

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: FINANCIAL SERVICES

DIVISION: FINANCIAL SERVICES

PROGRAM: ACCOUNTING

ACCOUNT NO: 01-920-48

DESCRIPTION

The Accounting Program is responsible for planning, organizing, coordinating and administering the accounting and auditing functions on a timely and accurate basis in accordance with Generally Accepted Accounting Principles for the City of Temple City, the Temple City Redevelopment Agency, the Temple City Financing Authority and the Temple City Community Development & Housing Authority. These functions include the preparation of warrants, warrant resolutions, payroll, cashiering, monthly financial reports, state and federal reports. This program is responsible for the preparation of the annual budget document. The City Treasurer's responsibility is to plan, coordinate and manage all aspects of the cash flow which includes the receipt, custody, deposit and investment of funds in the City, the Agency, the Financing Authority and the Community Development & Housing Authority.

FUNCTIONS

Accounting

1. Complete, on a timely basis, the accurate production of monthly and annual accounting records, reports and surveys in accordance with the Generally Accepted Accounting Principles for the City of Temple City, the Temple City Redevelopment Agency, the Temple City Financing Authority and the Temple City Community Development & Housing Authority;
2. Prepare and issue monthly financial reports by the fifteenth working day of each month;
3. Manage, operate and maintain the City's computer system and peripherals which produce necessary information for the various departments;
4. Produce complete, accurate and timely payroll records and checks;
5. Receive and reconcile, on a monthly basis, bank and treasury statements for the City, the Agency, the Financing Authority and the Community Development & Housing Authority;
6. Assure that all programs and projects are implemented in a timely manner;
7. Plan, direct and coordinate the external audits of the City, the Agency, the Financing Authority and the Community Development & Housing Authority in accordance with specific objectives established by legal and professional standards; and
8. Review the preparation of the State Controller's Report, the Street Report and the Statement of Indebtedness and submit in a proper and timely manner.

Budgeting

1. Coordinate and ensure that the proposed and adopted budgets are prepared, printed and distributed in May and July, respectively;
2. Review the City-wide Cost Management System to ensure that the appropriate user fees for City services are established utilizing the approved FY 2010-11 Budget amounts; and
3. Prepare quarterly budget amendments for City Council approval.

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Treasury

1. Maintain a detailed knowledge of the City's, the Agency's, the Financing Authority's and the Community Development & Housing Authority's revenue sources, operating budgets and capital improvements and the timing requirements of each;
2. Continually obtain and evaluate appropriate economic data, trends, forecasts and conditions as to their impact on the investment market;
3. Maximize the investment of all available cash and manage the investment portfolio in accordance with the Annual Investment Policy, always recognizing the priorities of safety, liquidity and return on investments;
4. Prepare and file, each month, a Month End Treasurer's Report; and
5. Review and update annually, the City's, the Agency's, the Financing Authority's and the Community Development & Housing Authority's "Statement of Investment Policy."

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SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	226,413	237,880	237,380	234,680
OPERATING EXPENSES	112,649	138,960	118,290	143,485
TOTAL	339,062	376,840	355,670	378,165

FUNDING SOURCE

General Fund 378,165

(Temple City Redevelopment Agency will reimburse the City \$13,700 of Financial Services Manager salary and benefits for CRA administrative costs.)

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PROGRAM: ACCOUNTING**

**DIVISION: FINANCIAL SERVICES
ACCOUNT NO: 01-920-48**

PERSONNEL SUMMARY

FULL TIME POSITIONS

Financial Services Manager	0.445
Accountant	0.850
Account Analyst	1.000
TOTAL	2.295

PART TIME POSITIONS

None

PROGRAM CHANGES

Account 4161 (Part Time) decreased by \$1,000 due to the elimination of part time accounting assistance budget.

Account 4231 (Prv/Spc Contract Services) increased by \$3,600. This account includes \$20,000 for the retirement actuarial costs approved on June 29, 2010.

Account 4232 (Revenue Audit Services) decreased by \$11,000 due to reduction in sales tax audit findings.

Account 4233 (Audit Services) increased by \$5,500 to include a CAFR with the annual financials for FY 2010-11.

Account 4405 (Mileage Reimbursement) decreased by \$380 based on anticipated costs for FY 2010-11.

Account 4410 (Meeting Expense) decreased by \$150 due to expected lower attendance of CSMFO and CMTA meetings.

Account 4420 (Fares & Subsistence) decreased by \$550 based on anticipated costs for FY 2010-11.

Account 4425 (Membership & Subscriptions) decreased by \$95; Account 4440 (Telephone) increased by \$300; and Account 4465 (Special Department Supplies) decreased by \$700 due to anticipated expenditures in FY 2010-11.

Account 4480 (Bank Charges) increased by \$5,000 to include daily armored services.

Account 4490 (Training) decreased by \$300 due to expected lower attendance of training workshops during FY 2010-11.

Account 4530 (Special Equipment Maintenance) increased by \$3,300 to change of accounting system to be web-based.

CITY OF TEMPLE CITY

ANNUAL BUDGET

FY 2010-2011

DEPARTMENT: FINANCIAL SERVICES

DIVISION: FINANCIAL SERVICES

PROGRAM: PURCHASING

ACCOUNT NO: 01-920-49

DESCRIPTION

The Purchasing Program is responsible for planning, directing and controlling the purchasing, duplicating, printing and mail service for the City.

FUNCTIONS

1. Ensure that all City Ordinances and Municipal Codes are adhered to on matters concerning the purchasing activity and assist the various departments;
2. Continue to order and stock all needed supplies for City departments;
3. Continue to seek new and/or alternate sources for materials and services, purchasing the necessary quality at the least expense;
4. Suggest alternative equipment and materials that will perform functionally equivalent tasks at a lower cost;
5. Identify, tag and maintain all fixed assets for the City;
6. Update all books, catalogs, files and other pertinent literature, including the vendor card file, into an effective resource; and
7. Purchase recycled materials where possible.

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DIVISION: FINANCIAL SERVICES

PROGRAM: PURCHASING

ACCOUNT NO: 01-920-49

SUMMARY OF EXPENDITURES

	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 09-10 ESTIMATED	FY 10-11 BUDGET
PERSONNEL	97,323	101,870	89,590	68,490
OPERATING EXPENSES	106,651	127,370	115,795	113,360
TOTAL	203,974	229,240	205,385	181,850

FUNDING SOURCE

General Fund align="right">181,850

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DIVISION: FINANCIAL SERVICES

PROGRAM: PURCHASING

ACCOUNT NO: 01-920-49

PERSONNEL SUMMARY

FULL TIME POSITIONS

Financial Services Manager	0.500
TOTAL	0.500

PART TIME POSITIONS

Accounting Specialist	0.000
TOTAL	0.000

PROGRAM CHANGES

Account 4161 (Part Time) decreased by \$31,780 due to the vacancy of the part time Accounting Specialist position.

Account 4405 (Mileage Reimbursement) decreased by \$30; Account 4410 (Meeting expense) decreased by \$80; and Account 4425 (Membership/Subscriptions) decreased by \$100 based on anticipated expenditures for FY 2010-11.

Account 4445 (Printing) decreased by \$4,000 due to printing cost will be allocated to the various programs.

Account 4450 (Postage) decreased by \$3,500 based on anticipated expenditures for FY 2010-11.

Account 4460 (Office Supplies) decreased by \$4,000 due to the decrease expenditure in computer supplies.

Account 4465 (Special Department Supplies) decreased by \$800 to reduce the amount of City provided coffee to employees.

Account 4510 (Maintenance & Repair) increased by \$5,320 to account for the increase cost of MIS services.

Account 4520 (Office Equipment Maintenance) was reduced by \$10,800. The expenditure for copy usage will be allocated to each department.

Account 4530 (Special Equipment Maintenance) increased by \$4,000 to include the 24-month lease on routers for City Hall and Live Oak Park.

Account 4580 (Equipment Rental) decreased by \$20 based on actual reset meter fee on postal machine.