

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
MISSION STATEMENT/DEPARTMENT GOALS**

Department: Finance

Fund: 01 Dept: 170

MISSION STATEMENT

To support the Mission Statement of the City of Delano by providing accurate financial information to our citizens, promoting positive and responsive relationships with our customers, and projecting a staff image that is committed to excellence and professionalism in services to other departments and to the community.

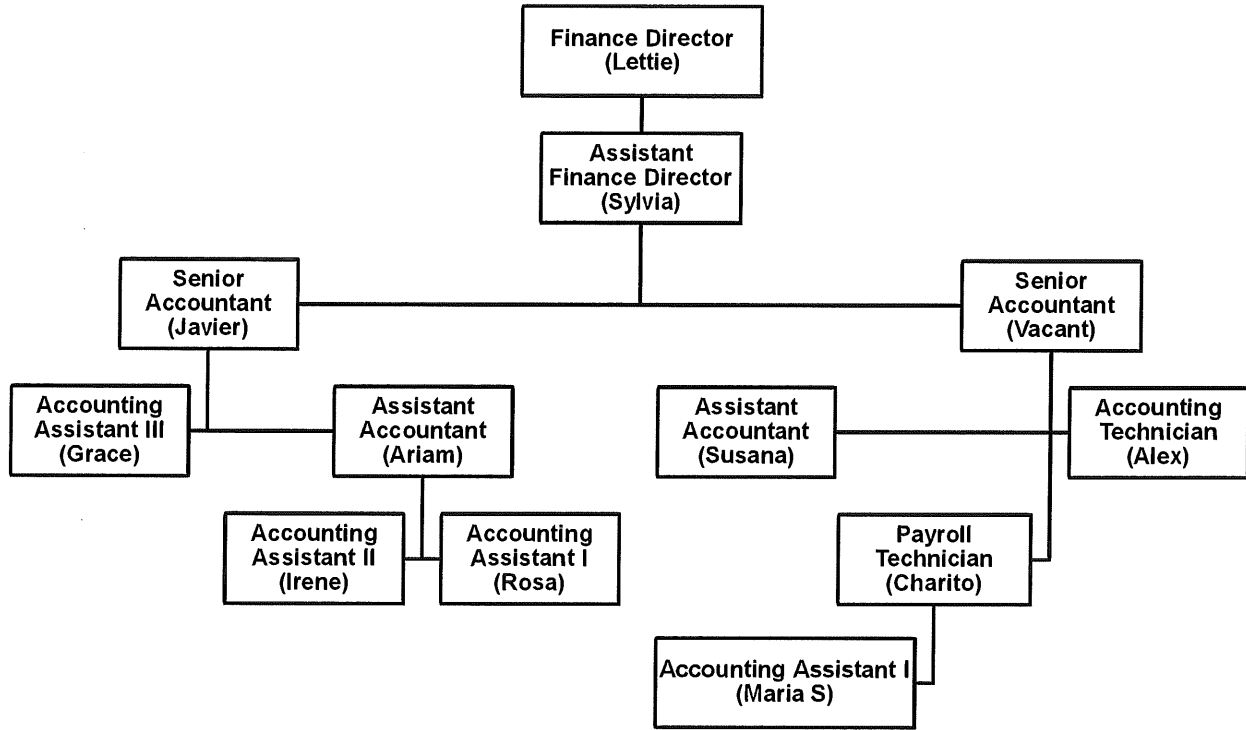
DEPARTMENT GOALS

- *Train and cross-train Finance staff to bring the department up to a fully qualified and functional department to better serve the financial goals and needs of the City.*
- *Improve the customer service counter for the convenience of both customers and employees.*
- *Outsource the folding and mailing of utility billing.*
- *Request funding for the conversion of the City's Financial Management System.*
- *Plan on submitting the Comprehensive Annual Financial Report (CAFR) to CSMFO & GFOA for an award for Excellence in Financial Reporting.*
- *Maintain the monthly closing of the City's financial records and provide financial reports to departments.*
- *Outsource the collection of the Parking Citations for efficiency and reliability.*

CITY OF DELANO
TWO-YEAR ANNUAL BUDGET, FY 2012 2013
ORGANIZATION CHART

Department: Finance

Fund: 01/73 Dept: 170/740



CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL

Department: Finance

Fund: 01

Dept: 170

DEPARTMENTAL SUMMARY						
Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
Salaries & Benefits	227,744	431,448	517,187	505,165	565,300	578,900
Maintenance & Operations	432,761	168,864	190,995	193,000	201,200	196,830
Capital Outlay	-	-	17,600	4,600	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	7,290	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Total	660,505	607,602	725,782	702,765	766,500	775,730

EXPENDITURE DETAIL							
Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
<u>Salaries and Benefits:</u>							
5110	Salaries-Regular	134,353	272,364	344,354	319,598	364,800	370,500
5115	Regular - Part Time	-	-	13,084	-	-	-
5120	Salaries-Temporary	21,053	23,363	-	28,543	-	-
5125	After-School Wages	-	-	-	-	-	-
5130	Overtime Pay	1,701	2,982	10,000	6,339	10,000	10,000
5140	Standby Pay	-	-	-	-	-	-
5160	Council/Com Pay	-	-	-	-	-	-
5190	Other Salaries/Benefits	3,837	16,301	14,854	20,547	18,900	19,000
5191	FICA	12,881	24,082	25,782	26,550	30,400	30,800
5192	Pension	31,341	41,833	43,605	43,650	64,300	65,600
5193	Medical & Life Insurance	16,187	38,051	49,440	44,003	65,600	71,700
5194	Cafeteria/Mgt. Incentive	5,048	8,605	8,034	7,901	9,900	9,900
5195	Workers' Comp	1,343	3,867	8,034	8,034	1,400	1,400
Total Salaries & Benefits		227,744	431,448	517,187	505,165	565,300	578,900
<u>M & O</u>							
5200	Administrative Overhead	-	-	-	-	-	-
5201	Electrical	-	-	-	-	-	-
5203	Telephone	6,374	6,800	6,500	6,500	7,000	7,300
5205	Water	-	-	-	-	-	-
5300	Office Supplies	6,309	15,328	7,000	7,000	7,300	7,500
5301	Postage	9,394	7,814	9,000	9,000	9,000	9,500
5302	Printing & Copying	7,415	7,933	15,000	15,000	20,800	15,000
5303	Advertising	1,154	420	400	400	500	500
5306	Computer Supplies	1,097	1,196	1,200	1,200	2,000	2,000
5400	Travel, Conf., & Training	7,188	4,614	8,000	8,000	-	-
5423	Dues, Membership, Subs	730	980	500	500	1,000	1,000

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DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL

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EXPENDITURE DETAIL (Cont'd)							
Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
M&O (cont'd)							
5510	Vehicle M&O - Direct Chrg. Dept.	-	-	-	-	-	-
5511	Vehicle M&O - Fuel	-	-	-	-	-	-
5512	Vehicle M&O - Parts	-	-	-	-	-	-
5513	Vehicle M&O - Labor	-	-	-	-	-	-
5514	Share of Cost - City MIS	22,149	15,521	14,837	14,837	17,300	17,700
5515	CIS - Maintenance	-	-	-	-	-	-
5522	Contractual Maintenance	131	2,549	-	2,100	2,500	2,500
5523	Rents & Leases (Storage)	-	-	-	-	-	-
5524	Professional/Technical	269,905	28,989	50,000	50,000	50,000	50,000
5532	SEMS Operations	180	264	264	264	500	430
5700	General Supplies	1,712	4,028	3,000	2,905	6,000	4,000
5780	Insurance & Surety Bonds	450	450	927	927	1,000	1,000
5782	Worker's Comp.	-	-	-	-	-	-
5784	Liability Insurance	10,200	12,200	12,200	12,200	13,400	13,400
5785	Employee Liability Insurance	-	-	-	-	-	-
5792	General Administration	-	-	-	-	-	-
5799	Consultant Services	-	-	-	-	-	-
5871	Repairs & Maint. - Space	-	-	-	-	-	-
6000	Depreciation	-	-	-	-	-	-
7705	Audit	88,373	59,778	62,167	62,167	62,900	65,000
Total M & O		432,761	168,864	190,995	193,000	201,200	196,830
Capital Outlay							
81CA	Budget System	-	-	13,000	-	-	-
81CN	Fixed Asset Module	-	-	4,600	4,600	-	-
Total Capital Outlay		-	-	17,600	4,600	-	-
Capital Improvement							
Total Capital Improvement		-	-	-	-	-	-
Total Debt Service							
6100	Principal Debt	-	6,710	-	-	-	-
6102	Interest Debt	-	580	-	-	-	-
Total Debt Service		-	7,290	-	-	-	-
Other Financing Uses							
Total Other Financing Uses		-	-	-	-	-	-
Department Total		660,505	607,602	725,782	702,765	766,500	775,730

**TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL**

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SALARIED EMPLOYEES				
Position Title	Number of Positions		Annual Salary	
	PY Approved	Approved	2012 Approved	2013 Approved
Existing Positions:				
Director of Finance/Treasurer (A)	0.80	0.95	95,300	95,300
Assistant Finance Director (B)	0.60	0.75	61,700	61,700
Senior Accountant (C)	0.90	0.90	46,300	48,600
Senior Accountant (D)	0.40	0.40	22,500	23,200
Payroll Technician	1.00	1.00	43,000	43,100
Accounting Technician	1.00	1.00	32,900	34,600
Assistant Accountant (E)	0.40	0.40	18,100	18,100
Accounting Assistant I (F)	0.50	0.80	24,400	24,300
Assistant Accountant (G)	0.80	0.50	20,600	21,600
Total Approved Positions	6.40	6.70	364,800	370,500
New Positions/Changes:				
	-			
Accounting Assistant I (Part Time Temporary)		-	-	-
Total New Positions/Changes	-	-	-	-
(A) .95 to 01-170 Finance	(D) .40 to 01-170 Finance	(G) .50 to 01-170 Finance		
.05 to 89-990 Employee Pension Fund	.50 to 73-740 Utility Billing	.50 to 73-740 Utility Billing		
	.10 to 89-990 Employee Pension Fund			
(B) .75 to 01-170 Finance				
.20 to 73-740 Utility Billing	(E) .40 to 01-170 Finance			
.05 to 89-990 Employee Pension Fund	.50 to 73-740 Utility Billing			
	.10 89-990 Employee Pension Fund			
(C) .90 to 01-170 Finance				
.10 to 89-990 Employee Pension Fnd	(F) .80 to 01-170 Finance			
	.20 to 73-740 Utility Billing			
Total Salaried Employees	6.40	6.70	364,800	370,500

Hourly Employees:				
Position Title	Hrly Wage	No. of Hours	Annual Wages	
Total Hourly Employees	0.00	-	-	-
PERSONNEL RECAP				
		Approved 2009/10	Approved 2011/12	Approved 2012/13
Regular		6.40	6.70	6.70
Part-time		0.0	0.00	0.00

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