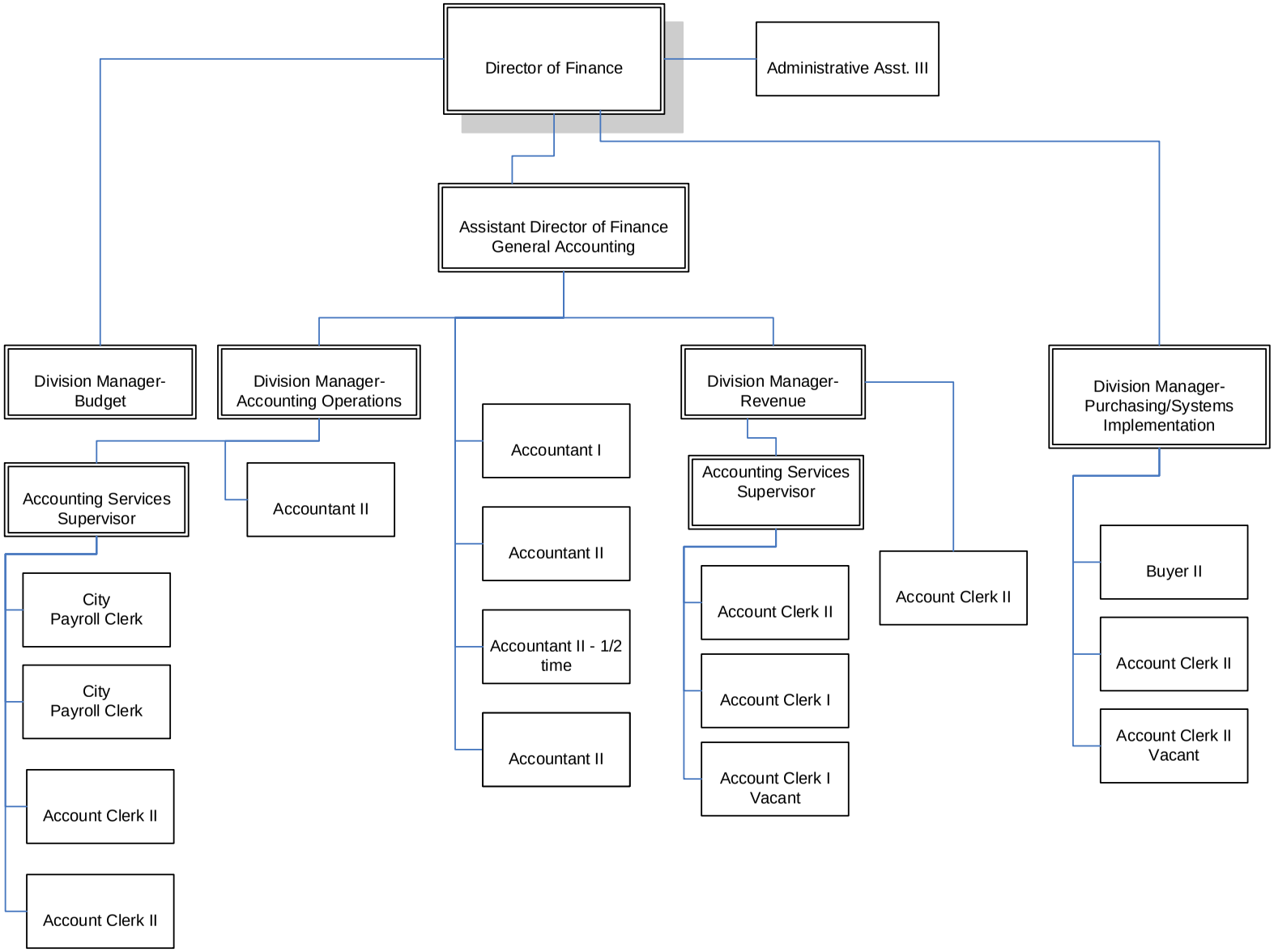
Director of Finance
Administrative Asst. III
Assistant Director of Finance General Accounting
Division Manager-Budget
Division Manager-Accounting Operations
Division Manager-Revenue
Division Manager-Purchasing/Systems Implementation
Accounting Services Supervisor
Accountant II
City Payroll Clerk
City Payroll Clerk
Account Clerk II
Account Clerk II
Accountant I
Accountant II
Accountant II - 1/2 time
Accountant II
Accounting Services Supervisor
Account Clerk II
Account Clerk I
Account Clerk I Vacant
Account Clerk II
Buyer II
Account Clerk II
Account Clerk II Vacant

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DEPARTMENT SUMMARY

FINANCE DEPARTMENT

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.

		2010 Actual	2011 Amended Budget*	2011 Estimated Actual	2012 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 2,197,834	$ 2,273,234	$ 2,222,493	$ 2,298,380
Services, Supplies, and Other Charges		266,088	268,878	250,898	253,224
Capital Outlay		125	5,690	-	46,000
Total Expenditures		$ 2,464,047	$ 2,547,802	$ 2,473,391	$ 2,597,604
*FY 2011 Adopted Budget:			$ 2,547,802		
EXPENDITURES BY ACTIVITY:					
Finance Department Operations	1241	$ 2,464,047	$ 2,547,802	$ 2,473,391	$ 2,597,604
Total Expenditures		$ 2,464,047	$ 2,547,802	$ 2,473,391	$ 2,597,604
RESOURCES BY FUND:					
General Fund:					
General Fund Activity Resources		$ 1,606,267	$ 1,256,370	$ 1,260,653	$ 1,358,565
Net General Fund Cost		**857,780**	**1,291,432**	**1,212,738**	**1,239,039**
Total Resources		$ 2,464,047	$ 2,547,802	$ 2,473,391	$ 2,597,604

	2010	2011	2012
TOTAL PERSONNEL FUNDED	25.25	25.25	24.25

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:	2010 Actual	2011 Amended Budget*	2011 Estimated Actual	2012 Adopted Budget
Personnel Services	$ 2,197,834	$ 2,273,234	$ 2,222,493	$ 2,298,380
Services, Supplies, and Other Charges	266,088	268,878	250,898	253,224
Capital Outlay	125	5,690	-	46,000
Total Expenditures	$ 2,464,047	$ 2,547,802	$ 2,473,391	$ 2,597,604
*FY 2011 Adopted Budget:		$ 2,547,802		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 1,577,741	$ 1,231,715	$ 1,231,715	$ 1,330,160
Penalties, Fines, & Forfeits	28,526	24,655	24,938	24,405
Other Charges	-	-	4,000	4,000
Total Resources	$ 1,606,267	$ 1,256,370	$ 1,260,653	$ 1,358,565
NET GENERAL FUND REQUIREMENTS	$ 857,780	$ 1,291,432	$ 1,212,738	$ 1,239,039

PERSONNEL FUNDED:	2010	2011	2012
Account Clerk I	3.00	3.00	3.00
Account Clerk II	6.00	6.00	5.00
Accountant I/II	4.50	4.50	4.50
Accounting Services Supervisor	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Assistant Director of Finance	1.00	1.00	1.00
Buyer I/II	0.75	0.75	0.75
City Payroll Clerk	2.00	2.00	2.00
Director of Finance	1.00	1.00	1.00
Finance Manager	3.00	3.00	3.00
Purchasing Manager	1.00	1.00	1.00
Total Personnel Funded	25.25	25.25	24.25