609,610
Less Inter-Agency Billings	36,794	53,396	73,864
Net Total	<u>\$ 466,267</u>	<u>\$ 511,235</u>	<u>\$ 535,746</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			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 132,442	\$ 149,592	\$ 126,889
Less Inter-Agency Billings	84,844	86,297	89,204
Net Total	<u>\$ 47,598</u>	<u>\$ 63,295</u>	<u>\$ 37,685</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.

Service Summary			
	2005 Actual	2006 Budget	2007 Adopted
Total Expenditures	\$ 476,078	\$ 445,529	\$ 433,918
Less Inter-Agency Billings	33,096	74,920	61,172
Net Total	<u>\$ 442,982</u>	<u>\$ 370,609</u>	<u>\$ 372,746</u>

Comptroller Summary by Major Object of Expenditure

	2005 Actual	2006 Budget	2006 Projected	2007 Request	2007 Executive	2007 Adopted
Permanent Salaries	\$ 1,930,272	\$ 2,008,338	\$ 1,929,633	\$ 1,962,457	\$ 1,962,456	\$ 2,021,329
Hourly Employee Pay	9,499	1,448	1,448	1,361	1,361	1,401
Overtime Pay	754	0	0	0	0	0
Fringe Benefits	663,262	755,302	725,541	738,042	738,041	744,009
Purchased Services	162,245	180,747	182,852	183,817	183,817	183,817
Supplies	47,417	41,045	39,245	42,867	42,867	42,867
Inter-Departmental Charges	7,734	8,200	8,200	8,837	8,837	8,837
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,821,184</u>	<u>\$ 2,995,080</u>	<u>\$ 2,886,919</u>	<u>\$ 2,937,381</u>	<u>\$ 2,937,379</u>	<u>\$ 3,002,260</u>
Inter-Agency Billings	474,173	482,045	482,045	499,737	499,737	499,737
Net Budget	<u>\$ 2,347,011</u>	<u>\$ 2,513,035</u>	<u>\$ 2,404,874</u>	<u>\$ 2,437,644</u>	<u>\$ 2,437,642</u>	<u>\$ 2,502,523</u>