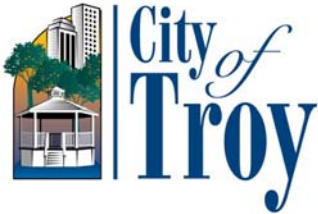


- *Financial Services Director*.....James Nash
- *Risk Manager*.....Stephen Cooperrider



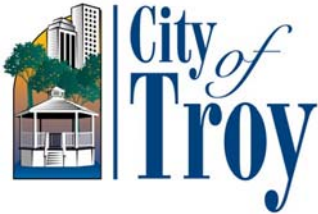
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ACCOUNTING/RISK MANAGEMENT

DEPARTMENT AT A GLANCE

Funding Level Summary	2006/07		Estimated 2008/09		2009/10	% Of Change
	Actual	Actual	Budget	Budget	Budget	
Accounting	\$1,069,964	\$1,152,628	\$1,099,840	\$1,149,820	\$876,170	-24%
Risk Management	-----	-----	-----	-----	251,400	-----
Total Department	\$1,069,964	\$1,152,628	\$1,099,840	\$1,149,820	\$1,127,570	-2%
Personal Services	\$1,010,255	\$1,083,933	\$1,039,500	\$1,089,100	\$1,064,720	-2%
Supplies	15,122	18,583	13,700	13,200	15,000	14%
Other Services/ Charges	44,587	50,112	46,640	47,520	47,850	1%
Total Department	\$1,069,964	\$1,152,628	\$1,099,840	\$1,149,820	\$1,127,570	-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
Accounting/Risk Management	10.5	0	10.5	0	10.5	0	9.5	0
Total Department	10.5	0	10.5	0	10.5	0	9.5	0



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ACCOUNTING/RISK MANAGEMENT

MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

The mission of the Accounting Department is to achieve excellence in the accounting of all financial transactions, and provide support to City departments with financial; budgetary; and procurement issues. The mission of Risk Management is to protect the City's assets: financial; property; and human resources through acquiring appropriate insurance coverage for the City and evaluating City facilities; activities; procedures; and policies to limit risks.

- ***Service Statement***

The Accounting Department is responsible for the books of original entry for the assets; liabilities; equities; revenues; and expenditures of the City. Payroll; retiree payments; accounts payable; escrow deposits; fixed asset details; grant records; and accounts receivable are accounted for under the direction of the Financial Services Director. All funds are monitored for accuracy and proper accounting methods. An annual audited financial report, required by State statute, is produced and expanded into the Comprehensive Annual Financial Report (CAFR).

Financial information is available online to all departments through our new LogosNet financial management platform. We are continuing to develop applications and reports, and provide support to user departments on a daily basis, in addition to that which is provided by Information Technology.

Processing payroll for City employees is an important function of Accounting.

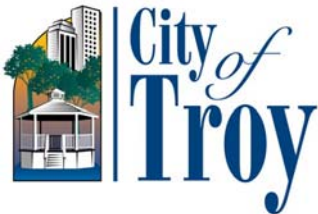
We have begun de-centralized time entry with our LogosNet platform. The Police Department now enters payroll information for over 200 employees with verification occurring in Accounting. Tax withholding payments and all benefits related to payroll are processed in a timely manner. In addition to the regular bi-weekly payroll for current employees, monthly checks are prepared for the City's retirees.

Accounting processes all accounts payable checks on a weekly or monthly basis, depending on the vendor. With LogosNet we are increasing our usage of ACH electronic payments to vendors in addition to traditional checks. Fixed assets and depreciable asset records are maintained by Accounting

Risk Management is responsible for administering the City's insurance and loss control programs that include casualty and property; workers' compensation; employee medical; dental; life; and disability insurance, and the employee safety and wellness programs. Premiums for employee health insurance are reconciled and processed monthly.

- ***Did You Know?***

- ✓ Accounting's primary payroll Accountant retired after 29 years of dedicated service. With the increased efficiency of LogosNet we are planning to provide an equal or greater level of service without replacing this position.



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ACCOUNTING/RISK MANAGEMENT

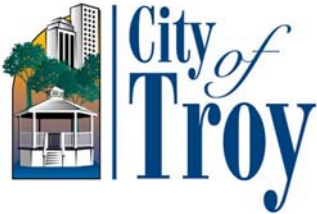
PERFORMANCE OBJECTIVES

Outputs

- ✓ Complete the implementation of the Logos Net Enterprise Financial Management System. **(Output A, B, J, O, T)**

*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

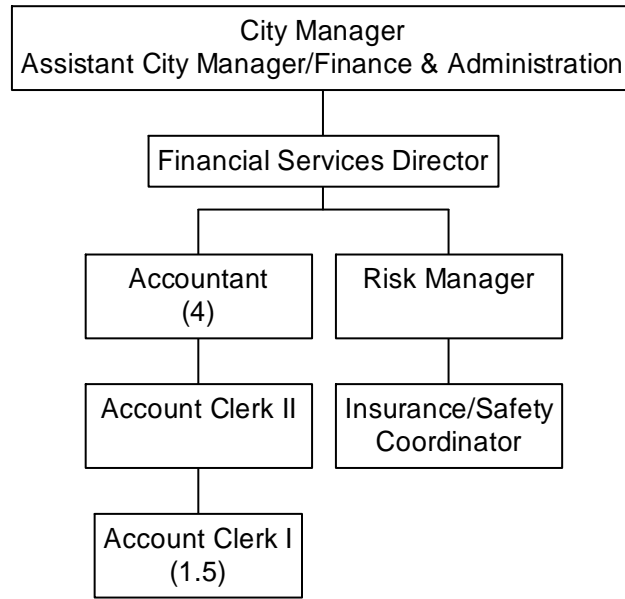
Performance		2007/08	2008/09	2008/09	2009/10
Indicators		Actual	Projected	Budget	Budget
Output	✓ Payroll Checks/Direct Deposits	24,932	24,500	23,000	24,500
	✓ General Fund Invoices	1,827	2,000	2,200	2,100
	✓ Insurance Certificates Approved	367	357	380	368
	✓ Accounts Payable Checks /EFTs	13,639	13,500	14,000	13,500
	✓ Retiree Checks/Direct Deposits	3,788	3,800	3,400	4,000
	✓ Surety Bonds Approved	22	13	25	20
Efficiency	✓ GFOA Certificate of Achievement Awards	11	12	12	13
	✓ Administration of Federal Grants	\$1,279,824	\$2,000,000	\$1,000,000	\$1,000,000
	✓ Workers' Comp Claims Processed	85	90	85	80
	✓ Liability/Property Claims Processed	140	136	140	139
	✓ Safety Training Programs Conducted	14	14	18	15
	✓ Hospitalization Insurance Change Transactions	527	452	500	493



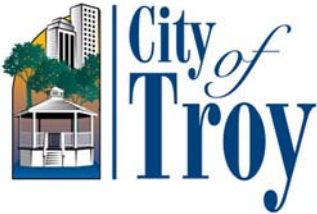
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ACCOUNTING/RISK MANAGEMENT

ORGANIZATIONAL CHART



Staff	Approved 2007/08	Approved 2008/09	Recommended 2009/10
Summary			
Financial Services Director	1	1	1
Account Clerk I	1.5	1.5	1.5
Account Clerk II	1	1	1
Accountant	5	5	4
Insurance/Safety Coordinator	1	1	1
Risk Manager	1	1	1
Total Department	10.5	10.5	9.5



2009/10
Budget

ACCOUNTING/RISK MANAGEMENT

SUMMARY OF BUDGET CHANGES

- **Significant Notes – 2009/10 Budget Compared to 2008/09 Budget**

Personal Services reflects the reduction of one accountant through attrition.

Supplies increased \$1,800 (13.6%) to more accurately reflect current costs.

- **Operating Budget History**

