

Finance



Director	Budget	Positions
Kenton Tsoodle	\$22,486,735	88

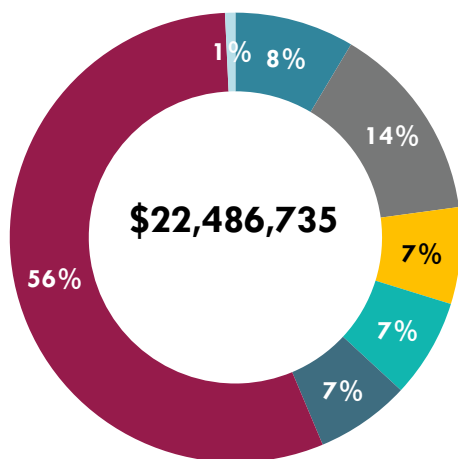
DEPARTMENT INTRODUCTION

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



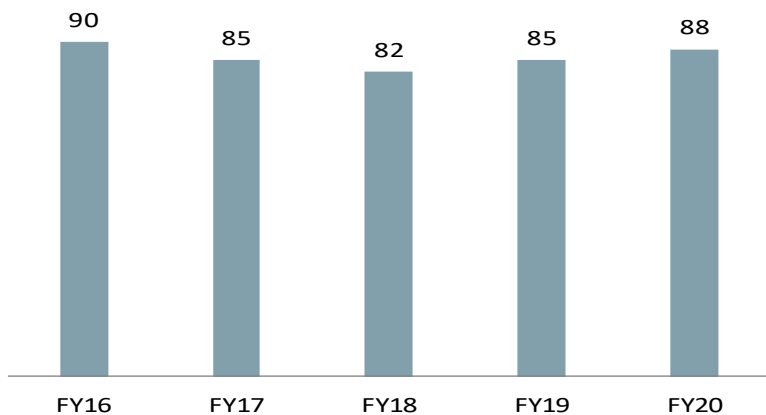
Department Facts

- 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 a budget over \$1.55 billion.
- On average, over 7,500 vendor payments are processed per month.

DEPARTMENT OVERVIEW

The Finance Department has a total budget of \$22,486,735, which is a decrease of 5.72% from prior year. There are 88 positions authorized in the FY20 budget, which is an increase of three positions from the FY19 budget. Positions are being added to Payroll, Debt Management and Procurement.

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	\$258,753	-
2. Adds a Municipal Accountant II to provide accurate, compliant and timely payroll services.	\$87,000	1.00
3. Adds a Financial Specialist to the Debt Management Program to centralize debt related processes.	\$74,441	1.00
4. Adds a Purchasing Analyst, Quality Control Coordinator and Records Technician to the Procurement Program and deletes one Senior Buyer and one Administrative Support Technician. These changes will provide a better organizational structure and improve processes.	-	1.00

EXPENDITURES

Summary of Expenditures by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
Operating Expenditures				
Administration	\$1,924,649	\$1,871,609	\$1,926,451	2.93%
Accounting & Financial Reporting	2,757,380	2,990,530	3,209,269	7.31%
Financial Planning & Management	1,346,826	1,426,671	1,562,599	9.53%
Purchasing & Payment Processing	1,399,576	1,551,984	1,598,205	2.98%
Revenue Management	1,315,282	1,488,395	1,524,840	2.45%
Risk Management	14,180,729	14,353,333	12,499,147	-12.92%
Total Operating Expenditures	\$22,924,443	\$23,682,522	\$22,320,511	-5.75%
Non-Operating Expenditures				
Grants Management Fund	\$1,184	\$0	\$0	N/A
Capital Expenditures	2,000	168,224	166,224	-1.19%
Total Non-Operating Expenditures	\$3,184	\$168,224	\$166,224	-1.19%
Department Total	\$22,927,627	\$23,850,746	\$22,486,735	-5.72%

Summary of Expenditures by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	\$7,899,751	\$8,595,545	\$9,086,535	5.71%
Capital Improvement Projects Fund	2,000	168,224	166,224	-1.19%
Grants Management Fund	1,184	0	0	N/A
Risk Mgmt. Internal Service Fund	15,024,692	15,086,977	13,233,976	-12.28%
Total All Funds	\$22,927,627	\$23,850,746	\$22,486,735	-5.72%

POSITIONS

Summary of Positions by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
Administration	2.50	2.50	2.50	0.00%
Accounting & Financial Reporting	28.00	29.00	30.00	3.45%
Financial Planning & Management	13.50	13.50	14.50	7.41%
Purchasing and Payment Processing	17.00	17.00	18.00	5.88%
Revenue Management	11.00	11.00	11.00	0.00%
Risk Management	10.00	12.00	12.00	0.00%
Department Total	82.00	85.00	88.00	3.53%

Summary of Positions by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	72.00	73.00	76.00	4.11%
Risk Mgmt. Internal Service Fund	10.00	12.00	12.00	0.00%
Department Total	82.00	85.00	88.00	3.53%

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	2.50	\$1,924,649	2.50	\$1,871,609	2.50	\$1,926,451
Line of Business Total	2.50	\$1,924,649	2.50	\$1,871,609	2.50	\$1,926,451

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Accounting Systems	5.25	\$390,966	4.25	\$407,686	4.75	\$471,529
Financial Reporting	17.75	1,977,757	18.75	2,104,353	19.75	2,276,928
Payroll	5.00	388,657	6.00	478,491	5.50	460,812
Line of Business Total	28.00	\$2,757,380	29.00	\$2,990,530	30.00	\$3,209,269

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Debt Management	2.00	\$238,279	1.50	\$207,724	2.50	\$295,336
Energy Management	2.00	215,353	2.00	220,435	2.00	232,520
Management and Budget	6.60	638,201	6.60	673,017	6.60	683,391
Performance Management	2.90	254,993	3.40	325,495	3.40	351,352
Line of Business Total	13.50	\$1,346,826	13.50	\$1,426,671	14.50	\$1,562,599

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Payment Processing	9.40	\$817,762	9.40	\$797,757	10.40	\$861,290
Purchasing	7.60	581,814	7.60	754,227	7.60	736,915
Line of Business Total	17.00	\$1,399,576	17.00	\$1,551,984	18.00	\$1,598,205

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Revenue Enforcement	6.60	\$647,177	6.60	\$714,266	6.60	\$734,415
Treasury	4.40	668,105	4.40	774,129	4.40	790,425
Line of Business Total	11.00	\$1,315,282	11.00	\$1,488,395	11.00	\$1,524,840

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	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Insurance	1.40	\$2,825,122	1.40	\$3,243,895	1.40	\$3,331,183
Workplace Safety and Workers' Compensation	8.60	11,355,607	10.60	11,109,438	10.60	9,167,964
Line of Business Total	10.00	\$14,180,729	12.00	\$14,353,333	12.00	\$12,499,147



The City of
OKLAHOMA CITY