

FINANCIAL SERVICES

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

FINANCIAL SERVICES
Adopted Budget - FY 2015-16

Financial Services Administration

Financial Services

Finance Director (1)

Assistant Financial Services Director (1)
Payroll and Finance 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 2015-16

FINANCIAL SERVICES

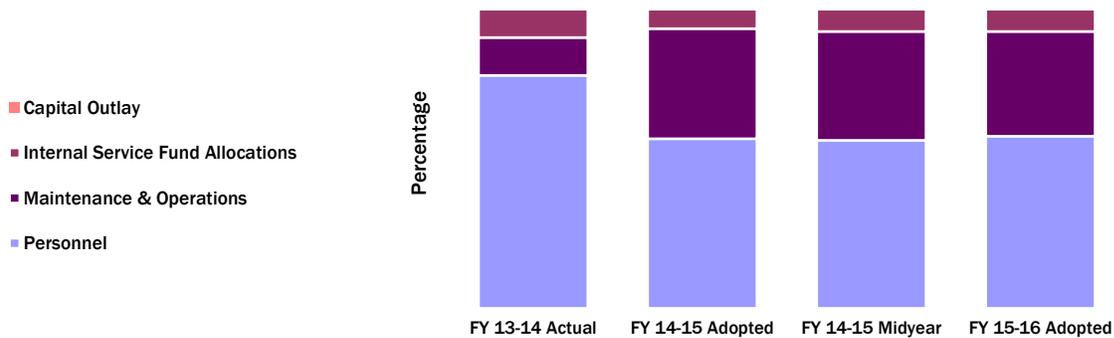
Financial Services

1.00	Finance Director
1.00	Assistant Financial Services Director
1.00	Payroll and Finance 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 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
Personnel	1,518,532	1,610,190	1,717,326	1,746,452	29,126	2%
Maintenance & Operations	247,162	1,043,187	1,112,561	1,063,187	(49,374)	(4%)
Internal Service Fund Allocations	184,806	184,806	226,794	226,794	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	1,950,500	2,838,183	3,056,681	3,036,433	(20,248)	(1%)



<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
General Fund	1,950,500	2,838,183	3,056,681	3,036,433	(20,248)	(1%)
TOTAL	1,950,500	2,838,183	3,056,681	3,036,433	(20,248)	(1%)

FINANCIAL SERVICES

Core Service Activities

Adopted	FY 2014-15	(65%)	Total Staff Hours:	20,400
Adopted	FY 2015-16	(67%)	Total Staff Hours:	20,716

- Direct preparation of all financial reporting including the annual operating budget, Citizen's Budget, and Comprehensive Annual Financial Report.
- Prepare approximately 1,700 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 September 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 \$20,000.
- 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 35 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 150 1099 forms annually.
- Process 20 bids for materials and equipment annually.
- Process 450 purchase orders annually.
- Prepare and process 65,000 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 Budget and Finance Commission, Successor Agency and Oversight Board.
- Submit to FCN 250 delinquent accounts for collections.
- Identify unlicensed Redondo Beach businesses.

FINANCIAL SERVICES

Key Projects and Assignments

Adopted	FY 2014-15	(13%)	Total Staff Hours:	3,990
Adopted	FY 2015-16	(11%)	Total Staff Hours:	3,470

	Hours
• Assist in implementation of electronic agenda for Budget and Finance Commission by June 2015.	40
• Upgrade to MUNIS 11.x by September 2015.	700
• Implement MUNIS Citizen Self Service (CSS) module by June 2016.	350
• Implement direct deposit for accounts payable by June 2016.	200
• Implement CAFR On-Line Phase II software by June 2016.	1,100
• Present web-based financial data to the public on the OpenGov platform by August 2015.	200
• Develop a system to perform monthly soft close by January 2016.	80
• Assist in Affordable Care Act compliance reporting by January 2016.	400
• Assist in implementation of MUNIS based business license certificates by Feb 2016.	300
• Complete staff work to assist with City web page by June 2016.	100

Customer Service and Referrals

Adopted	FY 2014-15	(22%)	Total Staff Hours:	6,810
Adopted	FY 2015-16	(22%)	Total Staff Hours:	7,014

- 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 5 administrative reports/resolutions annually related to agenda items presented by departments other than Financial Services.
- Respond to 45 informational email requests from the City and other government agencies annually.
- Respond to licensing inquiries within 48 hours.

Selected Performance Measures

<i>Financial Services</i>	<i>Estimated FY 2014-15</i>	<i>Adopted FY 2015-16</i>
Process payroll checks	16,700	17,000
Process warrants	15,900	16,200
Process journal entries	7,250	7,200
Process cashiering transactions	65,168	66,000