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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

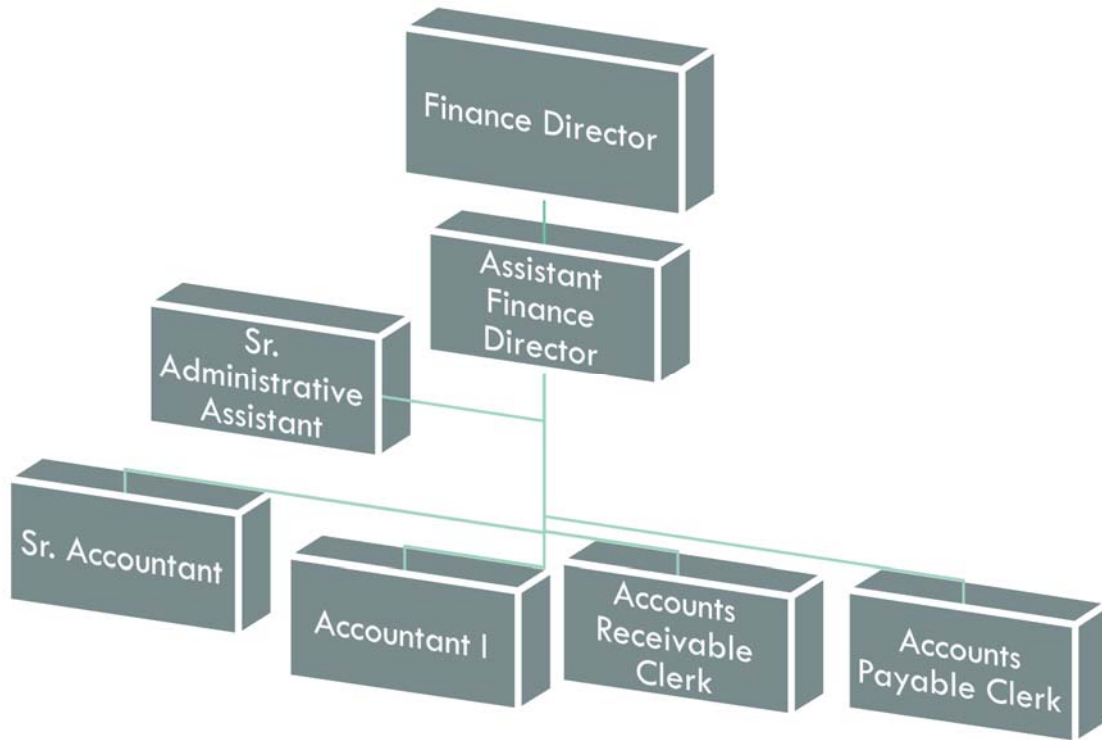
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, 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 FY21

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY21
- Updated the City's Purchasing Policy
- Updated the City's Investment Policy

## FY22 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	FY19-20	FY20-21	FY21-22
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>

## ACCOUNTING & BUDGETING

001042					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY18-19	FY19-20	FY20-21	FY20-21	FY21-22
41111	Dept Head Salaries	88,782	93,909	91,170	91,170	93,890
41112	Division Head Salaries	71,469	77,033	76,920	76,920	78,060
41210	Regular Exempt	83,224	100,268	100,010	100,010	103,750
41299	Regular Full-Time Wages	107,571	101,713	76,820	76,820	111,470
41411	Overtime Wages	583	6	1,110	1,110	1,610
41529	Meal Allowance	9	9	-	10	-
42111	Social Security Matching	25,574	27,506	26,470	26,470	29,740
42211	Florida Retirement System	43,321	50,722	44,750	44,750	52,460
42311	Health Insurance	63,046	59,929	52,260	52,260	60,970
42312	Life Insurance	127	119	360	360	420
42313	Accidental Death & Disab Insurance	16	16	180	180	210
42426	Workers Comp - Clerical (8810)	743	723	800	800	900
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 484,465</b>	<b>\$ 511,953</b>	<b>\$ 470,850</b>	<b>\$ 470,860</b>	<b>\$ 533,480</b>
43199	Professional Services - Misc	122,417	42,311	40,000	40,000	25,000
43211	Annual Audit Services	98,363	48,750	50,000	50,000	50,000
44011	Travel & Training	1,112	1,488	-	-	5,400
44121	Telephone - Local	2,111	2,612	2,140	2,140	2,140
44211	Postage	3,341	3,341	3,000	3,000	3,000
44419	Rent - Equipment/Software	1,773	1,773	1,500	1,500	1,800
44481	Lease - Copier	1,187	880	1,500	1,500	1,500
44621	Maintenance & Repairs - Equipment	1,597	552	600	600	600
44623	Maintenance & Repairs - Copiers	-	-	-	-	-
44721	Printing & Binding - Forms	1,367	917	1,400	1,400	1,400
44799	Printing & Binding	1,175	969	1,500	1,500	1,500
44999	Other Current Charges - Misc	7,105	2,229	1,500	1,500	1,500
45111	Office Supplies - General	5,747	5,821	7,000	7,000	7,000
45225	Software/License Support	-	-	2,000	2,000	2,000
45231	Clothing & Apparel	825	603	750	750	750
45243	Computer/Operating Supplies	7,710	11,168	10,350	10,350	3,000
45411	Dues & Memberships	584	472	700	700	700
45431	Subscriptions	-	180	-	-	-
45461	Books & Publications	804	449	500	500	500
<b>TOTAL OPERATING</b>		<b>\$ 257,218</b>	<b>\$ 124,515</b>	<b>\$ 124,440</b>	<b>\$ 124,440</b>	<b>\$ 107,790</b>

**TOTAL EXPENDITURES**    **\$ 741,683**    **\$ 636,468**    **\$ 595,290**    **\$ 595,300**    **\$ 641,270**

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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:

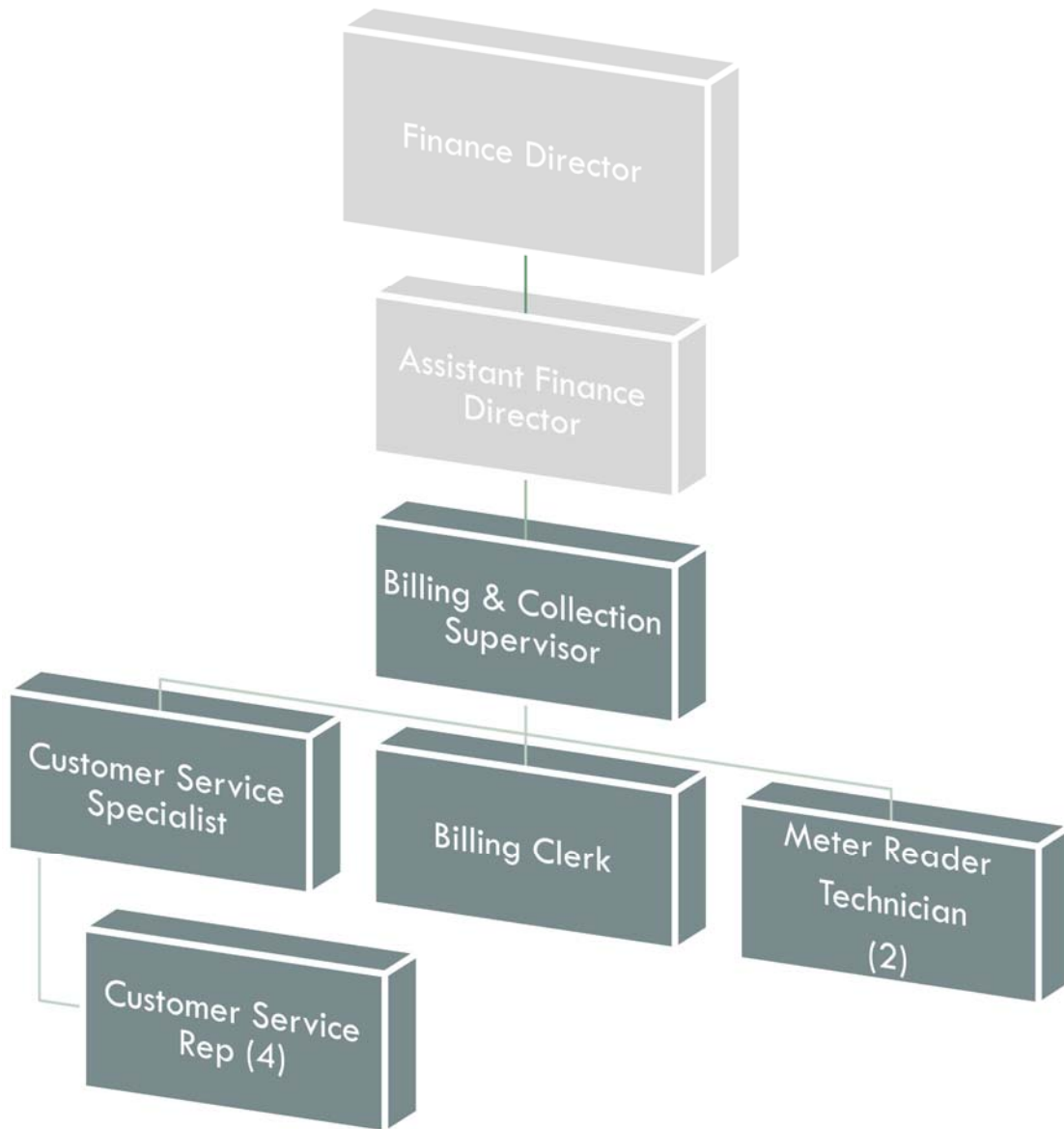
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

## ACCOMPLISHMENTS OF FY21

- Converted all residential rental permits from legacy software into new EnerGov software
- Continued efforts to improve perception by incorporating new uniforms for employees and enhancing office space

## FY22 INITIATIVES

- Convert BTR program from legacy software to new EnerGov software
- Work with credit card processing company to set up the pass through of credit charges
- Implement Sensus app that will allow customers to detect leaks, etc.
- Amend Water & Sewer Ordinance to improve efficiencies and services provided to customers



Authorized Personnel – Full-time Equivalent			
Position/Title	FY19-20	FY20-21	FY21-22
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Customer Service Specialist	1	1	1
Customer Service Representative	3.7	4.7	4.7
Meter Reader Technician	1.4	2	2
<b>Total</b>	<b>8.1</b>	<b>9.7</b>	<b>9.7</b>

## BILLING & COLLECTION

001043		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY18-19	FY19-20	FY20-21	FY20-21	FY21-22
41112	Division Head Salaries	45,741	47,743	46,340	46,340	50,000
41299	Regular Full-Time Wages	190,205	176,587	189,000	210,110	229,740
41311	Part-Time Wages	-	17,118	-	-	-
41411	Overtime Wages	14,140	14,138	5,390	5,390	6,240
42111	Social Security Matching	17,955	18,941	20,030	20,030	21,880
42211	Florida Retirement System	22,073	25,689	22,180	22,180	24,220
42311	Health Insurance	51,167	46,794	69,680	69,680	78,390
42312	Life Insurance	138	127	160	160	240
42313	Accidental Death & Disab Insurance	18	16	20	20	40
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	1,114	1,188	2,020	2,020	2,880
42426	Workers Comp - Clerical (8810)	390	430	580	580	600
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 342,941</b>	<b>\$ 348,771</b>	<b>\$ 355,400</b>	<b>\$ 376,510</b>	<b>\$ 414,230</b>
43199	Professional Services - Misc	3,428	289	15,300	15,300	5,000
43425	Debt Recovery	541	608	5,000	5,000	5,000
43435	Outsourced Bills	14,129	14,235	15,500	15,500	20,000
43499	Contractual Services - Misc	346	2,968	5,550	5,550	5,500
44011	Travel & Training	-	-	-	-	500
44121	Telephone - Local	850	1,015	900	900	900
44211	Postage	54,429	51,447	54,500	54,500	54,500
44463	Lease - Automobile	-	-	11,400	11,400	11,400
44479	Lease - Copier	1,187	239	250	250	250
44571	Notary Bond	260	-	100	100	100
44621	Maintenance & Repairs - Equipment	3,397	1,772	2,500	2,500	2,500
44631	Central Garage Maintenance	1,560	810	500	500	500
44721	Forms	-	-	500	500	500
44799	Printing & Binding	669	450	750	750	750
44931	Credit Card Charges	92,162	84,993	25,000	25,000	25,000
44952	Other Current Chgs & Oblg/OverShort	-	-	100	100	100
44999	Other Current Charges - Misc.	1,710	659	300	300	300
45111	Office Supplies - General	3,815	2,763	3,000	3,000	3,500
45211	Fuel	4,053	5,139	4,000	4,000	6,000
45231	Clothing & Apparel	925	1,778	1,000	1,000	1,000
45243	Computer/Operating Supply	3,284	8,850	10,350	10,350	5,000
45289	Automotive Parts	979	1,327	1,500	1,500	1,500
45299	Operating Supplies - Misc	924	76	800	800	500
45411	Dues & Memberships	-	-	100	100	100
<b>TOTAL OPERATING</b>		<b>\$ 188,648</b>	<b>\$ 179,418</b>	<b>\$ 158,900</b>	<b>\$ 158,900</b>	<b>\$ 150,400</b>

**TOTAL EXPENDITURES    \$ 531,589    \$ 528,189    \$ 514,300    \$ 535,410    \$ 564,630**