

FINANCIAL SERVICES

Financial Services is responsible for maintaining all financial records, preparing financial statements, assisting the external auditors with the annual audit. The department issues purchase orders and accounts payable checks and prepares payroll. Financial Services is responsible for the investment of City funds in accordance with investment policies, prepares revenue projections, compiles the annual budget, and monitors the budget throughout the year.

There are no major changes to this departmental budget for FY2003.

EXPENDITURE SUMMARY

Expenditures	Actual FY 00	Actual FY 01	Adjusted FY 02	Proposed FY 03
Personal Services	\$ -	\$ -	\$ 244,831	\$ 278,296
Operating Expenditures	-	-	100,829	88,199
Capital Outlay	-	-	2,995	-
Debt Service	-	-	-	-
NonOperating Expenditures	-	-	-	-
Grants and Aide	-	-	-	-
Transfers	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 348,655</u>	<u>\$ 366,495</u>

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PERSONNEL ROSTER

Classification Title	Pay Grade	Approved FY 01	Approved FY 02	Proposed FY 03
<u>Full-time</u>				
Financial Services Director	128	-	1.00	1.00
Purchasing & Grants Coordinator	118	-	1.00	1.00
Accountant	116	-	1.00	1.00
Accounting Technician	115	-	2.00	2.00
Total Full-time		-	5.00	5.00
<u>Part-time/Temporary</u>				
N/A		-	-	-
Total Part-time/Temporary		-	-	-
Total Personnel		-	5.00	5.00

CAPITAL OUTLAY SCHEDULE

Description	Proposed FY 03
N/A	-
Total	-

FINANCIAL SERVICES

The objectives of Financial Services are:

- 1) To follow proper accounting procedures so that the City receives an unqualified audit opinion on its annual financial report.
- 2) To follow proper procedures in preparation of the annual budget so that the City receives a Certificate of Compliance from the State of Florida Department of Revenue.
- 3) To control the cost of department operations.

PERFORMANCE REVIEW	FY 00	FY 01	FY 02	FY 03
DEMAND/WORKLOAD:				
Population – City.	30,767	32,732	35,443	38,348
City departments.	5	5	6	7
City employees (FTE).	15.00	75.00	116.44	128.68
Invoices processed.	N/A	3,581	N/A	4,000
Permits processed.	N/A	3,382	N/A	3,000
Occupational licenses processed.	N/A	2,327	N/A	2,400
EFFICIENCY/EFFECTIVENESS:				
GOALS:				
Unqualified audit opinion.	Yes	Yes	Yes	Yes
Certificate of Compliance.	Yes	Yes	Yes	Yes
Department cost per citizen.	N/A	N/A	N/A	\$9.56
RESULTS:				
Unqualified audit opinion.	Yes	Yes	N/A	
Certificate of Compliance.	Yes	Yes	N/A	
Department cost per citizen.	N/A	N/A	\$9.84	