

Finance Department



What we do

- Accounting/Cash Management
 - Compile, analyze and assemble the bi-annual operating budget for the City
 - Prepare the Comprehensive Annual Financial Report (CAFR) and audits
 - Handle the accounting for all departments and funds of the City and the Successor Agency
 - Manage Debt and Investment portfolios to ensure compliance with policy and to ensure funds are available to handle cash requirements
- Accounts Payable/Payroll
 - Process all payables for the City, run weekly checks
 - Process bi-weekly payroll for all departments and Alameda Municipal Power
- Business License
 - Renew Business licenses annually
 - Search for unrecorded Alameda based businesses and bring them into compliance with the Alameda business license ordinance
- Central Services
 - Account for and distribute centralized charges such as utilities, garage, fuel, copiers, central supplies, and postage charges
 - Deliver internal and external mail to all departments daily

New Initiatives



- Employee Access Center (EAC)
 - Provide staff with the ability to:
 - Inquiry about their information on record
 - Reprint copies of prior paychecks, direct deposit advices and W2s
 - Review their current salary and benefits with the City
- Electronic Time System (ETS)
 - The City is moving toward the elimination of paper time cards and give staff the ability to enter their time into a electronic time system.
 - This will allow for more efficient use of staff time and reduce potential errors of manually entering and approving of time cards for payroll purposes
- Workflow enhancements
 - Within existing accounting system, move toward electronic approval of payables

Previous Department Reductions

- Personnel reductions over the past ten years:
 - Budget Analyst (1)
 - Supervisor (1)
 - Accountant II (2)
 - Senior Account Clerks (3)



Budget

DIVISION	Projected FY 14-15	FY 15-16	FY 16-17
Accounting/Cash Management	\$1,216,000	\$1,335,000	\$1,408,000
Accounts Payable/Payroll	592,000	643,000	671,000
Business License	213,000	229,000	238,000
Central Services	130,000	135,000	136,000
Total Department Expenses	2,151,000	2,342,000	2,453,000
Program Revenue	307,000	289,000	280,000
Net Program Budget	\$1,844,000	\$2,053,000	\$2,173,000

Accounting/Cash Management

DIVISION	Projected FY 14-15	FY 15-16	FY 16-17
Revenues			
Fees for Services	\$48,000	\$39,000	\$39,000
General Fund	1,168,000	1,296,000	1,369,000
TOTAL REVENUE	\$1,216,000	\$1,335,000	\$1,408,000
Expenditures			
Personnel Services	\$691,000	\$789,000	\$859,000
Services and Supplies	483,000	493,000	496,000
Cost Allocation	42,000	53,000	53,000
TOTAL EXPENDITURES	\$1,216,000	\$1,335,000	\$1,408,000

Accounts Payable/Payroll

DIVISION	Projected FY 14-15	FY 15-16	FY 16-17
Revenues			
General Fund (100%)	\$592,000	\$643,000	\$671,000
TOTAL REVENUE	\$592,000	\$643,000	\$671,000
Expenditures			
Personnel Services (90%)	\$525,000	\$576,000	\$604,000
Services and Supplies (5%)	27,000	32,000	32,000
Cost Allocation (5%)	40,000	35,000	35,000
TOTAL EXPENDITURES	\$592,000	\$643,000	\$671,000

Business License

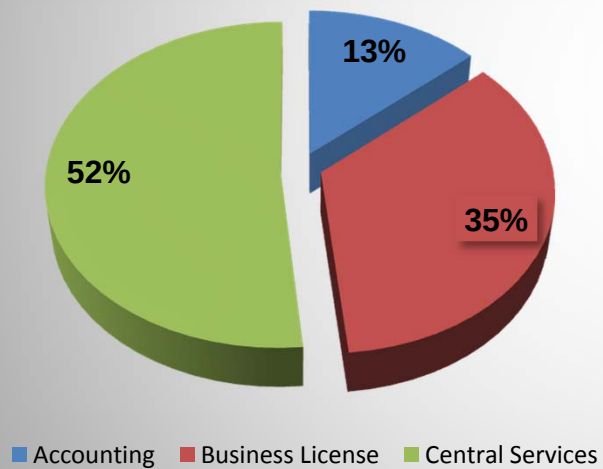
DIVISION	Projected FY 14-15	FY 15-16	FY 16-17
Revenues			
Fees for Services	\$110,000	\$101,000	\$91,000
General Fund	103,000	128,000	147,000
TOTAL REVENUE	\$213,000	\$229,000	\$238,000
Expenditures			
Personnel Services	\$122,000	\$134,000	\$141,000
Services and Supplies	64,000	70,000	72,000
Cost Allocation	27,000	25,000	25,000
TOTAL EXPENDITURES	\$213,000	\$229,000	\$238,000

Central Services

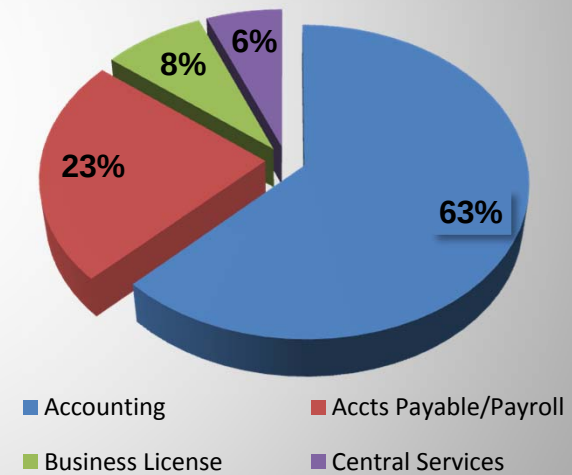
DIVISION	Projected FY 14-15	FY 15-16	FY 16-17
Revenues			
Fees for Services	\$2,000	\$2,000	\$2,000
General Fund	147,000	147,000	148,000
TOTAL REVENUE	\$149,000	\$149,000	\$150,000
Expenditures			
Personnel Services	\$29,000	\$29,000	\$29,000
Services and Supplies	98,000	103,000	104,000
Cost Allocation	3,000	3,000	3,000
TOTAL EXPENDITURES	\$130,000	\$135,000	\$136,000
REVENUES IN EXCESS OF EXPENDITURES	\$19,000	\$14,000	\$14,000

Fiscal Year 15-16

REVENUES

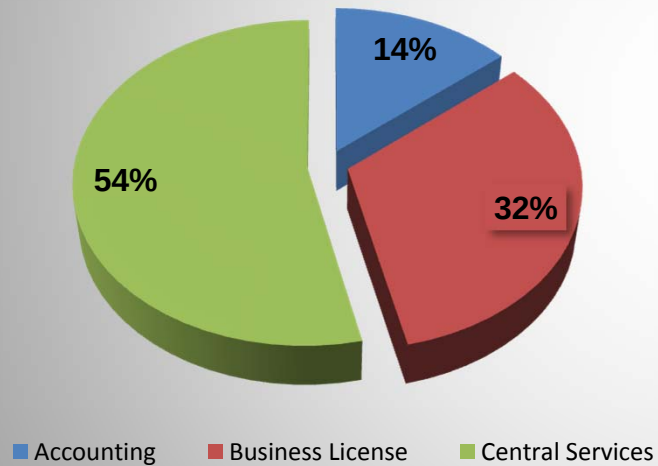


EXPENDITURES

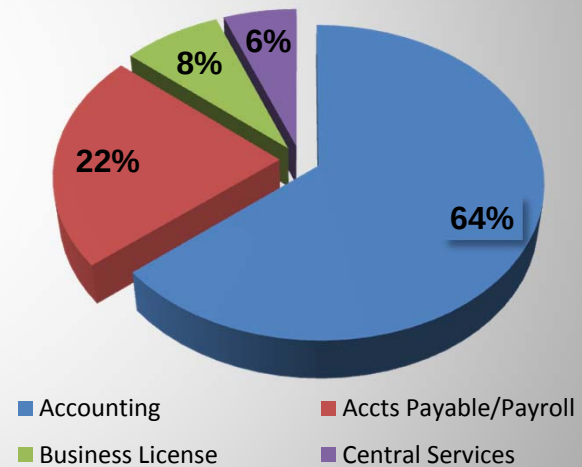


Fiscal Year 16-17

REVENUES



EXPENDITURES



Questions