

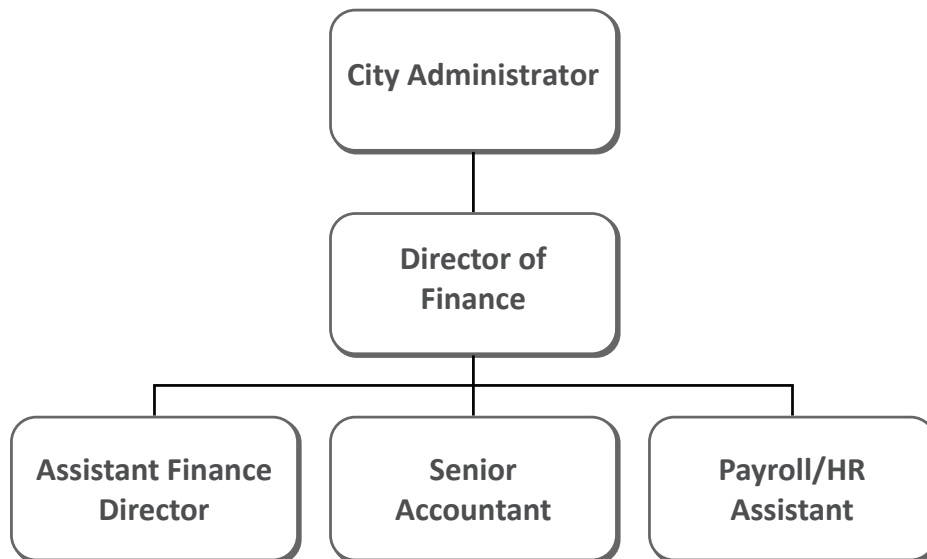


Finance

Finance

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
Finance	690,637	690,637
Total	\$690,637	\$690,637

Organization Chart



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 2024

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.*

2024 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, 2023.4

Present audit of fiscal year 2023 to City Council by July 18, 2024.

Implementation of new financial, payroll, and human capital management software by April, 2024.

2023 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 2022 to City Council by June 15, 2023.	Goal not met	
Needs assessment, procurement and implementation of new financial software by December 31, 2022.	In progress	Assessment and procurement completed in 2022. Go Live date anticipated January 1, 2024.

Performance Measures

	2021	2022	2023	2024
Metrics	Actual	Actual	Estimate	Projected
Payroll files maintained	475	500	500	500
Accounts payable checks prepared	4,579	4,627	5,000	5,000
Debt issues outstanding	3	3	3	3
Number of accounting funds	18	18	18	18



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	366,470	466,690	508,491
CONTRACTUAL SERVICES	118,075	153,045	181,146
COMMODITIES	1,650	1,000	1,000
TOTAL EXPENDITURES	486,195	620,735	690,637
Personnel Schedule			
Position	2022	2023	2024
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	0.50	1.00	1.00
ACCOUNTING CLERK	1.00	0.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.50	4.00	4.00



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Finance		30	Finance		001
Personnel Services		2022	2023	2024	Detail
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	
710.00	SALARIES	278,561	352,505	386,971	Supervisory 139,630 Regular 244,424 Overtime 100 Longevity pay 2,817
711.00	BENEFITS	87,909	114,185	121,520	FICA 29,600 Workers' compensation 1,150 Health insurance 46,096 Life & Disability insurance 2,656 Dental insurance 1,388 Pension 40,630
TOTALS		366,470	466,690	508,491	



Annual Budget -2024

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Finance			NUMBER 001
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	17,121	42,100	45,100	Banking services	16,000
					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	31,345	44,000	52,000	Annual audit	46,000
					Federal grants audit	5,000
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	56,619	56,000	69,801	Financial software maintenance	66,000
					Timeclock maintenance	1,801
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	12,990	9,595	12,895	See professional development request	12,895
720.80	VEHICLE REIMBURSEMENT	0	1,350	1,350	Mileage reimbursement	1,350
	TOTALS	118,075	153,045	181,146		



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMERICAN PAYROLL ASSOCIATION		220	Membership dues
AMERICAN PAYROLL ASSOCIATION CONF	Nashville, TN	1,400	American Payroll National Conference (1)
CPA ANNUAL DUES		450	AICPA membership and MO professional board due
GFOA MEETINGS	Local	300	Monthly meetings
GFOA OF MISSOURI		225	Membership dues (3)
GFOA REGIONAL SEMINARS	Lake of Ozarks & Columbia	3,000	Winter & Spring MO GFOA seminars
GOV'T FINANCE OFFICERS ASSN (GFOA)	Orlando, FL	4,500	Annual conference (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
STAFF DEVELOPMENT	Various	400	Staff training
TYLER CONNECT CONFERENCE	Indianapolis, IN	2,000	Tyler Financial Software Training (2)
	TOTAL REQUEST	12,895	



Annual Budget -2024

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Finance		NUMBER 001
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	1,650	1,000	1,000	W-2 and 1099 forms 1,000
	TOTALS	1,650	1,000	1,000	