

## FINANCIAL SERVICES

***Mission Statement:*** *To provide fiscal management and accountability.*

**FINANCIAL SERVICES**  
Adopted Budget - FY 2014-15

**Financial Services Administration**

**Financial Services**

Finance Director (1)

Assistant Financial Services Director (1)  
Budget, Revenue and Payroll Manager (1)  
Grants Financial Administrator (1)  
Administrative Analyst (1)  
Analyst (1)  
Accountant (2)  
Payroll Technician (1)  
Accounting Technician (3)  
License and Collections Clerk (1)  
Senior Account Clerk (1)  
Office Specialist III (1)

**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2014-15**

**FINANCIAL SERVICES**

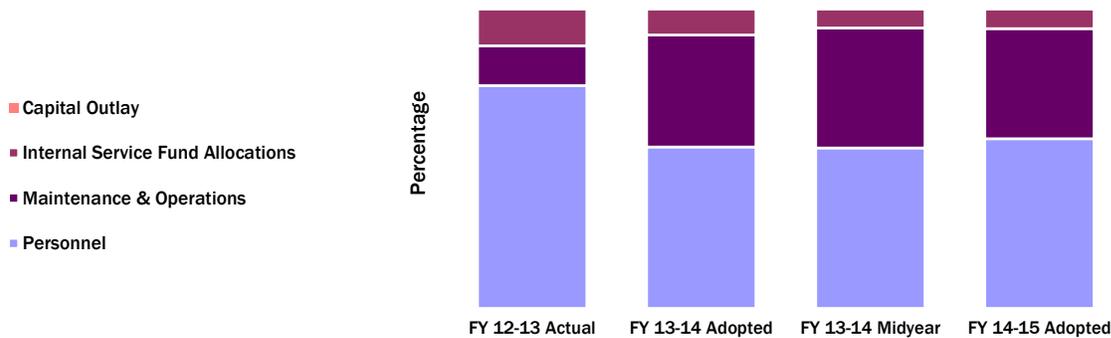
Financial Services

1.00	Finance Director
1.00	Assistant Financial Services Director
1.00	Budget, Revenue and Payroll Manager
1.00	Grants Financial Administrator
1.00	Administrative Analyst
1.00	Analyst
2.00	Accountant
1.00	Payroll Technician
3.00	Accounting Technician
1.00	License and Collections Clerk
1.00	Senior Account Clerk
<u>1.00</u>	Office Specialist III
15.00	

**TOTAL PERSONNEL: 15.00**

## FINANCIAL SERVICES

<i>Operating Expenses</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
Personnel	1,524,406	1,560,281	1,575,319	1,610,190	34,871	2%
Maintenance & Operations	271,736	1,080,838	1,175,400	1,043,187	(132,213)	(11%)
Internal Service Fund Allocations	249,849	249,849	184,806	184,806	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,045,991</b>	<b>2,890,968</b>	<b>2,935,525</b>	<b>2,838,183</b>	<b>(97,342)</b>	<b>(3%)</b>



<i>Funding Sources</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
General Fund	2,045,991	2,890,968	2,935,525	2,838,183	(97,342)	(3%)
<b>TOTAL</b>	<b>2,045,991</b>	<b>2,890,968</b>	<b>2,935,525</b>	<b>2,838,183</b>	<b>(97,342)</b>	<b>(3%)</b>

## FINANCIAL SERVICES

### Core Service Activities

Adopted FY 2013-14 (68%)

Total Staff Hours: 19,720

Adopted FY 2014-15 (65%)

Total Staff Hours: 20,400

- Direct preparation of all financial reporting including the annual operating budget, Citizen's Budget, and Comprehensive Annual Financial Report.
- Prepare approximately 750 internal service fund/overhead allocations by February each year for inclusion in the midyear and following year's budget.
- Prepare the Adopted Budget document by November each year for submission to the GFOA and CSMFO awards programs.
- Submit 6 State mandated reimbursement claims annually for costs incurred during most recently completed fiscal year totaling \$40,000.
- Prepare the Comprehensive Annual Financial Report by December each year for submission to the GFOA Award program.
- Coordinate annual audit of the City and special audits of Federal, State, and transportation funds.
- Account for 25 Federal, State, and local grants annually.
- Issue an average of 650 paychecks bi-weekly.
- Reconcile 850 W-2 forms to annual payroll reports.
- Prepare and process Federal and State payroll tax withholding reports quarterly.
- Process and record 3,000 accounts receivable invoices annually.
- Process and coordinate 55 filming permits annually.
- Provide animal licensing and data base management for 5,000 dog licenses annually.
- Produce and distribute 300 vendor checks semi-monthly.
- Produce and distribute 175 1099 forms annually.
- Process 20 bids for materials and equipment annually.
- Process 700 purchase orders annually.
- Prepare and process 54,000 central cashiering transactions annually.
- Provide business licensing and data base management for 9,500 business licenses annually.
- Provide MUNIS assistance to over 350 City staff for the year.
- Perform 4 random departmental petty cash audits annually.
- Update City's Statements of Financial Principles for all modifications annually.
- Update Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for Successor Agency and Oversight Board semi-annually.
- Evaluate current inventory of over 1,100 non-infrastructure capital assets and ensure inclusion/tagging of additions and retirement of deletions annually.
- Provide support and administrative assistance in the operation of the Successor Agency and Oversight Board.
- Submit to FCN 900 delinquent accounts for collections.

## FINANCIAL SERVICES

### Key Projects and Assignments

Adopted FY 2013-14 (9%) Total Staff Hours: 2,590  
 Adopted FY 2014-15 (13%) Total Staff Hours: 3,990

	<b>Hours</b>
▪ Assist in implementation of electronic agenda for Budget and Finance Commission by June 2015.	40
▪ Upgrade to MUNIS 10.5 by October 2014.	700
▪ Update purchasing limits by September 2014.	500
▪ Implement MUNIS Citizen Self Service (CSS) module to give residents expanded opportunities for making payments online by June 2015.	350
▪ Implement direct deposit for accounts payable by December 2014.	80
▪ Review purchasing card contract by December 2014.	40
▪ Identify unlicensed Redondo Beach businesses by June 2015.	200
▪ Implement CAFR On-Line Phase I software by June 2015.	1100
▪ Review Procedures for State Controller report and Street report preparation by October 2014.	100
▪ Implement financial transparency web-based software to provide residents easier access to financial data by June 2015.	600
▪ Develop a system to perform monthly soft close by October 2014.	80
▪ Complete Other Post Employment Benefits (OPEB) valuation by October 2014.	150
▪ Set up electronic journal entry file by July 2014.	50

### Customer Service and Referrals

Adopted FY 2013-14 (23%) Total Staff Hours: 6,810  
 Adopted FY 2014-15 (22%) Total Staff Hours: 6,810

- Respond to approximately 6,500 internal customer service requests annually.
- Respond to approximately 9,500 external customer service requests annually.
- Respond to 125 public record requests annually.
- Assist in the development of 10 administrative reports/resolutions annually related to agenda items presented by departments other than Financial Services.
- Respond to 25 informational email requests from other government agencies annually.
- Respond to licensing inquiries within 48 hours.