

Financial Information Systems Department

Mission

Provides guidance, support, training, and documentation to all departments in the use of the City's financial software applications; analyzes departmental financial functions and makes recommendations on how the use of software could streamline operations; implements new software releases to provide greater functionality to financial operations



The FIS Department acts as the interface between the financial software and financial software data and end user, providing testing, training, and documentation, especially with new updates and releases. Additionally, FIS staff process all payrolls; prepare all City regulatory billings; and manage federal and state reporting, such as annual W-2, 1099-M, 1099-R tax forms, and Affordable Care Act preparation; IRS and DOR wage reports; and changes to salary schedules.

Over the past year, the Financial Information Systems Department has accomplished the following:

- Processed paychecks for over 3,700 full- and part-time employees, and pension checks for 1,350 retirees, each pay period;
- Prepared over 26,000 vendor checks on 448 warrants;
- Managed the W-2, 1099-R, 1099-M, and Affordable Care Act 1095-C process;
- Created a W-2 analysis worksheet to verify accuracy of data, as a result of questions from employees;
- Prepared receivables billings as required by law: motor vehicle excise, real estate, personal property; water/sewer/storm water.
- Developed manuals for the preparation, validation, printing and mailing of W-2s and ACA 1095-C forms; updated other previously developed manuals, as needed;
- Completed the monitoring of water/sewer payment plans initiated with the water meter changeout project 2010-2012.
- Provided ongoing guidance to payroll clerks for appropriate pay codes and leave codes; salary adjustments; and stipends.

With each passing year, we gain greater insight into and appreciation for the collaborative efforts that contribute to the success of our department. Although a small department, we bring a great deal of knowledge to bear: for example, we are working hard on the Citywide software conversion taking place. We are excited to see the completion of the Munis implementation project, anticipated to be fully live by January 1, 2020.

We are pleased to be part of a caring, stimulating workplace in a diverse, creative, and

committed community. Once all financial functions are managed on one software platform, we should see increased productivity from a fully trained workforce.

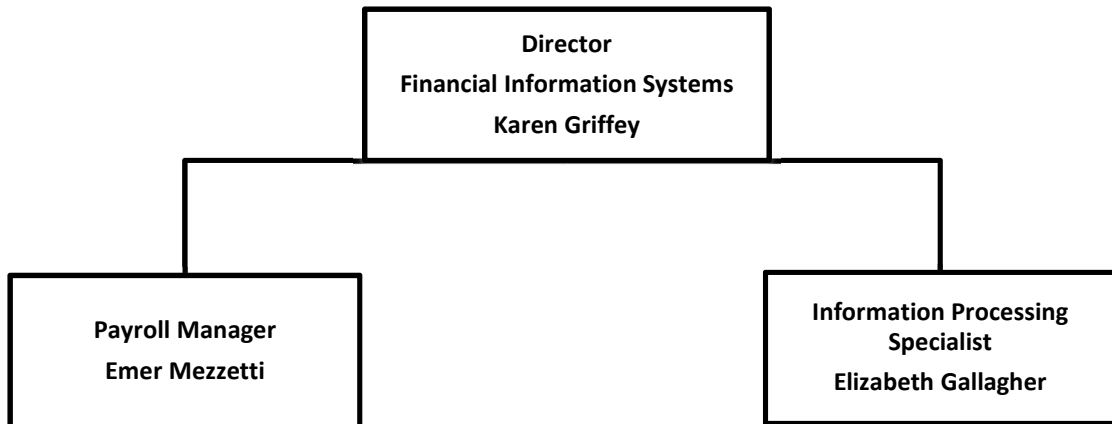
For the Financial Information Systems' FY2020 budget, the annual maintenance fee for our receivables software contract has been incorporated into the extensive project for the implementation and expansion of the Munis software. Thus, there is a significant drop in budget levels from last fiscal year to this fiscal year.

We look forward to FY2020, when financial information will be managed under one seamless system. One significant benefit is that employees will be able to access their personnel data to make changes and updates, to view their remaining paid time off, and to print their own records (ex., pay voucher; W-2; ACA form; etc.); all of which will result in greater efficiency. FIS also sees this upcoming year as an opportunity to re-evaluate processes, to better streamline and improve functions with the new software.

Karen Griffey

Director, FIS Department

FINANCIAL INFORMATION SYSTEMS



Financial and Operating Highlights

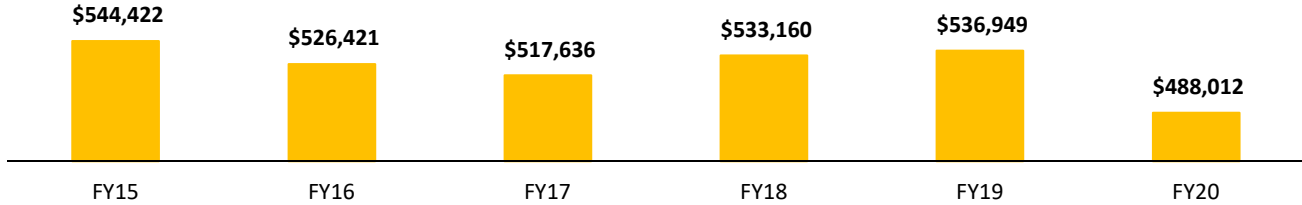
Financial Highlights

	Actual				Adj Budget		Proposed
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2020
Expenditure by Department							
FIS	\$ 544,422	\$ 526,421	\$ 517,636	\$ 533,160	\$ 536,949	\$ 488,012	\$ 488,012
Total	\$ 544,422	\$ 526,421	\$ 517,636	\$ 533,160	\$ 536,949	\$ 488,012	\$ 488,012
% Incr		-3.31%	-1.67%	3.00%	0.71%	-9.11%	-9.11%

Personnel

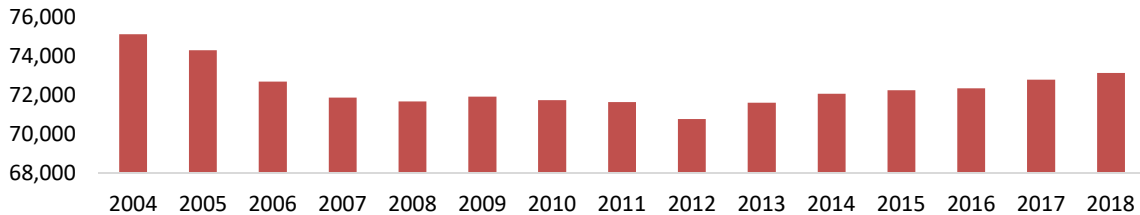
Full-Time	3	3	3	3	3	3	3
Part-Time	1	1	0	0	0	0	0
Total	4	4	3	3	3	3	3

Total Financial Information Systems Expenditures

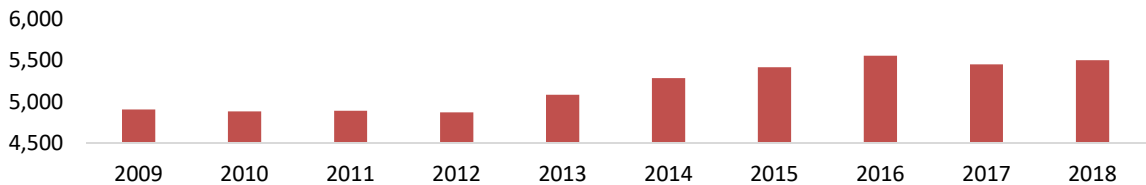


Operating Highlights

Vehicles Billed



W-2s Issued



Financial Information Systems

Fiscal Year 2020 Outcomes and Strategies

Outcome 1

Identify and Correct Data Errors in Advance of the Software Conversion

before we transfer it to the new software platform.

As we prepare our data for conversion to a new software system, there is a critical need for records verification and correction prior to this data migration. Guided by the IT staff, we will assist in “data scrubbing,” where FIS will be one of the key investigators of existing database content,

The proposal from our MUNIS provider includes extensive training in all modules purchased. City employees will receive formal training from the software company close to the “go live” date, focused on the modules to be incorporated into their daily responsibilities.

Ongoing, FIS, in collaboration with the Human Resources staff, will schedule training sessions for all new administrative employees, as a regular part of their hiring. In addition, ongoing refresher training, as well as training for any new computer software purchases, will be scheduled as needed, but offered at least twice per fiscal year.

Outcome 2

Train the Administrative Workforce Extensively

Outcome 3

Ensure Timely and Accurate Billing and Reporting

Continue to schedule and prepare all billings to meet statutory billing requirements in a timely and accurate manner. Prepare the necessary reports for specified governmental regulatory bodies, assuring accuracy, timeliness, and clarity.

Financial Information Systems

Fiscal Year 2020 Outcomes and Strategies

FIS provides guidance on, and acts as a resource for, data options (ex., correct pay codes) for end users of the software. Any changes to our software – a new release, or a new patch – will require updating documentation and manuals for accomplishing tasks electronically, as well as notification to affected parties using the software. As a resource, all FIS staff are cross trained, especially for billings.

Outcome 4

Maintain Updated Documentation for All FIS Functions; Cross Train Staff

FUND: 01 - GENERAL FUND
 DEPARTMENT: 118 - FINANCIAL INFO SYSTEMS

CITY OF NEWTON BUDGET
 DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
FINANCIAL INFO SYSTEMS SUMMARY						
51 - PERSONAL SERVICES	240,808	248,897	258,733	198,442	267,047	8,314
52 - EXPENSES	217,066	224,784	215,793	204,845	154,260	-61,533
57 - FRINGE BENEFITS	59,761	59,478	62,423	49,370	66,705	4,282
TOTAL DEPARTMENT	517,636	533,160	536,949	452,657	488,012	-48,936
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CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
118 - FINANCIAL INFO SYSTEMS						
0111801 - FINANCIAL INFO SYSTEMS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	238,141	245,332	254,233	193,892	263,547	9,314
513001 REGULAR OVERTIME	292	-285	0	0	0	0
514001 LONGEVITY	1,875	3,000	4,000	3,750	3,500	-500
515005 BONUSES	0	350	0	300	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	0	-500
TOTAL PERSONAL SERVICES	240,808	248,897	258,733	198,442	267,047	8,314
EXPENSES						
52401 OFFICE EQUIPMENT R-M	0	0	950	165	4,000	3,050
52405 COMPUTER EQUIPMT R-M	196,307	199,348	201,693	200,663	132,000	-69,693
52408 DEPARTMENTAL EQUIP R-	797	797	800	0	800	0
5319 TRAINING EXPENSES	13,890	21,889	5,000	0	10,000	5,000
53401 TELEPHONE	75	95	200	57	110	-90
5341 POSTAGE	94	0	50	5	50	0
5342 PRINTING	206	276	300	131	300	0
5420 OFFICE SUPPLIES	738	494	800	765	1,000	200
5585 COMPUTER SUPPLIES	4,959	1,886	5,000	3,059	5,000	0
5711 IN-STATE CONFERENCES	0	0	500	0	500	0
5730 DUES & SUBSCRIPTIONS	0	0	500	0	500	0
TOTAL EXPENSES	217,066	224,784	215,793	204,845	154,260	-61,533
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,552	1,615	1,680	1,291	1,746	66
57HLTH HEALTH INSURANCE	52,623	52,270	56,917	43,488	56,184	-733
57LIFE BASIC LIFE INSURANCE	113	113	114	85	57	-57
57MEDA MEDICARE PAYROLL TAX	3,619	3,578	3,712	2,882	3,871	160
57OPEB OPEB CONTRIBUTION	1,853	1,903	0	1,624	4,847	4,847
TOTAL FRINGE BENEFITS	59,761	59,478	62,423	49,370	66,705	4,282
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