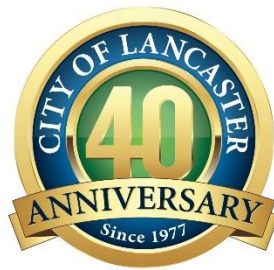


FINANCE



CITY OF LANCASTER

Finance

Budget Summary

	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
Dollars by Division			
Finance	2,271,106	2,368,705	2,881,830
Finance	\$ 2,271,106	\$ 2,368,705	\$ 2,881,830
Dollars by Category			
Personnel	1,804,323	1,818,210	2,283,420
Operations & Maintenance	466,783	550,495	598,410
Total Dollars by Category	\$ 2,271,106	\$ 2,368,705	\$ 2,881,830
Dollars by Funding Source			
General Fund	2,271,106	2,368,705	2,881,830
Total Dollars by Funding Source	\$ 2,271,106	\$ 2,368,705	\$ 2,881,830

Description

The Finance Department is responsible for the following functions:

ADMINISTRATION (Division no. 4310)

Finance Administration manages all financial activities of the City, including the disbursement of financial resources and assurance that adequate resources are available.

ACCOUNTING (Division no. 4310)

The City's Accounting Division is responsible for accounts payable, accounts receivable, payroll, fixed assets, special assessments, and financial reporting. The Division provides accurate and timely financial information to the public, bondholders, grantors, auditors, City Council, and City Management.

BUSINESS LICENSING (Division no. 4310)

The Business Licensing Division is responsible for the processing of new business license and rental housing applications, along with the processing of annual renewals of these licenses. The Division ensures that all applicants comply with Municipal Code Chapter 5 when applying and renewing their licenses.

TREASURY (Division no. 4310)

The Treasury Division is responsible for all banking, investments, and budget functions for the City. Ancillary tasks include Mello Roos and assessment district management, submitting SB 90 claims of reimbursement from the State, post bond issue compliance, and acting as a liaison between Finance and Development Service's Capital Engineering Division.

PROCUREMENT & CONTRACTS (Division no. 4310)

The Procurement & Contracts division performs and coordinates the centralized purchasing activities for all city departments in the procurement of supplies, services, and equipment necessary for city operations including the management of supplier risk. The Division reviews all City contracts that have a procurement component and suggests and drafts revisions to those contracts if necessary.

Accomplishments

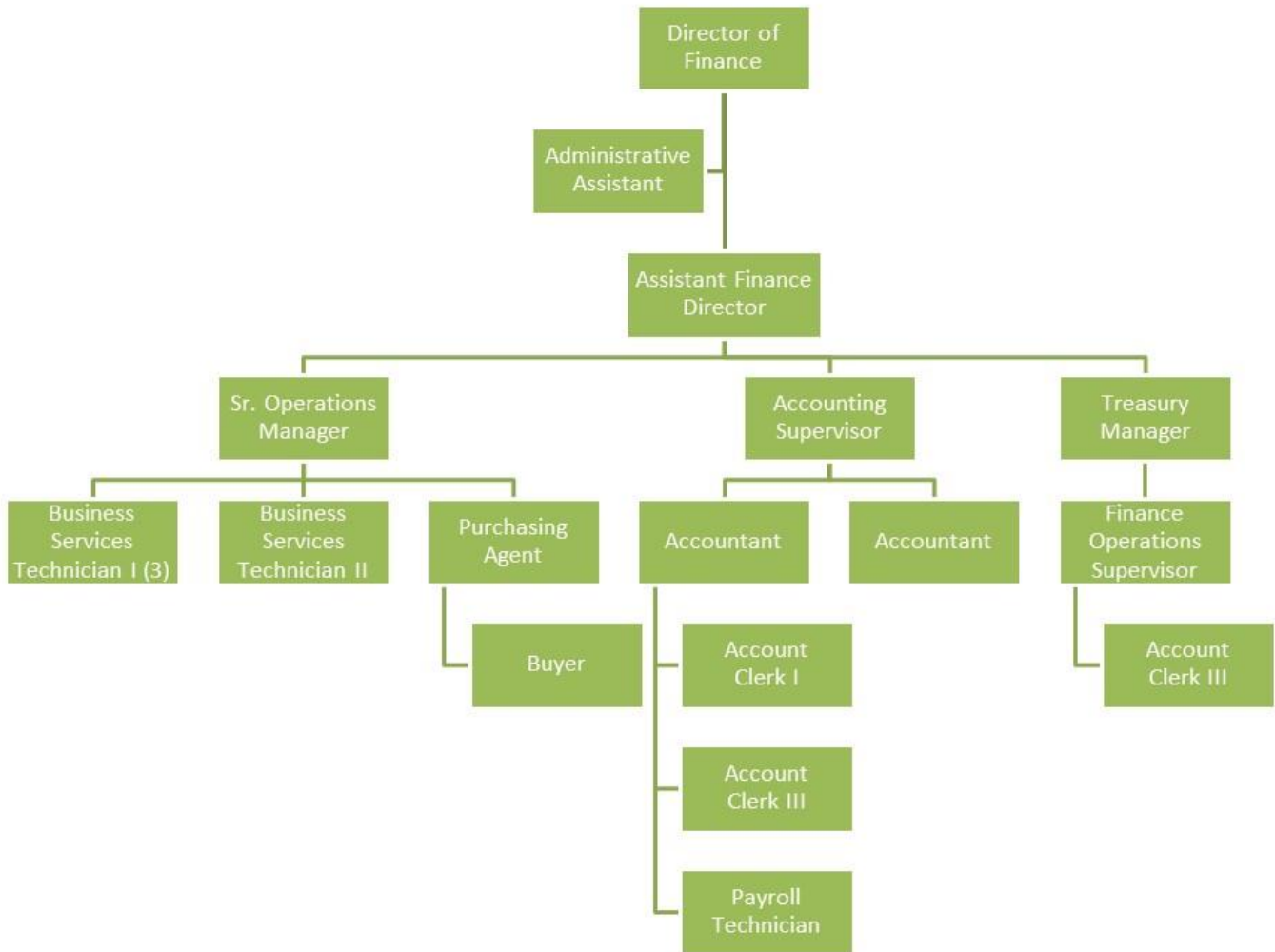
- Granted the Government Finance Officers Association's Distinguished Budget Award for the fiscal year 2017 budget.
- Implemented a comprehensive fee, bail, and fine schedule for the entire City.
- Implementation of Business Licensing module of Accela
- Ensured Long-Term Financial Stability by maintaining conservative financial practices, continually monitoring the economy, providing prudent and effective budgeting and accounting, investing wisely and planning strategically

Budget Goals / Performance Objectives

- Receive an unqualified independent audit opinion for Fiscal 2016-2017 by January 2018
- Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for our June 30, 2017 Comprehensive Annual Financial Report
- Implement 100% of all applicable audit comments for the prior year by June 30 and review and implement appropriate management audit comments within 90 days of receipt
- Receive the GFOA Distinguished Budget Award for fiscal year 2018
- Implement full-scale electronic payments to City vendors
- Deploy online licensing application and renewal processing
- Establish policies and procedures in order to apply for the Achievement of Excellence in Procurement in May 2018.

Org Detail- Finance

Division no. 4310



Budget Detail- Finance

Division no. 4310

Div.	Obj.	Description	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
Personnel					
4310	101	SALARIES-PERMANENT	1,130,203	1,127,680	1,457,660
4310	104	SALARIES-OVERTIME	1,087	15,000	4,000
4310	112	SALARIES-TEMPORARY	23,879	24,000	17,750
4310	121	FRINGE BENEFITS	61,942	68,300	58,220
4310	122	PERS	272,852	273,210	351,300
4310	124	HEALTH INSURANCE	199,731	202,600	215,500
4310	125	WORKER'S COMP	49,554	50,160	61,810
4310	129	DEFERRED COMP	65,075	57,260	117,180
Personnel Total			\$ 1,804,323	\$ 1,818,210	\$ 2,283,420
Operations & Maintenance					
4310	200	REGISTRATION	2,547	750	-
4310	201	TRAVEL EXPENSE	4,163	3,500	-
4310	202	LOCAL & REGIONAL EVENTS	768	675	550
4310	203	MILEAGE	188	450	450
4310	206	PUBLICATIONS & DUES	2,706	1,500	2,500
4310	207	VEHICLE OPERATIONS	52	200	950
4310	212	POSTAGE-SPECIAL MAILING	151	140	-
4310	217	VEHICLE - FUEL	180	40	400
4310	235	CREDIT CARD CHARGES	17,369	16,000	16,000
4310	251	SPECIAL ACTIVITY SUPPLIES	411	2,600	-
4310	253	REPROGRAPHICS	7,495	5,000	8,410
4310	254	PHOTOCOPY MACHINE COSTS	171,764	230,000	243,820
4310	256	STAFF DEVELOPMENT	496	150	-
4310	259	OFFICE SUPPLIES	4,768	4,000	4,000
4310	301	PROFESSIONAL SERVICES	132,446	104,560	120,480
4310	302	COMPUTER SOFTWARE AND SUPPORT	14,493	19,000	17,000
4310	304	AUDIT SERVICES	106,763	161,830	183,750
4310	402	MAINTENANCE SERVICE-PRIVATE	-	100	100
4310	651	TELEPHONE	23	-	-
Operations & Maintenance Total			\$ 466,783	\$ 550,495	\$ 598,410
GRAND TOTAL			\$ 2,271,106	\$ 2,368,705	\$ 2,881,830
Funding Sources					
	101	GENERAL FUND	2,271,106	2,368,705	2,881,830
GRAND TOTAL			\$ 2,271,106	\$ 2,368,705	\$ 2,881,830