

Mission

Our mission is to serve the citizens of Clearwater by effective coordination of the fiscal management of the City through effectively providing timely, responsive, and comprehensive financial/support services to all our customers.

Department Description

The department is organized into the following programs. The Finance program performs administration, accounting, treasury, payroll and purchasing functions. The Risk Management program administers the City's self-insurance program, which includes general liability, commercial property, and Workers' Compensation.

Department Summary							
	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	<i>%</i>	<i>Budget</i> <i>2002/03</i>	<i>%</i>	<i>Budget</i> <i>2003/04</i>	<i>%</i>
General Fund							
Finance	1,673,457	1,824,921	9.1%	1,942,630	6.5%	1,987,480	2.3%
Central Insurance Fund							
Risk Management	412,659	324,429	-21.4%	366,100	12.8%	338,990	-7.4%
Total	2,086,116	2,149,350	3.0%	2,308,730	7.4%	2,326,470	0.8%

Department Full-Time Equivalent Positions				
	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	<i>Budget</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>
Finance	29.5	30.5	30.5	30.5
Risk Management	5.0	5.0	5.0	5.0
TOTAL	34.5	35.5	35.5	35.5

Program Description

Administration – Responsible for the effective coordination of all City financial and accounting functions in order to provide reliable, timely, and accurate financial information to the stakeholders of the organization including the City Commission, City Management, and our citizens, as well as outside customers including bondholders. This program is also responsible to coordinate and monitor the debt issued by the City, and to coordinate efforts with departments in accounting for grants.

Accounting – Accounting is responsible for the maintenance and operation of the computerized financial records system, the maintenance of the official accounting records, and the filing of all non-payroll tax returns. This program also assists in asset management via maintenance of the City’s fixed asset records.

Treasury – The Treasury function is responsible for accounts payable, the custody of and recording of City revenues, cash flow management, and investment management.

Payroll – Payroll is responsible for the administration of employee and pension payrolls; maintaining compliance with IRS, Social Security Administration, and Worker’s Unemployment Compensation rules and regulations; performing pension entitlement calculations; and the processing of all garnishments, tax levies, and child support orders for City employees and pensioners.

Purchasing – Purchasing is responsible for the centralized management of the procurement function in order to maximize the City’s purchasing power. The program provides standard purchasing guidelines and insures fair and equitable treatment of City vendors. The purchasing/procurement card process is administered by this program.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	1,332,391	1,438,291	7.9%	1,512,140	5.1%	1,584,490	4.8%
Operating	148,657	167,427	12.6%	250,010	49.3%	243,400	-2.6%
Internal Services	183,673	179,192	-2.4%	180,480	0.7%	159,590	-11.6%
Capital	8,736	-	-100.0%	-	n/a	-	n/a
Debt Service		11	n/a	-	n/a	-	n/a
Transfers	-	40,000	n/a	-	n/a	-	n/a
Total	1,673,457	1,824,921	9.1%	1,942,630	6.5%	1,987,480	2.3%
Program Full-Time Equivalent Positions	29.5	30.5		30.5		30.5	

Program Highlights

- ❖ The Finance Office includes 30.5 full-time equivalents positions, the same as the 2002/03 budget.
- ❖ Personnel costs represent 80% of the Finance program budget.
- ❖ Operating expenditures in this year include \$50,000 for consulting service for the implementation of GASB 34; \$92,000 for audit services (a decrease of \$4,000 over the 2002/03 budget); \$20,000 for annual Peoplesoft system consulting fees; and \$4,000 for other minor services. Total consulting services reflect a decrease of \$4,000 from the 2002/03 budget year.
- ❖ There have been no other significant changes in the Finance Office in this fiscal year. The approved 2003/04 budget for the Finance program reflects an increase of 2.3% over the 2002/03 budget.

Program Description

Risk Management is an internal service function administering the City's self-insurance program including general liability, auto liability, commercial property, and Worker's Compensation. Risk is responsible for the development and implementation of loss prevention/control program and safety training and inspections. It is also responsible to respond to claims for and against the City.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Proposed</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	291,650	266,688	-8.6%	295,260	10.7%	268,480	-9.1%
Operating	38,958	25,852	-33.6%	39,490	52.8%	40,900	3.6%
Internal Services	31,627	31,889	0.8%	31,350	-1.7%	29,610	-5.6%
Capital	50,424	-	-100.0%	-	n/a	-	n/a
Total	412,659	324,429	-21.4%	366,100	12.8%	338,990	-7.4%
Program Full-Time Equivalent Positions	5.0	5.0		5.0		5.0	

Program Highlights

- ❖ The Risk Management program is supported by five full-time equivalent positions, the same as the 2002/03 budget.
- ❖ Operating expenditures in 2003/04 include \$10,000 for Risk Management Consulting Services for areas such as air quality, insurance, claims and safety. Total professional services reflect a decrease of \$1,000 from the 2002/03 budget year.
- ❖ There have been no significant changes in the Risk Management program in this fiscal year. The 2003/04 budget for this office reflects a decrease of 7.4% from the 2002/03 operating budget. This represents salary savings based upon the replacement of a long-term employee who retired in FY 2002/03.