
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

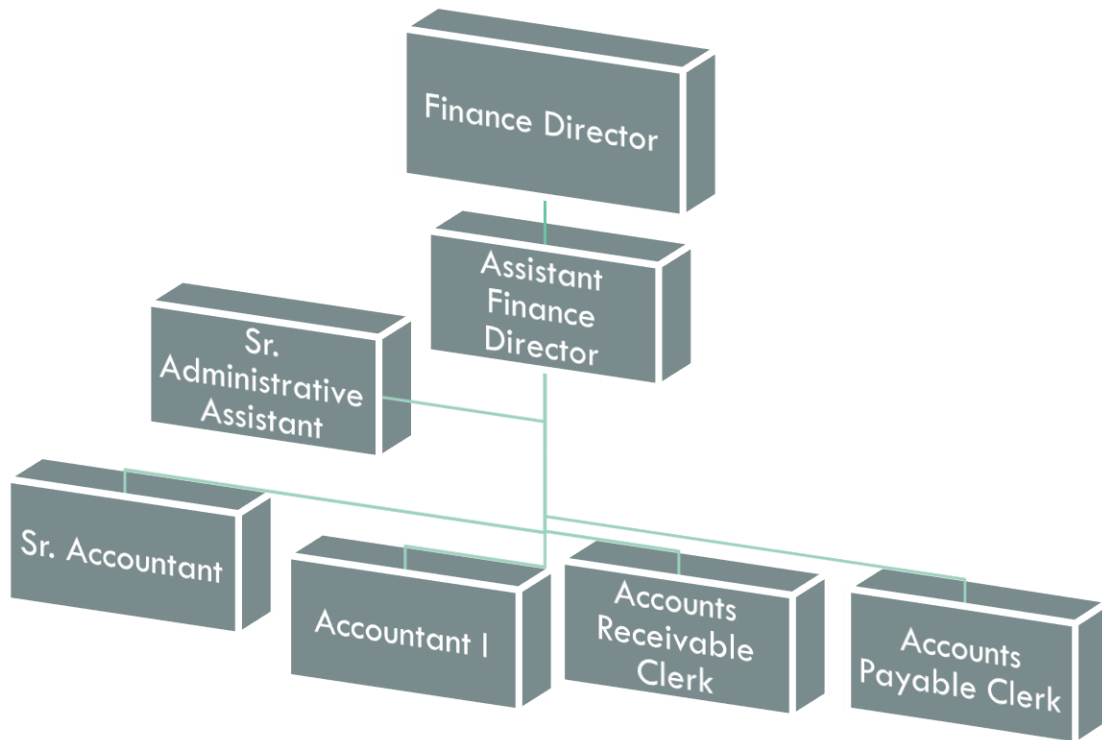
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, 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 FY22

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

FY23 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	FY20-21	FY21-22	FY22-23
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
Total	7	7	7

ACCOUNTING & BUDGETING

001042		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY19-20	FY20-21	FY21-22	FY21-22	FY22-23
4111	Department Head Salaries	93,909	96,053	93,890	93,890	98,600
4112	Division Head Salaries	77,033	77,687	78,060	78,060	80,420
41210	Regular Exempt Salaries	100,268	102,845	103,750	103,750	106,290
41299	Regular Salaries & Wages	101,713	81,319	111,470	111,470	117,650
41411	Overtime	6	-	600	600	600
42111	Social Security Matching	27,506	26,007	29,740	29,740	30,870
42211	Florida Retirement System	50,722	55,859	52,460	52,460	61,600
42311	Health Insurance - Reg.	56,648	59,761	60,970	60,970	64,190
42312	Group Life Insurance	119	102	110	420	200
42313	Accidental Death AD&D	16	14	100	210	100
42426	W/C Clerical	723	739	660	900	690
TOTAL PERSONNEL SERVICES		\$ 508,663	\$ 500,386	\$ 531,810	\$ 532,470	\$ 561,210
43199	Professional Services - Misc.	42,311	17,413	45,000	45,000	30,000
43211	Annual Audit Services	48,750	47,250	50,000	50,000	50,000
44011	Travel & Training	1,488	1,449	4,500	4,500	5,600
44121	Telephone - Local	2,612	2,525	2,140	2,140	2,140
44211	Postage	3,341	2,862	3,000	3,000	3,000
44419	Rent - Equipment	1,773	1,773	1,800	1,800	1,800
44481	Lease - Copier	880	670	1,500	1,500	1,500
44621	Maintenance - Equipment	552	552	600	600	600
44721	Forms	917	1,661	1,400	1,400	1,400
44799	Printing & Binding	969	2,099	1,500	1,500	1,500
44999	Other Charges - Misc	2,229	2,643	1,500	1,500	1,500
45111	Office Supplies - General	5,821	5,091	7,000	7,000	6,000
45225	Software Licenses / Support	-	1,202	2,000	2,000	2,000
45231	Clothing & Wearing Apparel	603	498	750	750	750
45243	Computer Supplies	11,168	8,318	3,000	3,000	3,000
45291	Operating Supplies - Disaster	157	326	-	-	-
45298	Inventory Adjustments	11,036	4,552	-	-	-
45411	Dues and Memberships	472	823	700	700	700
45431	Subscriptions/Newspapers	180	-	-	-	-
45461	Books and Publications	449	-	500	500	500
TOTAL OPERATING		\$ 135,708	\$ 101,707	\$ 126,890	\$ 126,890	\$ 111,990
TOTAL EXPENDITURES		\$ 644,371	\$ 602,093	\$ 658,700	\$ 659,360	\$ 673,200

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:

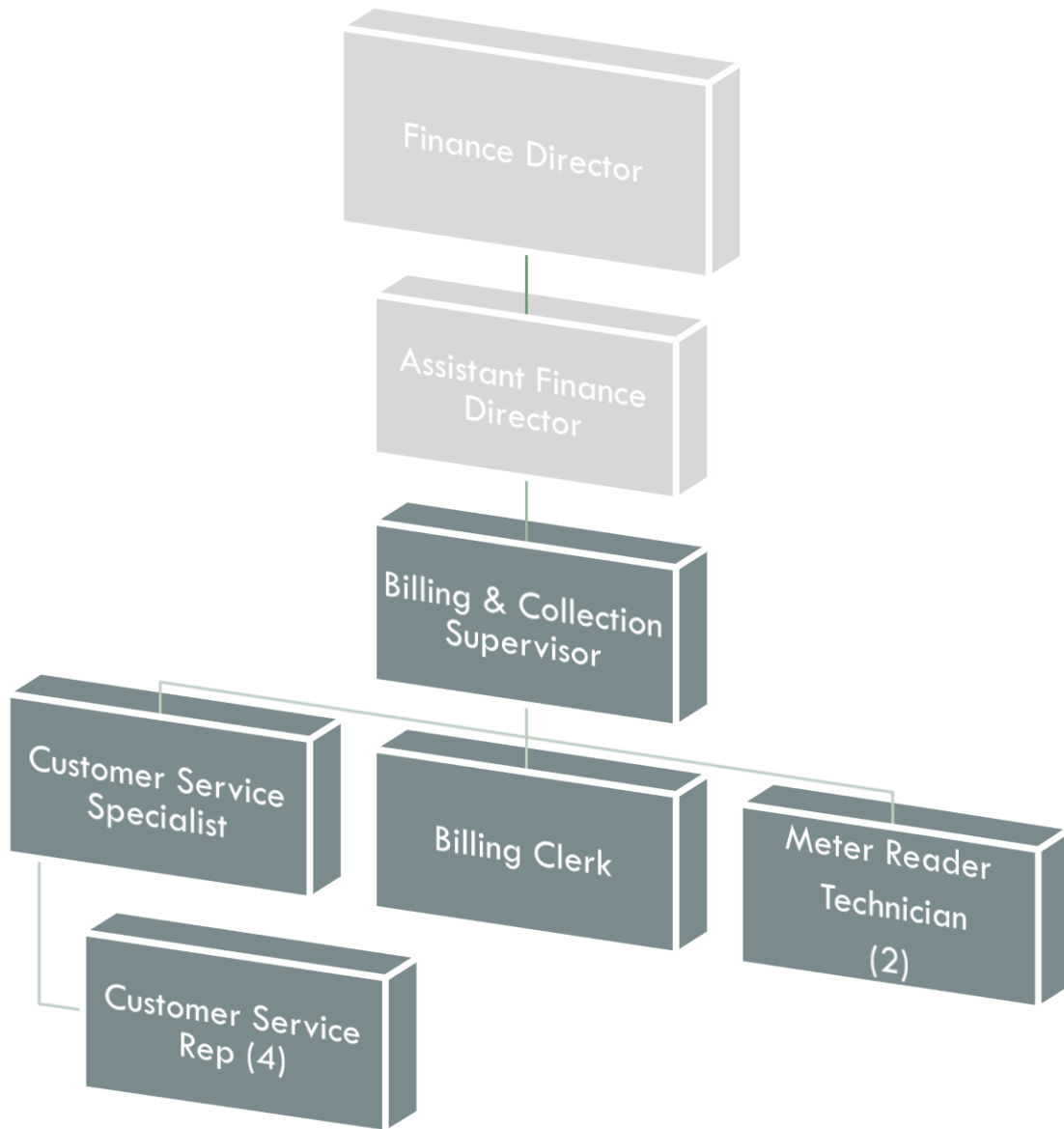
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

ACCOMPLISHMENTS OF FY22

- Converted BTR program from legacy software into Tyler Technologies software.
- Continued efforts to improve perception by incorporating new uniforms for employees and enhancing office space.

FY23 INITIATIVES

- Work with credit card processing company to pass through credit charges.
- Implement Sensus App that will allow customers to detect leaks, etc.
- Implement IVR platform
- Amen Water & Sewer Ordinance to improve efficiencies and services provided.



Authorized Personnel - Full-time Equivalent			
Position/Title	FY20-21	FY21-22	FY22-23
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Customer Service Specialist	1	1	1
Customer Service Representative	4.7	4.7	4.7
Meter Reader Technician	2	2	2
Total	9.7	9.7	9.7

BILLING & COLLECTION

001043		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY19-20	FY20-21	FY21-22	FY21-22	FY22-23
41112	Division Head Salaries	47,743	50,101	50,000	50,000	51,500
41299	Regular Salaries & Wages	176,587	205,750	229,740	229,740	242,800
41311	Part-Time Wages	17,118	9,022	-	-	-
41411	Overtime	14,138	11,918	6,240	6,240	6,240
42111	Social Security Matching	18,941	20,173	21,880	21,880	22,760
42211	Florida Retirement System	25,659	31,689	24,220	24,220	32,190
42311	Health Insurance - Reg.	50,075	61,209	78,390	78,390	82,530
42312	Group Life Insurance	127	135	140	240	200
42313	Accidental Death AD&D	16	18	30	40	100
42421	W/C Waterworks Operations	1,188	1,659	2,880	2,880	2,350
42426	W/C Clerical	430	476	600	600	400
TOTAL PERSONNEL SERVICES		\$ 352,022	\$ 392,150	\$ 414,120	\$ 414,230	\$ 441,070
43199	Professional Services-Misc	289	4,368	3,000	5,000	3,000
43425	Debt Recovery	608	825	2,500	4,680	4,000
43435	Outsourced Bills	14,235	14,783	20,000	20,000	20,000
43499	Contractual Svcs - Misc	2,968	536	-	5,500	500
44011	Travel & Training	-	-	-	500	250
44121	Telephone - Local	1,015	973	900	900	900
44211	Postage	51,447	55,498	54,500	54,500	58,000
44463	Lease - Automobile(s)	-	10,875	12,720	12,720	12,720
44481	Lease - Copier	239	187	250	250	250
44571	Notary Bond	-	110	100	100	100
44621	Maintenance - Equipment	1,772	1,445	2,500	2,500	2,500
44631	Central Garage Maint. Svc	810	510	500	500	500
44721	Forms	-	822	500	500	500
44799	Printing & Binding	450	737	750	750	750
44931	Credit Card Charges	84,993	109,111	75,000	75,000	27,000
44952	Over / Short Account	32	22	-	100	100
44999	Other Charges - Misc	659	743	300	300	300
45111	Office Supplies - General	2,763	4,230	3,500	3,500	3,500
45211	Fuel	5,139	6,648	6,000	6,000	7,000
45225	Software Licenses / Support	-	-	10,838	-	10,840
45231	Clothing & Wearing Apparel	1,778	1,814	1,000	1,000	1,000
45243	Computer Supplies	8,850	6,652	5,000	5,000	5,000
45289	Automotive Parts	1,327	920	1,000	1,500	1,000
45291	Operating Supplies - Disaster	85	326	-	-	-
45299	Operating Supplies - Misc.	76	97	500	500	500
45411	Dues and Memberships	-	-	-	100	-
TOTAL OPERATING		\$ 179,535	\$ 222,232	\$ 201,358	\$ 201,400	\$ 160,210
TOTAL EXPENDITURES		\$ 531,557	\$ 614,382	\$ 615,478	\$ 615,630	\$ 601,280