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SECTION – 13 **Finance**

Finance

The mission of the Finance Department is to educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.

The **Finance Department** is responsible for overseeing the financial management of the City. The Finance Department currently provides accounting, budgeting, public facilities financing, billing, collection, parking citation, and revenue collection services. Internal services and programs include strategic planning and policy analysis. Functions of the Finance Department include:

- Administration provides centralized administrative support to the goals, objectives, policies and priorities for the department.
- The Accounting Division processes payments to vendors, as well as paychecks and reimbursements for work-related expenses for City employees, produces various annual reports, and manages special districts.
- The Budget Office assists departments with managing operating and capital improvement program budgets, coordinates and manages the development of the City Manager's annual proposed and approved operating and capital improvement program budgets, and assists with a variety of citywide special projects and assignments.
- The Revenue Division coordinates billing and collection of major taxes, fees, and citations citywide and full payment of fees; audits and enforces a variety of City codes to ensure compliance; and processes and issues business and operating permits.

APPROVED BUDGET/STAFFING CHANGES

The City reached agreements for labor concessions with SCXEA and Local 39. These agreements resulted in the restoration of 3.0 FTE that were proposed for elimination.

Following the State's dissolution of redevelopment agencies, 2.0 FTE and \$40,000 for professional services were added to the Accounting division to manage the 62 funds and reporting responsibilities associated with the City becoming the Successor Agency to the Redevelopment Agency.

In addition, the City Manager's office transferred 1.0 FTE to Finance to oversee the contracts and billings for the Sacramento Flood Control Agency and Local Agency Formation Commission operations included in Citywide and Community Support. This position is fully offset by reimbursements.

Department Budget Summary

Finance Budget Summary	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
Budgeted Expenditures						
Employee Services	5,953,263	6,271,760	6,271,760	6,424,244	6,626,340	354,580
Labor/Supply Offset	(184,474)	(1,034,632)	(1,034,632)	(1,034,632)	(1,034,632)	-
Other Services and Supplies	2,040,378	2,287,950	2,269,265	2,118,893	2,118,893	(150,372)
Property	8,060	17,000	17,000	17,000	17,000	-
Total:	\$7,817,227	\$7,542,078	\$7,523,393	\$7,525,505	\$7,727,601	\$204,208
Funding Summary by Fund/Special District						
Assessment Reg/SDRIS	504,000	192,286	192,286	192,286	192,286	-
Downtown Management District	8,337	8,337	7,616	7,616	7,616	-
General Fund	4,093,670	4,223,270	4,184,270	4,272,209	4,474,305	290,035
Lighting and Landscape	253,779	236,759	236,759	210,639	210,639	(26,120)
Other	2,063,966	2,237,407	2,237,407	2,317,827	2,317,827	80,420
Sacramento Tourism BID	43,966	40,000	40,000	40,000	40,000	-
Special Distrcts	826,214	592,284	574,320	434,193	434,193	(140,127)
Special Districts - Capital	23,295	11,735	11,735	11,735	11,735	-
Water Planning	-	-	39,000	39,000	39,000	-
Total:	\$7,817,227	\$7,542,078	\$7,523,393	\$7,525,505	\$7,727,601	\$204,208

Division Budget Summary

Finance Division Budgets	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
Accounting	3,135,418	3,439,157	3,420,473	3,294,929	3,542,923	122,450
Budget Office	732,469	968,936	968,936	1,011,699	987,790	18,854
Finance Administration	263,147	403,046	403,045	403,443	402,539	(506)
Revenue	3,686,192	2,730,939	2,730,939	2,815,434	2,794,349	63,410
Total:	\$7,817,227	\$7,542,078	\$7,523,393	\$7,525,505	\$7,727,601	\$204,208

Staffing Levels

Finance Division FTEs	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
Accounting	28.00	28.00	28.00	30.00	31.00	3.00
Budget Office	6.00	6.00	6.00	6.00	6.00	-
Finance Administration	2.00	2.00	2.00	2.00	2.00	-
Revenue	36.00	38.00	38.00	37.00	38.00	-
Total:	72.00	74.00	74.00	75.00	77.00	3.00