

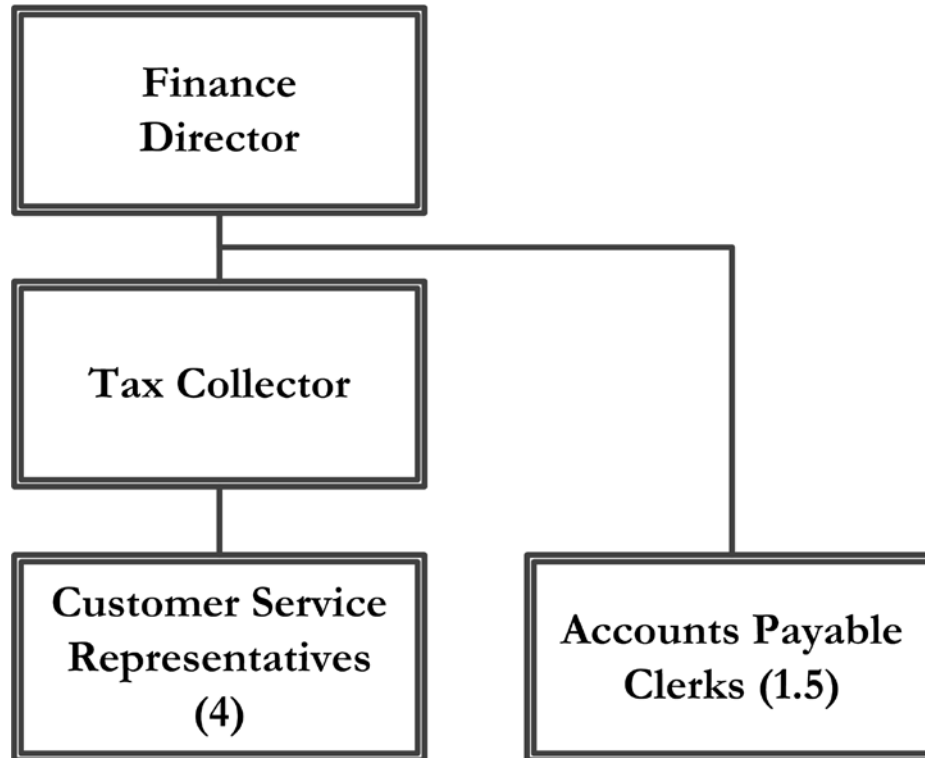


Finance

2019 Budget Presentation

Finance Department

Organizational Chart



Full-Time Equivalents: 7.5

“Our department strives to provide the highest level of customer service and professionalism through adequate training and prudent procedures in its cash collection, billing, licensing, budgeting, etc.”

Department Responsibilities:

- Accounts Payable
- Account Receivable
- Tax Collection
- Motor Vehicle Registration
- Reporting
- Analysis

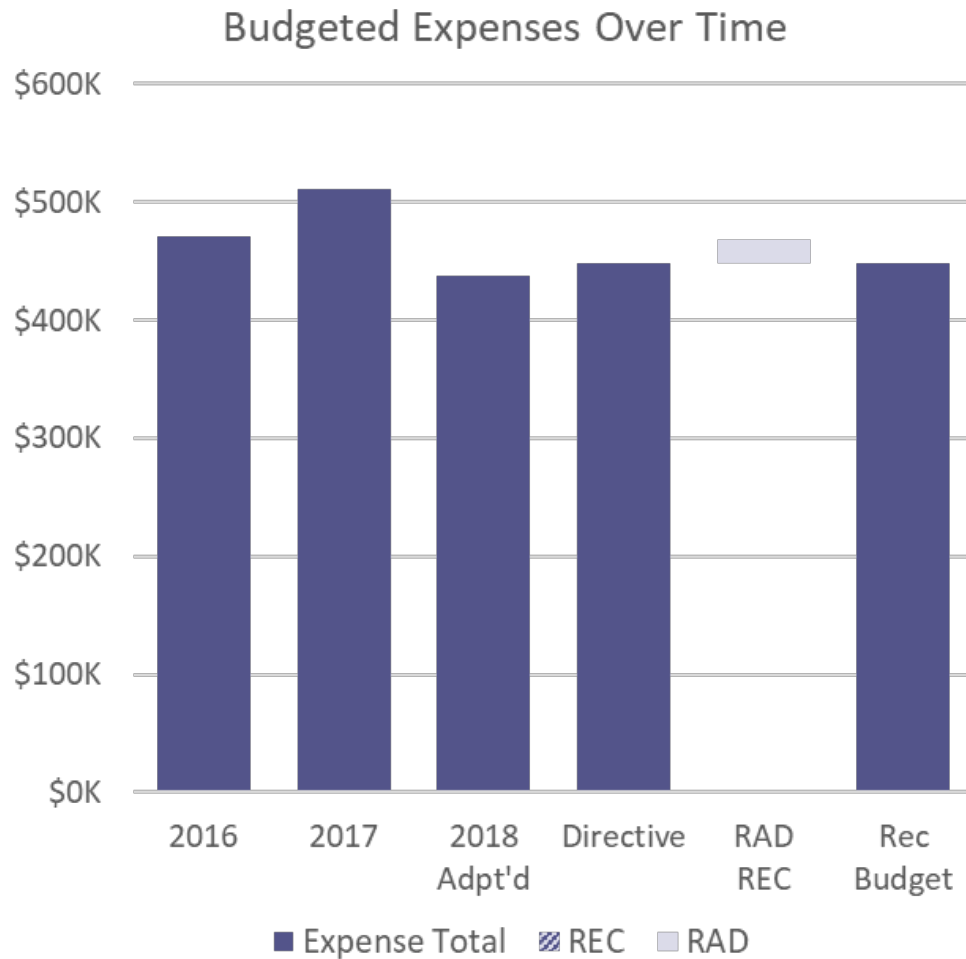
2018 Highlights

- **City of Saco finance team kept everything running through 3 months with out a department head**
- **Payroll successfully transitioned to HR with improved documentation**
- **150+ pages in new SOPs**
- **750+ updates to accounts in MUNIS**
- **97% reduction in budget complexity**
- **8,354 Invoices Paid**
- **49,509 Transactions Processed**

Major Influences, Challenges, & Needs

- Workstations are not ergonomic, putting the team at risk for injury and Workers Comp
- Traffic Flow in City Hall can be confusing in the current set-up
- MUNIS Chart of Accounts is inconsistent across accounts and departments
 - A full re-haul would significantly improve reporting
 - Chart of Accounts changes must be made after hours or on weekends

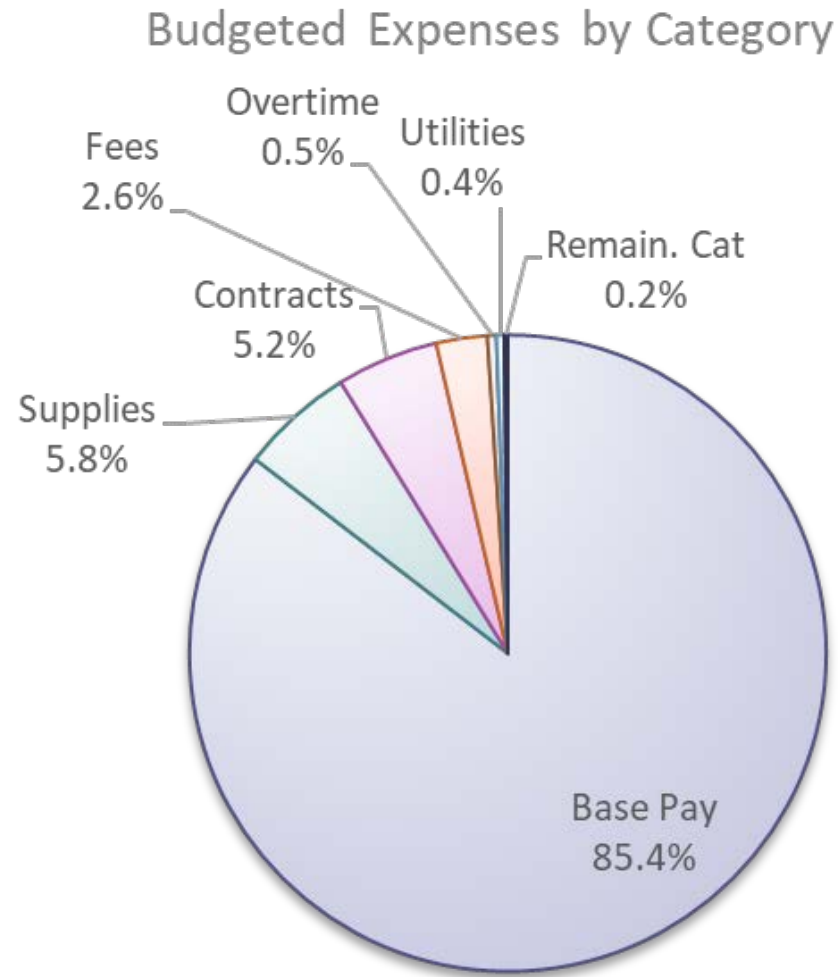
Expenses Over Time



	FY2018 Adopted	Rec. Budget	\$ Change	% Change
Expense	\$437,652	\$448,562	\$10,910	2.5%
Revenue	\$116,360	\$139,856	\$23,496	20.2%
Operating Income	(\$321,292)	(\$308,706)	\$12,586	


Revenue increases are due to better forecasting

Budget By Category



- **Base Pay is the team's most significant expense**
- **With full staffing in 2018, overtime is expected to be minimal**
- **Supplies cost is mostly postage**
- **Contracts cost is mostly audit services**

Requests Above the Directive

Priority	RAD #	Project Name	Frequency	Requested	Recommended
	000301	PT Internal Auditor	Ongoing	\$20,000	\$0
Finance Total				\$20,000	\$0

Part-Time Internal Auditor or Staff Accountant

- There is an additional head count on the finance team that has not been backfilled
- This RAD elevates the internal auditor role to PT Staff Accountant
- The part-time staff accountant could handle excess accounts payable items, reporting, invoicing, and other paperwork
- This would free up finance director time to conduct more advanced financial modeling on economic development projects, new revenue opportunities, budget forecasting, and support for the school
- This could be a shared resource internally or a new part time employee