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 2016 Accomplishments

Process Improvement - Implemented Employee Access Center features in Finance Plus.

Support and Training - Trained users on an annual basis in the use of Finance Plus and Munis; provided phone support, developed and maintained documentation as software upgrades required.

Payroll - Continued to audit payroll data to maintain integrity of the data; assisted in the implementation of union contracts.

Documentation - Documented financial software operational procedures on an ongoing basis as needed.

Billings - Continued to meet all statutory requirements for taxes and municipal charges; tested and implemented any changes to financial software.

Fiscal Year 2017 Desired Outcomes

Process Improvement - Upgrade Finance Plus to increase productivity and functionality.

Support and Training - Ensure fully trained administrative and Human Resources workforce; cross-training of FIS staff.

Documentation - Modify all documentation to reflect upgraded software procedures for all users.

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

Financial Information Systems
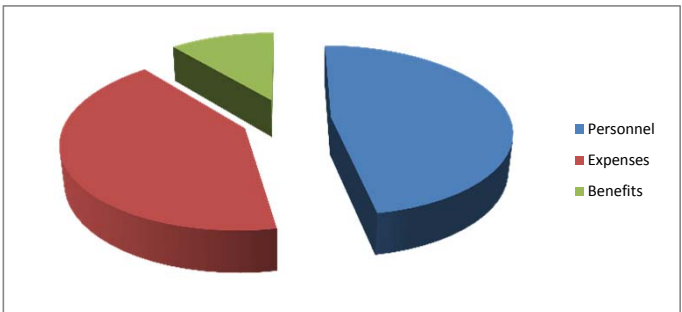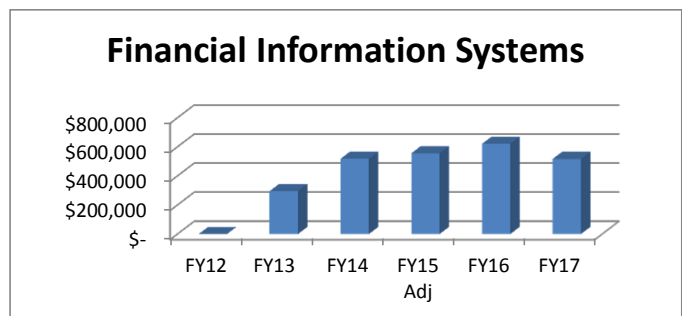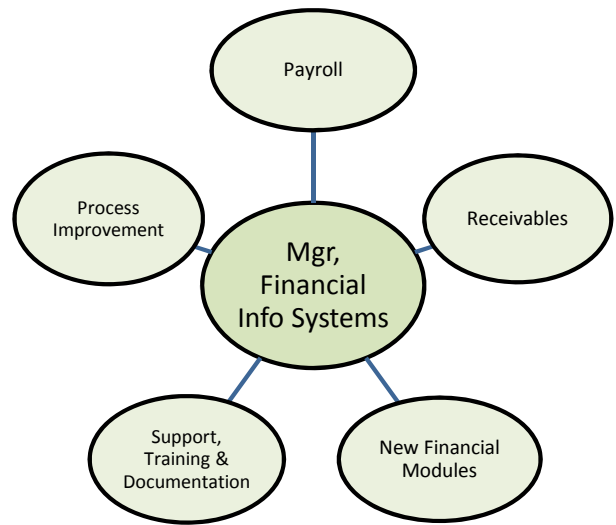
Department Detail

| | | | <------------------------------------Actual------------------------------------> | | | | <-Adj Budget-> | | <-Proposed-> |
		FY2012		FY2013		FY2014		FY2015	FY2016		FY2017
Expenditure											
Personnel	$	-	$	122,276	$	302,916	$	315,078	$ 351,281	$	243,289
Expenses	$	-	$	167,532	$	173,623	$	198,334	$ 208,100	$	216,100
Benefits	$	-	$	5,613	$	41,424	$	42,611	$ 61,638	$	57,458
Total	$	-	$	295,421	$	517,963	$	556,022	$ 621,019	$	516,847
								7.35%	11.69%		-16.77%
Personnel											
Full-Time	-				2		2	3	3		3
Part-Time	-				1		1	1	1		0
Total					3		3	4	4		3

FY2016 Accomplishments - Financial Information Systems

Outcome #1: Increase Productivity w/New Functionality of Financial Software	Target	Result
Strategy #1: Implement Features in FinancePlus Employee Access Center (EAC)		
Train approximately 30 end-users in functionalities of EAC module in 6-8 sessions.	Oct. 2015	Completed

Outcome #2: Fully Trained Administrative Workforce	Target	Result
Strategy #1: Fully Trained HR Administrative Personnel in Payroll/Personnel Software		
Train 7-9 HR end users in payroll/personnel maintenance.	Nov. 2015	Completed
Train 7-9 selected end users in table maintenance.	Nov. 2015	Completed
Strategy #2: Offer Annual Training to End-Users in Payroll/Personnel Software		
Provide training for payroll clerks in timecard entry/use of software.	Ongoing	Ongoing
Regular Human Resource Cluster meetings.	Ongoing	Ongoing

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. 2015	Completed

Outcome #4: Detailed Documentation for all Financial Production Operations	Target	Result
Strategy #1: Write Documentation for Payroll Procedures		
Document payroll/personnel software procedures for end-users.	Feb. 2016	Completed
Document administration payroll set-up and table maintenance.	Feb. 2016	Completed

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

FY2017 Desired Outcomes - Financial Information Systems

Outcome #1: Increase Productivity w/New Functionality of Financial Software	Target
Strategy #1: Implement Upgrade to FinancePlus	
Test new software upgrade.	October 2016
Train end-users in upgraded financial software.	October 2016
Strategy #2: Assist Other Departments to Streamline Payroll Process	
Work with DPW to implement time and attendance software alternative methods to timecard entry for time & attendance.	January 2017

Outcome #2: Fully Trained Administrative Workforce	Target
Strategy #1: Fully Trained HR Administrative Personnel in Payroll/Personnel Software	
Train 7-9 HR end-users in payroll/personnel maintenance.	February 2017
Train HR end-users in salary schedule maintenance and position control.	March 2017
Strategy #2: Offer Annual Training to End-Users in Payroll/Personnel Software	
Provide training for payroll clerks in timecard entry/use of upgraded software.	Ongoing
Regular Human Resource Cluster meetings.	Ongoing

Outcome #3: 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.	August 2016

Outcome #4: Detailed Documentation for all Financial Production Operations	Target
Strategy #1: Write Documentation for Payroll Procedures	
Modify documentation to reflect upgraded Financial Software Procedures for end-users.	December 2016

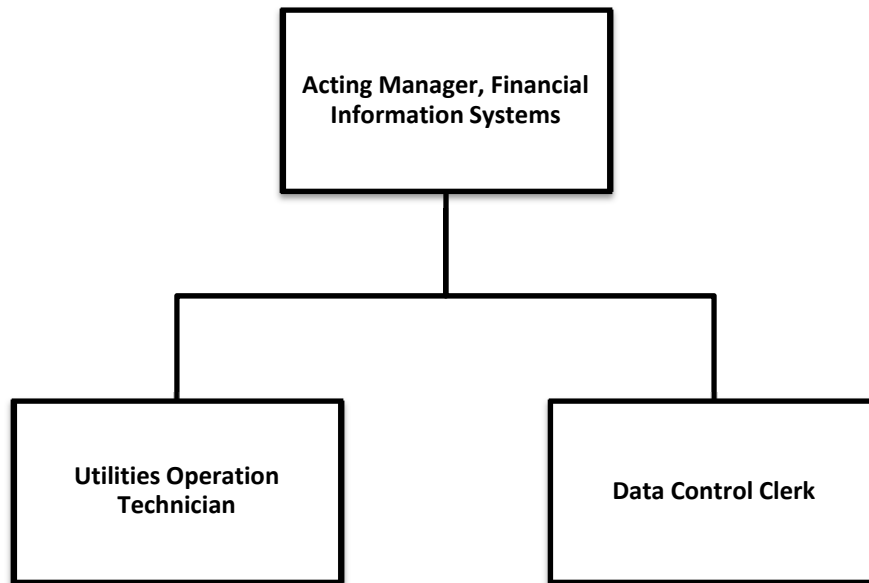| Outcome #5: Ensure timely billing	Target
Strategy #1: Meet all Statutory Billing Requirements	
All quarterly real estate tax billings performed on time.	Ongoing
All excise tax and Water-Sewer billings performed on time.	Ongoing
Strategy #2: Assist Other Departments to Introduce Electronic Delivery of Receivables	
Work with Treasury Department to implement processes for e-billing.	May 2017

FINANCIAL INFORMATION SYSTEMS

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│  Acting Manager, Financial  │
│     Information Systems      │
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Acting Manager, Financial Information Systems

Utilities Operation Technician

Data Control Clerk

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
FINANCIAL INFO SYSTEMS SUMMARY						
51 - PERSONAL SERVICES	302,916	315,078	351,281	252,508	243,289	-107,992
52 - EXPENSES	173,623	198,334	208,100	172,086	216,100	8,000
57 - FRINGE BENEFITS	41,424	42,611	61,638	48,793	57,458	-4,179
TOTAL DEPARTMENT	**517,963**	**556,022**	**621,019**	**473,387**	**516,847**	**-104,171**
FINANCIAL INFO SYSTEMS						
51 - PERSONAL SERVICES	302,916	315,078	351,281	252,508	243,289	-107,992
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TOTAL FINANCIAL INFO SYSTEMS	**517,963**	**556,022**	**621,019**	**473,387**	**516,847**	**-104,171**

		ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
118 - FINANCIAL INFO SYSTEMS							
0111801 - FINANCIAL INFO SYSTEMS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	276,976	285,095	314,583	226,996	240,914	-73,669
511102	PART TIME > 20 HRS/WK	20,716	23,333	32,748	19,289	0	-32,748
513001	REGULAR OVERTIME	1,399	0	0	2,542	0	0
514001	LONGEVITY	2,825	2,850	2,950	2,681	1,875	-1,075
514309	OTHER STIPENDS	0	2,500	0	0	0	0
515005	BONUSES	0	300	0	0	0	0
515102	CLEANING ALLOWANCE	1,000	1,000	1,000	1,000	500	-500
	TOTAL PERSONAL SERVICES	**302,916**	**315,078**	**351,281**	**252,508**	**243,289**	**-107,992**
EXPENSES							
52401	OFFICE EQUIPMENT R-M	0	225	950	797	950	0
52405	COMPUTER EQUIPMT R-M	167,515	183,030	188,000	166,646	196,000	8,000
52408	DEPARTMENTAL EQUIP R-	110	797	800	0	800	0
52410	SOFTWARE MAINTENANC	0	8,800	0	-4,400	0	0
5319	TRAINING EXPENSES	2,953	1,278	11,000	4,975	11,000	0
53401	TELEPHONE	139	157	200	90	200	0
5341	POSTAGE	0	0	50	0	50	0
5342	PRINTING	219	64	300	0	300	0
5420	OFFICE SUPPLIES	474	832	800	406	800	0
5585	COMPUTER SUPPLIES	2,213	3,152	5,000	3,572	5,000	0
5711	IN-STATE CONFERENCES	0	0	500	0	500	0
5730	DUES & SUBSCRIPTIONS	0	0	500	0	500	0
	TOTAL EXPENSES	**173,623**	**198,334**	**208,100**	**172,086**	**216,100**	**8,000**
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	1,095	1,149	1,684	1,322	1,551	-133
57HLTH	HEALTH INSURANCE	37,433	38,368	56,407	44,267	52,624	-3,783
57LIFE	BASIC LIFE INSURANCE	156	170	170	127	114	-57
57MEDA	MEDICARE PAYROLL TAX	2,741	2,923	2,600	2,465	3,170	569
57OPEB	OPEB CONTRIBUTION	0	0	776	612	0	-776
	TOTAL FRINGE BENEFITS	**41,424**	**42,611**	**61,638**	**48,793**	**57,458**	**-4,179**
	TOTAL FINANCIAL INFO SYSTEMS	**517,963**	**556,022**	**621,019**	**473,387**	**516,847**	**-104,171**
	TOTAL FINANCIAL INFO SYSTEMS	**517,963**	**556,022**	**621,019**	**473,387**	**516,847**	**-104,171**

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

		2016			2017		
ACCOUNT	**POSITION TITLE**	**RANGE**	**FTE**	**SALARY**	**RANGE**	**FTE**	**SALARY**
511001	ACTING MNGR OF FIS	H12	1.0	115,332	H12	1.00	118,339
	INFO PROCCESSING SPEC	S04	0.6	32,755	H06	1.00	58,777
	UTILITIES OPERATIONS TE	S07	1.0	62,186	S07	1.00	63,798
	Account Totals:		**2.6**	**210,273**		**3.00**	**240,914**
	Report Totals:		**2.6**	**210,273**		**3.00**	**240,914**