

Comptroller's Office

2021 Budget Overview

Finance & Personnel Committee

October 2, 2020

2021 Budget Summary

| | 2020 Adopted Budget | 2021 Proposed Budget | Amount Change | Percent Change |
|------------------------|----------------------------|-----------------------------|----------------------|-----------------------|
| FTEs – O&M | 48.40 | 47.10 | -1.30 | -2.7% |
| FTEs - Other | 7.60 | 6.90 | -0.70 | -9.2% |
| | | | | |
| Salaries & Wages | \$3,132,645 | \$3,053,980 | -\$78,665 | -2.5% |
| Fringe Benefits | 1,253,058 | 1,404,831 | 151,773 | 12.1% |
| Operating Expenditures | 164,805 | 164,805 | 0 | 0.0% |
| Equipment | 5,000 | 5,000 | 0 | 0.0% |
| Special Funds | 0 | 0 | 0 | 0.0% |
| TOTAL | \$4,555,508 | \$4,628,616 | \$73,108 | 1.6% |

- Salary savings a result of vacancies and retirements

Special Purpose Accounts

| Account | 2020 Adopted Budget | 2021 Proposed Budget | Amount Change | Percent Change |
|-------------------------------------|----------------------------|-----------------------------|----------------------|-----------------------|
| Annual Payment to DNR | \$7,100 | \$7,100 | \$0 | 0.0% |
| Boards and Commission Reimbursement | 16,000 | 16,000 | 0 | 0.0% |
| Contribution Fund | 3,200,000 | 3,200,000 | 0 | 0.0% |
| Firemen's Relief Fund | 160,000 | 165,000 | 5,000 | 3.1% |
| Reserve for 27th Payroll | 1,500,000 | 1,500,000 | 0 | 0.0% |
| TOTAL | \$4,883,100 | \$4,888,100 | \$5,000 | 0.1% |

- Special Purpose Accounts remain stable

Revenues

| Category | 2020 Adopted Budget | 2021 Proposed Budget | Amount Change | Percent Change |
|----------------------|----------------------------|-----------------------------|----------------------|-----------------------|
| Charges for Services | \$580,000 | \$550,000 | -\$30,000 | -5.2% |
| TOTAL | \$580,000 | \$550,000 | -\$30,000 | -5.2% |

- Interest and Penalties Tax Collection: \$470,000
- Services to Water: \$80,000

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Administration oversees and manages the Comptroller's Office which is empowered with the financial oversight of the City

- New personnel in key positions
 - Comptroller – new goals
 - Deputy Comptroller
 - Accounting Director – in process of filling
 - Financial Services Director – continuing from prior

General Accounting



General Accounting establishes accounting policies and procedures for all City departments.

- Processed 56,149 vouchers representing \$1.1 billion in payments
- Processed 2,738 journals representing 23,493 journal entry lines
- Processed 1,810 Interdepartmental Requisition and Invoices (IRIs)
- Maintain information for over 8,000 current suppliers
- Account for 4,400 Tax Deed properties valued at \$50 million
- Financial Reporting – produce CAFR which includes 82 Active Funds

Revenue and Cost



Revenue and Cost exercises fiscal administrative oversight for the City's federal and state grants and sub-awards granted to other entities

- Completed 33 sub recipient desk reviews and issued management decisions within the compliance period
- Conducted 17 site reviews
- Processed 1,713 cost reports and AP vouchers
- Completed grant funds financial statements for the CAFR & other required grant reports
- Financial Reporting – Completed/passed single audit report timely with no deficiencies in internal controls - \$65.4 million expended 2019



Payroll Administration manages Citywide employee compensation

- Produces over 180,000 documents annually
- Process over \$470 million in pay annually
- Collected over \$102 million in employment taxes
- Process over \$91 million in deductions annually
- Self-service direct deposit and tax form access
- Implemented the redesigned 2020 W-4, complete with training classes
- Conducted training classes for payroll and W-2 processing



Internal Audit performs operational, financial, and legal compliance audits of all City departments

- Will Complete 8 Audits
- Completed 3 Annual Reports
 - Annual Work Plan
 - Fraud Hotline
 - Audit Recommendations and Follow-up
- Plan 9 Audits for 2021 + 3 annual reports above
- Fully staffed after being half staffed in 2019



Financial Services provides independent financial analysis

- Prepares independent revenue estimates for City's Budget
- Calculates Citywide fringe benefit and indirect cost rates
- Analyzed and Reviewed 10 TIDs and Amendments year to date
- Prepares annual State Financial Report which is the basis for State Aids
- Prepares Popular Annual Financial Report (PAFR) for non-financial users



Public Debt manages the City's \$1 billion debt program

- Refunding for \$1.9 million in interest rate savings
- Lock in RANs for 10 years at low level to protect against rising rates and provide more certainty for budget office
- Executes bond sales to finance the City's capital program
- Working with Budget office to stabilize and improve City's bond rating



Systems Support administers the Citywide financial and human resources information systems and provides IT support throughout the Comptroller's Office

- Provides functional assistance citywide for finance and HR applications
- Oversees internal financial reporting and provides analysis regarding financial system data
- Supported the transition to teleworking in response to COVID-19
- Completed PeopleTools Upgrades in 2020 for FMIS and HRMS systems



The Comptroller's Office has played a large role in the fiscal administration of the City's response to the COVID-19 pandemic

- Revenue and Cost oversees spending of funds received as part of the CARES Act, representing over \$142 million in grants
- Payroll Administration implemented new earn codes, CARES Act changes to payroll, administered salary advances and repayments due to the delay in unemployment benefits, and administered the maximum vacation program impacted by the pandemic
- Systems Support worked with Payroll Administration to update the HRMS system for pandemic changes