



**FINANCE
DEPARTMENT
FY 2020**

BUDGET PRESENTATION

FY18 SERVICE SUMMARY

FINANCE DEPARTMENT

- **Mission:**

- We provide timely and accurate financial information, account for city assets, invest city funds, prepare annual budgets and financial reports and conduct analysis. We also provide administrative services for the mail room, copy center, and central supply.
- We are also responsible for the administration of the Police Retirement Fund and the Treasury and Financial Reporting tasks related to the Pocatello Development Authority.

FY18 SERVICE SUMMARY

KEY SERVICES PROVIDED

- **Processed 26 City Payrolls and 12 Retiree Payrolls**
- **Completed the following annual reports:**
 - **Comprehensive Annual Financial Report**
 - **Citizen's Financial Report (Popular Report)**
 - **Service Level Report**
 - **Budget Digest Reports (6-7 versions throughout budget process)**
 - **Completed New Budget Book**
 - **Budget Levy Form L-2**
 - **Road and Street Report**
 - **Census Reports – General and Police Retirement**
 - **Pocatello Development Authority -12 monthly reports including Balance Sheet and Income and Expense Statements**
 - **Pocatello Development Authority Annual Financial Report**

FY18 OUTPUT SUMMARY

- **Multi-Column Bank Reconciliation - 12 monthly**
- **Investment Reconciliation - 12 monthly**

- **Transaction Counts:**

– Accounts Payable Entries	61,497
– Adjusting Journal Entries	160,549
– Budget Adjustment Entries	260
– Cash Receipts Entries	18,183
– Transfer Entries	3,943

MEASURES OF EFFECTIVENESS, KEY ACCOMPLISHMENTS:

- External City Review
 - Recognized by the Government Finance Officer's Association (GFOA) for excellence in financial reporting for the past 14 years
 - Received the Distinguished Budget Presentation Award (first year)
- External City Audit Result
 - Unmodified opinion (highest standard) that the financial statements fairly represent financial condition according to generally accepted principles (GAAP)
- External Pocatello Development Authority Audit Result
 - Unmodified opinion (highest standard) that the financial statements fairly represent financial condition according to generally accepted principles (GAAP)

ISSUES, CONCERNS, AND COMMENTS:

- **The Finance Department is continuing to develop polices to educate and facilitate controls regarding levels of authority and management of funds while creating an internal tone of accuracy and transparency in reporting for the City.**
- **The next goals for the department will be:**
- **Issuing the request for proposal on p-card services**
- **Facilitating the data retrieval for the rate study for the Utility Departments.**
- **Issue a request for proposal for banking services.**
- **Merchant services will be reviewed in fiscal year 2020.**

BUDGET COMPARISON FY19 TO FY20 – PERSONNEL

Finance Dept	Budgeted FY19	Budgeted FY20	\$ Difference	% Difference	
Personnel (wages, all types)	\$455,277	\$538,853	\$83,576	18.36%	
Benefits, Medical	\$104,211	\$122,792	\$18,581	17.83%	
Benefits, Other	\$107,594	\$118,032	\$10,438	9.70%	\$112,595

Finance Dept	Budgeted FY19	Budgeted FY20	\$ Difference	% Difference
Labor / Operating Split				
Labor (wages + all benefits)	\$667,082	\$779,677	\$112,595	16.88%
% of budget to labor	71.74%	74.80%		
Remainder (operating & capital)	\$262,735	\$262,735	\$0	0.00%
Employees	Budgeted FY19	Budgeted FY20	Difference	% change
Full Time	7.5	7.5	0.0	0.00%

BUDGET COMPARISON FY19 TO FY20 – OPERATING

Finance Dept	Budgeted FY19	Budgeted FY20	\$ Difference	% Difference	
Supplies	\$27,436	\$27,436	\$0	0.00%	
Professional Services	\$115,949	\$115,949	\$0	0.00%	
Repair Services	\$0	\$0	\$0	0.00%	
Utilities	\$0	\$0	\$0		
Property Services	\$39,912	\$39,912	\$0	0.00%	
Purchased Services	\$12,096	\$12,096	\$0	0.00%	
Loans	\$0	\$0	\$0		
Capital Outlay	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0		\$0

BUDGET AUTHORITY INCREASE REQUEST:

- None

