



**Finance**

# Finance

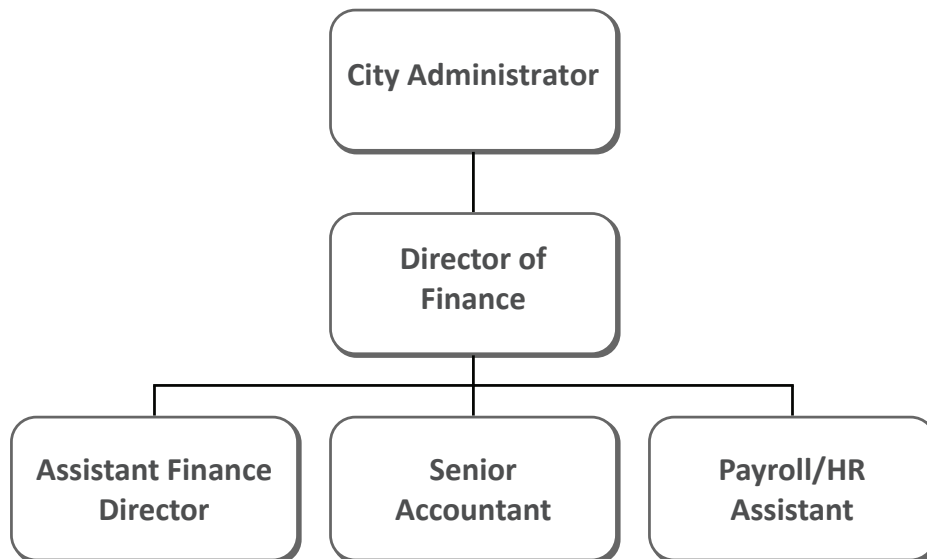
## Department Summary

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<u>Program</u>	<u>General Fund</u>	<u>Total</u>
Finance	620,735	620,735
<b>Total</b>	<b>\$620,735</b>	<b>\$620,735</b>

## Organization Chart

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# Finance

Department	No.	Program	No.	Program Manager
Finance	30	Finance	001	Finance Director

## Program Activities

### *Financial Management*

This activity is responsible for all financial and accounting functions of the City. Revenues and expenditures are recorded and monitored, all financial reports are generated, cash management, payroll and cash disbursements are performed. The Finance Director is responsible for adherence to federal and state regulations regarding payroll reporting, budget publication, grant compliance, etc.

### *Treasury*

The Finance Director serves as overseer of treasury operations pursuant to state statute.

### *Audit*

An annual audit of the City’s financial reports is performed by an independent auditor selected by the City Council. The Council Finance Committee is the designated audit committee.

## Strategic Goal(s) Activity for 2023

### Goal 4: Financial Stability

**Objective: Maintain practice of keeping one year of operating expenses in reserve.**

#### Activities and Steps

- 1. Continue 5-year financial planning activities.*
- 2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.*

## 2023 Programmatic Goals

### Goals

Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.

Publish 2024 budget calendar by August 31, 2023.

Present audit of fiscal year 2022 to City Council by July 18, 2023.

Implementation of new financial, payroll, and human capital management software by December 31, 2023.

## 2022 Programmatic Goals - Status

Goals	Status	Comments
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.	In progress	
Publish 2023 budget calendar by August 30, 2022.	Goal met	
Present audit of fiscal year 2021 to City Council by June 15, 2022.	In progress	
Needs assessment, procurement and implementation of new financial software by December 31, 2022.	In progress	Assessment and procurement completed in 2022.

Performance Measures				
Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Payroll files maintained	398	475	500	500
Accounts payable checks prepared	4,676	4,579	5,000	5,000
Debt issues outstanding	3	3	3	3
Number of accounting funds	17	18	18	18



DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Finance</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	385,288	479,060	466,690
CONTRACTUAL SERVICES	115,820	152,745	153,045
COMMODITIES	240	1,000	1,000
TOTAL EXPENDITURES	501,348	632,805	620,735
<b>Personnel Schedule</b>			
Position	2021	2022	2023
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	1.00	1.00	1.00
PAYROLL/HR ASSISTANT	0.00	0.50	1.00
ACCOUNTING CLERK	1.00	1.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.50	4.00



Annual Budget -2023

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Finance</b>		<b>30</b>	<b>Finance</b>		<b>001</b>
Personnel Services		2021	2022	2023	Detail
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	
710.00	SALARIES	302,363	357,367	352,505	Supervisory 125,999 Regular 224,299 Overtime 100 Longevity pay 2,107
711.00	BENEFITS	82,925	121,693	114,185	FICA 26,963 Workers' compensation 1,048 Health insurance 44,327 Life & Disability insurance 3,501 Dental insurance 1,336 Pension 37,010
TOTALS		385,288	479,060	466,690	



**Annual Budget -2023**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Finance</b>			NUMBER <b>001</b>
Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	30,354	42,100	42,100	Banking services	13,000
					Section 125 plan admin.	5,000
					Smart phones (1)	600
					Actuarial study of retiree health plan	7,500
					Fixed asset services for inventory, accounting and insurable values	16,000
720.16	AUDIT SERVICES	42,368	44,000	44,000	Annual audit	38,000
					Federal grants audit	5,000
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	40,009	56,000	56,000	Financial software maintenance	54,000
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	3,089	10,545	9,595	See professional development request	9,595
720.80	VEHICLE REIMBURSEMENT	0	100	1,350	Mileage reimbursement	1,350
	TOTALS	115,820	152,745	153,045		



DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Finance</b>	NUMBER <b>001</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
AMERICAN PAYROLL ASSOCIATION		220	Membership dues
CPA ANNUAL DUES		450	AICPA membership and MO professional board due
GFOA MEETINGS	Local	400	Monthly meetings
GFOA OF MISSOURI		225	Membership dues (3)
GFOA REGIONAL SEMINARS	TBD	2,500	Winter & Spring MO GFOA seminars
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)	Portland, OR	5,000	Annual conference (2)
STAFF DEVELOPMENT	Various	400	Staff training
	TOTAL REQUEST	9,595	





**Annual Budget -2023**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Finance</b>		NUMBER <b>001</b>
<b>Commodities</b>		<b>2021 Budget (Actual)</b>	<b>2022 Budget (Amended)</b>	<b>2023 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
730.20	OPERATIONAL SUPPLIES	240	1,000	1,000	W-2 and 1099 forms 1,000
	TOTALS	240	1,000	1,000	