

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.

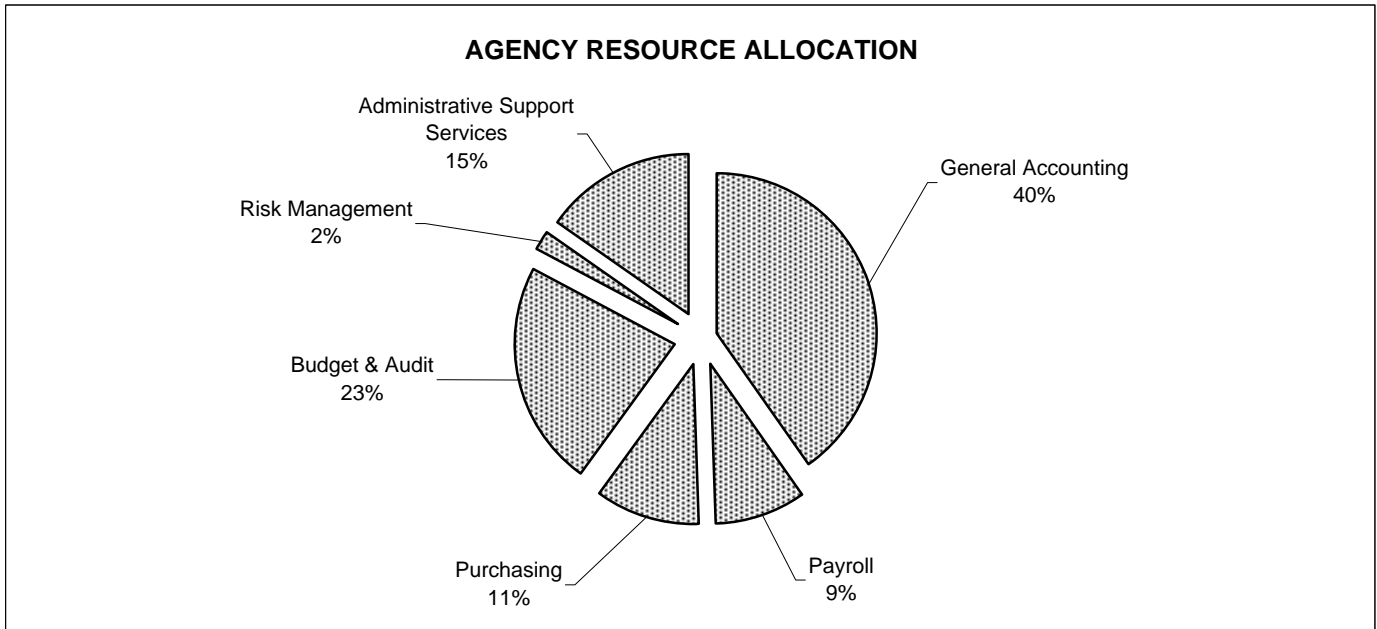
<u>Major Service</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2008 Projected</u>	<u>2009 Request</u>	<u>2009 Executive</u>	<u>2009 Adopted</u>
General Accounting	\$ 1,034,862	\$ 1,120,665	\$ 1,141,358	\$ 1,085,606	\$ 1,053,022	\$ 1,090,934
Payroll	216,490	240,977	205,975	235,413	234,942	245,799
Purchasing	278,930	277,505	265,563	276,783	276,312	285,571
Budget & Audit	468,127	589,332	445,103	603,583	602,788	622,948
Risk Management	17,385	93,686	61,450	43,270	41,242	49,712
Administrative Support Services	439,891	394,645	552,299	400,140	399,460	414,142
Agency Total	<u>\$ 2,455,684</u>	<u>\$ 2,716,810</u>	<u>\$ 2,671,748</u>	<u>\$ 2,644,795</u>	<u>\$ 2,607,766</u>	<u>\$ 2,709,106</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. An inter-agency billing of \$29,765 to the newly created CDA Redevelopment agency.

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 Technology 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			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 1,233,992	\$ 1,362,897	\$ 1,372,213
Less Inter-Agency Billings	<u>199,130</u>	<u>242,232</u>	<u>281,279</u>
Net Total	<u>\$ 1,034,862</u>	<u>\$ 1,120,665</u>	<u>\$ 1,090,934</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			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 286,587	\$ 341,130	\$ 348,956
Less Inter-Agency Billings	70,097	100,153	103,157
Net Total	\$ 216,490	\$ 240,977	\$ 245,799

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			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 306,441	\$ 297,070	\$ 305,722
Less Inter-Agency Billings	27,510	19,565	20,151
Net Total	\$ 278,930	\$ 277,505	\$ 285,571

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			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 540,313	\$ 610,188	\$ 644,431
Less Inter-Agency Billings	72,187	20,856	21,483
Net Total	\$ 468,127	\$ 589,332	\$ 622,948

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. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Service Summary			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 95,575	\$ 249,593	\$ 271,263
Less Inter-Agency Billings	78,190	155,907	221,551
Net Total	\$ 17,385	\$ 93,686	\$ 49,712

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			
	2007 Actual	2008 Budget	2009 Adopted
Total Expenditures	\$ 477,607	\$ 447,279	\$ 472,039
Less Inter-Agency Billings	37,716	52,634	57,897
Net Total	<u>\$ 439,891</u>	<u>\$ 394,645</u>	<u>\$ 414,142</u>

Comptroller Summary by Major Object of Expenditure

	2007 Actual	2008 Budget	2008 Projected	2009 Request	2009 Executive	2009 Adopted
Permanent Salaries	\$ 1,963,535	\$ 2,161,739	\$ 2,137,100	\$ 2,178,748	\$ 2,178,748	\$ 2,244,111
Hourly Employee Pay	1,377	1,451	1,451	1,450	1,450	1,492
Overtime Pay	7,082	0	0	2,000	0	0
Fringe Benefits	699,709	817,300	808,372	824,093	823,729	859,664
Purchased Services	219,244	270,952	259,357	226,752	223,752	223,752
Supplies	40,731	43,600	43,700	44,900	43,000	43,000
Inter-Departmental Charges	8,837	13,115	13,115	42,605	42,605	42,605
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	<u>\$ 2,940,515</u>	<u>\$ 3,308,157</u>	<u>\$ 3,263,095</u>	<u>\$ 3,320,548</u>	<u>\$ 3,313,284</u>	<u>\$ 3,414,624</u>
Inter-Agency Billings	484,831	591,347	591,347	675,753	705,518	705,518
Net Budget	<u>\$ 2,455,684</u>	<u>\$ 2,716,810</u>	<u>\$ 2,671,748</u>	<u>\$ 2,644,795</u>	<u>\$ 2,607,766</u>	<u>\$ 2,709,106</u>