



# FINANCE

## Department Description

The Finance Department is comprised of five divisions: Administration, Accounting Services, Municipal Court, Information Technology Services, and Utility Billing. I.T. Services and Utility Billing are funded outside of the General Fund as Internal Service Funds.

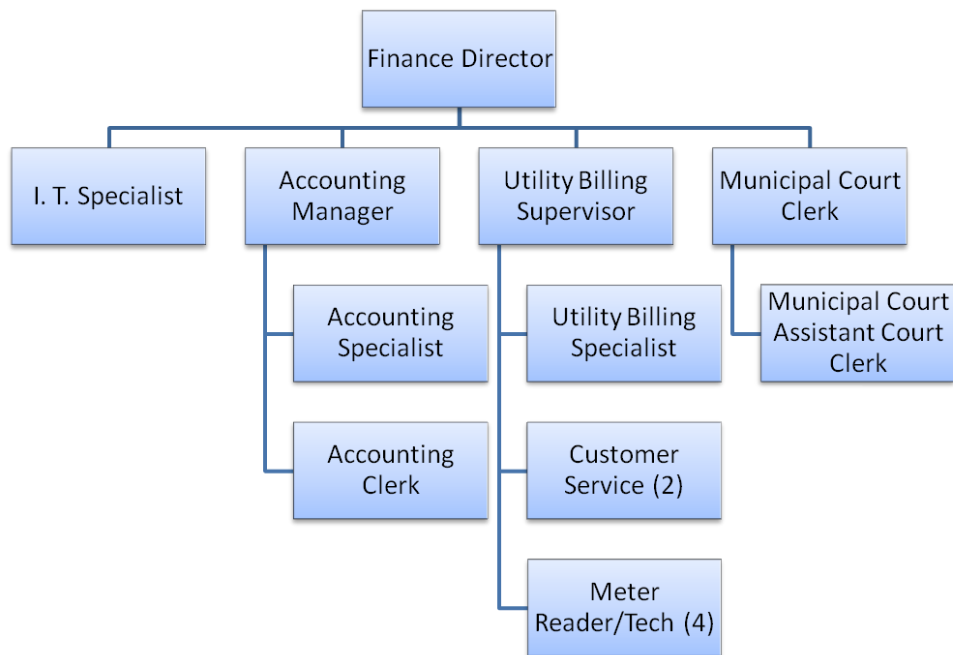
## Items of Note

Since February 2010, all accounting and municipal court positions have experienced staff turnover, as well as 1 utility billing customer service position and 2 out of the 4 meter readers. This represents a 53% turnover ratio.

## Department Mission Statement

The Finance Department is committed to deserving the trust of both internal and external customers and citizens by providing professional, efficient, excellent service to all with cooperation, integrity, and transparency in all of our actions.

## Department Organization Chart



## Personnel by Program (FTE)

Program Staffing (FTE)	2009	2010	2011	2012
Finance Administration	1.0	1.0	1.0	1.0
Accounting	4.0*	3.0	3.0	3.0
Municipal Court	2.0	2.0	2.0	2.0
<b>Total</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

\*One Accountant position vacant in 2009 and eliminated in 2010. Remaining accountant position was downgraded to accounting specialist in 2010.

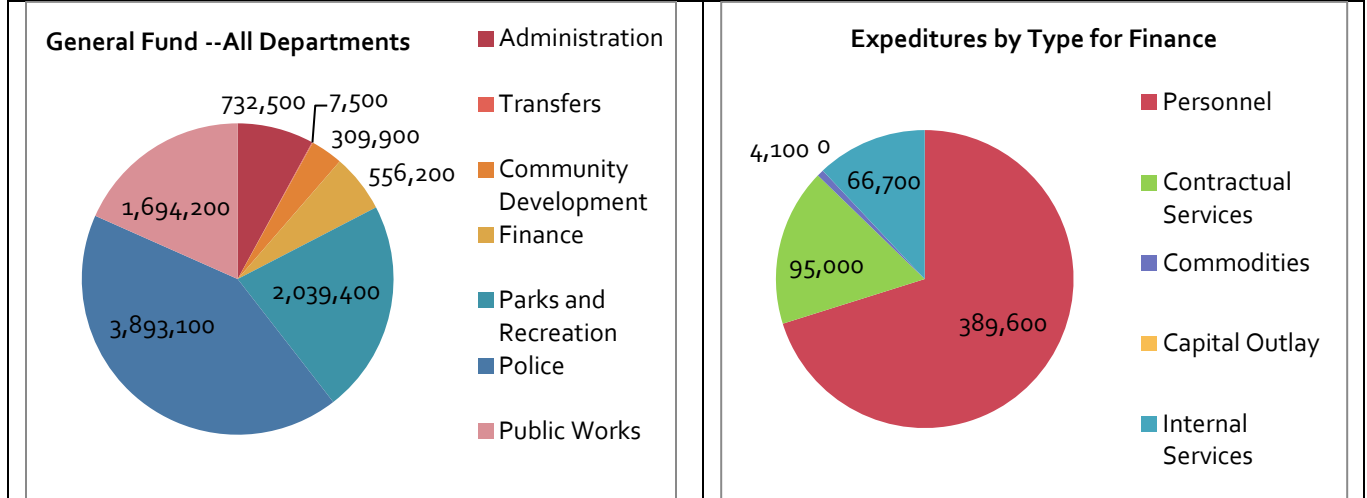


# FINANCE

## Core Services

- Financial stewardship, reporting, and audit
- Municipal bond issuance and debt management
- Economic development financing
- Accounts payable/receivable
- Payroll
- Municipal Court
- Utility billing for water, electric, and wastewater
- Information Technology

## Budget Charts



## Department Funding by Program

Program Funding	2009 Actual	2010 Actual	2011 Budget	2011 Est.	2012 Budget
Administration	\$145,565	\$149,385	\$155,500	\$157,800	\$153,600
Accounting	\$232,608	\$221,481	\$230,900	\$229,600	\$226,500
Municipal Court	\$176,813	\$163,517	\$191,100	\$167,000	\$176,100
<b>Total</b>	<b>\$554,986</b>	<b>\$534,383</b>	<b>\$577,500</b>	<b>\$554,400</b>	<b>\$556,200</b>

## City of Gardner Annual Budget

Program: All  
 Department: Finance 413  
 Fund: General Fund 001

Classification		FY 09 Actual	FY 10 Actual	FY 11 Budget	FY 11 Estimate	FY 12 CA Approve	FY 12 Budget
<b>Personal Services</b>							
11	01 Full-Time	293,063	265,585	276,900	272,000	270,500	270,500
11	02 Overtime	1,123	2,668	-	2,000	-	-
13	01 Part-Time	31,299	31,165	32,100	32,100	32,100	32,100
21	01 Health & Dental Insurance	33,712	28,920	49,100	29,300	36,700	36,700
21	02 Life Insurance	335	312	400	400	400	400
22	01 Social Security	23,115	21,650	23,600	23,300	23,100	23,100
22	03 Unemployment Compensation	1,078	1,629	2,100	2,000	2,200	2,200
23	01 KPERS Retirement	17,040	18,277	21,500	21,100	22,600	22,600
23	05 Deferred Compensation	8,366	1,763	2,000	2,000	2,000	2,000
<b>Total</b>		<b>409,131</b>	<b>371,969</b>	<b>407,700</b>	<b>384,200</b>	<b>389,600</b>	<b>389,600</b>
<b>Contractual Services</b>							
31	01 Audit & Financial	47,739	49,443	49,000	50,000	45,000	45,000
31	02 Legal Services	17,220	16,297	17,500	17,500	17,500	17,500
31	15 Outsourced Services	15,297	18,883	20,000	19,200	19,200	19,200
40	03 Telephone	828	703	800	700	700	700
46	01 Meetings/Training/Travel	1,530	3,696	9,900	9,700	4,600	4,600
46	02 Dues/Subscriptions	771	537	600	600	600	600
46	03 Tuition Reimbursement	-	1,751	2,300	1,500	-	-
46	05 Recruitment	-	2,407	-	600	-	-
47	02 Printing	3,125	4,265	3,600	5,000	4,500	4,500
47	04 Postage	2,868	2,652	3,200	2,900	2,900	2,900
<b>Total</b>		<b>89,378</b>	<b>100,634</b>	<b>106,900</b>	<b>107,700</b>	<b>95,000</b>	<b>95,000</b>
<b>Commodities</b>							
52	20 Operating Supplies	3,892	4,089	4,500	4,100	4,100	4,100
<b>Total</b>		<b>3,892</b>	<b>4,089</b>	<b>4,500</b>	<b>4,100</b>	<b>4,100</b>	<b>4,100</b>
<b>Internal Services</b>							
91	Building Maintenance	16,265	17,666	21,400	21,400	24,800	25,600
91	IT Services	28,304	31,444	25,900	25,900	31,200	31,200
91	Risk Services	8,016	8,581	11,100	11,100	10,700	10,700
<b>Total</b>		<b>52,585</b>	<b>57,691</b>	<b>58,400</b>	<b>58,400</b>	<b>66,700</b>	<b>67,500</b>
<b>Total Expenditures</b>		<b>554,986</b>	<b>534,383</b>	<b>577,500</b>	<b>554,400</b>	<b>555,400</b>	<b>556,200</b>



# Finance Administration

## Program Description

Provides the management and direct oversight of the City's financial affairs and consults directly with the City Administrator and City Council on all financial related policy matters. The Finance Director manages the Accounting, Municipal Court, Utility Billing and Information Technology divisions. The Director of Finance also serves as the City Treasurer and is responsible for the City's investments and investment policies, and manages special benefit districts and assessments and debt service for the community.

## Items of Note

- Majority of expense (90%) in "contractual services" is for required annual audit. Audit contracted through FY 2011, so will RFP for audit services mid-year 2012.
- 4% of "contractual services" is for arbitrage calculations required by the IRS.
- The remainder of "contractual services" is for required filing fees and annual publication of the treasurer's report

## 2012 Program Goals and Objectives

### Maintain and improve existing services and facilities

- Review/revise financial policies (and post to website - see "improve communication")
- Develop city-wide "Schedule of Fees"
- RFP for auditing services for FY 2012 and beyond (5 year contract)

### Increase commercial and industrial investments within the City

- Assist in the implementation of economic development strategy

### Improve Communication

- Post revised financial/economic policies when complete

## 2011 Program Anticipated Accomplishments

### Manage for future growth

- August 2011 - complete the special assessment process and issue permanent debt for Prairie Brooke and Kill Creek Sewer benefit districts

### Increase commercial and industrial investments within the City

- Assist in developing an Economic Development Strategy through participating in the Economic Development Committee - Analyze Downtown Enhancement District, Abatement policy, business licenses, etc.

### Improve Organizational Capacity

- Finance Director to attend GFOA national conference in San Antonio.
- Assist KSGFOA with possible implementation of GFOA Accounting Academy

## Core Performance Measures

Program Measurements	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
Average interest rate (checking)	0.41%	0.35%	0.35%	0.38%
Average interest rate (MIP)	0.06%	0.06%	0.06%	0.07%
Special Benefit Districts assessments managed	17	17	19	19
Number of bond issues/loans/leases managed	25	25	25	25
Statutory Debt Limit **	46,444,391	44,909,263	44,846,238	44,846,238
Outstanding Debt Subject to Limit	17,092,536	14,841,700	15,119,350	13,343,900
Debt Authority Remaining, Dec 31	29,351,855	30,067,563	29,726,888	31,502,338
% of Statutory Debt Limit Used	36.8%	33.0%	33.7%	29.7%
Outstanding G.O. Debt - Dec 31: ****	43,210,000	39,960,000	40,375,000	34,914,500



# Finance Administration

% of Outstanding - Utility Supported	55%	53%	44%	42%
% of Outstanding - Special Assessments	24%	24%	35%	38%
% of Outstanding - Tax Supported	21%	23%	21%	20%
Bonded Debt per Capita	2,319	2,109	2,085	1,793
Bonded Debt per Capita - Tax Supported	488	496	431	358
Outstanding State Revolving Loans, Dec 31	32,174,636	31,115,055	28,490,951	26,503,239
Outstanding PBC Debt for City Hall	3,545,000	3,410,000	3,250,000	3,070,000
Total Debt per Capita: Bonded + Loans + PBC	4,239	3,935	3,747	3,326

## Outstanding Debt -

### Lease Purchase Agreements:

Certificates of Participation: Celebration Park	5,665,000	5,045,000	4,235,000	3,480,000
Bronto Aerial Truck	830,352	0	0	0
Wastewater Vactor Truck	92,781	47,647	0	0

\*\*NOTE: Debt to finance utility improvements does not count against the debt limit, nor do state revolving loans for utility improvements or streets.

\*\*\*\*NOTE: Included in Outstanding G.O. Debt in 2009 (3,365,000), 2010 (3,080,000), 2011 (2,760,000), and 2012 (2,250,000) is debt for the Aquatic Center. Although this is G.O. debt, it is actually paid from the additional ½ cent sales tax approved by voters.

## Personnel by Program (FTE)

Program Staffing (FTE)	2009	2010	2011	2012
Finance Director	1.0	1.0	1.0	1.0
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

## Vehicles

Vehicle #	Make/Model	Year	Mileage	Purpose	Condition
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N/A

**Program: Finance Administration 1305**  
**Department: Finance 413**  
**Fund: General Fund 001**

Classification			FY 09 Actual	FY 10 Actual	FY 11 Budget	FY 11 Estimate	FY 12 CA Approve	FY 12 Budget
<b>Personal Services</b>								
11	01	Full-Time	76,003	77,996	79,600	80,800	81,400	81,400
11	02	Overtime	0	0	0	0	0	0
21	01	Health & Dental Insurance	0	0	0	0	0	0
21	02	Life Insurance	56	56	100	100	100	100
22	01	Social Security	5,590	6,010	6,100	6,200	6,200	6,200
22	03	Unemployment Compensation	262	450	500	500	600	600
23	01	KPERS Retirement	4,397	5,431	6,200	6,300	6,800	6,800
23	05	Deferred Compensation	3,007	775	800	800	800	800
			89,315	90,718	93,300	94,700	95,900	95,900
<b>Contractual Services</b>								
31	01	Audit & Financial	47,739	49,443	49,000	50,000	45,000	45,000
40	03	Telephone	828	703	800	700	700	700
46	01	Meetings/Training/Travel	654	681	2,700	2,900	700	700
46	02	Dues/Subscriptions	195	245	200	200	200	200
47	02	Printing	787	787	1,000	800	800	800
			50,203	51,859	53,700	54,600	47,400	47,400
<b>Commodities</b>								
52	20	Operating Supplies	0	0	0	0	0	0
			0	0	0	0	0	0
<b>Internal Services</b>								
91		Building Maintenance	2,293	2,487	3,600	3,600	4,100	4,300
91		IT Services	2,646	2,905	3,100	3,100	4,200	4,200
91		Risk Services	1,108	1,416	1,800	1,800	1,800	1,800
			6,047	6,808	8,500	8,500	10,100	10,300
<b>Total Expenditures</b>			145,565	149,385	155,500	157,800	153,400	153,600



# Accounting Services

## Program Description

Provides accounting for the receipt and disbursement of all municipal funds according to City policies, Generally Accepted Accounting Principles (GAAP), and all applicable legislation. Processes purchase orders and invoices for payment, prepares payroll and files appropriate reports, maintains accounting records and ensures the records meet audit requirements, prepares the Comprehensive Annual Finance Report (CAFR), reconciles accounting and bank statements, and prepares financial reports. Accounting Services assists all City departments in the tracking and analysis of costs, the administration of project grants and loans, and the preparation of records and reports to meet their needs.

## Items of Note

- 98% of “outsourced services” is for payroll processing
- Accounting manager budgeted (2011 est) to attend GFOA advanced financial reporting training
- Accounting staff budgeted (2011 est) to attend GFOA’s accounting academy, if it is offered. (training being considered by KSGFOA; to be determined)
- Printing costs fluctuate every other year because we purchase A/P checks every other year due to price break on 2 year supply

## 2012 Program Goals and Objectives

### Maintain and improve existing services and facilities

- Implement changes to FY 2011 CAFR and other financial reporting for GASB 54.

### Improve Organizational Capacity

- Accounting Manager attend Mid America Regional Council’s Government Training Institute - Supervisory Certificate program
- Develop a procedure manual
- In conjunction with HR, perform cost/benefit analysis of returning entire payroll process in-house instead of outsourcing parts of the process; this may include adding HR software module.

## 2011 Program Anticipated Accomplishments

### Maintain and improve existing services and facilities

- Implement electronic funds transfer processing for accounts payable
- Restore outstanding checks greater than two years to the fund originally charged
- Report unclaimed payroll checks to the State
- Work with auditors to begin implementation of GASB 54 requirements to establish fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in governmental funds. GASB 54 is required to be implemented for FY 2011 financial reporting.
- Begin monthly reconciliations of all liability accounts

### Improve Organizational Capacity

- Accounting Manager attend GFOA “Advanced Financial Reporting”
- Accounting Manager attend Mid America Regional Council’s Government Training Institute - Supervisory Certificate program
- Accounting Manager attend in-house leadership training
- Accounting staff attend KSGFOA fall conference in Overland Park
- Accounting staff attend KSGFOA training for governmental accounting, if it is offered



# Accounting Services

## Core Performance Measures

Internal Satisfaction Survey	2008	2009	2010
Quality of Service for Purchasing	100%	100%	100%
Timeliness of Service for Purchasing	100%	100%	100%
Overall Satisfaction for Purchasing	100%	100%	100%

\*does not include no response or "don't know," Includes "fair" or above ranking, conducted annually in October

Program Measurements	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
Annual audit complete by June 30 <sup>th</sup>	Yes	Yes	Yes	Yes
CAFR achieves GFOA recognition	Yes	Yes	Yes	Yes
Monthly reports issued by the tenth of the month	92%	100%	100%	100%
Vendor checks	2,962	3,223	3,200	2,880
Payroll checks	5,748	5,386	5,370	5,380

## Personnel by Program (FTE)

Program Staffing (FTE)	2009	2010	2011	2012
Accounting Manager	1.0	1.0	1.0	1.0
Accountant	2.0*	0**	0	0
Accounting Specialist	0	1.0	1.0	1.0
Accounting Clerk	1.0	1.0	1.0	1.0
<b>Total</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

\*One Accountant position vacant and not authorized to be filled in 2009. It was eliminated in 2010.

\*\*Remaining vacant Accountant position was downgraded to Accounting Specialist in 2010.

## Vehicles

Vehicle #	Make/Model	Year	Mileage	Purpose	Condition
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N/A

## City of Gardner Annual Budget

**Program: Accounting Services 1310**  
**Department: Finance 413**  
**Fund: General Fund 001**

Classification		FY 09 Actual	FY 10 Actual	FY 11 Budget	FY 11 Estimate	FY 12 CA Approve	FY 12 Budget
<b>Personal Services</b>							
11	01 Full-Time	141,271	121,263	126,000	127,900	124,500	124,500
11	02 Overtime	443	676	0	0	0	0
21	01 Health & Dental Insurance	24,820	22,934	29,700	25,000	26,900	26,900
21	02 Life Insurance	167	158	200	200	200	200
22	01 Social Security	9,595	8,330	9,600	9,800	9,500	9,500
22	03 Unemployment Compensation	449	626	900	900	900	900
23	01 KPERS Retirement	8,239	8,702	9,800	9,900	10,400	10,400
23	05 Deferred Compensation	4,001	822	900	900	900	900
		188,985	163,511	177,100	174,600	173,300	173,300
<b>Contractual Services</b>							
31	15 Outsourced Services	12,188	15,547	15,100	15,100	15,100	15,100
40	03 Telephone	0	0	0	0	0	0
46	01 Meetings/Training/Travel	621	1,338	4,100	3,800	900	900
46	02 Dues/Subscriptions	350	75	100	100	100	100
46	03 Tuition Reimbursement	0	1,751	2,300	1,500	0	0
46	05 Recruitment	0	795	0	600	0	0
47	02 Printing	2,258	2,011	2,300	3,900	2,100	2,100
47	04 Postage	1,856	2,112	2,000	2,100	2,100	2,100
		17,273	23,629	25,900	27,100	20,300	20,300
<b>Commodities</b>							
52	20 Operating Supplies	2,129	2,719	2,300	2,300	2,300	2,300
		2,129	2,719	2,300	2,300	2,300	2,300
<b>Internal Services</b>							
91	Building Maintenance	9,281	10,119	10,700	10,700	12,400	12,800
91	IT Services	10,339	17,260	9,400	9,400	12,500	12,500
91	Risk Services	4,601	4,243	5,500	5,500	5,300	5,300
		24,221	31,622	25,600	25,600	30,200	30,600
<b>Total Expenditures</b>		232,608	221,481	230,900	229,600	226,100	226,500



# Municipal Court

## Program Description

Provides judicial services including the disposition of all citations issued by the Department of Public Safety, conducts arraignments and trials, assesses and collects fines, and maintains court records. Provides funding for the Municipal Judge, City Prosecutor, court-appointed public defenders, and translators.

## Items of Note

- All expense in "legal services" is for court-appointed attorneys and appeals.
- 50% of "outsourced services" is for hearing-impaired or Spanish-speaking interpreters as required
- Remaining 50% of "outsourced services" is for credit card fees
- Printing costs fluctuate every other year because we purchase citation books every other year due to price break on 2 year supply

## 2012 Program Goals and Objectives

### Maintain and Improve Existing Services and Facilities

- Implement online ticket inquiry/payment

## 2011 Program Anticipated Accomplishments

### Improve Organizational Capacity

- Court Clerk to attend Mid America Regional Council's Government Training Institute - Supervisory Certificate program
- Court Clerk to attend in-house Leadership Training
- Both Court Clerk and Asst. Court Clerk to attend Kansas Association of Court Managers (KACM) spring and fall conferences
- Both Court Clerk and Asst. Court Clerk to attend Incode (court software) training as it becomes available.
- Asst. Court Clerk to attend ALERT (KCJIS) training.

### Maintain and improve existing services and facilities

- Begin development of a procedural manual
- Investigate implementation of online ticket inquiry/payment and provide recommendation

## Core Performance Measures

Program Measurements	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
Expenditures	\$176,813	\$163,517	\$167,000	\$175,900
Revenues	\$293,543	\$228,221	\$245,700	\$250,600
Cases excluding trials	8,320	6,127	7,392	7,761
Trials	273	196	222	233
Number of violations	2,605	1,990	2,407	2,527
Average length of docket	186	141	171	180
Continuances	4,702	3,479	3,769	3,958
Cases dismissed	692	437	517	543
Transferred to county - felony	50	31	37	39

## Personnel by Program (FTE)

Program Staffing (FTE)	2009	2010	2011	2012
Municipal Court Clerk	1.0	1.0	1.0	1.0
Assistant Court Clerk	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## Vehicles

Vehicle #	Make/Model	Year	Mileage	Purpose	Condition
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N/A

**City of Gardner Annual Budget**

**Program: Municipal Court 1330**  
**Department: Finance 413**  
**Fund: General Fund 001**

<b>Classification</b>			<b>FY 09</b>	<b>FY 10</b>	<b>FY 11</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY 12</b>
-----			<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>CA Approv</b>	<b>Budget</b>
-----								
<b>Personal Services</b>								
11	01	Full -Time	75,789	66,326	71,300	63,300	64,600	64,600
11	02	Overtime	680	1,992	0	2,000	0	0
13	01	Part-Time	31,299	31,165	32,100	32,100	32,100	32,100
21	01	Health & Dental Insurance	8,892	5,986	19,400	4,300	9,800	9,800
21	02	Life Insurance	112	98	100	100	100	100
22	01	Social Security	7,930	7,310	7,900	7,300	7,400	7,400
22	03	Unemployment Compensation	367	553	700	600	700	700
23	01	KPERS Retirement	4,404	4,144	5,500	4,900	5,400	5,400
23	05	Deferred Compensation	1,358	166	300	300	300	300
			-----	-----	-----	-----	-----	-----
			130,831	117,740	137,300	114,900	120,400	120,400
<b>Contractual Services</b>								
31	02	Legal Services	17,220	16,297	17,500	17,500	17,500	17,500
31	15	Outsourced Services	3,109	3,336	4,900	4,100	4,100	4,100
46	01	Meetings/Training/Travel	255	1,677	3,100	3,000	3,000	3,000
46	02	Dues/Subscriptions	226	217	300	300	300	300
46	05	Recruitment	0	1,612	0	0	0	0
47	02	Printing	80	1,467	300	300	1,600	1,600
47	04	Postage	1,012	540	1,200	800	800	800
			-----	-----	-----	-----	-----	-----
			21,902	25,146	27,300	26,000	27,300	27,300
<b>Commodities</b>								
52	20	Operating Supplies	1,763	1,370	2,200	1,800	1,800	1,800
			-----	-----	-----	-----	-----	-----
			1,763	1,370	2,200	1,800	1,800	1,800
<b>Capital Outlay</b>								
61	04	Equipment	0	0	0	0	0	0
			-----	-----	-----	-----	-----	-----
			0	0	0	0	0	0
<b>Internal Services</b>								
91		Building Maintenance	4,691	5,060	7,100	7,100	8,300	8,500
91		IT Services	15,319	11,279	13,400	13,400	14,500	14,500
91		Risk Services	2,307	2,922	3,800	3,800	3,600	3,600
			-----	-----	-----	-----	-----	-----
			22,317	19,261	24,300	24,300	26,400	26,600
<b>Total Expenditures</b>			<b>176,813</b>	<b>163,517</b>	<b>191,100</b>	<b>167,000</b>	<b>175,900</b>	<b>176,100</b>