

Finance

Agency Overview

Agency Mission

The Agency's mission is to enhance the financial health of Madison and serve as the steward of the City's resources through financial information, advice and support to the public, employees, City agencies and policymakers.

Agency Overview

The Agency is responsible for citywide financial services including general accounting, financial reporting, budgeting, internal audit, risk management, purchasing, payroll, treasury services, investment management, and debt management. The goal of the Finance Department is to provide quality services to City agencies and facilitate processes that contribute to the quality of financial information for internal and external stakeholders. The Finance Department will advance this goal by continuing to support full implementation of enterprise resources planning system modules, fulfilling the reporting requirements of updated Governmental Accounting Standards Board (GASB) standards, continuing transition to more transparency and equity in budget decision-making and resource allocation, strengthening internal audit and grants management procedures, mitigating citywide risk and ensuring employee safety, and assisting agencies with administrative support and document services needs.

2023 Budget Highlights

Service: Accounting

- Increases the ambulance billing provider's transaction fee by \$68,000 based on estimated ambulance revenues.

Service: Administrative Support

- Budget maintains current level of service.

Service: Budget & Program Management

- Budget maintains current level of service.

Service: Internal Audit and Grants

- Removes the transfer in from the Grants Special Revenue fund (-\$178,200). Indirect costs for audit and grant staff will be covered through the Cost Allocation Plan (no general fund impact).

Service: Risk Management

- Budget maintains current level of service.

Service: Treasury

- Adds \$45,000 in purchased services for credit card processing fees to address higher usage of credit card payment options across multiple City agencies.

Finance

Function: Administration

Budget Overview

Agency Budget by Fund

Fund	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	4,222,539	4,645,472	4,182,186	5,125,449	5,333,063
Other Grants	-	178,200	178,200	-	-
Total	\$ 4,222,539	\$ 4,823,672	\$ 4,360,386	\$ 5,125,449	\$ 5,333,063

Agency Budget by Service

Service	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Accounting	2,501,190	2,450,113	2,281,254	2,607,231	2,616,111
Administrative Support	357,000	414,787	386,977	465,731	472,611
Budget & Prgm Mgmt	557,266	723,036	538,866	811,356	807,525
Internal Audit & Grants	3,310	424,410	274,121	294,730	479,819
Risk Mgmt	3,006	0	3,409	1,885	-
Treasury	800,768	811,326	875,759	944,516	956,997
Total	\$ 4,222,539	\$ 4,823,672	\$ 4,360,386	\$ 5,125,449	\$ 5,333,063

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Misc Revenue	(16,500)	(38,000)	(38,000)	(36,500)	(36,500)
Transfer In	-	(178,200)	(178,200)	(178,200)	-
Total	\$ (16,500)	\$ (216,200)	\$ (216,200)	\$ (214,700)	\$ (36,500)

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Salaries	3,296,019	3,890,208	3,450,796	4,148,686	4,173,463
Benefits	1,044,721	1,076,988	963,630	1,104,626	1,167,182
Supplies	140,315	141,610	139,909	125,610	125,610
Purchased Services	1,147,599	1,178,996	1,270,180	1,256,243	1,279,221
Inter Depart Charges	9,900	10,211	10,211	10,459	10,459
Inter Depart Billing	(1,399,515)	(1,436,341)	(1,436,341)	(1,305,475)	(1,386,372)
Transfer Out	-	178,200	178,200	-	-
Total	\$ 4,239,039	\$ 5,039,872	\$ 4,576,586	\$ 5,340,149	\$ 5,369,563

Service Overview

Service: Accounting

Service Description

This service is responsible for the accounting, payroll, and procurement operations of the City of Madison. The service develops and maintains accounting-related internal controls, oversees the annual financial statement and audit preparation, and develops, coordinates and implements the City’s accounting and financial reporting systems. The goal of the service is to mitigate risk for financial losses and to ensure adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board Statements (GASB).

Activities Performed by this Service

- **Accounting:** Responsible for overseeing, approving, and processing financial transactions according to GAAP and GASB reporting standards. Prepares the Annual Comprehensive Financial Report and liaisons to external audit teams. Ensure debit and arbitrage compliance for the governmental funds including payments for debt service principal and interest. Administer Tyler MUNIS city-wide.
- **Payroll Accounting:** Process bi-weekly payroll, approve time entry batches for agency staff. Assist HR staff to administer benefits and annual enrollments. Administer the Tyler MUNIS Employee Self Service portal.
- **Procurement and Contracting:** Assist city staff to procure and contract for goods and services. Administer the Vendor Self Service portal of the financial system.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	2,501,190	2,450,113	2,281,254	2,607,231	2,616,111
Other-Expenditures	-	-	-	-	-
Total	\$ 2,501,190	\$ 2,450,113	\$ 2,281,254	\$ 2,607,231	\$ 2,616,111

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Revenue	(16,500)	(38,000)	(38,000)	(36,500)	(36,500)
Personnel	2,430,209	2,412,318	2,236,115	2,583,148	2,637,520
Non-Personnel	752,375	772,444	779,788	808,691	810,203
Agency Charges	(664,894)	(696,649)	(696,649)	(748,107)	(795,112)
Total	\$ 2,501,190	\$ 2,450,113	\$ 2,281,254	\$ 2,607,231	\$ 2,616,111

Service Overview

Service: Administrative Support

Service Description

This service provides clerical and office services to City agencies. In addition to the 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.

Activities Performed by this Service

- Administrative Support Team: Centralized team that provides administrative support to City agencies upon request.
- Document Services: Provides assistance to City agencies in document presentation, database management, and website administration.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	357,000	414,787	386,977	465,731	472,611
Other-Expenditures	-	-	-	-	-
Total	\$ 357,000	\$ 414,787	\$ 386,977	\$ 465,731	\$ 472,611

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	329,627	413,338	377,243	444,941	451,568
Non-Personnel	30,962	23,367	31,652	23,367	23,779
Agency Charges	(3,589)	(21,918)	(21,918)	(2,577)	(2,736)
Total	\$ 357,000	\$ 414,787	\$ 386,977	\$ 465,731	\$ 472,611

Service Overview

Service: Budget & Prgm Mgmt

Service Description

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies, and supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice, and performance goals. The goal of the service is to continue to expand data management, analysis and visualization tools allowing staff, policymakers and residents to understand and interact with data, implement a new service structure for budget development, and execute projects as part of the Data Governance work plan and an annual data research agenda.

Activities Performed by this Service

- Operating & Capital Budget Development: Facilitate all phases of the budget planning and development process including: forecasting budget trends for the upcoming year, establishing processes for agency proposals, analyzing budget data to develop finance recommendations, and facilitating the legislative amendment process.
- Budget Monitoring: Conduct mid-year and year-end projections to monitor actual expenditures and revenues against the adopted budget. This work effort allows City policymakers and Managers to make necessary adjustments throughout the year based on actual budgetary trends. In addition to projections, review and approve budget amendments and transfers throughout the year to ensure agency compliance with the adopted budget and the State Expenditure Restraint program.
- Fiscal Analysis: Perform fiscal analysis on all legislation introduced to the Common Council.
- Data Governance: Serve as staff to the City's Data Governance Team, lead efforts around citywide data collection and quality, and convene data users from City departments.
- Ad Hoc Data Projects: Perform ad hoc research at the request of policy makers and agencies. Examples of projects include analyzing the City CARES program, eviction trends, and housing data.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	557,266	723,036	538,866	811,356	807,525
Other-Expenditures	-	-	-	-	-
Total	\$ 557,266	\$ 723,036	\$ 538,866	\$ 811,356	\$ 807,525

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	916,395	1,052,647	876,814	1,056,578	1,071,062
Non-Personnel	57,717	59,459	51,122	59,459	60,009
Agency Charges	(416,846)	(389,070)	(389,070)	(304,681)	(323,546)
Total	\$ 557,266	\$ 723,036	\$ 538,866	\$ 811,356	\$ 807,525

Service Overview

Service: Internal Audit & Grants

Service Description

This service is responsible for developing and administering the City’s comprehensive internal audit and grant programs. This includes assessing the internal control systems, the efficiency and effectiveness of the City’s agencies programs as directed or approved by the Common Council, facilitating grants for programs, identifying ways to improve services and operations, making recommendations that strengthen and promotes city government accountability; and overseeing the single audit preparation activities.

Activities Performed by this Service

- Plan, supervise and perform internal audit activities to assess the efficiency and effectiveness of the city’s internal controls.
- Perform the internal audits in accordance with the Generally Accepted Government Auditing Standards (GAGAS) and the annual audit work plan approved by the Finance Committee.
- Prepare audit risk assessment to identify and assess City’s inherent risks, ensure that legal and procedural requirements are met to promote the financial accountability of city departments, manage grants applications to support funding of City operations, and confirm that programs are functioning as intended by the Common Council.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	3,310	246,210	95,921	294,730	479,819
Other-Expenditures	-	178,200	178,200	-	-
Total	\$ 3,310	\$ 424,410	\$ 274,121	\$ 294,730	\$ 479,819

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Revenue	-	(178,200)	(178,200)	(178,200)	-
Personnel	1,656	409,410	261,335	457,930	464,819
Non-Personnel	1,654	193,200	190,985	15,000	15,000
Total	\$ 3,310	\$ 424,410	\$ 274,121	\$ 294,730	\$ 479,819

Service Overview

Service: Risk Mgmt

Service Description

This service is 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.

Activities Performed by this Service

- Claim payment: Payment of City liability property and subrogation claims.
- Safety Program: Administer the City's Safety program focused on ensuring the City is providing a safe workspace for all employees.
- Workers Compensation & Insurance Fund Administration: Administer funds including setting annual rates billed to agencies, and coordinate with insurers, agents, and outside providers.
- Risk Management Services: Contract review, employee trainings, policy development and other risk services.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	3,006	-	3,409	1,885	-
Other-Expenditures	-	-	-	-	-
Total	\$ 3,006	\$ -	\$ 3,409	\$ 1,885	\$ -

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	541	-	3,409	1,885	-
Non-Personnel	2,465	-	-	-	-
Total	\$ 3,006	\$ -	\$ 3,409	\$ 1,885	\$ -

Service Overview

Service: Treasury

Service Description

This service processes over one million payments per year with an increasing number of payments received through electronic payment channels which requires the development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings. The major initiatives planned for this service include the continued development and expansion of electronic payments.

Activities Performed by this Service

- Revenue Processing: Calculate and receipt all revenue including personal and real estate tax bills.
- Citywide Investments and Reconciliation: Oversee citywide investments, reconciliation of bank accounts and report of investment holdings and revenue earnings.
- Parking Revenue Processing: Receive and count all Parking Utility receipts.

Service Budget by Fund

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
General	800,768	811,326	875,759	944,516	956,997
Other-Expenditures	-	-	-	-	-
Total	\$ 800,768	\$ 811,326	\$ 875,759	\$ 944,516	\$ 956,997

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Personnel	662,312	679,483	659,510	708,831	715,676
Non-Personnel	442,742	450,336	534,741	475,336	495,840
Agency Charges	(304,286)	(318,493)	(318,493)	(239,651)	(254,519)
Total	\$ 800,768	\$ 811,326	\$ 875,759	\$ 944,516	\$ 956,997

Finance

Function: Administration

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Misc Revenue					
Miscellaneous Revenue	(16,500)	(38,000)	(38,000)	(36,500)	(36,500)
Misc Revenue Total	\$ (16,500)	\$ (38,000)	\$ (38,000)	\$ (36,500)	\$ (36,500)
Transfer In					
Transfer In From Grants	-	(178,200)	(178,200)	(178,200)	-
Transfer In Total	\$ -	\$ (178,200)	\$ (178,200)	\$ (178,200)	\$ -
Salaries					
Permanent Wages	3,208,563	3,725,331	3,404,363	4,072,694	4,200,703
Salary Savings	-	(71,260)	-	(40,727)	(40,727)
Pending Personnel	-	180,137	-	111,452	8,220
Premium Pay	96	-	40	-	-
Compensated Absence	40,639	22,500	20,646	22,500	22,500
Hourly Wages	19,140	25,000	22,347	31,000	31,000
Overtime Wages Permanent	27,581	8,500	2,700	2,500	2,500
Election Officials Wages	-	-	700	-	-
Budget Efficiencies	-	-	-	(50,732)	(50,732)
Salaries Total	\$ 3,296,019	\$ 3,890,208	\$ 3,450,796	\$ 4,148,686	\$ 4,173,463
Benefits					
Comp Absence Escrow	87,738	-	-	-	-
Health Insurance Benefit	476,693	519,764	470,260	497,210	539,110
Wage Insurance Benefit	14,616	15,163	14,126	13,261	13,401
IATSE Health Benefit	33	-	-	-	-
WRS	212,203	253,323	222,468	276,945	289,848
FICA Medicare Benefits	241,412	276,532	244,106	303,906	311,519
Post Employment Health Plans	12,026	12,207	12,670	13,304	13,304
Benefits Total	\$ 1,044,721	\$ 1,076,988	\$ 963,630	\$ 1,104,626	\$ 1,167,182
Supplies					
Office Supplies	5,699	7,400	4,900	7,400	7,400
Copy Printing Supplies	17,127	19,375	18,175	19,375	19,375
Furniture	11,641	5,300	2,800	5,300	5,300
Hardware Supplies	5,693	16,845	12,228	1,845	1,845
Software Lic & Supplies	567	1,100	1,050	1,100	1,100
Postage	97,121	86,105	97,505	86,105	86,105
Books & Subscriptions	1,282	1,950	1,200	950	950
Work Supplies	1,185	3,535	2,051	3,535	3,535
Supplies Total	\$ 140,315	\$ 141,610	\$ 139,909	\$ 125,610	\$ 125,610

Finance

Function: Administration

Line Item Detail

Agency Primary Fund: General

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Purchased Services					
Telephone	2,728	1,600	5,285	1,600	1,600
Custodial Bldg Use Charges	105,020	118,180	115,379	118,180	116,158
Comm Device Mntc	-	555	-	555	555
Equipment Mntc	-	1,200	-	1,200	1,200
System & Software Mntc	81,163	85,210	91,994	54,550	54,550
Recruitment	343	1,500	100	1,000	1,000
Mileage	69	100	100	100	100
Conferences & Training	35,659	33,621	36,172	48,621	48,621
Memberships	6,855	3,533	6,468	3,033	3,033
Financial Actuary Services	4,150	10,000	9,250	4,300	4,300
Audit Services	85,039	104,570	94,039	103,455	103,455
Bank Services	99,125	95,000	99,000	95,000	95,000
Credit Card Services	172,813	155,000	190,000	175,000	200,000
Collection Services	80,460	90,000	90,000	92,400	92,400
Armored Car Services	12,628	8,000	16,000	13,000	13,000
Storage Services	6,572	6,135	800	6,135	6,135
Management Services	417,777	404,678	430,000	473,000	473,000
Consulting Services	20,122	20,000	64,592	25,000	25,000
Advertising Services	1,654	200	-	200	200
Printing Services	14,153	38,520	20,000	38,520	38,520
Other Services & Expenses	1,269	1,244	1,002	1,244	1,244
Permits & Licenses	-	150	-	150	150
Purchased Services Total	\$ 1,147,599	\$ 1,178,996	\$ 1,270,180	\$ 1,256,243	\$ 1,279,221
Inter Depart Charges					
ID Charge From Insurance	7,865	8,060	8,060	8,051	8,051
ID Charge From Workers Comp	2,035	2,151	2,151	2,408	2,408
Inter Depart Charges Total	\$ 9,900	\$ 10,211	\$ 10,211	\$ 10,459	\$ 10,459
Inter Depart Billing					
ID Billing to Capital	(370,000)	(370,000)	(370,000)	(418,017)	(443,911)
ID Billing To Landfill	(10,240)	(9,994)	(9,994)	(14,417)	(15,311)
ID Billing To Monona Terrace	(59,417)	(63,664)	(63,664)	(48,546)	(51,555)
ID Billing To Golf Courses	(42,994)	(40,676)	(40,676)	(37,180)	(39,485)
ID Billing To Parking	(215,903)	(257,150)	(257,150)	(150,747)	(160,094)
ID Billing To Sewer	(136,686)	(116,633)	(116,633)	(93,350)	(99,135)
ID Billing To Stormwater	(128,296)	(99,533)	(99,533)	(78,743)	(83,623)
ID Billing To Transit	(210,024)	(248,889)	(248,889)	(219,576)	(233,178)
ID Billing To Water	(225,955)	(229,802)	(229,802)	(244,899)	(260,080)
Inter Depart Billing Total	\$ (1,399,515)	\$ (1,436,341)	\$ (1,436,341)	\$ (1,305,475)	\$ (1,386,372)

Finance

Function: Administration

Position Summary

Classification	CG	2023 Budget		2024 Budget			
		Adopted		Request		Executive	
ACCOUNTANT 2-18	18	3.00	223,623	2.00	161,341	2.00	162,905
ACCOUNTANT 3-18	18	5.00	416,214	5.00	444,492	4.00	346,713
ACCOUNTANT 4-18	18	6.00	572,803	6.00	651,202	7.00	759,604
ACCT CLERK 3-20	20	2.00	111,369	2.00	122,591	2.00	123,779
ACCT SERVICES MGR-18	18	1.00	141,395	1.00	150,939	1.00	152,402
ACCT TECH 3-20	20	5.00	336,862	5.00	364,556	5.00	368,090
ADMIN ANAL 3-18	18	1.00	83,645	2.00	173,409	2.00	174,360
ADMIN ANAL 4-18	18	2.00	201,016	2.00	186,870	2.00	188,682
ADMIN ASST-20	20	1.00	69,736	1.00	74,443	1.00	75,165
ADMIN CLK 1-20	20	2.00	103,790	2.00	112,201	2.00	113,288
ADMIN SUPPORT CLK 2-20	20	2.00	109,035	2.00	103,624	2.00	104,628
BUDGET/PROG EVAL MGR-18	18	1.00	121,693	1.00	135,981	1.00	137,299
BUYER 2-16	16	2.00	143,766	2.00	155,672	2.00	157,181
BUYER 3-16	16	1.00	85,849	1.00	91,644	1.00	92,533
DATA ANALYST 3	18	2.00	136,575	2.00	144,616	2.00	146,018
DATA ANALYST 4	18	1.00	100,981	1.00	107,797	1.00	108,843
DOC SERVS LDWKR-20	20	1.00	70,714	1.00	75,488	1.00	76,219
DOC SERVS SPEC 2-20	20	1.00	55,034	1.00	64,008	1.00	64,628
FIN OPER LDWKR-20	20	1.00	68,759	1.00	58,440	1.00	59,006
FINANCE DIR-21	21	1.00	187,834	1.00	200,513	1.00	202,457
GRANT WRITER-18	18	1.00	66,981	1.00	75,245	1.00	75,975
INTERNAL AUDIT MGR-18	18	1.00	96,348	1.00	112,754	1.00	113,847
PRINCIPAL ACCOUNTANT-18	18	3.00	344,741	3.00	373,433	3.00	377,053
PROGRAM ASST 1-20	20	2.00	118,018	2.00	130,035	2.00	131,295
RISK MANAGER-18	18	1.00	125,286	1.00	134,982	1.00	136,290
SAFETY COORDINATOR-18	18	1.00	76,514	1.00	87,912	1.00	88,764
TREASURY REV MGR-18	18	1.00	136,297	1.00	145,497	1.00	146,907
		51.00	\$4,304,878	51.00	\$4,639,682	51.00	\$4,683,933

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.