DEPARTMENT DESCRIPTION:

The Finance Department maintains the City's accounting records, collects and invests City revenues, handles purchasing functions of the City, and reports on the City's financial status to the City Manager and City Council.

		2009 Actual	2010 Amended Budget*	2010 Estimated Actual	2011 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services Services, Supplies, and Other Charges Capital Outlay		\$ 1,935,023 384,304 	\$ 2,187,358 325,727 5,690	\$ 2,187,234 270,617 5,690	\$ 2,273,234 268,878 5,690
Total Expenditures		\$ 2,319,327	\$ 2,518,775	\$ 2,463,541	\$ 2,547,802
*FY 2010 Adopted Budget:			\$ 2,522,453		
EXPENDITURES BY ACTIVITY:					
Finance Department Operations	1241	\$ 2,319,327	\$ 2,518,775	\$ 2,463,541	\$ 2,547,802
Total Expenditures		\$ 2,319,327	\$ 2,518,775	\$ 2,463,541	\$ 2,547,802
RESOURCES BY FUND:					
General Fund: General Fund Activity Resources Net General Fund Cost		\$ 1,124,699 1,194,628	\$ 1,602,181 916,594	\$ 1,602,649 860,892	\$ 1,256,370 1,291,432
Total Resources		\$ 2,319,327	\$ 2,518,775	\$ 2,463,541	\$ 2,547,802
			2009	2010	2011
TOTAL PERSONNEL FUNDED			21.13	25.25	25.25

ACTIVITY SUMMARY

FINANCE DEPARTMENT OPERATIONS

ACTIVITY NUMBER: 1241 **FUND**: General (101)

DEPARTMENT: Finance

FUNCTION: General Government

ACTIVITY DESCRIPTION:

Performs short-range and long-range financial planning; monitors financial condition of City; develops and implements financial policies, plans, and reporting systems. Maintains the accounting records, including capital projects, capital assets, payroll, accounts payable, and accounts receivable. Responsible for collecting revenue, including billing, receipting, recording, and banking cash transactions. Administers business license tax, admission tax, transient occupancy tax, and special assessment programs. Invests funds in accordance with the City's investment policy. Administers the City's purchasing ordinance and all municipal codes pertaining to procurement.

EXPENDITURES BY CHARACTER:	2009 Actual	2010 Amended Budget*	2010 Estimated Actual	2011 Adopted Budget
Personnel Services Services, Supplies, and Other Charges Capital Outlay	\$ 1,935,023 384,304 	\$ 2,187,358 325,727 5,690	\$ 2,187,234 270,617 5,690	\$ 2,273,234 268,878 5,690
Total Expenditures	\$ 2,319,327	\$ 2,518,775	\$ 2,463,541	\$ 2,547,802
*FY 2010 Adopted Budget:		\$ 2,522,453		
ACTIVITY RESOURCES:				
Charges to Other Funds Penalties, Fines, & Forfeits Other Charges	\$ 1,091,983 28,636 4,080	\$ 1,577,741 24,190 250	\$ 1,577,741 24,543 365	\$ 1,231,715 24,290 365
Total Resources	\$ 1,124,699	\$ 1,602,181	\$ 1,602,649	\$ 1,256,370
NET GENERAL FUND REQUIREMENTS	\$ 1,194,628	\$ 916,594	\$ 860,892	\$ 1,291,432

	2009	2010	2011
PERSONNEL FUNDED:			
Account Clerk I	3.00	3.00	3.00
Account Clerk II	6.00	6.00	6.00
Accountant I/II	0.94	4.50	4.50
Accounting Services Supervisor	2.00	2.00	2.00
Administrative Analyst	0.58	-	-
Administrative Assistant III	1.00	1.00	1.00
Assistant Director of Finance	0.90	1.00	1.00
Buyer I/II	0.50	0.75	0.75
City Payroll Clerk	2.00	2.00	2.00
Director of Finance	1.00	1.00	1.00
Finance Manager	2.21	3.00	3.00
Purchasing Manager	1.00	1.00	1.00
Total Personnel Funded	21.13	25.25	25.25