

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 2014 Accomplishments

Process Improvement- Established City/School Human Resource Cluster; established communication between departments; provided training and documentation; facilitated the maintenance of accurate payroll and benefit data; ensured accurate and timely payment of employees.

Support and Training - Trained 26 payroll clerks in the proper use of paycodes for both earnings and attendance.

Payroll - Audited accuracy of employee record set-up.

Documentation - Documented current policies and practices to ensure seamless transition with new administrators.

Billing - met all statutory requirements for taxes and municipal charges.

Fiscal Year 2015 Desired Outcomes

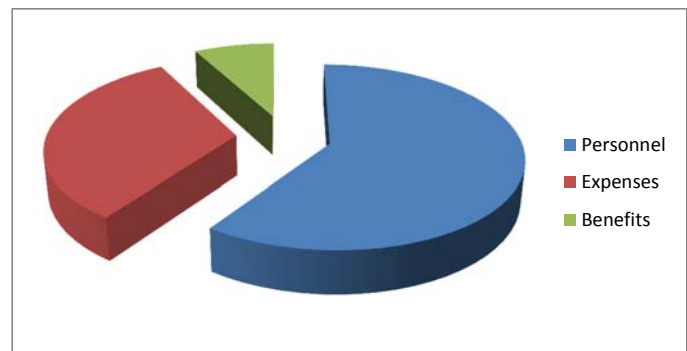
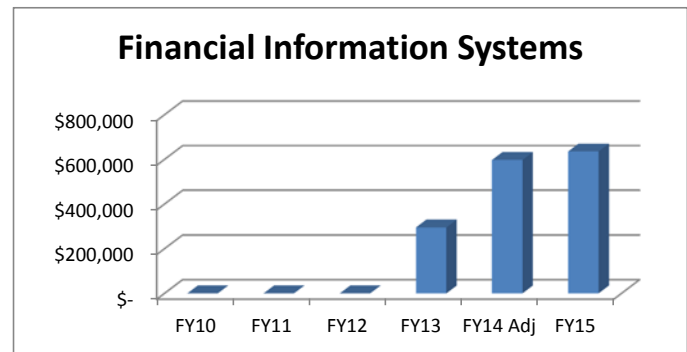
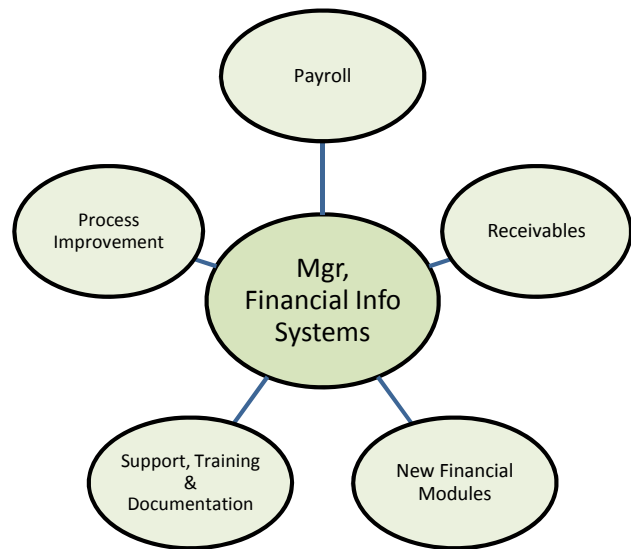
Process Improvement - Implement financial software upgrade and new Workflow and Employee Access modules.

Support and Training - Train users on an annual basis; provide phone support; develop documentation for correct procedures.

Payroll - Continue with audits of payroll data; implement union contract specifications.

Documentation - Document financial software operational procedures.

Billing - Continue to meet all statutory requirements for taxes and municipal charges; test and implement any changes to billing calculations.



Department Detail

	Actual				-<Adj Budget->		-<Proposed->	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	
Expenditure								
Personnel	\$ -	\$ -	\$ -	\$ 122,276	\$ 361,888	\$ 380,114		
Expenses	\$ -	\$ -	\$ -	\$ 167,532	\$ 186,990	\$ 205,263		
Benefits	\$ -	\$ -	\$ -	\$ 5,613	\$ 48,860	\$ 50,354		
Total	\$ -	\$ -	\$ -	\$ 295,421	\$ 597,738	\$ 635,731		
Personnel								
Full-Time	-	-	-	2	4	4		
Part-Time	-	-	-	1	1	1		
Total	0	0	0	3	5*	5*		

*Increase in personnel is due to transfers from Water/Sewer division and additional financial applications developer

FY2014 Accomplishments - Financial Information Systems

Outcome #1 - Increase Productivity with New Functionality of Financial Software **Target** **Result**

Strategy #1. Implement new release of Financial Software

Train approximately 60 end-users in functionalities of new release in 15-30 sessions	Sep 2013	
Number of training sessions held for end-users	3	Complete
Number of end-users trained in new release of Financial Software	60	Complete
Test 16 re-written custom modifications	Sep 2013	
Number of custom modifications rewritten and tested by Sep 2013	16	Live date Oct 2014
Verify data conversion	Oct 2013	Live date Oct 2014
Re-write Cognos programs	Nov 2013	Live date Oct 2014

Strategy #2. Implement additional Financial Software modules

Receive training on 2 additional Modules: Workflow and Employee Access Center	Sep 2013	To be completed after live date of Oct 2014
Integrate these 2 new modules into the financial process	Oct 2013	To be completed after live date of Oct 2014
Define and maintain Position Control for City-side employees	Jan 2014	To be completed after live date of Oct 2014
Incorporate Position Control into Personnel Budget module	Jan 2014	To be completed after live date of Oct 2014

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	Feb 2014	
Number of End Users trained in Payroll/Personnel maintenance software	9	Training is ongoing
Train 7-9 Selected End Users in Table maintenance	Feb 2014	Not done
Number of End Users trained in Table maintenance	9	Training is ongoing

Outcome #3: Cross Train Staff in FIS **Target** **Result**

Strategy #1. Fully train FIS staff in all receivable billings

Number of staff members cross-trained in billings for excise, real estate, personal property and water/sewer	3	2 staff members cross trained
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Outcome #4: Write Detailed Documentation for all Financial Production Operations **Target** **Result**

Strategy #1. Write documentation for Payroll Procedures

Document Payroll/Personnel Software Procedures for end-users	Mar 2014	Complete for current release
Document administration payroll set-up and table maintenance	Mar 2014	Complete for current release

Strategy #2. Write documentation for Receivable Procedures

Document receivables production procedures	Jul 2013	Complete
Document receivables set-up and table maintenance	Jul 2013	Complete

Outcome #5: Ensure timely billing **Target** **Result**

Strategy #1. Meet all statutory billing requirements

All quarterly real estate tax billings performed on time	Ongoing	Deadline for billings have been met
All excise tax billings performed on time	Ongoing	Deadline for billings have been met

FY2015 Desired Outcomes - Financial Information Systems

Outcome #1 - Increase Productivity with New Functionality of Financial Software

Target

Strategy #1. Implement new release of Financial Software

Train approximately 60 end-users in functionalities of new release in 15-30 sessions	Sep 2014
Test 16 re-written custom modifications	Sep 2014
Number of custom modifications rewritten and tested by Aug 2014	16
Complete verification of data conversion	Aug 2014
Financial Software Implementation Live Date	Oct 2014

Strategy #2. Implement additional Financial Software modules

Receive training on 2 additional Modules: Workflow and Employee Access Center	Jan 2015
Integrate these 2 new modules into the financial process	Jan 2015
Define and maintain Position Control for City-side employees	Apr 2015
Incorporate Position Control into Personnel Budget module	Apr 2015

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	Feb 2014
Number of End Users trained in Payroll/Personnel maintenance software	7
Train 7-9 Selected End Users in Table maintenance	Feb 2014
Number of End Users trained in Table maintenance	7

Strategy #2. Offer annual training to end-users in Payroll/Personnel Software

Provide training for payroll clerks in timecard entry	Mar 2015
Regular Human Resource Cluster meetings	Ongoing

Outcome #3: Cross Train Staff in FIS

Target

Strategy #1. Fully train FIS staff in all receivable billings

Number of staff members cross-trained in billings for excise, real estate, personal property and water/sewer	3
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Outcome #4: Write Detailed Documentation for all Financial Production Operations

Target

Strategy #1. Write documentation for Payroll Procedures

Document Payroll/Personnel Software Procedures for end-users for new release	Feb 2015
Document administration payroll set-up and table maintenance for new release	Feb 2015

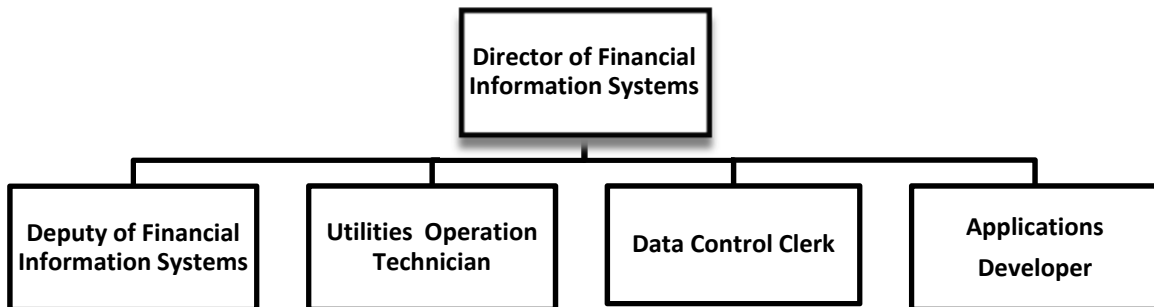
Outcome #5: Ensure timely billing

Target

Strategy #1. Meet all statutory billing requirements

All quarterly real estate tax billings performed on time	Ongoing
All excise tax billings performed on time	Ongoing

FINANCIAL INFORMATION SYSTEMS



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

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	0	122,276	361,888	277,971	380,114	18,226
52 - EXPENSES	0	167,532	186,990	170,297	205,263	18,273
57 - FRINGE BENEFITS	0	5,613	48,860	32,661	50,354	1,494
TOTAL DEPARTMENT	0	295,420	597,738	480,928	635,731	37,993
FINANCIAL INFO SYSTEMS						
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FUND: 01 - GENERAL FUND
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CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
118 - FINANCIAL INFO SYSTEMS						
0111801 - FINANCIAL INFO SYSTEMS						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	0	108,341	334,897	257,391	344,851	9,954
511101 PART TIME < 20 HRS/WK	0	12,860	0	0	0	0
511102 PART TIME > 20 HRS/WK	0	0	21,381	16,084	31,438	10,057
513001 REGULAR OVERTIME	0	0	1,786	1,746	0	-1,786
514001 LONGEVITY	0	1,075	2,825	1,750	2,825	0
515102 CLEANING ALLOWANCE	0	0	1,000	1,000	1,000	0
TOTAL PERSONAL SERVICES	0	122,276	361,888	277,971	380,114	18,226
EXPENSES						
52401 OFFICE EQUIPMENT R-M	0	0	500	0	500	0
52405 COMPUTER EQUIPMT R-M	0	161,560	171,490	166,481	185,000	13,510
52408 DEPARTMENTAL EQUIP R-	0	0	700	110	800	100
5319 TRAINING EXPENSES	0	80	7,500	1,040	11,063	3,563
53401 TELEPHONE	0	120	500	104	300	-200
5341 POSTAGE	0	0	300	0	100	-200
5342 PRINTING	0	198	500	219	300	-200
5420 OFFICE SUPPLIES	0	772	500	288	700	200
5585 COMPUTER SUPPLIES	0	4,701	3,500	2,054	5,000	1,500
5711 IN-STATE CONFERENCES	0	0	1,000	0	1,000	0
5730 DUES & SUBSCRIPTIONS	0	100	500	0	500	0
TOTAL EXPENSES	0	167,532	186,990	170,297	205,263	18,273
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	0	176	1,095	863	1,148	53
57HLTH HEALTH INSURANCE	0	5,159	42,464	29,515	43,388	924
57LIFE BASIC LIFE INSURANCE	0	57	170	113	170	0
57MEDA MEDICARE PAYROLL TAX	0	221	3,625	2,170	3,840	216
57OPEB OPEB CONTRIBUTION	0	0	1,506	0	1,807	301
TOTAL FRINGE BENEFITS	0	5,613	48,860	32,661	50,354	1,494
TOTAL FINANCIAL INFO SYSTEMS	0	295,420	597,738	480,928	635,731	37,993
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FUND: 01 - GENERAL FUND
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**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	APPLICATIONS DEVELOPER		1.0	60,239	XXX	1.00	60,239
	DEPUTY OF FIS	H12	1.0	108,281	H12	1.00	111,531
	DIRECTOR OF FIS	H13	1.0	110,861	H13	1.00	114,190
	UTILITIES OPERATIONS TE	S07	1.0	57,812	S07	1.00	58,892
	Account Totals:		4.0	337,192		4.00	344,851
511102	DATA CONTROL CLERK/SEC	S04	0.6	21,376	S04	0.80	31,438
	Account Totals:		0.6	21,376		0.80	31,438
	Report Totals:		4.6	358,568		4.80	376,289