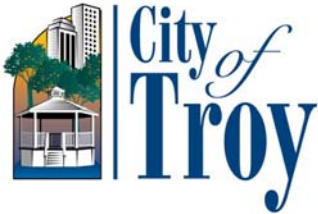


- *Assistant City Manager/Finance & Administration.....***John M. Lamerato**
- *Financial Services Director.....***James Nash**



2009/10
Budget

FINANCE

FUNCTIONAL ORGANIZATIONAL CHART

- **Accounting**

- ✓ Performs accounting of all financial transactions
- ✓ Processes payroll and retiree payments
- ✓ Processes accounts payable transactions
- ✓ Processes accounts receivable transactions for the General Fund
- ✓ Assists in annual audit
- ✓ Process grant reimbursement requests

- **City Assessor's Office**

- ✓ Supervises preparation of Assessment Roll
- ✓ Serves as secretary of the Board of Review
- ✓ Implements policies and procedures
- ✓ Defends City in all matters before full Michigan Tax Tribunal

- **City Treasurer's Office**

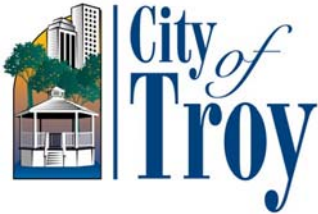
- ✓ Performs collection and recording of all City revenue accounts
- ✓ Prepares and deposits all funds to appropriate accounts
- ✓ Maintains and balances tax roll
- ✓ Reconciles the DDA District
- ✓ Maintains billing of special assessments and name and address files
- ✓ Processes outgoing City mail

- **Purchasing**

- ✓ Processes all non-construction bid requests for goods and services
- ✓ Reviews and approves all on-line purchase orders
- ✓ Reviews and approves all City invoices
- ✓ Performs contract administration of City-wide, non-construction contracts

- **Risk Management**

- ✓ Coordinates the Casualty/ Property Insurance Program
- ✓ Coordinates the Workers' Compensation Insurance Program
- ✓ Coordinates the employee insurance benefits programs
- ✓ Coordinates the employee safety programs



2009/10
Budget

FINANCE

DEPARTMENT AT A GLANCE

Funding		Estimated				
Level	2006/07	2007/08	2008/09	2008/09	2009/10	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
Accounting	\$1,069,964	\$1,152,628	\$1,099,840	\$1,149,820	\$876,170	-24%
Board of Review	1,616	1,753	1,960	1,960	1,960	-----
Assessor's Office	899,665	921,972	977,230	995,110	1,003,700	1%
Treasurer's Office	452,466	496,767	619,090	507,100	573,340	13%
Independent Audit	59,280	60,347	62,250	62,250	65,000	4%
Purchasing	405,995	370,410	374,960	379,640	378,450	-----
Risk Management	-----	-----	-----	-----	\$251,400	
Total Department	\$2,888,986	\$3,003,877	\$3,135,330	\$3,095,880	\$3,150,020	2%
Personal Services	\$2,507,053	\$2,592,152	\$2,554,950	\$2,636,000	\$2,623,040	-----
Supplies	66,331	72,299	67,400	68,200	69,700	2%
Other Services/ Charges	315,602	339,426	512,980	391,680	457,280	17%
Total Department	\$2,888,986	\$3,003,877	\$3,135,330	\$3,095,880	\$3,150,020	2%

Personnel								
Summary	2006/07		2007/08		2008/09		2009/10	
	Full - Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Finance	26	3	26	3	25	3	24	2
Total Department	26	3	26	3	25	3	24	2