

FINANCE
FUND NO. 001
ACCOUNT NO. 0701-0702

DESCRIPTION

The Finance Department collects and disburses all funds, performs all treasury functions, maintains the general and subsidiary accounting systems, prepares financial and management reports, provides centralized purchasing and central stores, maintains and reviews all internal control policies, and compiles budget revenue and expense estimates.

MISSION

The Finance Department executes the responsibilities and obligations of fiscal administration for the City in the capacity granted in the City Charter. Those essential duties require all departmental staff to serve the public interest with professional standards, which promotes and affirms the public's trust in the performance of the financial affairs of the City and related Agencies.

GOAL

- ◇ Administer the financial affairs of the City and related Agencies effectively and efficiently.
- ◇ Retain Government Finance Officers Association (GFOA) award for financial reporting

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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| 1. Complete implementation of the H.T.E. Naviline software. Naviline provides a user-friendly web browser based interface that will replace the current green screens on all the H T E applications. | Go live by June 2004. |
| 2. Implement the H.T.E. Click2Gov software that will enable citizens to inquire and pay utility bills on-line. | Go live by December 31, 2003. |

FINANCE

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| 3. Publish a "How to do Business" booklet for the purchasing function That will assist general business community/vendor in doing business with the City. | Complete publication by June 30, 2004 |
| 4. Publish an "Ethics" policy statement. | Complete publication by June 30, 2004 |
| 5. Publish a procurement manual for internal use to aid departments in the purchasing function. | Complete publication by June 30, 2004 |
| 6. Assist other departments in developing financing plans as needed | Available upon request to City departments |

2003-2004 BUDGET HIGHLIGHTS

The Department Head Request and City Manager Recommendation reflect a reclassification from an Accountant II to an Accountant III. This will provide for a better level of review and control in the customer service area.

State Law allows for offset against interest revenue all investment and banking costs. The budget has always reflected interest net of these costs. The 2003-2004 proposed budget reflects gross interest income and the professional services line in Finance contains all investment and banking costs.