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# FINANCE- ACCOUNTING & BUDGETING

## IT IS THE MISSION OF ACCOUNTING & BUDGETING TO

manage the city's financial operations in an effective and efficient manner that maintains and promotes the confidence of the residents we serve and ensures economical and quality governmental service.

## DESCRIPTION

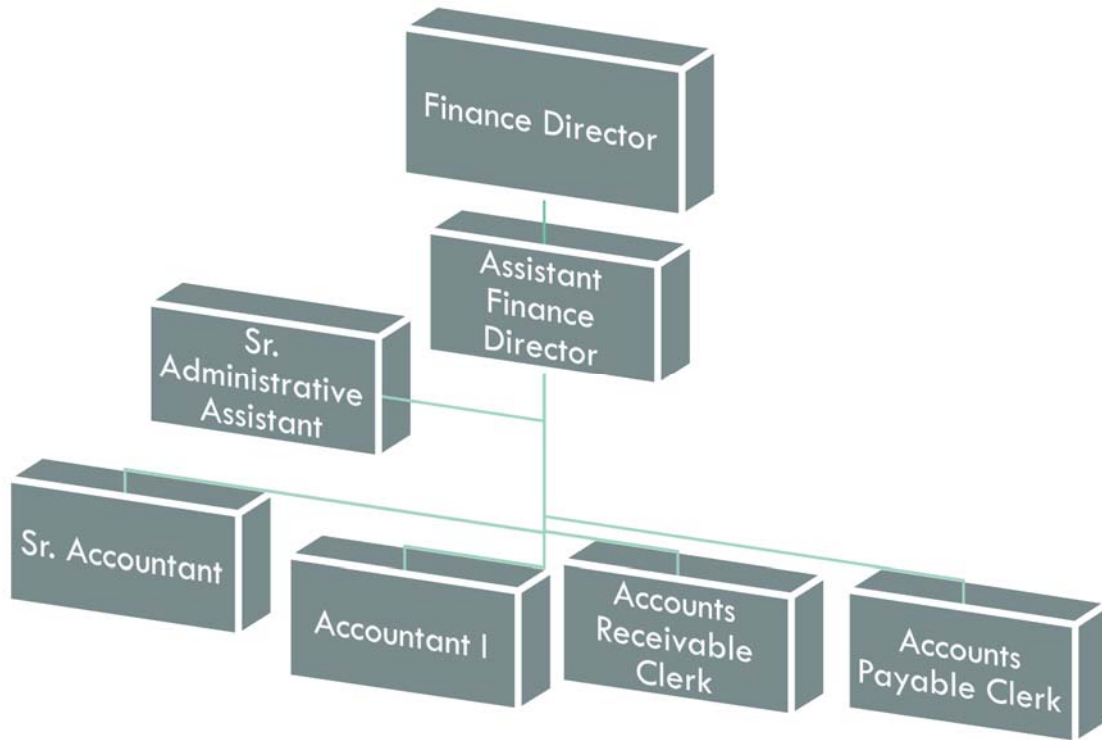
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, this Division coordinates the development of the annual budget, prepares the Comprehensive Annual Financial Report, and meets with financial advisors to ensure long-term financial stability.

## ACCOMPLISHMENTS OF FY20

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY20
- Updated the City's Purchasing Policy

## FY21 INITIATIVES

- Centralize the City's grant management system to improve efficiencies in reporting and compliance
- Improve the City's competitive bidding process, internally and externally, by utilizing the functions available in the City's ERP software program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	1	1	1
Sr. Accountant	1	1	1
Accountant I	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

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# FINANCE- BILLING & COLLECTION

## IT IS THE MISSION OF BILLING & COLLECTION TO

provide accurate billing information to our customers and provide exceptional customer service at all times, serving with courtesy, honesty, and fairness.

## DESCRIPTION

The Finance Department's Billing & Collection Division provides billing service for approximately 10,600 customers for water, sewer, street lighting, residential rental permits, and business tax receipts. The primary functions of this Division are:

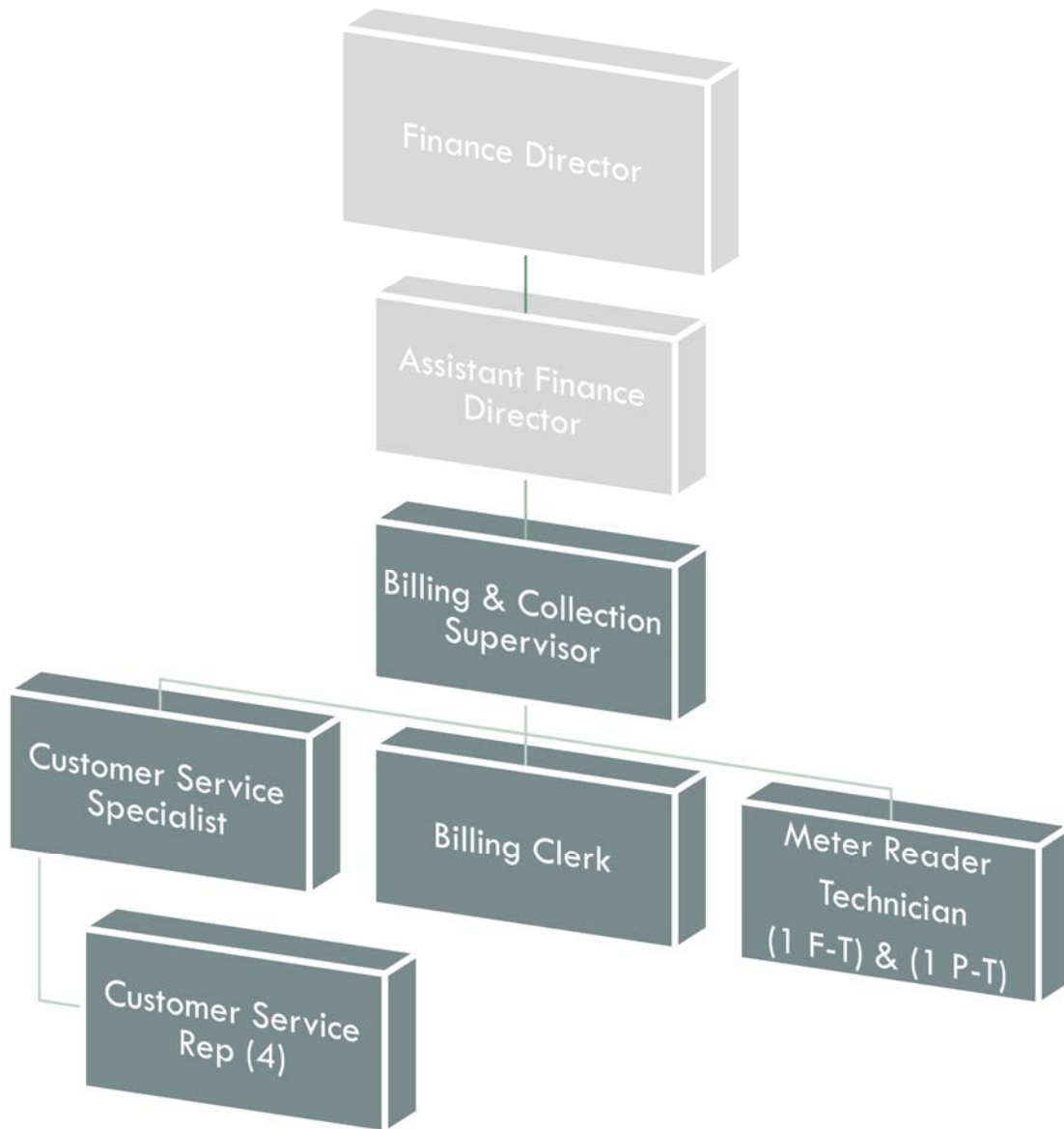
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

## ACCOMPLISHMENTS OF FY20

- Completed the conversion and implementation from the City's existing utility billing and cashiering program to Tyler Technologies
- Continued efforts to improve perception by incorporating new uniforms for employees and enhancing office space

## FY21 INITIATIVES

- Improve reporting and analytical capabilities in the City's new Utility Billing Software
- Improve efficiencies over the City's Business Tax Receipt program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY19-20
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Customer Service Specialist	2	1	1
Customer Service Representative	3	3.7	4
Meter Reader Technician	1	1.4	1.4
<b>Total</b>	<b>8</b>	<b>8.1</b>	<b>8.4</b>

## ACCOUNTING & BUDGETING

001042					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	87,691	88,782	89,790	89,790	91,170
41112	Division Head Salaries	70,795	71,469	72,470	72,470	76,920
41210	Regular Exempt	46,756	83,224	95,570	95,570	100,010
41299	Regular Full-Time Wages	114,961	107,571	106,700	106,700	110,320
41411	Overtime Wages	761	583	1,540	1,540	1,600
41511	Employee Incentives	250	-	-	-	-
41529	Meal Allowance	-	9	9	10	10
42111	Social Security Matching	23,388	25,574	27,980	27,980	29,070
42211	Florida Retirement System	40,630	43,321	44,490	44,490	47,630
42311	Health Insurance	56,265	63,046	58,160	58,160	60,970
42312	Life Insurance	136	127	400	400	420
42313	Accidental Death & Disab Insurance	16	16	160	160	210
42426	Workers Comp - Clerical (8810)	808	743	840	840	990
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 442,457</b>	<b>\$ 484,465</b>	<b>\$ 498,109</b>	<b>\$ 498,110</b>	<b>\$ 519,320</b>
43199	Professional Services - Misc	27,988	122,417	25,000	17,500	30,000
43211	Annual Audit Services	94,563	98,363	36,000	50,000	50,000
44011	Travel & Training	1,080	1,112	2,000	3,000	3,000
44121	Telephone - Local	1,959	2,111	2,140	2,140	2,140
44211	Postage	2,534	3,341	3,000	3,000	3,000
44419	Rent - Equipment/Software	1,774	1,773	1,500	1,500	1,500
44621	Maintenance & Repairs - Equipment	552	1,597	600	600	600
44623	Maintenance & Repairs - Copiers	-	1,187	1,500	1,500	1,500
44721	Printing & Binding - Forms	1,312	1,367	1,490	1,490	1,400
44799	Printing & Binding - Misc	208	1,175	1,000	1,000	3,000
44999	Other Current Charges - Misc	11,811	7,105	2,000	2,000	2,000
45111	Office Supplies - General	9,704	5,747	7,500	7,500	7,500
45231	Clothing & Apparel	731	825	750	750	750
45243	Computer/Operating Supplies	6,608	7,710	10,350	10,350	10,350
45298	Inventory Adjustment	(10,031)	(2,726)	-	-	-
45411	Dues & Memberships	1,045	584	700	700	700
45461	Books & Publications	-	804	500	500	500
<b>TOTAL OPERATING</b>		<b>\$ 151,838</b>	<b>\$ 254,492</b>	<b>\$ 96,030</b>	<b>\$ 103,530</b>	<b>\$ 117,940</b>
46411	Office Furniture/Fixtures	7,382	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 7,382</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES \$ 601,677 \$ 738,957 \$ 594,139 \$ 601,640 \$ 637,260**

## BILLING & COLLECTION

001043					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	44,796	45,741	45,200	45,200	46,340
41299	Regular Full-Time Wages	160,566	190,205	191,890	191,890	198,660
41311	Part-Time Wages	-	-	10,000	13,920	11,450
41411	Overtime Wages	8,579	14,140	9,870	9,870	5,390
41511	Employee Incentives	350	-	-	-	-
42111	Social Security Matching	15,869	17,955	19,840	19,840	20,030
42211	Florida Retirement System	17,961	22,073	21,520	21,520	22,180
42311	Health Insurance	43,092	51,167	60,160	60,160	69,680
42312	Life Insurance	152	138	510	510	540
42313	Accidental Death & Disab Insurance	18	18	210	210	270
42421	Workers Comp - Waterworks					
	Oper/SLSMN Drivers (7520)	1,114	1,114	1,380	1,380	2,020
42426	Workers Comp - Clerical (8810)	414	390	500	500	580
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 292,911</b>	<b>\$ 342,941</b>	<b>\$ 361,080</b>	<b>\$ 365,000</b>	<b>\$ 377,140</b>
43199	Professional Services - Misc	1,140	3,428	4,900	4,900	15,300
43425	Debt Recovery	518	541	5,000	5,000	5,000
43435	Outsourced Bills	15,106	14,129	16,500	16,500	15,500
43499	Contractual Services - Misc	1,642	346	250	250	250
44011	Travel & Training	-	-	-	250	250
44121	Telephone - Local	823	850	900	900	900
44211	Postage	55,513	54,429	54,500	50,000	54,500
44571	Notary Bond	98	260	100	100	100
44621	Maintenance & Repairs - Equipment	3,342	3,397	2,500	2,500	2,500
44623	Maintenance & Repairs - Copiers	-	1,187	250	250	250
44631	Central Garage Maintenance	1,200	1,560	500	500	500
44721	Forms	-	-	500	500	500
44799	Printing & Binding - Misc	667	669	750	750	750
44931	Credit Card Charges	78,317	78,162	78,653	79,000	15,000
44952	Other Current Chgs & Oblg/OverShort	24	-	-	100	100
44999	Other Current Charges - Misc.	-	1,710	300	300	300
45111	Office Supplies - General	2,632	3,815	3,500	3,500	3,500
45211	Fuel	4,785	4,053	5,000	5,000	4,000
45231	Clothing & Apparel	683	925	1,000	1,000	1,000
45243	Computer/Operating Supply	965	3,284	8,800	8,800	10,350
45289	Automotive Parts	3,404	979	3,000	3,000	1,500
45299	Operating Supplies - Misc	210	924	800	800	800
45411	Dues & Memberships	-	-	100	100	100
<b>TOTAL OPERATING</b>		<b>\$ 171,069</b>	<b>\$ 174,648</b>	<b>\$ 187,803</b>	<b>\$ 184,000</b>	<b>\$ 132,950</b>

**TOTAL EXPENDITURES**    **\$ 463,980**    **\$ 517,589**    **\$ 548,883**    **\$ 549,000**    **\$ 510,090**