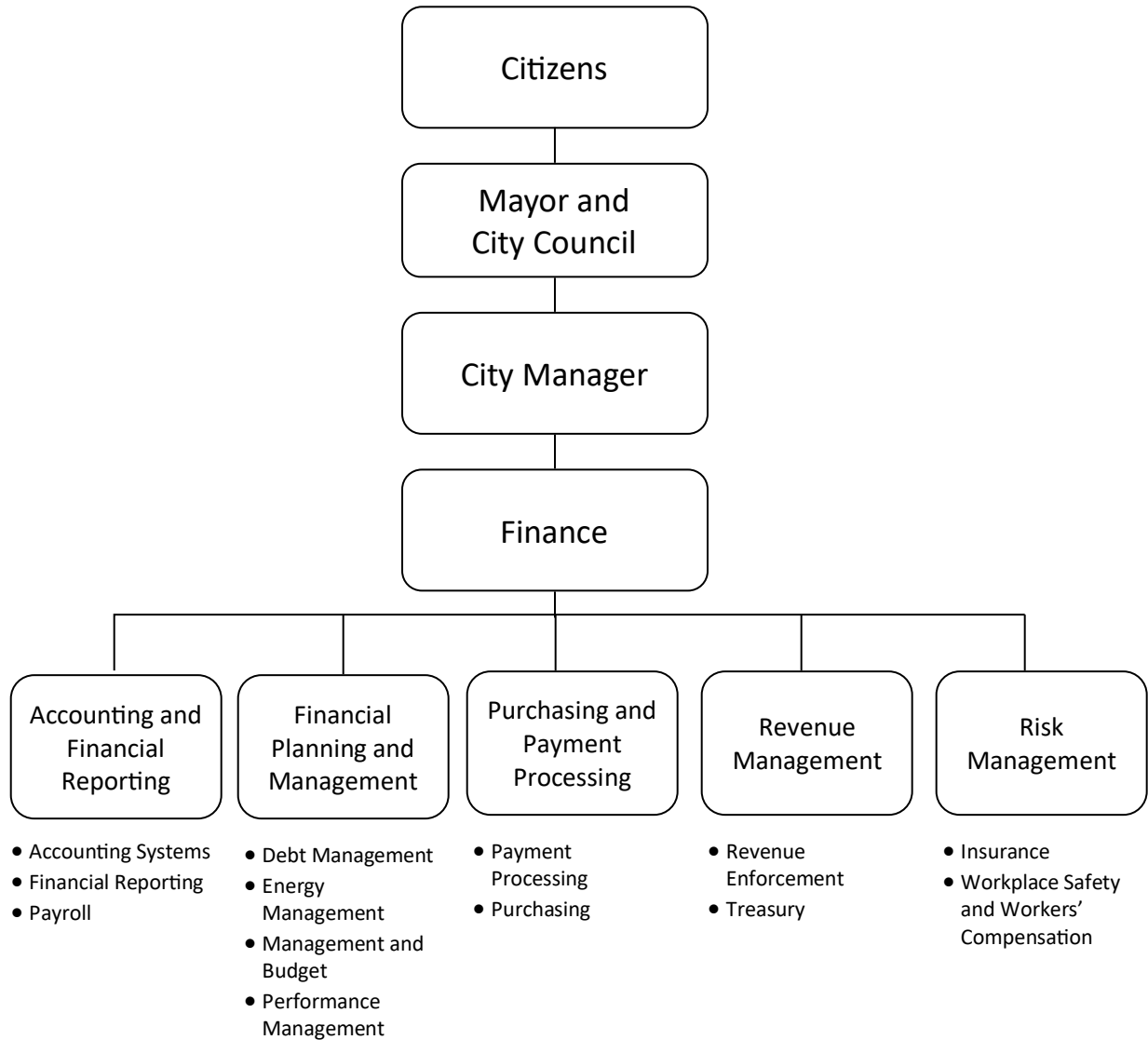


Finance



Director	Budget	Positions
Craig Freeman	\$23,844,666	85

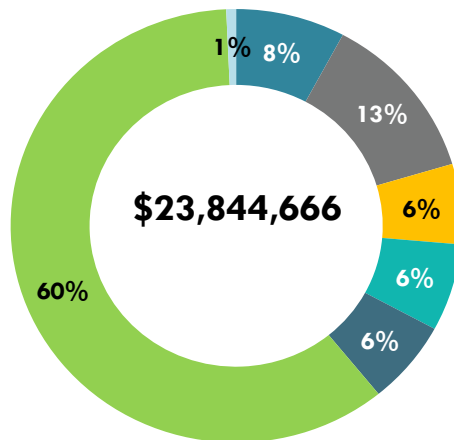
DEPARTMENT INTRODUCTION

MISSION STATEMENT

The mission of the Finance Department is to provide financial planning, management, and information services to City departments, elected officials, and the public so they can make informed decisions and have confidence in the City’s financial stewardship.

DEPARTMENT BUDGET

- Administration
- Accounting & Financial Reporting
- Financial Planning & Management
- Purchasing & Payment Processing
- Revenue Management
- Risk Management
- Non Operating



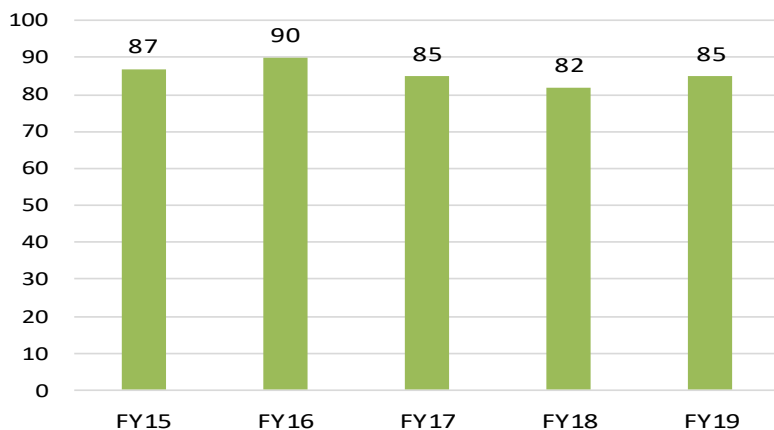
Department Facts

- The City of Oklahoma City earned AAA ratings, the highest rating to receive from both S&P and Moody’s, for the seventh year in a row.
- The Finance Department conducts financial management, budgeting, expending, investing, and reporting for over \$1.14 billion.
- On average, over 7,500 vendor payments are processed per month.

DEPARTMENT OVERVIEW

The Finance Department has a total budget of \$23,844,666, which is an increase of 1.32%. There are 85 positions authorized in the FY19 budget, which is an increase of three positions from the FY18 budget. Two positions are being added to Risk Management to increase safety training and assist with processing on-the-job claims.

POSITION HISTORY



To review performance information, please see the performance data report or visit our website: www.okc.gov/performance.

MAJOR BUDGET CHANGES

Finance Major Budget Changes	Amount	Positions
1. Changes in personnel related costs such as salaries, merit, retirement, health insurance, and other benefits	\$402,511	-
2. Adds a Municipal Accountant I to the Payroll Program to enhance the capabilities of the division by having another employee to process payroll, garnishments, and retroactive payments.	\$30,932	1.00
3. Deletes one Claims Assistant and adds two Senior Claims Analysts to Risk Management to process more complex workers compensation claims which will provide a better organizational structure for the division.	-	1.00
4. Adds an Administrative Coordinator to Risk Management to provide administrative support for the division and support the safety program.	-	1.00

EXPENDITURES

Summary of Expenditures by Purpose	FY17 Actual	FY18 Adopted Budget	FY19 Proposed Budget	Percent Change
Operating Expenditures				
Administration	\$1,926,983	\$1,953,729	\$1,871,609	-4.20%
Accounting & Financial Reporting	2,689,374	2,813,596	2,990,530	6.29%
Financial Planning & Management	1,291,487	1,373,012	1,426,671	3.91%
Purchasing & Payment Processing	1,405,385	1,436,684	1,551,984	8.03%
Revenue Management	1,371,973	1,450,858	1,487,991	2.56%
Risk Management	13,419,692	14,337,044	14,347,657	0.07%
Total Operating Expenditures	\$22,104,894	\$23,364,923	\$23,676,442	1.33%
Non-Operating Expenditures				
Grants Management Fund	\$193,708	\$0	\$0	N/A
Capital Expenditures	193	168,224	168,224	0.00%
Total Non-Operating Expenditures	\$193,901	\$168,224	\$168,224	0.00%
Department Total	\$22,298,795	\$23,533,147	\$23,844,666	1.32%

Summary of Expenditures by Funding Source	FY17 Actual	FY18 Adopted Budget	FY19 Proposed Budget	Percent Change
General Fund	\$7,835,640	\$8,183,916	\$8,595,141	5.02%
Capital Improvement Projects Fund	193	168,224	168,224	0.00%
Grants Management Fund	193,708	0	0	N/A
Risk Mgmt. Internal Service Fund	14,269,255	15,181,007	15,081,301	-0.66%
Total All Funds	\$22,298,796	\$23,533,147	\$23,844,666	1.32%

POSITIONS

Summary of Positions by Purpose	FY17 Actual	FY18 Adopted Budget	FY19 Proposed Budget	Percent Change
Administration	2.50	2.50	2.50	0.00%
Accounting & Financial Reporting	29.00	28.00	29.00	3.57%
Financial Planning & Management	13.50	13.50	13.50	0.00%
Purchasing and Payment Processing	18.00	17.00	17.00	0.00%
Revenue Management	11.00	11.00	11.00	0.00%
Risk Management	11.00	10.00	12.00	20.00%
Department Total	85.00	82.00	85.00	3.66%

Summary of Positions by Funding Source	FY17 Actual	FY18 Adopted Budget	FY19 Proposed Budget	Percent Change
General Fund	74.00	72.00	73.00	1.39%
Risk Mgmt. Internal Service Fund	11.00	10.00	12.00	20.00%
Department Total	85.00	82.00	85.00	3.66%

FINANCE LINES OF BUSINESS

ADMINISTRATION

- **The Executive Leadership Program** provides planning, management, administrative and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

Administration Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Executive Leadership	2.50	\$1,926,983	2.50	\$1,953,729	2.50	\$1,871,609
Line of Business Total	2.50	\$1,926,983	2.50	\$1,953,729	2.50	\$1,871,609

ACCOUNTING AND FINANCIAL REPORTING

- **The Accounting Systems Program** provides systems infrastructure to City departments and public trusts so they can accurately record transactions and access reliable information.
- **The Financial Reporting Program** provides timely and accurate accounting, reporting and financial guidance services to City departments, City leadership, public trusts, investors and regulatory agencies, and the public so they can make well informed decisions.
- **The Payroll Program** provides payroll services to employees, vendors and City departments so they can receive timely and accurate compensation and information.

Accounting and Financial Reporting Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Accounting Systems	5.25	\$347,380	5.25	\$454,134	4.25	\$407,686
Financial Reporting	17.75	1,855,971	17.75	1,936,165	18.75	2,104,353
Payroll	6.00	486,023	5.00	423,297	6.00	478,491
Line of Business Total	29.00	\$2,689,374	28.00	\$2,813,596	29.00	\$2,990,530

FINANCIAL PLANNING AND MANAGEMENT

- **The Debt Management Program** provides financing and debt compliance services to City departments, City leadership, and the public so they can effectively and efficiently fund capital projects.
- **The Energy Management Program** provides comprehensive utility bill management services and technical and financial support for energy efficiency projects to City departments and City leadership so they can effectively manage their resources, reduce energy consumption and implement practices that are sustainable.
- **The Management and Budget Program** provides financial planning, reporting and management services to City departments, City leadership, and the public so they can make informed decisions that promote financial stability.
- **The Performance Management Program** provides strategic business planning and reporting services to City departments, City leadership, and the public so they can make informed decisions about City operations.

Financial Planning and Management Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Debt Management	2.00	\$252,992	2.00	\$247,015	1.50	\$207,724
Energy Management	2.00	194,484	2.00	208,172	2.00	220,435
Management and Budget	6.30	554,941	6.60	639,927	6.60	673,017
Performance Management	3.20	289,069	2.90	277,898	3.40	325,495
Line of Business Total	13.50	\$1,291,486	13.50	\$1,373,012	13.50	\$1,426,671

PURCHASING AND PAYMENT PROCESSING

- **The Payment Processing Program** provides payments to vendors so they can receive timely and accurate compensation for goods and services in compliance with applicable laws and regulations.
- **The Purchasing Program** manages and provides responsive and efficient purchasing, contracting, and surplus services to City departments and public trusts so they can receive timely approvals to efficiently purchase the goods and services they need in compliance with applicable laws and regulations.

Purchasing and Payment Processing Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Payment Processing	9.40	\$728,256	9.40	\$741,102	9.40	\$797,757
Purchasing	8.60	677,131	7.60	695,582	7.60	754,227
Line of Business Total	18.00	\$1,405,387	17.00	\$1,436,684	17.00	\$1,551,984

REVENUE MANAGEMENT

- **The Revenue Enforcement Program** provides revenue enforcement and reporting services to the City, public trusts and outside agencies so they can have the revenues due to them in a timely manner.
- **The Treasury Program** provides secure and convenient banking, investment, billing, and revenue recording services to City departments, assessment districts, and public trusts so they can provide convenient financial transaction services to their customers and obtain a market rate of return on invested funds.

Revenue Management Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Revenue Enforcement	6.60	\$640,238	6.60	\$672,368	6.60	\$714,266
Treasury	4.40	731,735	4.40	778,490	4.40	773,725
Line of Business Total	11.00	\$1,371,973	11.00	\$1,450,858	11.00	\$1,487,991

RISK MANAGEMENT

- **The Insurance Program** provides property and casualty insurance administration services to City departments and public trusts so they can be protected against extreme financial and operational losses.
- **The Workplace Safety and Workers' Compensation Program** provides incident/injury prevention and claims management services to City departments, public trusts and their employees so they can reduce workplace injuries and related costs.

Risk Management Positions and Budget

Program	FY17		FY18		FY19	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Insurance	0.40	\$2,771,320	1.40	\$2,841,580	1.40	\$3,243,895
Workplace Safety and Workers' Compensation	10.60	10,648,372	8.60	11,495,464	10.60	11,103,762
Line of Business Total	11.00	\$13,419,692	10.00	\$14,337,044	12.00	\$14,347,657



The City of
OKLAHOMA CITY