

City of Kirkwood Finance Department

Mission Statement

To accurately record, report, and safeguard the financial assets and activities of the city. Maintain an environment, which encourages employee integrity, creativity, and a spirit of excitement, personal growth and ensures a high level of customer satisfaction. Conduct our business in a way that creates confidence in the financial records and account for the City of Kirkwood.

Performance Measurements

The Finance Department has identified the following performance measurements: Staffing, business/liquor licenses, accounts payable, payroll checks, journal entries, utility bills processed, and cash receipts handled.

The Finance Department is responsible for processing revenues and expenditures for all city activities and reporting results timely to all key decision makers. In addition, the department is the primary contact for citizen customer service, processes business/liquor licenses, processes the utility billing and cash receipts, and operates the administration of the municipal court. The expenses relating to the utility billing and cash receipts functions including personnel are budgeted under the Electric, Water, and Sanitation enterprise funds.

Staffing

Listed below is the Finance Department's current budgeted staffing.

1	Director
1	Assistant Director
1	Payroll/Accounts Payable Clerk
<u>.5</u>	Part-time Bookkeeper
3.5	Total Included in Finance Budget

Listed below are the positions budgeted equally between Electric, Water, and Sanitation. These positions are responsible for providing billing, cash receipts, and customer services for the enterprise funds.

1	Office Manager
<u>3</u>	Customer Service Representatives
4	Total Included in Enterprise Funds Budgets

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Service Levels

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Business licenses issued	1,029	1,035	1,024	1,001	1,012
Liquor licenses issued	47	47	55	49	52
Accounts payable	6,877	5,403	5,382	5,322	
Payroll checks issued ¹	2,340	170	140	165	
Direct Deposit Advices ¹	6,165	8,127	7,706	7,584	
Journal entries processed	5,698	5,636	5,504	5,455	5,611
Utility Bills generated	155,303	157,043	159,082	159,773	
Payments received	133,530	142,906	135,782	143,753	

¹Decrease is due to increase in employees with direct deposit. Effective April 1, 2005 it is mandatory for all employees to be on direct deposit. Fiscal Year 2006 had 27 pay periods.

Service Standards

1. Preparation of the Comprehensive Annual Financial Report.
2. The financial audit and annual budget will be completed in accordance with a predetermined schedule in accordance with generally accepted accounting principles.
3. Prepare a budget document that the Chief Administrative Officer can deliver and present to council.
4. Collect all payments due to the City of Kirkwood in addition to providing information regarding utility information.
5. Create utility bills for our two utilities in addition to billing for our sanitation service.
6. Quarterly revenue and expenditure reports will be completed and presented to council in accordance with the council work session schedule.
7. Process all business and liquor licenses accurately and timely.
8. Process accounts payables within the accepted vendor terms.
9. Process and account for all taxes to include Federal tax forms 941, W-2, 1099, as well as, state withholding and unemployment forms will be completed in accordance with the procedures and established timelines required by law.

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Department Objectives

1. Continue working with departments in updating the citywide performance measurement system to ensure reports are useful management tool.
2. Focus on quality customer service in all telephone and personal contact with individuals interacting with finance staff.
3. Continue professional development of finance personnel by active participation in professional associations and training activities.
4. Complete the FY08 CAFR by September 30, 2008 and receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
5. Completed the implementation of EFT accounts payable processing to include procedures for internal controls.
6. Work with all departments to create citywide budget for the CAO to present to council.
7. Continue to work with the City's audit committee in implement new auditing standard (SAS112), Communicating Internal Control Related Matters, for all aspects of city functions. This includes documenting risk assessments, internal control procedures, and how the internal control procedures will be monitored and evaluated.

Accomplishments

1. Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended March 31, 2008.
2. Implemented automated time capturing software eliminating paper timesheets.
3. Created Kirkwood financial statements using HTE and custom software. This eliminated an external audit management comment.
4. Completed the implementation of EFT accounts payable processing to include procedures for internal controls.
5. Implemented electronic check deposit eliminating the need to bring hard copy checks to the bank. Immediate savings as a result of decreased float and processing time.

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