

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

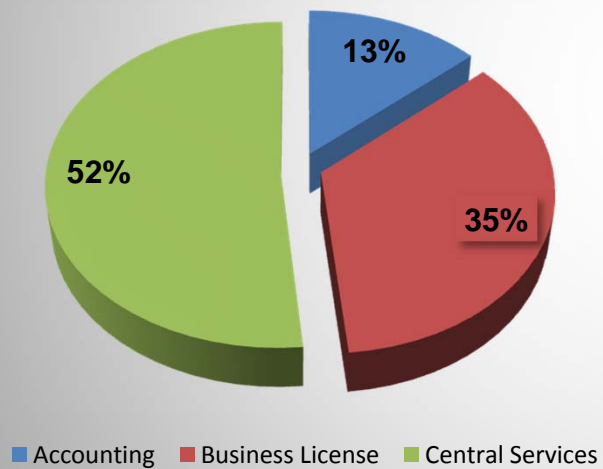
| DIVISION | Projected FY 14-15 | FY 15-16 | FY 16-17 |
|---------------------------|-----------------------|------------------|------------------|
| Revenues | | | |
| Fees for Services | \$110,000 | \$101,000 | \$91,000 |
| General Fund | 103,000 | 128,000 | 147,000 |
| TOTAL REVENUE | \$213,000 | \$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

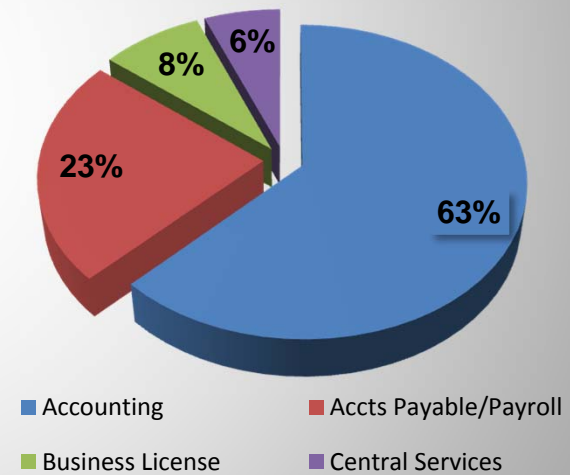
| DIVISION | Projected FY 14-15 | FY 15-16 | FY 16-17 |
|---|-----------------------|------------------|------------------|
| Revenues | | | |
| Fees for Services | \$2,000 | \$2,000 | \$2,000 |
| General Fund | 147,000 | 147,000 | 148,000 |
| TOTAL REVENUE | \$149,000 | \$149,000 | \$150,000 |
| Expenditures | | | |
| 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

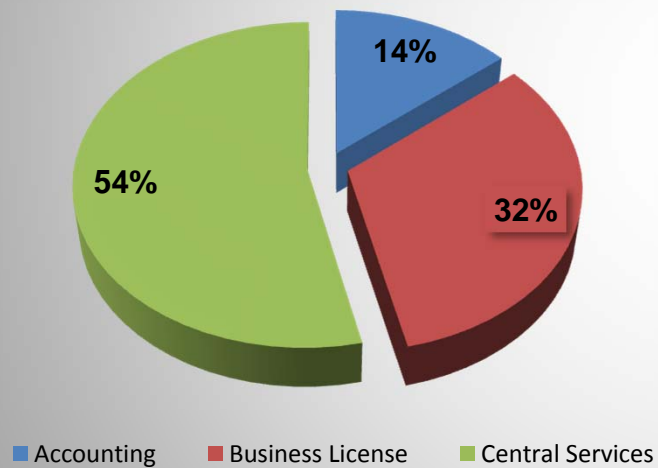


EXPENDITURES

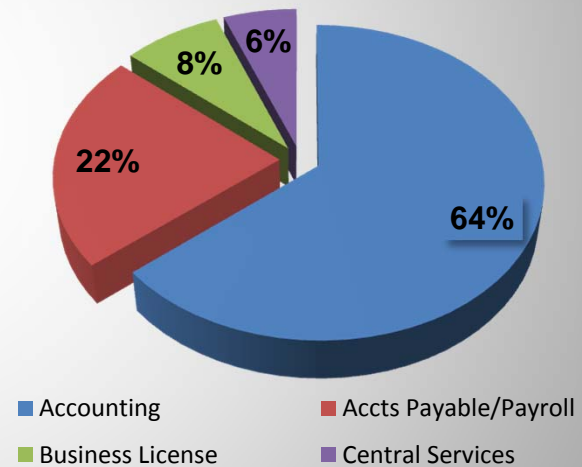


Fiscal Year 16-17

REVENUES



EXPENDITURES



Questions