

Finance Department

Mission Statement

It is the mission of the Finance Department to account for all municipal resources and to apply such resources in a manner that is most beneficial to the citizens of Rockford.

Primary Functions → There are four primary operating functions within the Finance Department.

- **Administration** → The Administration division is responsible for the management of the financial affairs of the city and the supervision of personnel operations within the Finance Department.
- **Central Services** → The Central Services division is responsible for financial planning, risk management, centralized purchasing, and mail/printing services for the City.
- **Accounting** → The purpose of the Accounting division is to provide financial reporting, payroll processing, accounts payable and receivable, fixed asset reporting, special tax collections, billing, and auditing functions.
- **Revenue** → The purpose of the Revenue Division is to manage the police and fire pension funds, ensure payment to retirees is processed, and invest idle City funds.
- **Customer Service Center** → The purpose of the Customer Service Division is to collect various revenues, perform meter reading services, and handle customer calls for City Departments.

2012 Accomplishments →

- Received the Distinguished Budget Presentation Award for the 28th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 32nd consecutive year from the Government Finance Officer's Association.
- Implemented a new Customer Service Center that consolidated Revenue, Billing, and Water Customer Service into one area.
- Completed three Munis projects: Utility Billing CIS upgrade, System Version 9.3 upgrade, and implement Contract Management.
- Provided purchasing training to all appropriate City staff.
- Implemented applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Continued working with Public Works on the parking ticket system process improvement plan which includes installing new parking ticket software.
- Continued cross training of Finance staff and process improvements with the Department.
- Completed refund of six outstanding bond series issued in 2002 and 2003 resulting in a \$545,700 reduction in future debt service.
- Completed 2011 Pension Fund Audit and transmitted the audited information to the Actuary by May 25th.

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- Continued implementation of the Outsourcing Subcommittee recommendations on outsourcing and process improvement.

2013 Goals and Objectives →

- Achieving the Distinguished Budget Presentation Award for the 29th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year from the Government Finance Officer's Association.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Install a payment kiosk that provides 24-hour payment capability for water bills and look for other ways to reroute lobby traffic during peak periods.
- Implement a single log in to access multiple billing accounts with the same owner and make one payment for all accounts.
- Complete 2012 Pension Fund Audit and transmit the audited information to the Actuary by April 30th.
- Begin the process of bringing Police, Fire, and Human Services Departments, and the Library on to the NOVATime timekeeping system.

Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,583,360	\$2,461,514	\$2,579,554	\$2,975,548	\$395,994
CONTRACTUAL	1,097,760	963,435	1,198,485	1,186,150	(12,335)
SUPPLIES	20,341	16,945	25,869	30,244	4,375
OTHER	2,423,525	4,377,423	3,200,380	2,812,267	(388,113)
CAPITAL	0	0	0	0	0
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$6,124,986</u>	<u>\$7,819,317</u>	<u>\$7,004,288</u>	<u>\$7,004,209</u>	<u>(\$79)</u>
STAFFING REVIEW	2010 <u> </u>	2011 <u> </u>	2012 <u> </u>	2013 <u> </u>	INCREASE (DECREASE)
TOTAL	<u>34.00</u>	<u>34.00</u>	<u>32.00</u>	<u>36.00</u>	4.00
FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEME	\$236,608	\$240,843	\$240,660	\$266,316	\$25,656
PURCHASE OF SERVICES	2,153,600	2,149,800	2,492,200	2,860,492	368,292
FROM OTHER GOVERNMENTS	250,000	250,000	250,000	0	(250,000)
GENERAL REVENUES	<u>4,299,922</u>	<u>5,329,079</u>	<u>4,021,428</u>	<u>3,877,401</u>	<u>(144,027)</u>
	<u>\$6,940,130</u>	<u>\$7,969,722</u>	<u>\$7,004,288</u>	<u>\$7,004,209</u>	<u>(\$79)</u>

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Budget Analysis

- Salaries increase \$396,000 due to general step and longevity increases, staff movements due to consolidation of four positions from Water, and a 3% wage increase for non-union employees.
- A 2% wage increase is budgeted for all department staff for a total cost of \$38,200.
- IMRF rates increased \$70,100.
- Health Insurance rates increased \$29,400.
- Internal purchase of service charges increase with staff shift from water.
- Credit card fees increased \$15,000.
- Sales Tax rebate decreased \$100,000 as a result of reduction in Pella rebate agreement.
- Debt Services decreased \$207,700 as a result of credit for accrued interest.
- Other expenses decreased \$88,400 due to the elimination of RMAP payment that was transferred to CIP.
- Of the 36 staff assigned to Finance Department, 24.9 are direct reimbursements.

Capital Equipment

There are no capital items budgeted for 2013.

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Personnel Review

FINANCE DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$1,657,101	\$1,906,655	\$249,554
OVERTIME		0	3,000	\$3,000
SALARY ADJUSTMENT		0	<u>38,133</u>	<u>38,133</u>
TOTAL SALARIES		<u>\$1,657,101</u>	<u>\$1,947,788</u>	<u>\$290,687</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$345,175	\$415,268	\$70,093
UNEMPLOYMENT TAX		5,760	6,480	720
WORKER'S COMPENSATION		4,638	5,648	1,010
HEALTH INSURANCE		531,024	560,404	29,380
RETIREE HEALTH INSURANCE		2,496	16,848	14,352
LIFE INSURANCE		16,848	2,808	(14,040)
PARKING BENEFITS		<u>16,512</u>	<u>20,304</u>	<u>3,792</u>
TOTAL BENEFITS		<u>\$922,453</u>	<u>\$1,027,760</u>	<u>\$105,307</u>
TOTAL COMPENSATION		<u>\$2,579,554</u>	<u>\$2,975,548</u>	<u>\$395,994</u>
	POSITION	2012	2013	INCREASE/ (DECREASE)
	RANGE	EMPLOYEES	EMPLOYEES	
FINANCE DIRECTOR	E-14	1.00	1.00	0.00
MANAGER	E-11	3.00	3.00	0.00
FINANCIAL ANALYST	E-8	2.00	3.00	1.00
SENIOR ACCOUNTANT	E-8	3.00	2.00	(1.00)
CUSTOMER SERVICE COORD	E-8	0.00	1.00	1.00
ACCOUNTANT	E-7	4.00	3.00	(1.00)
SENIOR ADMIN. ASSISTANT	E-6	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	E-5	1.00	1.00	0.00
PURCHASING TECHNICIAN	A-23	2.00	2.00	0.00
SENIOR ACCOUNT CLERK	A-21	6.00	4.00	(2.00)
CSC TEAM LEAD	A-21	0.00	4.00	4.00
CUSTOMER SERVICE REP	A-20	0.00	8.00	8.00
METER READER	A-19	0.00	2.00	2.00
ACCOUNT CLERK	A-19	<u>9.00</u>	<u>1.00</u>	<u>(8.00)</u>
TOTAL PERSONNEL		<u>32.00</u>	<u>36.00</u>	<u>4.00</u>

Performance Measures

	2010	2011	2012	2013
	Actual	Actual	Projected	Estimate
Purchase Orders issued	10,364	8,607	8,900	9,000
Bids/RFP's issued	141	134	143	145
Consecutive Years receiving GFOA Budget Award	26	27	28	29
Consecutive Years receiving GFOA Financial Reporting Award	31	32	33	34
Bond Issues	1	0	1	0
Investment Earnings	1,275,955	1,107,897	1,200,000	1,300,000

**FINANCE DEPARTMENT
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Sal Permanent	1,630,721	1,657,101	1,060,340	1,906,655	249,554
71122 Overtime	1,773	-	2,240	3,000	3,000
71129 Sal Adjustments	-	-	-	38,133	38,133
71251 IMRF	325,256	345,175	213,667	415,268	70,093
71253 Unemploy Tax	5,646	5,760	5,189	6,480	720
71262 Worker's Comp	3,769	4,638	5,048	5,648	1,010
71263 Health Insurance	476,673	531,024	313,800	560,404	29,380
71264 Life Insurance	2,316	2,496	1,530	2,808	312
71265 Retiree Health	-	16,848	9,828	16,848	-
71271 Parking Benefits	15,360	16,512	9,632	20,304	3,792
TOTAL PERSONNEL	2,461,514	2,579,554	1,621,274	2,975,548	395,994
72211 Printing	6,723	25,725	474	30,850	5,125
72212 Postage	168,967	272,750	18,101	273,700	950
72203 Wireless	-	-	703	1,570	1,570
72213 Telephone	29,013	29,940	20,182	32,690	2,750
72214 Travel	1,196	-	669	-	-
72215 Dues	2,098	3,560	2,004	3,655	95
72216 Subscriptions	1,251	2,685	1,408	2,170	(515)
72217 Advertising	14,541	9,130	5,112	14,350	5,220
72218 Service Contracts	123,012	166,435	64,455	186,405	19,970
72231 Utilities	-	150	-	150	-
72263 Microcomputer	121,410	116,970	68,233	148,370	31,400
72267 Risk Management	38,460	36,260	21,152	50,370	14,110
72270 Credit Card Collections	82,145	70,000	45,042	85,000	15,000
72271 Equipment Rental	29,175	8,890	17,558	15,070	6,180
72272 Building Rental	82,990	242,440	141,423	109,050	(133,390)
72282 Prof. Fee - Auditing	32,605	32,500	18,958	32,700	200
72290 Education	8,637	5,000	2,953	10,000	5,000
72292 Consulting Fees	52,180	8,000	8,000	8,000	-
72299 Miscellaneous	169,032	168,050	150,980	182,050	14,000
TOTAL CONTRACTUAL	963,435	1,198,485	587,407	1,186,150	(12,335)
75520 Small Tools	53	1,800	146	2,500	700
75525 Food	-	2,000	-	2,000	-
75527 Linens and Laundry	-	-	254	900	900
75560 General Office	13,934	22,069	6,323	14,444	(7,625)
75569 Miscellaneous	-	-	-	400	400
75570 Computer Non-Capital	2,958	-	329	10,000	10,000
TOTAL SUPPLIES	16,945	25,869	7,052	30,244	4,375
76790 Miscellaneous	403,455	481,648	-	387,000	(94,648)
76794 Sales Tax Rebate	288,451	385,900	131,077	285,900	(100,000)
77721 Transfer-Debt Serv	899,417	908,367	529,881	700,667	(207,700)
77722 Transfers	70,000	-	-	-	-
77723 Transfer-RMAP	85,800	88,400	51,567	-	(88,400)
77729 Transfer-CIP	2,400,000	1,200,000	700,000	1,200,000	-
77733 Transfer - Bldg Maint	143,150	136,065	79,371	150,200	14,135
78838 Interest - LOC	87,150	-	-	88,500	88,500
TOTAL OTHER EXPENSES	4,377,423	3,200,380	1,491,896	2,812,267	(388,113)
TOTAL FINANCE DEPARTMENT	7,819,317	7,004,288	3,707,629	7,004,209	(79)