FINANCE DEPARTMENT

<u>Organization Set – Sections</u>   <u>Organization Set #</u>
- Accounting   01-03-013
- Ambulance Billing   01-03-016

As of fiscal year 2008-2009, the Finance Department is presented as a separate department from City Administration. Refer to Organization Set, #01-01-499 at the end of City Administration for Finance history.

2009 – 2010 Finance Department Budget Highlights

Accounting Section – #01-03-013

- **Salaries & Wages – Full Time, Regular Part-Time, Temporary and Overtime** --- During the conversion to Logos, the new ERP financial system, regular part-time employee, temporary employee, and overtime hours were increased to handle the significant increase in workload. As New World continues to develop and improve the Logos system in response to user needs, system testing continues to be a high priority. However, total Salaries and Wages for the 2009 – 2010 proposed budget are approximately 12% less than the prior year's budget as we continue to gain efficiencies and knowledge of the Logos system.

- **Travel & Education** --- Attendance at the New World Systems national conference in Orlando, Florida is planned for Finance Department employees. Attendance at the Conference is critical for Finance staff to remain current on Logos developments and products and to provide feedback to New World.

Ambulance Billing Section – #01-03-016

- **Salary & Wages – Regular Full-Time and Regular Part-Time** --- No changes in the staffing level of 1.75 FTE for the Ambulance Billing Section are planned for 2009 - 2010.

Full-Time Equivalents

	2008-2009	Change	2009-2010
FTE Adopted Budget	9.18		
Accountant I		- 0.75	
Extra Help		+ 0.51	
FTE Proposed Budget		**- 0.24**	**8.94**

Short- and Long-Term Issues

- **Short-Term Issues --- Accounting Section**
  - Continued development of the Accounting staff's knowledge of Logos to gain efficiency and improve internal controls.
  - Implement additional Logos modules, including automated Personal Action Forms and The Cube (a new reporting tool).
  - Continue system testing as New World releases "hot fixes", Service Packs, and new versions of Logos modules; submit software suggestions to New World which will enhance the functionality of the system.
  - Continued training of ~72 Logos Financial Management suite users and ~50 Logos Human Resources suite users.
  - Provide clear, concise procedures to all operating department Logos users; assist in improving department's efficiencies and full use all features of the Logos system.

⚡ Long-Term Issues --- Accounting Section

- Future additional Logos system development:
  - Employee portal modules
  - Time and attendance modules
  - Work order module
  - eCommerce functionality

Continue to cross-train Finance Department staff to ensure back-up of critical processes and promote individual development

⚡ Short-Term Issues --- Ambulance Billing

- Stay current with ambulance billing, as any delay in billing affects collectability of Accounts Receivable.
- Implementation of new billing systems, including Blue Cross/Blue Shield Electronic System Billing Module.

⚡ Long-Term Issues --- Ambulance Billing

- Information System Department support is critical to the ambulance billing operations since technology is heavily utilized by the EMT's in the field and directly affects collectability of ambulance transport fees.
- Staying current with ever-changing medical billing procedures and tailoring those billing procedures to the City's ambulance billing procedures and software.

Core Services

⚡ Finance Department – Accounting Section

- Provide accounting services for all City financial operations. Services include payroll, accounts payable, accounts receivable, miscellaneous billing and general ledger accounting.
- Responsible for accurate and timely reporting of financial information.
- Coordinate the annual audit of City financial statements and maintain unqualified audit opinions.
  - Coordinate the preparation of the City's annual budgets.
  - Provide financial management services, including cash and investment management, grant accounting, and insurance administration.
  - Coordinate debt service payments, debt compliance, and new debt issuances.
- Maintain the City's capital asset list for financial reporting purposes.

⚡ Finance Department – Ambulance Billing Section

- Provide accurate and timely ambulance billing and collection services.
- Work with Fire Department Management Team to train EMT's on ever-changing billing practices and procedures to maintain as high a collection rate as possible.

General Fund – Finance --- Historical Highlights

1983 Finance Department transitions City accounting system to mainframe computer using

Group 4 software.

1986 March 1986, City Accountant Carole Benedict appointed City Recorder/Treasurer and continues as Finance Director/City Recorder.

1987 Coopers & Lybrand appointed City financial auditor.

1988 Finance Department purchases first PC which is shared and primarily used for budget preparation.

1989 First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting

1995 Talbot, Korvola & Warwick appointed City financial auditor.

1997 YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration.

1997 Grant Thornton LLP appointed City financial auditor.

2003 Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP).

2003 Property lien searches available via Internet.

2005 Talbot, Korvola, & Warwick LLP appointed City financial auditor.

2005 In the spring of 2005, City Finance Department begins to gear up for Enterprise Resource Planning (ERP) financial software selection process.

2006 In February, City Finance Department issues Request for Proposal for ERP System; and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council.

2007 In September 2007, City "goes live" with Logos's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality.

2008 In January 2008, City "goes live" with Logos's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos.

2008 Finance Director/City Recorder Carole Benedict retires. Marcia Baragary is appointed as her replacement.

Logos
Public Administration Software

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :**03 - FINANCE** Section :**013 - ACCOUNTING** Program :**N/A**	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	15,000	**5310** **On-Line Lien Search Fees** Internet City lien search functionality allows title companies to check any city property for outstanding property liens. Title companies are billed monthly, $25 per lien search; City pays $10 per search through expenditure account, Professional Services-Net Assets.	8,000	8,000	8,000
0	**0**	**15,000**	**TOTAL CHARGES FOR SERVICES**	**8,000**	**8,000**	**8,000**
			MISCELLANEOUS			
0	0	0	**6600** **Other Income**	0	0	0
0	0	2,500	**6600-94** **Other Income - Finance** Miscellaneous Finance Department collections, including check re-issuance fees.	500	500	500
0	**0**	**2,500**	**TOTAL MISCELLANEOUS**	**500**	**500**	**500**
0	**0**	**17,500**	*TOTAL RESOURCES*	**8,500**	**8,500**	**8,500**

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET					2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			Department :**03 - FINANCE** Section :**013 - ACCOUNTING** Program :**N/A**						
			REQUIREMENTS						
			PERSONAL SERVICES						
0	0	0	**7000**	**Salaries & Wages**			0	0	0
0	0	342,544	**7000-05**	**Salaries & Wages - Regular Full Time**			310,996	310,996	310,996
			Finance Director - 1.00 FTE Technical Services Accountant - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 1.00 FTE Accountant I - 1.00 FTE						
0	0	101,918	**7000-10**	**Salaries & Wages - Regular Part Time**			73,159	73,159	73,159
			Senior Accountant - 0.75 FTE Accountant I - 0.75 FTE						
0	0	10,000	**7000-15**	**Salaries & Wages - Temporary**			25,000	25,000	25,000
			Extra Help - Accountant - 0.63 FTE						
0	0	20,010	**7000-20**	**Salaries & Wages - Overtime**			10,000	10,000	10,000
0	0	0	**7300**	**Fringe Benefits**			0	0	0
0	0	26,389	**7300-05**	**Fringe Benefits - FICA - Social Security**			25,988	25,988	25,988
0	0	6,546	**7300-06**	**Fringe Benefits - FICA - Medicare**			6,078	6,078	6,078
0	0	107,871	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**			78,494	78,494	78,494
0	0	21,128	**7300-20**	**Fringe Benefits - Medical Insurance**			15,490	15,490	14,847
0	0	515	**7300-25**	**Fringe Benefits - Life Insurance**			441	441	441
0	0	1,786	**7300-30**	**Fringe Benefits - Long Term Disability**			2,065	2,065	2,065
0	0	813	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**			838	838	838
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**			190	190	190
0	0	0	**7300-40**	**Fringe Benefits - Unemployment**			0	0	0
0	**0**	**639,520**		**TOTAL PERSONAL SERVICES**			**548,738**	**548,738**	**548,095**
			MATERIALS AND SERVICES						
0	0	250	**7500**	**Credit Card Fees**			250	250	250
0	0	5,000	**7520**	**Public Notices & Printing**			5,000	5,000	5,000
			Description	Units	Amt/Unit	Total			
			Budget Financial Summary publication	1	3,500	3,500			
			Other legal notices	1	1,500	1,500			
0	0	600	**7540**	**Employee Development**			700	700	700

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
0	0	19,300	**7550**	**Travel & Education**	17,000	17,000	17,000

Description	Units	Amt/Unit	Total
CPA Continuing Professional Education	1	2,000	2,000
Membership - McMinnville Rotary Club	1	800	800
New World Users Conference	5	2,000	10,000
Professional organization dues	1	1,300	1,300
Accountant staff training	1	1,800	1,800
Webinars, subscriptions, etc.	1	1,100	1,100

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Code	Description	2010 PROPOSED	2010 APPROVED	2010 ADOPTED
0	0	0	**7610**	**Insurance**	0	0	0
0	0	2,500	**7610-05**	**Insurance - Liability**	2,900	2,900	2,900
0	0	4,500	**7620**	**Telecommunications**	5,000	5,000	5,000
0	0	0	**7660**	**Materials & Supplies**	0	0	0
0	0	11,000	**7660-05**	**Materials & Supplies - Office Supplies**	5,000	5,000	5,000
0	0	1,500	**7660-10**	**Materials & Supplies - Office Supplies Inventory**	1,500	1,500	1,500
0	0	4,250	**7660-15**	**Materials & Supplies - Postage**	3,500	3,500	3,500
0	0	0	**7720**	**Repairs & Maintenance**	0	0	0
0	0	500	**7720-06**	**Repairs & Maintenance - Equipment**	500	500	500
0	0	4,000	**7750**	**Professional Services**	6,240	6,240	6,240

Description	Units	Amt/Unit	Total
Audit fee allocation	1	1,060	1,060
Section 125 administration fee	1	180	180
Strategic budget and financial planning assistance	1	5,000	5,000

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Code	Description	2010 PROPOSED	2010 APPROVED	2010 ADOPTED
0	0	7,250	**7750-24**	**Professional Services - Audit**	11,040	11,040	11,040
0	0	6,000	**7750-27**	**Professional Services - Net Assets**	3,500	3,500	3,500

Net Assets lien search functionality allows title companies to check any city property for outstanding liens Title companies are billed monthly, $25 per lien search; City pays Net Assets $10 per lien search.

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Code	Description	2010 PROPOSED	2010 APPROVED	2010 ADOPTED
0	0	0	**7790**	**Maintenance & Rental Contracts**	2,500	2,500	2,500

Printer / scanner / copier lease and per page cost.

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Code	Description	2010 PROPOSED	2010 APPROVED	2010 ADOPTED
0	0	0	**7800**	**M & S Equipment**	0	0	0
0	0	1,000	**7800-03**	**M & S Equipment - Office**	1,500	1,500	1,500
0	0	0	**7830**	**M & S Computer Charges - IS Fund**	0	0	0

01 - GENERAL FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET						2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			Department :**03 - FINANCE**							
			Section :**013 - ACCOUNTING**							
			Program :**N/A**							
0	0	10,867	**7830-98**	**M & S Computer Charges - IS Fund - Computer Services**				7,853	7,853	7,812
			Network and PC support agreements, licenses, financial systems, internet connection etc.							
			Description		Units	Amt/Unit	Total			
			Shared network services cost		1	7,812	7,812			
0	0	6,680	**7830-99**	**M & S Computer Charges - IS Fund - Computer M&S Equipment**				3,553	3,553	4,418
			Description		Units	Amt/Unit	Total			
			IS Department shared hardware and software		1	1,418	1,418			
			Laptop replacement		1	3,000	3,000			
0	**0**	**85,197**		**TOTAL MATERIALS AND SERVICES**				**77,536**	**77,536**	**78,360**
			CAPITAL OUTLAY							
0	0	0	**8740**	**Computer Equipment - IS Fund**				0	0	0
			Description		Units	Amt/Unit	Total			
			Logos - Business Analytics Reporting and training		1	25,000	25,000			
			Funded by IS Fund-Designated Fund Balance-Financial Sys Reserve		1	-25,000	-25,000			
0	**0**	**0**		**TOTAL CAPITAL OUTLAY**				**0**	**0**	**0**
0	**0**	**724,717**		*TOTAL REQUIREMENTS*				**626,274**	**626,274**	**626,455**

01 - GENERAL FUND

Department :**03 - FINANCE**
Section :**016 - AMBULANCE BILLING**
Program :**N/A**

REQUIREMENTS

PERSONAL SERVICES

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET			2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
0	0	0	**7000**	**Salaries & Wages**	0	0	0
0	0	47,607	**7000-05**	**Salaries & Wages - Regular Full Time**	47,616	47,616	47,616
				Ambulance Billing Coordinator - 1.00 FTE			
0	0	27,949	**7000-10**	**Salaries & Wages - Regular Part Time**	29,227	29,227	29,227
				Ambulance Billing Specialist - 0.75 FTE			
0	0	1,000	**7000-15**	**Salaries & Wages - Temporary**	1,000	1,000	1,000
				Extra Help - Ambulance Billing - 0.06 FTE			
0	0	990	**7000-20**	**Salaries & Wages - Overtime**	1,000	1,000	1,000
0	0	0	**7300**	**Fringe Benefits**	0	0	0
0	0	4,808	**7300-05**	**Fringe Benefits - FICA - Social Security**	4,888	4,888	4,888
0	0	1,123	**7300-06**	**Fringe Benefits - FICA - Medicare**	1,143	1,143	1,143
0	0	18,370	**7300-15**	**Fringe Benefits - PERS - OPSRP - IAP**	15,276	15,276	15,276
0	0	4,800	**7300-20**	**Fringe Benefits - Medical Insurance**	5,163	5,163	4,949
0	0	126	**7300-25**	**Fringe Benefits - Life Insurance**	126	126	126
0	0	266	**7300-30**	**Fringe Benefits - Long Term Disability**	423	423	423
0	0	140	**7300-35**	**Fringe Benefits - Workers' Compensation Insurance**	158	158	158
0	0	0	**7300-37**	**Fringe Benefits - Workers' Benefit Fund**	51	51	51
0	0	0	**7300-40**	**Fringe Benefits - Unemployment**	0	0	0
0	**0**	**107,179**		**TOTAL PERSONAL SERVICES**	**106,071**	**106,071**	**105,857**
0	**0**	**107,179**		*TOTAL REQUIREMENTS*	**106,071**	**106,071**	**105,857**