

Finance

Divisions

Administration

Accounting

Support Services

The Finance Department provides financial management for the City, Port Authority, Housing and Redevelopment Authority and support services to other departments. Financial services include financial management and advice, accounting, audit, budget and risk management. The department also oversees the Support Services Division, a proprietary fund for telephone, mail and print shop operations. Billings and collection activities are charged back to the appropriate Utility Funds.

Objectives

- OS Provide efficient, cost-effective financial management and guidance to City staff and City Council.
- OS Supply quality support services to City departments and agencies.
- OS Take all appropriate budgets to City Council for approval by year end.

Results

- Reviewed all departmental submissions to City Council agendas for financial matters.
- Coordinated, analyzed, and reviewed 2011 budgets for all funds.
- Coordinated, analyzed, reviewed and updated the 5-Year Capital Improvement Plan for submittal to the City Council.
- Continued to attain the Government Finance Officers Association highest awards in Budget, CAFR and Popular Report.
- Continual updating of City's website for financial information including Budget and CAFR.
- Continual participation in financial and debt modeling for major development projects within Bloomington. Some of these projects include Mall of America Phase I and II, Bloomington Central Station and Normandale Lake Area Plan.

Expenditures

	FY2010 Original Budget	FY2011 Approved Budget	Percent Change
Salaries/Wages/Benefits	\$ 1,883,739	\$ 1,812,339	(3.79)%
Materials/Supplies/Services	573,231	612,013	6.77
Expenses Charged to Others	(1,426,198)	(1,466,175)	2.80
	\$ 1,030,772	\$ 958,177	(7.04)%

Personnel

FY2009	FY2010	FY2011
22	22	22



Standard & Poor's

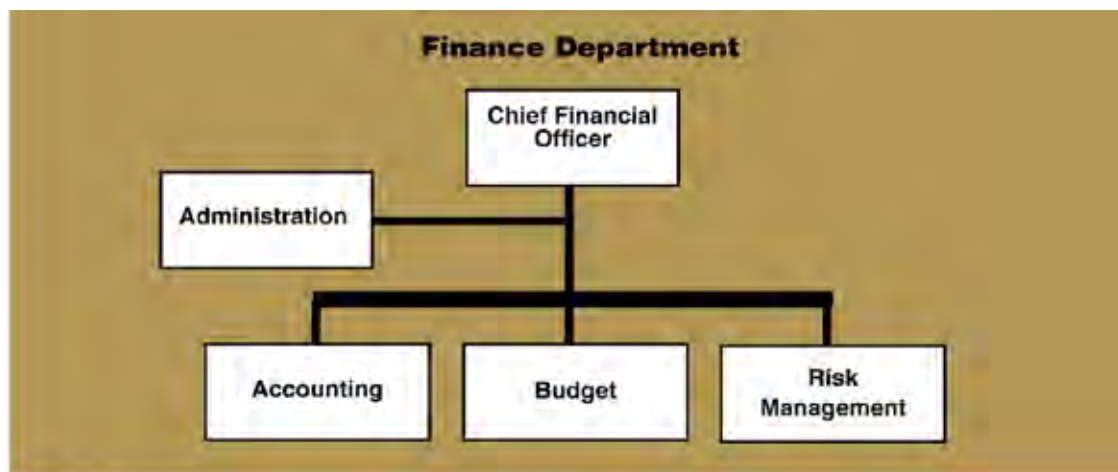


Moody's



Fitch

FINANCE BUDGET SUMMARY Revenues and Expenditures					
	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 AMENDED BUDGET	2010 ESTIMATED	2011 BUDGET
Revenues					
Program Income	\$ 79	\$ 10,000	\$ 10,000	\$ 27,500	\$ -
TOTAL REVENUES	79	10,000	10,000	27,500	-
Expenditures					
Staffing					
Salaries and Wages	1,270,569	1,388,874	1,388,874	1,250,222	1,314,664
Benefits	444,883	494,865	494,865	463,386	497,675
Operating Expenditures					
Professional and Technical Services	123,887	81,632	108,153	73,149	125,344
Utilities and Maintenance	2,194	2,690	2,690	1,355	1,000
Operations	166,486	195,152	195,152	175,400	196,024
City Support Services	237,131	248,042	248,042	240,151	247,845
Materials and Supplies	31,661	45,715	45,884	35,482	41,800
TOTAL EXPENDITURES	2,276,811	2,456,970	2,483,660	2,239,145	2,424,352
Less Expenses Charged to Other Funds	(1,143,377)	(1,426,198)	(1,426,198)	(1,406,945)	(1,466,175)
NET TOTAL EXPENDITURES	1,133,434	1,030,772	1,057,462	832,200	958,177



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Finance – Administration and Budget

The administration component of the department provides administrative support to its activities and serves the City in its finance role.

Finance provides financial management services to the City Manager and City Council and support to operating departments, including work in capital financing, budget coordination and debt management. It also coordinates the City’s Five-Year Community Investment Program, tax increment financing, budget and financial services to other City agencies such as the Port Authority and the Housing and Redevelopment Authority.

Objectives

- OS Earn the Distinguished Budget Award from the Government Finance Officer’s Association.
- OS Maintain the highest bond rating possible through conservative financial management and accurate reporting of the City’s financial and economic position.
- OS Prepare quality financial reporting based on feedback from the Government Finance Officers’ Association (GFOA), City Council and other organization best practices.
- OS Provide excellent financial services to internal and external customers.

Results

- Maintained highest bond rating possible from three rating agencies:
 - § Moody’s - Aaa since 1998
 - § Standard and Poor’s - AAA since 2000
 - § Fitch Rating Agency - AAA, October 2004
- Department has been the recipient of the GFOA annual award for Excellence in Financial Reporting for 39 years.
- Received the GFOA Distinguished Budget Award for the 15th consecutive year.
- Received the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for the 11th year.

Expenditures	FY2010 Original Budget	FY2011 Approved Budget	Percent Change
Salaries/Wages/Benefits	\$ 357,872	\$ 364,306	1.80%
Materials/Supplies/Services	106,494	110,151	3.43
Expenses Charged to Others	(201,961)	(201,961)	0.00
	\$ 262,405	\$ 272,496	3.85%

Personnel	FY2009	FY2010	FY2011
	3	3	3
Administrative Assistant	1	1	1
Budget Manager	1	1	1
Chief Financial Officer	1	1	1

FINANCE - ADMINISTRATION AND BUDGET
BUDGET SUMMARY
Revenues and Expenditures

	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 AMENDED BUDGET	2010 ESTIMATED	2011 BUDGET
Revenues					
Program Income	\$ -	\$ 10,000	\$ 10,000	\$ 24,000	\$ -
TOTAL REVENUES	-	10,000	10,000	24,000	-
Expenditures					
Staffing					
Salaries and Wages	267,272	268,476	268,476	246,740	273,802
Benefits	80,368	89,396	89,396	84,477	90,504
Operating Expenditures					
Professional and Technical Services	48,179	22,212	48,733	5,583	22,250
Operations	19,534	27,529	27,529	23,056	27,501
City Support Services	39,197	43,853	43,853	41,212	47,600
Materials and Supplies	4,861	12,900	12,900	12,536	12,800
TOTAL EXPENDITURES	459,411	464,366	490,887	413,604	474,457
Less Expenses Charged to Other Funds	(168,660)	(201,961)	(201,961)	(193,733)	(201,961)
NET TOTAL EXPENDITURES	290,751	262,405	288,926	219,871	272,496

Finance - Accounting

Activities

- Accounts Payable
- Accounts Receivable
- Cash Management
- Customer Billing
- General Accounting
- Payroll
- Purchasing
- Audit

The Accounting Division manages the day-to-day accounting of the City's transactions, including payroll, accounts receivable, purchasing, investments, accounts payable, customer billing, cash receipts and general accounting. The division prepares monthly and quarterly financial statements and compiles the Comprehensive Annual Financial Report. Accounting staff provides support for the finance functions including budgeting and debt management. The Audit function is now part of the Accounting Division.

Objectives

- OS Provide quality accounting and related financial services to all City departments as efficiently and effectively as possible to meet the following criteria:
- OS To provide accurate and timely financial statement information in an easily understood format to both internal and external users.
- OS To invest public funds in such a manner that all daily cash flow needs are met and the portfolio yield will not fall below 25 basis points of a U.S. Treasury obligation of comparable duration.
 - § Coordinate with City Manager's office to develop a report format that will satisfy the needs of the City Council members.
 - § To produce checks and purchase orders in a timely manner, keep accurate records, monitor grants and capital assets for compliance with internal and external policies and provide helpful financial system assistance to our users.
 - § To implement an electronic vendor payment system to streamline the payment process and reduce costs.
 - § To implement an electronic time-entry payroll system.
 - § To implement a web based utility payment option for residents and businesses.

Results

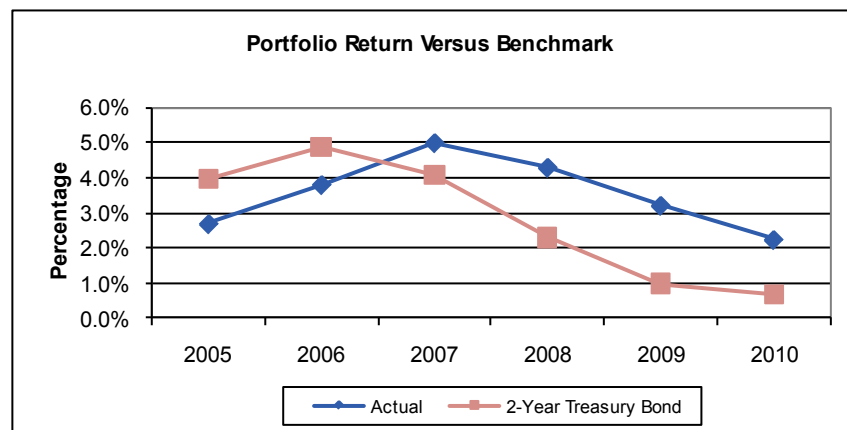
- Received Certificate of Achievement for Excellence in Financial Reporting for last 39 years.
- Enhanced monthly reports for internal users and quarterly reports for Council members were prepared and distributed in a timely manner.
- Received Popular Annual Financial Reporting Award.

Expenditures

	FY2010 Original Budget	FY2011 Approved Budget	Percent Change
Salaries/Wages/Benefits	\$ 1,366,943	\$ 1,350,580	(1.20)%
Materials/Supplies/Services	429,373	475,397	10.72
Expenses Charged to Others	(1,134,719)	(1,174,696)	3.52
	\$ 661,597	\$ 651,281	(1.56)%

Authorized Full-Time

	FY2009	FY2010	FY2011
	17	18	18
Accountant	3	3	3
Accounting Assistant	2	2	3
Assistant Finance Manager	1	1	1
Auditor	1	1	1
Customer Billing Supervisor	1	1	1
Finance Manager	1	1	1
Office Assistant	5	5	4
Office Support Specialist	1	2	2
Payroll Specialist	1	1	1
Purchasing Agent	1	1	1



FINANCE - ACCOUNTING
BUDGET SUMMARY
Revenues and Expenditures

	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 AMENDED BUDGET	2010 ESTIMATED	2011 BUDGET
Revenues					
Program Income	\$ 79	\$ -	\$ -	\$ 3,500	\$ -
TOTAL REVENUES	79	-	-	3,500	-
Expenditures					
Staffing					
Salaries and Wages	917,450	1,004,802	1,004,802	894,502	968,965
Benefits	333,980	362,141	362,141	335,721	381,615
Operating Expenditures					
Professional and Technical Services	75,708	58,420	58,420	67,566	102,094
Utilities and Maintenance	867	1,080	1,080	351	1,000
Operations	136,836	156,493	156,493	142,422	159,279
City Support Services	173,512	182,528	182,528	180,711	184,524
Materials and Supplies	25,835	30,852	30,937	22,516	28,500
TOTAL EXPENDITURES	1,664,188	1,796,316	1,796,401	1,643,789	1,825,977
Less Expenses Charged to Other Funds	(888,221)	(1,134,719)	(1,134,719)	(1,123,694)	(1,174,696)
NET TOTAL EXPENDITURES	775,967	661,597	661,682	520,095	651,281

Finance – Risk Management

Activities

Risk Management

Risk Management provides risk management support to all operating divisions of the City.

Objectives

OS To protect the City's assets by reviewing risks and reducing risk scenarios.

- Complete required insurance renewals and provide necessary reports to City Council.
- Assist Legal with contract review and management, including developing/implementing certificate of insurance tracking program.

Results

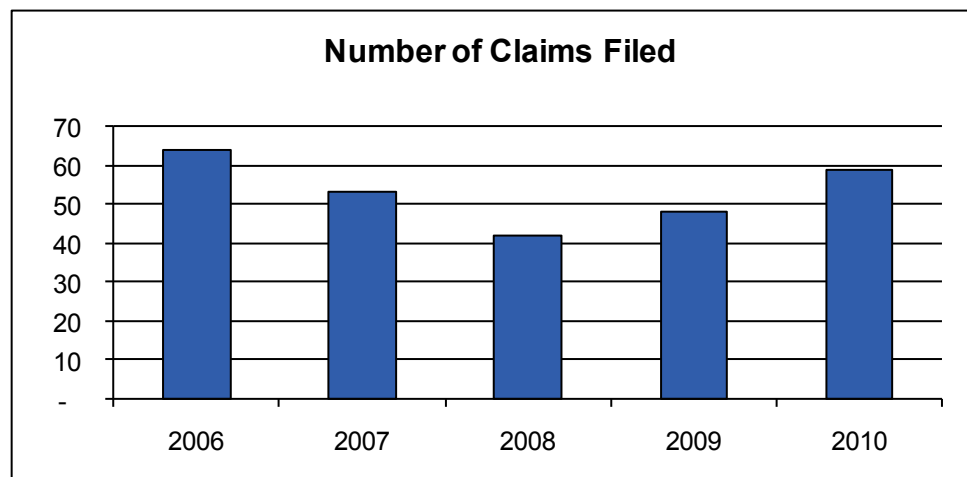
- Renewed insurance policies for 2010.
- Continued review of City-wide loss control programs.
- Reviewed 550 contracts during 2010.

Expenditures

	FY2010 Original Budget	FY2011 Approved Budget	Percent Change
Salaries/Wages/Benefits	\$ 158,924	\$ 97,453	(38.68)%
Materials/Supplies/Services	37,364	26,465	(29.17)
Expenses Charged to Others	(89,518)	(89,518)	0.00
	\$ 106,770	\$ 34,400	(67.78)%

Authorized Full-Time

	FY2009	FY2010	FY2011
	2	1	1
Office Support Specialist	1	0	0
Risk Manager	1	1	1



FINANCE - RISK MANAGEMENT
BUDGET SUMMARY
Revenues and Expenditures

	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 AMENDED BUDGET	2010 ESTIMATED	2011 BUDGET
Expenditures					
Staffing					
Salaries and Wages	\$ 85,847	\$ 115,596	\$ 115,596	\$ 108,980	\$ 71,897
Benefits	30,535	43,328	43,328	43,188	25,556
Operating Expenditures					
Professional and Technical Services	-	1,000	1,000	-	1,000
Utilities and Maintenance	1,327	1,610	1,610	1,004	-
Operations	10,116	11,130	11,130	9,922	9,244
City Support Services	24,422	21,661	21,661	18,228	15,721
Materials and Supplies	965	1,963	2,047	430	500
TOTAL EXPENDITURES	153,212	196,288	196,372	181,752	123,918
Less Expenses Charged to Other Funds	(86,496)	(89,518)	(89,518)	(89,518)	(89,518)
NET TOTAL EXPENDITURES	66,716	106,770	106,854	92,234	34,400

Contingency

As set forth in the City’s Charter, total appropriations in the General Fund shall be less than total estimated revenues by a “safe margin”. The City’s Financial Management Policy requires this safe margin to be at least 2.5 percent of the current year’s budgeted expenditures. For the General Fund, this safe margin is presented as Contingency.

Objectives

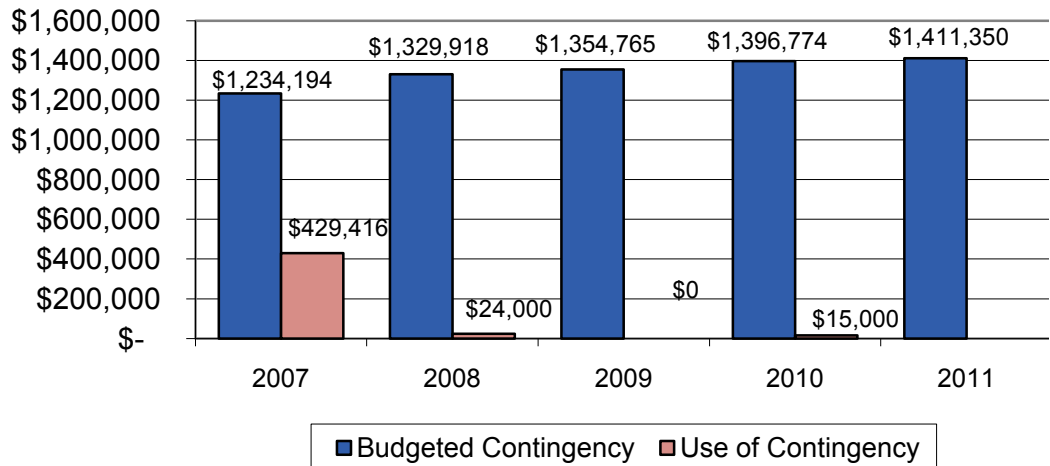
OS To provide a “safe margin” of no less than 2.5 percent of the proposed general fund expenditure budget for items not anticipated at the time of budget adoption.

Results

- The City continues to meet the Charter requirement while maintaining property tax levy increases at or below the rate of inflation plus property tax base growth.

Expenditures

	FY2010 Original Budget	FY2011 Approved Budget	Percent Change
Transfers to Other Funds	\$1,396,774	\$1,411,350	1.0%
	\$1,396,774	\$1,411,350	1.0%



CONTINGENCY
BUDGET SUMMARY
Revenues and Expenditures

	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 AMENDED BUDGET	2010 ESTIMATED	2011 BUDGET
Expenditures					
TOTAL EXPENDITURES					
Transfers Out	\$ -	\$ 1,396,774	\$ 1,396,774	\$ 15,000	\$ 1,411,350
NET TOTAL EXPENDITURES	-	1,396,774	1,396,774	15,000	1,411,350