

## 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 FY2004.

### EXPENDITURE SUMMARY

Expenditures	Actual FY 01	Actual FY 02	Estimated FY 03	Proposed FY 04
Personal Services	\$ -	\$ 214,136	\$ 283,056	\$ 317,629
Operating Expenditures	-	121,639	99,349	85,934
Capital Outlay	-	2,995	-	-
Debt Service	-	-	-	-
NonOperating Expenditures	-	-	-	-
Grants and Aide	-	-	-	-
Transfers	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	\$ -	\$ 338,770	\$ 382,405	\$ 403,563

# FINANCIAL SERVICES

## PERSONNEL ROSTER

Classification Title	Pay Grade	Approved FY 02	Approved FY 03	Proposed FY 04
<b>Full-time</b>				
Financial Services Director	129	1.00	1.00	1.00
Purchasing & Grants Coordinator	118	1.00	1.00	1.00
Accountant	117	1.00	1.00	1.00
Accounting Technician	115	2.00	2.00	2.00
Total Full-time		5.00	5.00	5.00
<b>Part-time/Temporary</b>				
N/A		-	-	-
Total Part-time/Temporary		-	-	-
Total Personnel		5.00	5.00	5.00

## CAPITAL OUTLAY SCHEDULE

Description	Proposed FY 04
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 receive awards for the budget document and the annual financial report from the Government Finance Officers Association (GFOA).
- 4) To control the cost of department operations.

<b>PERFORMANCE REVIEW</b>	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
<b>DEMAND/WORKLOAD:</b>				
Population – City.	32,732	35,443	38,348	41,492
City departments.	5	6	7	8
City employees (FTE).	75.00	116.44	128.68	206.03
Invoices processed.	3,581	5,709	7,200	7,500
Permits processed.	3,382	5,363	6,000	4,000
Occupational licenses processed.	2,327	3,834	2,500	2,600
<b>EFFICIENCY/EFFECTIVENESS:</b>				
<b>GOALS:</b>				
Unqualified audit opinion.	Yes	Yes	Yes	Yes
Certificate of Compliance.	Yes	Yes	Yes	Yes
Received budget award from GFOA.	Yes	Yes	Yes	Yes
Received award for the annual financial report from GFOA.	Yes	Yes	Yes	Yes
Department cost as a percent of the General Fund.	N/A	N/A	N/A	3.0%
Department cost per citizen.	N/A	N/A	\$9.56	\$9.73
Satisfaction with payroll services (good or better).	N/A	N/A	N/A	95%
Satisfaction with other financial services (good or better).	N/A	N/A	N/A	95%
<b>RESULTS:</b>				
Unqualified audit opinion.	Yes	Yes	N/A	
Certificate of Compliance.	Yes	Yes	Yes	
Received budget award from GFOA.	N/A	N/A	No	
Received award for the annual financial report from GFOA.	Yes	Yes	N/A	
Department cost as a percent of the General Fund.	N/A	2.7%	2.6%	
Department cost per citizen.	N/A	\$9.56	\$9.97	
Satisfaction with payroll services (good or better).	N/A	N/A	98%	
Satisfaction with other financial services (good or better).	N/A	N/A	92%	