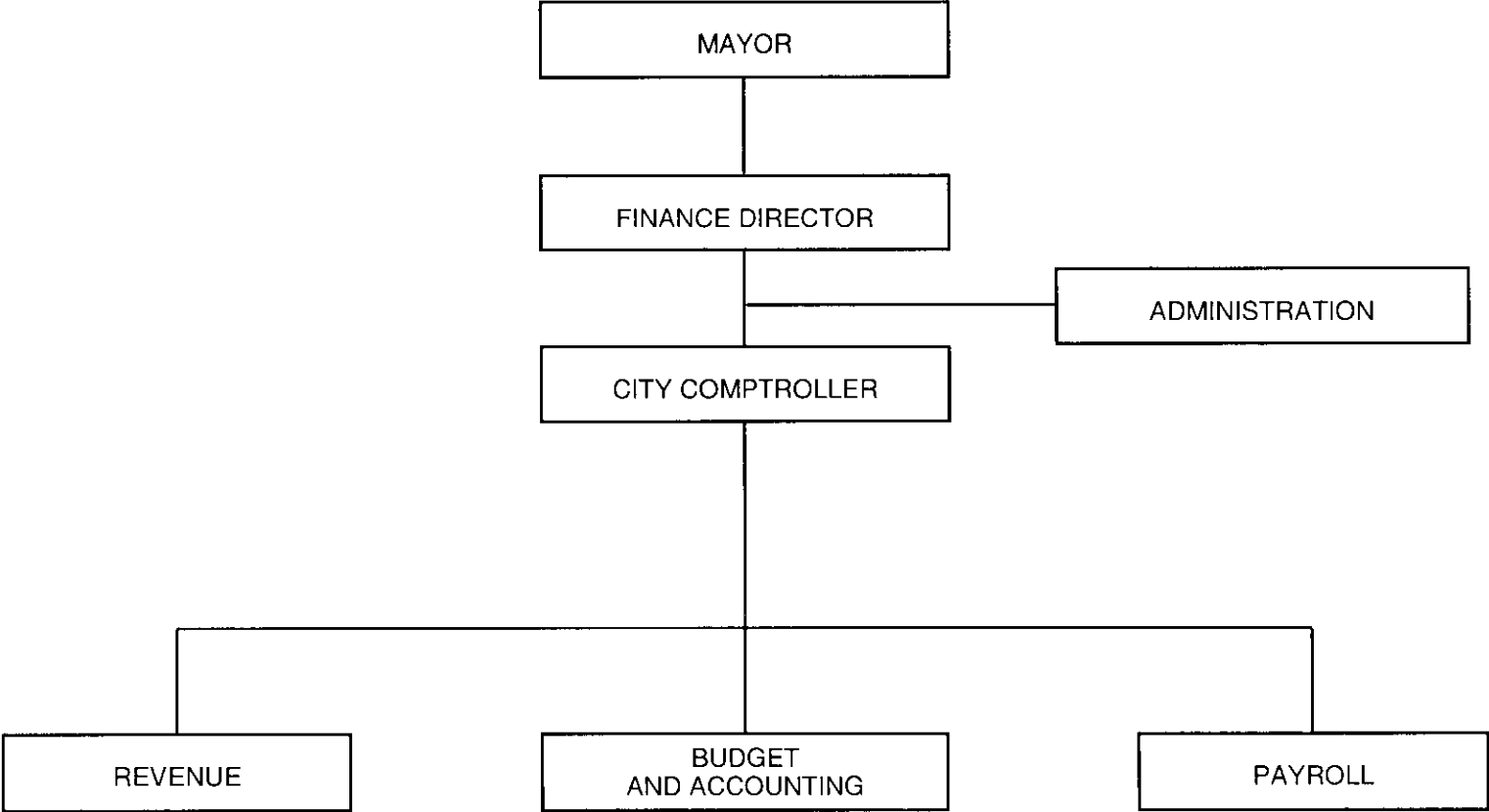


FINANCE DEPARTMENT



City of Omaha Finance Department

Mission Statement

The Finance Department plans, controls, maintains, and reports the receipts, commitments, and disbursements of all City funds. Finance staff manage the City's debt and property insurance, monitor the Keno contract, administer the two defined-benefit pension systems, and oversee the operations of the City-owned Convention Center Hotel. The Department serves as support to the other departments in the areas of budgeting, accounting, billing, employee timekeeping, payroll, and property control. The Department strives to identify cost effective improvements throughout all City operations and to maximize revenue collections and investments.

Goals and Objectives

1. To provide timely, accurate and useful financial data to the Mayor, City Council and department managers.
2. Coordinate the preparation, implementation and monitoring of the annual City budget. The budget itself should serve as a policy document, as an operations guide, as a financial plan and as a communications medium.
3. Maintain a diversified and stable revenue system to protect the City from possible short-term fluctuations in any of its various revenue source.
4. To provide City departments timely and accurate service.
5. Provide effective cash management and timely investment of City funds.
6. Attain a AAA general obligation bond rating and an AA revenue bond rating.
7. Attain an unqualified opinion on the City's annual audit.

City of Omaha
2011 Finance Department Budget
Appropriated Summary

By Division	Positions		Funding		
	2010	2011	2010 Appropriated	2011 Recommended	2011 Appropriated
Finance - Administration	7	11	415,039	761,646	-
Finance - Budget & Accounting	13	13	1,035,930	867,387	-
Finance - Revenue	9	8	673,829	866,083	-
Finance - Payroll	6	6	475,937	498,522	-
Total	35	38	2,600,735	2,993,638	-

By Expenditures Category

Employee Compensation	2,565,867	2,959,529	-
Non-Personal Services	34,868	34,109	-
Total	2,600,735	2,993,638	-

By Source of Funds

General	2,505,735	2,898,638	-
Capital Special Assessment	20,000	20,000	-
Omaha Convention Hotel Fund	75,000	75,000	-
Total	2,600,735	2,993,638	-

Expenditure Summary by Organization

Department	Finance		
Division	Finance - Administration	Division No	107010

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated
Finance - Administration	107011			
The Finance Administration organization provides support for the various organizations within the Finance Department and is responsible for fiscal administration and management of the City. Personnel in this organization manage the City's debt and insurance policies, administer the Civilian and Police/Fire Pension Systems, and oversee the operations of the City-owned Convention Center Hotel.				
Employee Compensation	464,082	398,699	745,606	-
Non-Personal Services	14,531	16,340	16,040	-
Organization Total	478,613	415,039	761,646	-
Division Total	478,613	415,039	761,646	-

Performance Summary By Division

Department	Finance		
Division	Finance - Administration	Division No	107010
Performance Measures	2009 Actual	2010 Planned	2011 Goal
City Employees Retirement System (Rate of Return)	12.99%	8.00%	8.00%
City General Obligation Bond Rating	AAA	AAA	AAA
City Police and Fire Retirement System (Rate of Return)	16.16%	8.00%	8.00%
Program Outputs	2009 Actual	2010 Planned	2011 Goal
Grant Dollars	\$65,000,000	\$65,000,000	\$65,000,000
Grant Programs Projects (Count)	140	140	140

Division Summary of Personal Services

Department	Finance					
Division	Finance - Administration				Division No	107010
Comparative Budget Appropriations						
Class Title	Pay Range	2009 Actual	2010 Auth.	2011 Recommended		2011 Appropriated
Finance Director	9505	1	1	1	140,000	-
City Comptroller	29 AEC	-	1	1	86,626	-
Grant Administrator	18.4 MC	1	1	1	70,540	-
Management Analyst	18.1 MC	1	1	1	67,876	-
Accountant II	18.1 MC	-	-	1	56,843	-
Office Manager	16.1 MC	1	1	1	58,909	-
Accountant I	14.2 MC	-	-	3	151,631	-
Budget Analyst	14.2 MC	1	1	1	50,847	-
Fiscal Specialist	9.1 MC	-	-	1	47,523	-
Administrative Assistant III	14FC	-	1	-	-	-
Part-Time and Seasonal					69,301	-
Longevity					2,340	-
Attrition					(114,867)	-
Reimbursements					(179,699)	-
Division Total		5	7	11	507,869	-

Explanatory Comments:

A Grant Administrator was added to the Finance Department Budget in 2010. This position was 100% grant reimbursed through 2010 and is now fully funded by the Finance Department Budget. A Management Analyst previously funded 50% by the Human Resources Department is now fully funded by the Finance Department.

An Accountant I and Fiscal Specialist were added to the Finance Department Budget in 2010 to provide greater financial oversight of the Fire Department. An Accountant II was added in late 2010 to the Police Department at the request of the Police Chief to assist with financial management of the Police Department.

In 2010, the Finance Department underwent a reorganization. As a result, the Grant Accountant was moved from the Budget Division to the Administration Division to consolidate grant accounting. In addition, a Grant Accountant was added in 2010 that is fully funded under the ARRA Grant.

In 2011, an Administrative Assistant III position was eliminated.

Division Summary of Major Object Expenditures

Department	Finance			
Division	Finance - Administration		Division No	107010
	Comparative Budget Appropriations			
Major Object Expenditures	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated
Employee Earnings				
Classified Regular	283,719	278,354	730,794	-
Part-Time and Seasonal	73,691	74,039	69,301	-
Overtime	2,221	-	-	-
Longevity	1,627	1,908	2,340	-
Attrition	-	-	(114,867)	-
Unclassified Appointed	117,826	101,115	-	-
Reimbursements	(108,078)	(149,631)	(179,699)	-
Total Employee Earnings	371,006	305,785	507,869	-
Employee Benefits				
FICA	35,808	33,858	59,328	-
Pension	36,493	41,791	80,865	-
Insurance	64,352	74,820	148,170	-
Reimbursements	(43,577)	(57,555)	(50,626)	-
Total Employee Benefits	93,076	92,914	237,737	-
Total Employee Compensation	464,082	398,699	745,606	-
Non-Personal Services				
Purchased Services	8,393	8,200	8,200	-
Supplies	5,679	8,140	7,840	-
Equipment	609	-	-	-
Other	171	-	-	-
Reimbursements	(321)	-	-	-
Total Non-Personal Services	14,531	16,340	16,040	-
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Division Total	478,613	415,039	761,646	-
Source of Funds:				
General (Ref. B-1)	478,613	415,039	761,646	-
	478,613	415,039	761,646	-

Expenditure Summary by Organization

Department	Finance		
Division	Finance - Budget & Accounting	Division No	107020

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated

Budget Preparation 107022

The preparation of an annual budget, under the Mayor's direction, is an assigned responsibility of the Finance Department according to Sections 5.01, 5.04, and 5.05 of the City Charter. Preparation involves the presentation of revenue and cost data for at least the current and immediate past fiscal years as well as a financial plan for the next budget year for all funds, departments, organizations, capital accounts, agencies, and other budgetary accounts. This organization also includes budget format design and setting up computerized line item organizational budgets.

Enterprise & Agency

Municipal Enterprise Funds consist of accounts which are in many cases self-supporting entities: Sewer Revenue, Air Quality Control Revenue, Tennis Revenue, City Wide Sports, Parking Facility Revenue, Marina Revenue, Lewis and Clark Landing Fund, Golf Revenue, Compost Revenue, Storm Water Fee Revenue, Household Hazardous Waste Revenue, and the Convention Center Hotel Revenue. Trust and Agency accounts include those in which the City acts in a fiduciary capacity or disburses funds in accordance with donor stipulations. Functional objectives include accounting and auditing procedures, preparation of financial statements, rates and fee studies, and contract negotiations.

Accounting & Reporting

Responsibilities of this organization are maintenance and control of general accounting records, preparation and issuance of all checks, pre-audit of all purchase orders, invoices and disbursements charged against the City. The maintenance and retention of all disbursements reports for the City departmental budgetary accounts are maintained and distributed. Functional responsibilities include a quarterly summary and analysis of expenses against appropriations, pre-audit of contracts and purchase orders, application of accounting disciplines, and preparation of information for bond sale official statements. This organization is also responsible for the year-end closing of funds, preparation of annual financial statements and assisting the independent auditors. This organization is also responsible for inventory control and accountability for all City owned real and personal properties.

Grant Accounting

Responsible for preparing and maintaining accounting records necessary to show both compliance with applicable legal provisions and fairly present the financial position and results of operations of the respective funds provided through grants by various federal and state agencies. The financial positions of the respective funds are kept in self-balancing accounts in conformity with Generally Accepted Accounting Principles.

Employee Compensation	1,009,678	1,034,930	866,871	-
Non-Personal Services	2,600	1,000	516	-
Organization Total	1,012,278	1,035,930	867,387	-
Division Total	1,012,278	1,035,930	867,387	-

Performance Summary By Division

Department	Finance			
Division	Finance - Budget & Accounting		Division No	107020
Performance Measures		2009 Actual	2010 Planned	2011 Goal
Elapsed Number of Days for Issuance of Annual Reports		181	150	150
Elapsed Number of Days for Issuance of Quarterly Reports		32	45	45
Program Outputs		2009 Actual	2010 Planned	2011 Goal
Number of Accounts Payable Checks Processed		26,081	25,000	25,000
Outside Agency Monitoring Visits		11	11	11
Total Number of Funds Reconciled at Year End		143	150	145

Division Summary of Personal Services

Department Finance
 Division Finance - Budget & Accounting Division No 107020

Comparative Budget Appropriations

Class Title	Pay Range	2009 Actual	2010 Auth.	2011 Recommended		2011 Appropriated	
Accountant IV	28 AEC	-	1	-	-	-	-
Accountant III	23.1 MC	-	1	2	145,440	-	-
Applications Analyst	18.3 MC	-	1	1	56,843	-	-
Accountant II	18.1 MC	4	4	2	136,751	-	-
Accountant I	14.2 MC	3	2	1	50,919	-	-
Budget Analyst	14.2 MC	-	-	1	47,747	-	-
Fiscal Specialist	9.1 MC	1	1	2	84,304	-	-
Account Clerk	00170	1	1	2	69,139	-	-
Senior Clerk	00120	2	2	2	71,570	-	-
Part-Time and Seasonal					19,781		-
Longevity					3,411		-
Attrition					(106,363)		-
Unclassified Provisional					1,797		-
Division Total		11	13	13	581,338	-	-

Explanatory Comments:

Division Summary of Major Object Expenditures

Department	Finance			
Division	Finance - Budget & Accounting		Division No	107020
	Comparative Budget Appropriations			
Major Object Expenditures	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated
Employee Earnings				
Classified Regular	638,067	839,529	664,509	-
Part-Time and Seasonal	147,011	2,739	19,781	-
Overtime	4,980	-	-	-
Longevity	2,961	3,272	3,411	-
Attrition	-	-	(106,363)	-
Reimbursements	(14,379)	(75,312)	-	-
Total Employee Earnings	778,640	770,228	581,338	-
Employee Benefits				
FICA	56,891	64,531	52,609	-
Pension	56,399	83,402	73,672	-
Insurance	124,401	147,645	174,252	-
Reimbursements	(6,653)	(30,876)	(15,000)	-
Total Employee Benefits	231,038	264,702	285,533	-
Total Employee Compensation	1,009,678	1,034,930	866,871	-
Non-Personal Services				
Purchased Services	1,732	915	516	-
Supplies	709	40	-	-
Equipment	159	-	-	-
Other	-	45	-	-
Total Non-Personal Services	2,600	1,000	516	-
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Division Total	1,012,278	1,035,930	867,387	-
Source of Funds:				
General (Ref. B-1)	937,278	960,930	792,387	-
Omaha Convention Hotel Fund (Ref. B-48)	75,000	75,000	75,000	-
	1,012,278	1,035,930	867,387	-

Expenditure Summary by Organization

Department	Finance		
Division	Finance - Revenue	Division No	107030

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated

Revenue **107031**

Functional responsibilities include a quarterly summary and analysis of revenue, investment of temporarily idle funds, preparation of annual financial statements and the revenue section of the annual budget. This activity also includes the continuous monitoring and internal control of revenue against budget appropriations, and administration of the entire Revenue Division.

This program is also responsible for the Internal Audit function, which includes reviewing the processes associated with the receipt and payment of funds. Special attention is given to the review of the handling of cash throughout the City. Internal audits and operational contract audits are completed as needed. One Accountant is assigned full-time to these responsibilities.

The 2011 equipment includes \$3,000 for office furniture and microcomputers.

Billing

Responsible for the coordination of the City's centralized billing procedures. Duties include the maintenance of billing ledgers, preparation of summary outstanding balances and receipt reports, and the resolution of billed customer inquiries.

Cashier

Collects, records, and deposits all monies pertaining to permits, fees, licenses, various taxes and other miscellaneous revenues which are not assigned to the City Treasurer by law. This responsibility includes the safekeeping of such funds and the timely deposit thereof with the City Treasurer. In addition, the Cashier Section has the custodial responsibility for the centralized city petty cash fund and the collection of returned checks, delinquent accounts and occupation taxes.

Violations Bureau

Responsible for the collection of and the accounting for all monies paid by persons who are alleged to have violated any of the non-moving provisions of the Traffic Code. The City's administrative fee for parking violations is \$9 of the \$16 ticket to recover the cost of collections. The remaining \$7 per ticket is paid to the Omaha Public Schools as directed by State Statute.

Keno Administration

Provides for the administration of the Keno-Lottery game. Keno operates at one main and one mini-main location and approximately 173 satellite locations; each are being monitored by this section.

Employee Compensation	683,948	660,943	853,030	-
Non-Personal Services	10,764	12,886	13,053	-
Organization Total	694,712	673,829	866,083	-

Division Total	694,712	673,829	866,083	-
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Performance Summary By Division

Department	Finance		
Division	Finance - Revenue	Division No	107030
Performance Measures	2009 Actual	2010 Planned	2011 Goal
% of Time ROR on Investments Exceed 180 Day Annual Treasury Bill Rate	100%	100%	100%
Program Outputs	2009 Actual	2010 Planned	2011 Goal
Parking Violation Tickets Collected	37,073	38,500	39,000
Rate of Return on Investments	2.1%	3.2%	3.2%
<u>Audits</u>			
Audit & Review Reports Issues	10	10	12
City Departments Audited	-	4	4
Other Written Reports Issued	6	5	8
<u>Keno Locations Monitored</u>			
Main Locations	1	1	1
Mini-main Locations	1	1	1
Satellite Locations	171	182	180

Division Summary of Personal Services

Department Finance
 Division Finance - Revenue Division No 107030

Comparative Budget Appropriations

Class Title	Pay Range	2009 Actual	2010 Auth.	2011 Recommended	2011 Appropriated
Revenue Manager	26 AEC	1	1	93,085	-
Accountant II	18.1 MC	-	-	56,843	-
Accountant I	14.2 MC	3	2	52,610	-
Budget Analyst	14.2 MC	-	-	58,271	-
Detention Center Supervisor	14.1 MC	1	1	-	-
Office Supervisor	11.1 MC	1	1	51,377	-
Fiscal Specialist	9.1 MC	1	1	42,523	-
Cashier	00165	3	3	64,490	-
Longevity				3,531	-
Other Pay				250,000	-
Unclassified Provisional				720	-
Division Total		10	9	673,450	-

Explanatory Comments:

The 2011 complement was decreased by one Cashier.

Division Summary of Major Object Expenditures

Department	Finance			
Division	Finance - Revenue		Division No	107030
	Comparative Budget Appropriations			
Major Object Expenditures	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated
Employee Earnings				
Classified Regular	474,801	444,357	669,919	-
Part-Time and Seasonal	19,013	27,490	-	-
Overtime	948	1,000	-	-
Longevity	4,134	4,680	3,531	-
Total Employee Earnings	498,896	477,527	673,450	-
Employee Benefits				
FICA	36,989	36,531	32,394	-
Pension	45,107	50,742	46,707	-
Insurance	110,333	100,835	107,760	-
Reimbursements	(7,377)	(4,692)	(7,281)	-
Total Employee Benefits	185,052	183,416	179,580	-
Total Employee Compensation	683,948	660,943	853,030	-
Non-Personal Services				
Purchased Services	8,442	9,250	9,253	-
Supplies	702	800	800	-
Equipment	1,620	2,836	3,000	-
Total Non-Personal Services	10,764	12,886	13,053	-
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Division Total	694,712	673,829	866,083	-

2011 expenditures include \$250,000 for administration of the Restaurant Tax.

Source of Funds:

General (Ref. B-1)	674,712	653,829	846,083	-
Capital Special Assessment (Ref. B-38-1)	20,000	20,000	20,000	-
	694,712	673,829	866,083	-

Expenditure Summary by Organization

Department	Finance		
Division	Finance - Payroll	Division No	107040

	Comparative Budget Appropriations			
Organization Description and Major Object Summary	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated

Payroll Processing **107041**

Payroll provides for wage payments to employees, pension to retirees, and disbursements of deductions from these payments. This organization is also responsible for preparation and custody of federal, state, and local wage related documents and other numerous reporting requirements.

The 2011 equipment of \$2,500 is for microcomputers.

Employee Compensation	387,434	471,295	494,022	-
Non-Personal Services	675	4,642	4,500	-
Organization Total	388,109	475,937	498,522	-
Division Total	388,109	475,937	498,522	-

Performance Summary By Division

Department	Finance		
Division	Finance - Payroll	Division No	107040
Performance Measures	2009 Actual	2010 Planned	2011 Goal
1099's Processed	2,854	2,900	2,900
DOT.Comm Payrolls Processed	27	26	26
Fair Labor Standards Act Payrolls Calculated (Police & Fire)	13	13	13
Payrolls Published	30	27	26
Pension Payroll Processed	12	12	12
W2's Processed	4,167	4,500	4,500
Program Outputs	2009 Actual	2010 Planned	2011 Goal
Number of 1099's Mailed (MISC & S)	370	370	370

Division Summary of Personal Services

Department	Finance		
Division	Finance - Payroll	Division No	107040

Comparative Budget Appropriations

Class Title	Pay Range	2009 Actual	2010 Auth.	2011 Recommended		2011 Appropriated	
Payroll Manager	26 AEC	1	1	1	93,085	-	-
Applications Analyst	18.3 MC	1	1	1	61,954	-	-
Payroll Analyst	14.2 MC	1	2	2	104,895	-	-
Senior Payroll Clerk	14FC	1	1	1	46,530	-	-
Senior Administrative Clerk	11FC	1	1	1	43,056	-	-
Longevity					2,437		-
Division Total		5	6	6	351,957	-	-

Explanatory Comments:

Division Summary of Major Object Expenditures

Department Finance
 Division Finance - Payroll Division No 107040

Major Object Expenditures	Comparative Budget Appropriations			
	2009 Expended	2010 Appropriated	2011 Recommended	2011 Appropriated
Employee Earnings				
Classified Regular	281,767	332,132	349,520	-
Part-Time and Seasonal	2,030	3,500	-	-
Overtime	-	750	-	-
Longevity	1,843	2,213	2,437	-
Total Employee Earnings	285,640	338,595	351,957	-
Employee Benefits				
FICA	21,130	25,185	26,925	-
Pension	26,937	36,743	39,722	-
Insurance	57,735	74,820	80,820	-
Reimbursements	(4,008)	(4,048)	(5,402)	-
Total Employee Benefits	101,794	132,700	142,065	-
Total Employee Compensation	387,434	471,295	494,022	-
Non-Personal Services				
Purchased Services	-	1,000	1,000	-
Supplies	-	939	1,000	-
Equipment	675	2,703	2,500	-
Total Non-Personal Services	675	4,642	4,500	-
Capital				
	-	-	-	-
Total Capital	-	-	-	-
Division Total	388,109	475,937	498,522	-
Source of Funds:				
General (Ref. B-1)	388,109	475,937	498,522	-
	388,109	475,937	498,522	-

