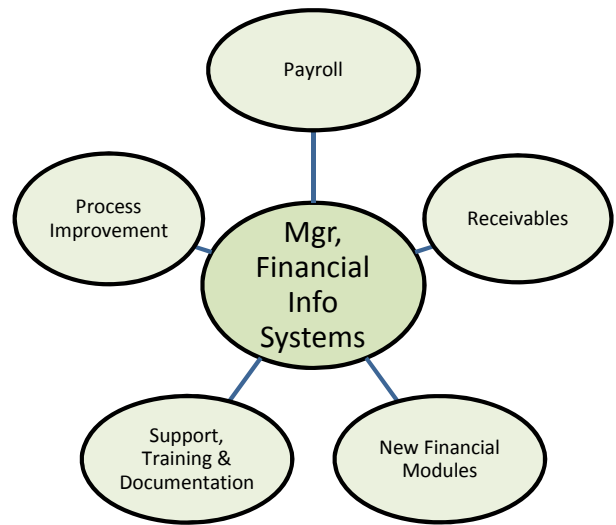


Financial Information Systems

Mission Statement

To provide support, training and documentation to all departments in the use of the City's financial software applications; analyze departmental financial functions and make recommendations on how the use of software could streamline operations; implement new software releases to provide greater functionality to financial operations.



Fiscal Year 2018 Accomplishments

Process Improvement - Expanded use of existing modules to increase productivity.

Support and Training - Provided training to all administrative workforce to ensure end-user competence.

Documentation - Updated documentation of all procedures as needed to reflect software usage changes.

Billings - Met or exceeded all regulatory requirements for taxes and municipal charges.

Reporting - Ensured all federal, state reporting requirements were accomplished in a timely manner.

Fiscal Year 2019 Desired Outcomes

Data Integrity Verification - Identify resources and develop plan for correcting database errors and omissions prior to conversion to Munis software (FY2020).

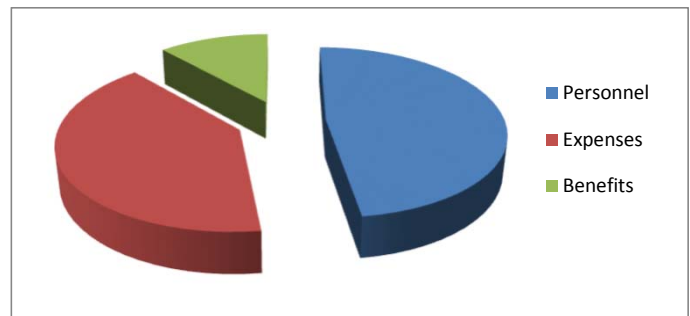
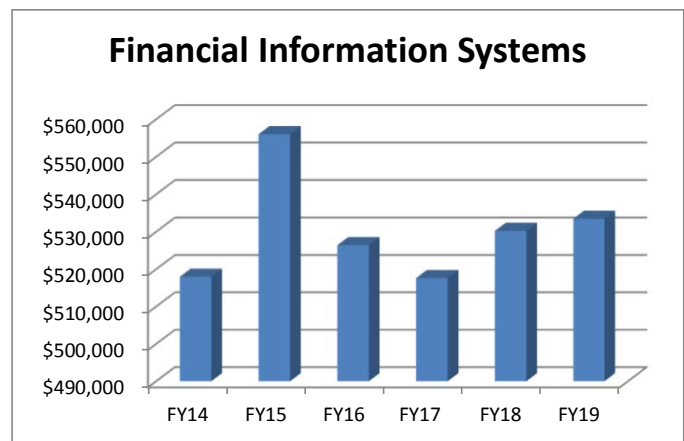
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Billings - Meet or exceed all regulatory requirements for taxes and municipal charges.

Reporting - Ensure all federal, state reporting requirements are accomplished in a timely manner.



Department Detail

	<-----Actual----->				<-Adj Budget->		<-Proposed->	
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019		
Expenditure								
Personnel	\$ 302,916	\$ 315,078	\$ 281,636	\$ 240,808	\$ 250,301	\$ 255,233		
Expenses	\$ 173,623	\$ 198,334	\$ 182,858	\$ 217,066	\$ 219,893	\$ 215,793		
Benefits	\$ 41,424	\$ 42,611	\$ 61,929	\$ 59,761	\$ 60,056	\$ 62,423		
Total	\$ 517,963	\$ 556,023	\$ 526,423	\$ 517,635	\$ 530,250	\$ 533,449		
		7.35%	-5.32%	-1.67%	2.44%	0.60%		
Personnel								
Full-Time Employees	2	3	3	3	3	3		
Part-Time Employees	1	1	1	0	0	0		
Total	3	4	4	3	3	3		

FY2018 Accomplishments - Financial Information Systems

Outcome #1: Increase Productivity w/New Functionality of Financial Software	Target	Result
Strategy #1: With HR, Implement Employee Access Center Module in FinancePlus		
Work with HR to populate information in Fplus.	Sep 2017	October 2016; January-February 2017
Train employee end users in use of EAC.	Oct 2017	Postponed until conversion to Munis software.
Strategy #2: Develop Proficiency with Cognos Reporting Functions		
Enroll in Cognos training seminar, to better understand functionality.	Jul 2017	Completed
Work with I.T.and HR to gain mastery of Cognos queries.	Ongoing	Completed
Outcome #2: Fully Trained Administrative Workforce	Target	Result
Strategy #1: Offer Periodic Training to End Users in Payroll/Personnel Software		
Provide training for payroll clerks in timecard entry/use of upgraded software.	Ongoing	March 2017
Provide training on Cognos relational database querying to end users.	As needed	Completed
Outcome #3: Cross Train Staff in FIS	Target	Result
Strategy #1: Fully Train FIS Staff in all Receivable Billings		
All staff members cross-trained in billings for excise, real estate, personal property and water/sewer.	Dec 2017	Completed
Outcome #4: Detailed Documentation for all Financial Production Operations	Target	Result
Strategy #1: Maintain Documentation for Payroll Procedures		
Continue to modify documentation to reflect changes in Financial Software Procedures for end users.	As needed	Completed
Strategy #2: Conduct Audits of Financial Software for Quality Control Assurance		
Continue development of queries in Cognos to monitor data accuracy.	Ongoing	February 2017
Outcome #5: Ensure timely billing	Target	Result
Strategy #1: Meet all Statutory Billing Requirements		
All quarterly real estate tax billings performed on time.	Ongoing	Ongoing
All excise tax and Water-Sewer billings performed on time.	Ongoing	Ongoing
Strategy #2: Assist Other Departments to Introduce Electronic Delivery of Processes		
Work with Purchasing Department to implement e-purchase orders.	Dec 2017	In progress
Outcome #6: Meet all Statutory Reporting Requirements	Target	Result
Strategy #1: Prepare Necessary Reports Accurately and on Schedule		
For Treasurer/Collector, prepare W-2, 1099-Misc, 1099-R files by Jan 31 for IRS % State.	Jan 2018	Ongoing
Process MA DOR Quarterly Wage Detail Report at the end of every quarter.	Quarterly	Ongoing
MTRB files created every month and uploaded to the MTRS website.	Monthly	Ongoing
EEO-4 Report every odd year.	Sep 2017	Ongoing
MA DOR Vendor Payment File at end of fiscal year.	Jun 2018	Ongoing
For Treasurer/Collector, prepare SSA validation file to send to IRS.	Oct 2017	Ongoing
Annual Provider Information Form for the State (for collection of child support; identifying noncompliant businesses; etc).	Jul 2017	Ongoing
Affordable Care Act File to the IRS.	Mar 2018	Ongoing

FY2019 Desired Outcomes - Financial Information Systems

Outcome #1: Identify and Correct Data Errors in Advance of Software Conversion **Target**

Strategy #1: Identify Resources Needed to Correct Database Errors

Analyze and evaluate scope of database cleanup; identify time and employee manpower needed. Sep 2018

Strategy #2: Develop Plan to Correct Database Errors

With IT and HR assistance, design Cognos reports for finding errors: missing fields; multiple employee numbers; multiple vendor numbers; incorrect format; etc. Oct 2018

Strategy #3: Correct Database Errors

Work with HR to "clean up" data in preparation for conversion to Munis software. Mar 2019

Outcome #2: Increase Productivity w/New Functionality of Financial Software **Target**

Strategy #1: With HR, Implement Employee Access Center Module in FinancePlus

Work with HR to populate information in Fplus. Sep 2019
Train employee end users in use of EAC. FY2020

Strategy #2: Develop Proficiency with Cognos Reporting Functions

Use online resources to gain competence with Cognos report writing. Jul 2019
Work with I.T. and HR to gain facility with Cognos queries. Ongoing

Outcome #3: Fully Trained Administrative Workforce **Target**

Strategy #1: Offer Periodic Training to End Users in Payroll/Personnel Software

Provide training for payroll clerks in timecard entry/use of upgraded software. Ongoing
Provide training on Cognos relational database querying to select end users. Jul 2019

Outcome #4: Cross Train Staff in FIS **Target**

Strategy #1: Fully Train FIS Staff in all Receivable Billings

All staff members cross-trained in billings for excise, real estate, personal property and water/sewer. Dec 2018

Outcome #5: Detailed Documentation for all Financial Production Operations **Target**

Strategy #1: Maintain Documentation for Payroll Procedures

Continue to modify documentation to reflect changes in Financial Software Procedures for end users. As needed

Strategy #2: Develop Documentation for New and Existing Regulatory Requirements

With upgraded software, document instructions for preparing ACA forms and files; W-2, 1099-R, and 1099-M forms and files. July 2018

Strategy #3: Conduct Audits of Financial Software for Quality Control Assurance

Continue development of queries in Cognos to monitor data accuracy. Ongoing

Outcome #6: Ensure timely billing **Target**

Strategy #1: Meet all Statutory Billing Requirements

All quarterly real estate tax billings performed on time. Ongoing

All excise tax and Water-Sewer billings performed on time. Ongoing

Strategy #2: Assist Other Departments to Introduce Electronic Delivery of Processes

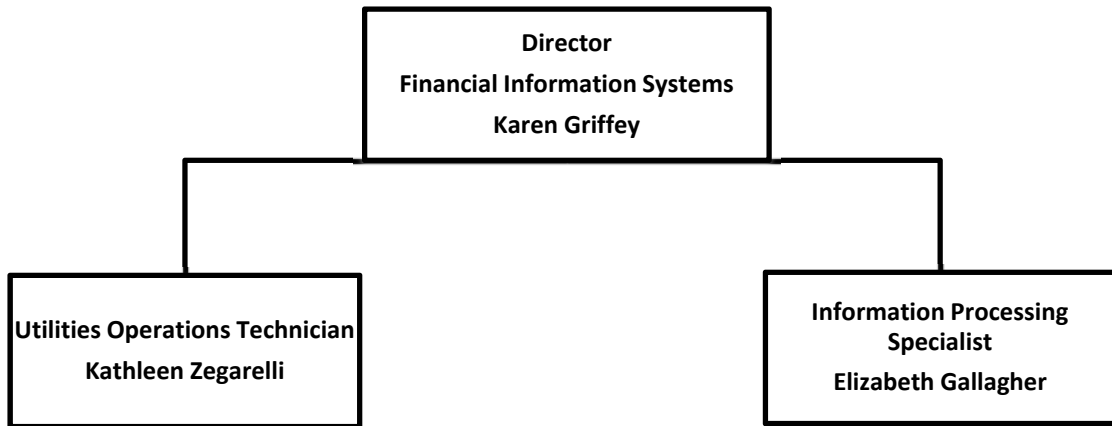
Work with Purchasing Department to implement e-purchase orders. Dec 2019

Outcome #7: Meet all Statutory Reporting Requirements **Target**

Strategy #1: Prepare Necessary Reports Accurately and on Schedule

For Treasurer/Collector, prepare W-2, 1099-Misc, 1099-R files by Jan 31 for IRS & State. Jan 2019
Process MA DOR Quarterly Wage Detail Report at the end of every quarter. Quarterly
MTRB files created every month and uploaded to the MTRS website. Monthly
EEO-4 Report every odd year. Sep 2018
MA DOR Vendor Payment File at end of fiscal year. Jun 2019
For Treasurer/Collector, prepare SSA validation file to send to IRS. Oct 2018
Annual Provider Information Form for the State (for collection of child support; identifying noncompliant businesses; etc). Jul 2018
Affordable Care Act File to the IRS. Mar 2019

FINANCIAL INFORMATION SYSTEMS



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

CITY OF NEWTON BUDGET
 DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2016	ACTUAL 2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
FINANCIAL INFO SYSTEMS SUMMARY						
51 - PERSONAL SERVICES	281,636	240,516	250,301	192,567	255,233	4,931
52 - EXPENSES	182,856	217,066	219,893	202,651	215,793	-4,100
57 - FRINGE BENEFITS	61,929	59,761	60,056	45,317	62,423	2,366
TOTAL DEPARTMENT	526,421	517,343	530,251	440,534	533,449	3,198
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CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2016	ACTUAL FY2017	AMENDED 2018	YTD 4/12/2018	RECOMMENDED 2019	CHANGE 2018 to 2019
118 - FINANCIAL INFO SYSTEMS						
0111801 - FINANCIAL INFO SYSTEMS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	277,955	238,141	246,051	188,717	250,733	4,681
514001 LONGEVITY	2,681	1,875	3,750	3,000	4,000	250
515005 BONUSES	0	0	0	350	0	0
515102 CLEANING ALLOWANCE	1,000	500	500	500	500	0
TOTAL PERSONAL SERVICES	281,636	240,516	250,301	192,567	255,233	4,931
EXPENSES						
52401 OFFICE EQUIPMENT R-M	797	0	950	0	950	0
52405 COMPUTER EQUIPMT R-M	166,646	196,307	201,693	199,348	201,693	0
52408 DEPARTMENTAL EQUIP R-	0	797	800	797	800	0
5319 TRAINING EXPENSES	11,000	13,890	9,100	0	5,000	-4,100
53401 TELEPHONE	131	75	200	62	200	0
5341 POSTAGE	0	94	50	0	50	0
5342 PRINTING	0	206	300	276	300	0
5420 OFFICE SUPPLIES	400	738	800	488	800	0
5585 COMPUTER SUPPLIES	3,883	4,959	5,000	1,680	5,000	0
5711 IN-STATE CONFERENCES	0	0	500	0	500	0
5730 DUES & SUBSCRIPTIONS	0	0	500	0	500	0
TOTAL EXPENSES	182,856	217,066	219,893	202,651	215,793	-4,100
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,666	1,552	1,614	1,242	1,680	66
57HLTH HEALTH INSURANCE	55,832	52,623	54,728	39,725	56,917	2,189
57LIFE BASIC LIFE INSURANCE	156	113	114	85	114	0
57MEDA MEDICARE PAYROLL TAX	3,276	3,619	3,600	2,801	3,712	111
57OPEB OPEB CONTRIBUTION	999	1,853	0	1,464	0	0
TOTAL FRINGE BENEFITS	61,929	59,761	60,056	45,317	62,423	2,366
TOTAL FINANCIAL INFO SYSTEMS	526,421	517,343	530,251	440,534	533,449	3,198
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