

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>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Projected</u>	<u>2008 Request</u>	<u>2008 Executive</u>	<u>2008 Adopted</u>
General Accounting	\$ 946,899	\$ 1,135,754	\$ 1,135,754	\$ 992,402	\$ 1,079,902	\$ 1,120,665
Payroll	187,386	226,469	226,469	221,947	229,447	240,977
Purchasing	209,696	194,123	194,123	267,500	267,500	277,505
Budget & Audit	562,492	535,746	535,746	568,101	568,101	589,332
Risk Management	61,329	37,685	37,685	85,030	85,030	93,686
Administrative Support Services	406,578	372,746	372,746	379,029	379,029	394,645
Agency Total	<u>\$ 2,374,380</u>	<u>\$ 2,502,523</u>	<u>\$ 2,502,523</u>	<u>\$ 2,514,009</u>	<u>\$ 2,609,009</u>	<u>\$ 2,716,810</u>

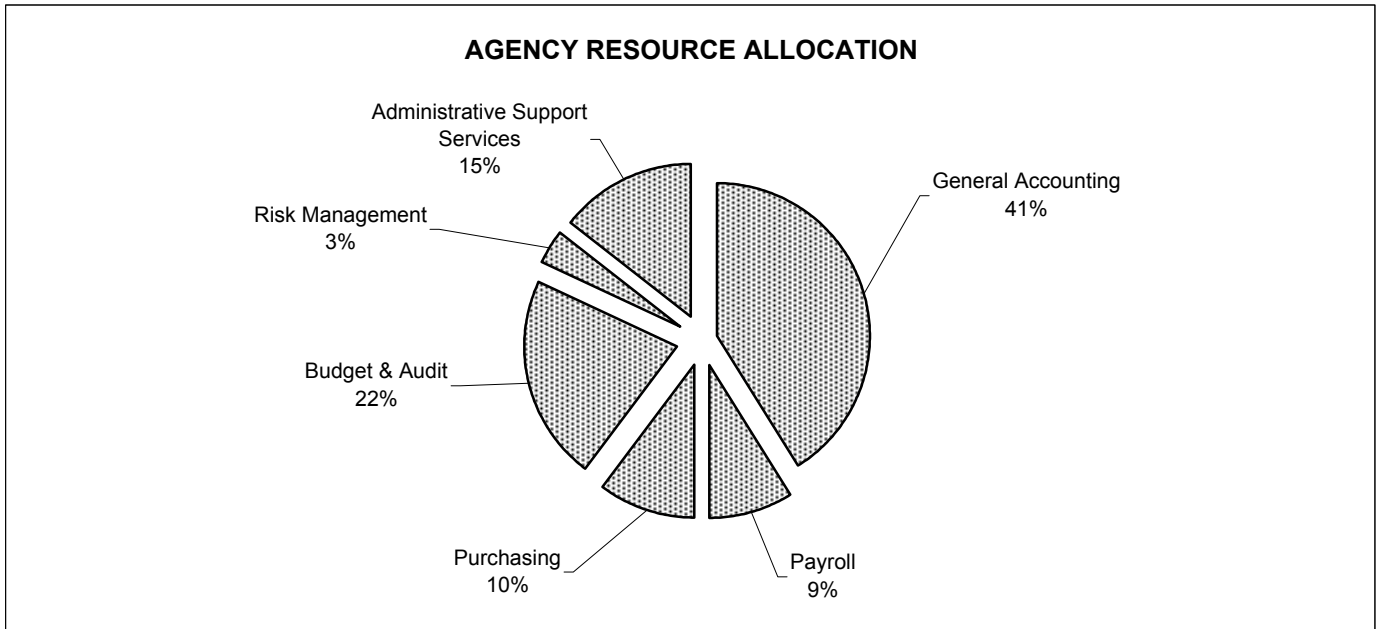
Adopted Budget Highlights

The Budget includes:

1. Salary savings budgeted at 2.9%, which will be achieved by managing vacancies as they occur.
2. The transfer of the position of Safety Coordinator from the Human Resources Department to the Comptroller's Office. Expenditures for this position are included in the Risk Management service.
3. A new inter-agency billing to the Department of Public Health - Madison and Dane County in the amount of \$30,700 to provide services from the Administrative Support Team and Document Services.
4. Funding of \$87,500 for a collection agency contract for delinquent ambulance bills, estimated to yield \$350,000 in General Fund revenue.

The agency submitted supplemental budget requests totaling \$95,000 with offsetting General Fund revenue of \$350,000, all of which is included in the Adopted Budget.

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			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 1,134,779	\$ 1,312,206	\$ 1,362,897
Less Inter-Agency Billings	<u>187,880</u>	<u>176,452</u>	<u>242,232</u>
Net Total	<u>\$ 946,899</u>	<u>\$ 1,135,754</u>	<u>\$ 1,120,665</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			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 268,094	\$ 297,365	\$ 341,130
Less Inter-Agency Billings	80,708	70,896	100,153
Net Total	\$ 187,386	\$ 226,469	\$ 240,977

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			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 250,408	\$ 222,272	\$ 297,070
Less Inter-Agency Billings	40,712	28,149	19,565
Net Total	\$ 209,696	\$ 194,123	\$ 277,505

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			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 600,107	\$ 609,610	\$ 610,188
Less Inter-Agency Billings	37,615	73,864	20,856
Net Total	\$ 562,492	\$ 535,746	\$ 589,332

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. Beginning in 2008, Risk Management will also be responsible for developing and implementing the City Safety Program.

Service Summary			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 126,011	\$ 126,889	\$ 249,593
Less Inter-Agency Billings	64,682	89,204	155,907
Net Total	\$ 61,329	\$ 37,685	\$ 93,686

Administrative Support Services

Provides clerical and office services to City agencies. In addition to Administrative Support Team 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			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 452,235	\$ 433,918	\$ 447,279
Less Inter-Agency Billings	45,657	61,172	52,634
Net Total	<u>\$ 406,578</u>	<u>\$ 372,746</u>	<u>\$ 394,645</u>

Comptroller Summary by Major Object of Expenditure

	2006 Actual	2007 Budget	2007 Projected	2008 Request	2008 Executive	2008 Adopted
Permanent Salaries	\$ 1,964,298	\$ 2,021,329	\$ 2,021,329	\$ 2,098,771	\$ 2,098,771	\$ 2,161,739
Hourly Employee Pay	1,296	1,401	1,401	1,410	1,410	1,451
Overtime Pay	7,397	0	0	0	0	0
Fringe Benefits	632,614	744,009	744,009	772,508	772,508	817,300
Purchased Services	176,942	183,817	183,817	175,952	270,952	270,952
Supplies	40,887	42,867	42,867	43,600	43,600	43,600
Inter-Departmental Charges	8,200	8,837	8,837	13,115	13,115	13,115
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,831,634</u>	<u>\$ 3,002,260</u>	<u>\$ 3,002,260</u>	<u>\$ 3,105,356</u>	<u>\$ 3,200,356</u>	<u>\$ 3,308,157</u>
Inter-Agency Billings	457,254	499,737	499,737	591,347	591,347	591,347
Net Budget	<u>\$ 2,374,380</u>	<u>\$ 2,502,523</u>	<u>\$ 2,502,523</u>	<u>\$ 2,514,009</u>	<u>\$ 2,609,009</u>	<u>\$ 2,716,810</u>