

# Comptroller

## Mission Statement

To provide supervision and oversight over all financial activities; maintain the City's financial accounting system; prepare and distribute timely and accurate financial reports to management, Board of Aldermen, State and Federal Agencies, Taxpayers and members of the public.

## Fiscal Year 2013 Accomplishments

Closed City's books for FY12 and issued financial report within 60 days of year-end. Received free cash certification 23 days quicker than target date of September 30.

Coordinated the completion of the Annual Independent Financial Audit and issuance of Annual Financial Report, with no qualification, 35 days before the target date of December 31.

Continued development of web based financial reporting.

Continued improvement in the monthly reconciliation of receivables with the Treasurer's Office.

Worked with City's financial management team to maintain the City's Aaa Credit Rating from Moody's Investors Service.

## Fiscal Year 2014 Desired Outcomes

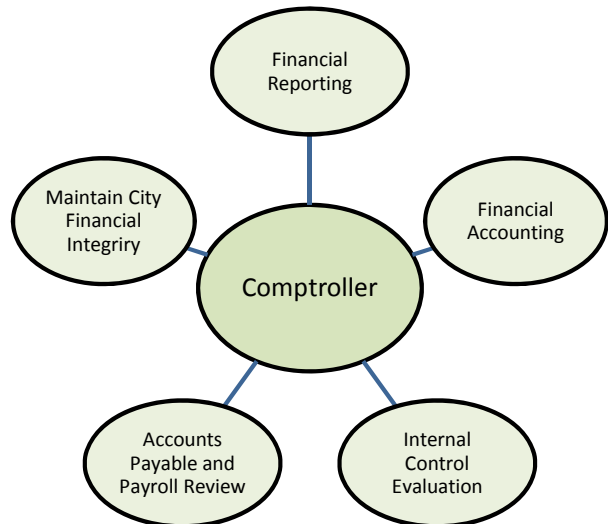
**Financial Reporting** - Meet all necessary statutory requirements

**Financial Accounting** -Work with the IT Dept. to Fully Automate Treasury's Cash Receipt Redistribution Activity between receivables.

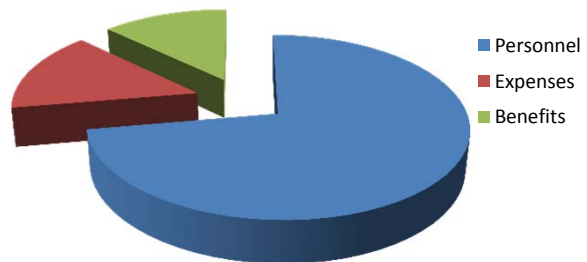
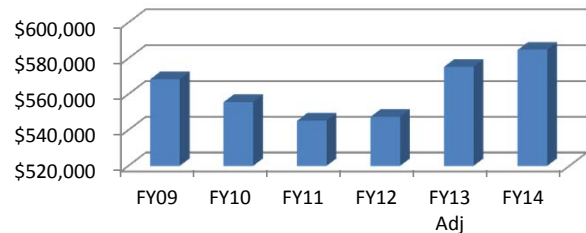
**Financial Policies** - Improve documentation of City financial procedures

**Internal Control** - Fully documented cash receipting and disbursement activity and provided written guidance to departments.

**Accts Payable & Payroll Review** - Encourage Vendor Early Payment Discounts and Payment w/in 30 days of receipt of invoices



## Comptroller

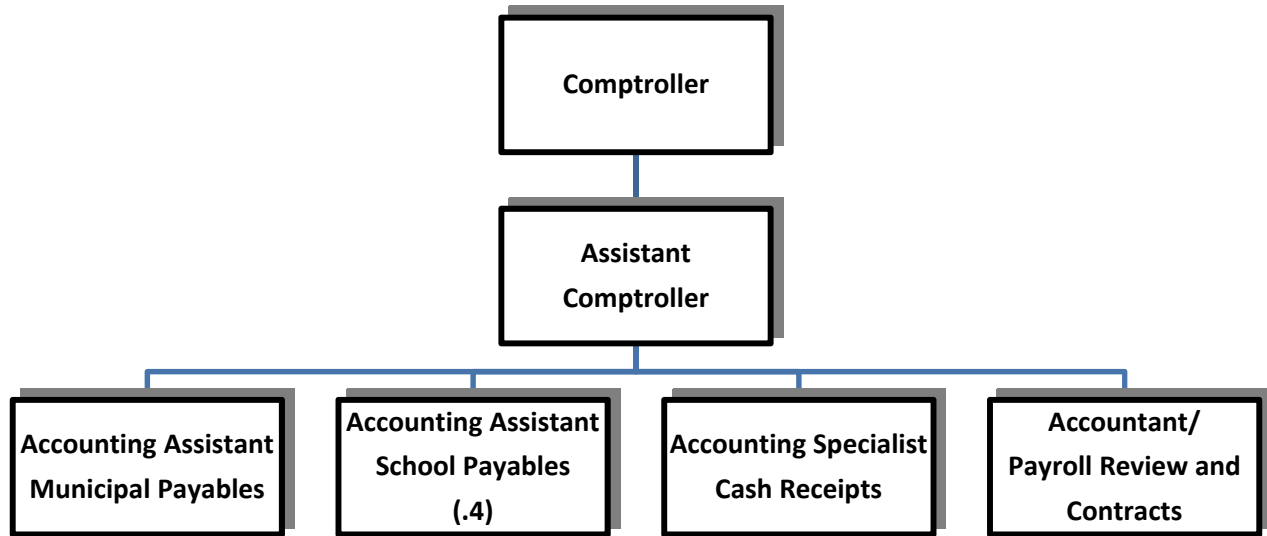


## Department Detail

	<-----Actual----->				<-Adj Budget->	<-Proposed->
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
<b>Expenditure by Core Function</b>						
Personnel	\$ 425,961	\$ 412,648	\$ 399,374	\$ 399,762	\$ 423,512	\$ 422,739
Expenses	\$ 80,115	\$ 84,388	\$ 78,128	\$ 77,092	\$ 80,810	\$ 87,020
Benefits	\$ 62,359	\$ 58,631	\$ 67,764	\$ 70,620	\$ 71,052	\$ 75,071
<b>Total</b>	\$ 568,435	\$ 555,667	\$ 545,266	\$ 547,474	\$ 575,374	\$ 584,830
<b>% Incr</b>		-2.25%	-1.87%	0.40%	5.10%	1.64%
<b>Personnel</b>						
Full-Time	5	5	5	5	5	5
Part-Time	2	2	2	2	2	2
<b>Total</b>	7	7	7	7	7	7



# COMPTROLLER



FUND: 01 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	578,476	582,138	647,231	648,039	624,635	-22,596
52 - EXPENSES	1,344,456	1,485,875	1,632,917	1,587,948	3,568,620	1,935,703
59 - OTHER FINANCING USES	2,842,435	3,732,512	1,852,321	1,850,000	2,400,000	547,679
57 - FRINGE BENEFITS	23,592,578	25,168,651	26,203,411	22,664,589	27,639,314	1,435,904
<b>TOTAL DEPARTMENT</b>	<b>28,357,944</b>	<b>30,969,176</b>	<b>30,335,880</b>	<b>26,750,576</b>	<b>34,232,569</b>	<b>3,896,690</b>
<b>COMPTROLLER</b>						
51 - PERSONAL SERVICES	399,374	399,762	423,512	287,860	422,739	-772
52 - EXPENSES	78,128	77,092	80,810	42,393	87,020	6,210
57 - FRINGE BENEFITS	67,764	70,620	71,052	50,894	75,071	4,020
<b>TOTAL COMPTROLLER</b>	<b>545,266</b>	<b>547,473</b>	<b>575,373</b>	<b>381,146</b>	<b>584,831</b>	<b>9,458</b>
<b>RETIREMENT</b>						
51 - PERSONAL SERVICES	179,101	182,376	187,493	324,179	201,896	14,403
52 - EXPENSES	70,525	72,225	73,550	73,550	76,050	2,500
57 - FRINGE BENEFITS	23,524,814	25,098,031	26,132,359	22,613,695	27,564,243	1,431,884
<b>TOTAL RETIREMENT</b>	<b>23,774,440</b>	<b>25,352,632</b>	<b>26,393,402</b>	<b>23,011,424</b>	<b>27,842,189</b>	<b>1,448,787</b>
<b>WORKERS COMPENSATION</b>						
52 - EXPENSES	798,014	899,375	1,050,643	1,050,643	700,000	-350,643
<b>TOTAL WORKERS COMPENSATION</b>	<b>798,014</b>	<b>899,375</b>	<b>1,050,643</b>	<b>1,050,643</b>	<b>700,000</b>	<b>-350,643</b>
<b>PROPERTY INSURANCE</b>						
52 - EXPENSES	397,789	437,184	423,235	421,363	455,550	32,315
<b>TOTAL PROPERTY INSURANCE</b>	<b>397,789</b>	<b>437,184</b>	<b>423,235</b>	<b>421,363</b>	<b>455,550</b>	<b>32,315</b>
<b>RESERVE FUND</b>						
51 - PERSONAL SERVICES	0	0	36,227	36,000	0	-36,227
52 - EXPENSES	0	0	4,679	0	2,250,000	2,245,321
<b>TOTAL RESERVE FUND</b>	<b>0</b>	<b>0</b>	<b>40,906</b>	<b>36,000</b>	<b>2,250,000</b>	<b>2,209,094</b>
<b>INTER-FUND TRANSFERS</b>						
59 - OTHER FINANCING USES	2,842,435	3,732,512	1,852,321	1,850,000	2,400,000	547,679
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>2,842,435</b>	<b>3,732,512</b>	<b>1,852,321</b>	<b>1,850,000</b>	<b>2,400,000</b>	<b>547,679</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>104 - COMPTROLLER</b>						
<b>0110401 - COMPTROLLER</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	363,079	365,584	370,794	257,340	399,204	28,410
511101 PART TIME < 20 HRS/WK	31,114	25,003	39,033	20,408	19,585	-19,448
514001 LONGEVITY	4,181	4,925	4,525	954	3,450	-1,075
515003 SPECIAL LEAVE BUY BAC	0	0	6,000	6,000	0	-6,000
515005 BONUSES	500	3,750	0	0	0	0
515006 VACATION BUY BACK	0	0	2,659	2,659	0	-2,659
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONAL SERVICES</b>	<b>399,374</b>	<b>399,762</b>	<b>423,512</b>	<b>287,860</b>	<b>422,739</b>	<b>-772</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	144	144	150	144	150	0
530201 AUDITING SERVICES	72,800	71,800	76,100	39,200	82,500	6,400
5319 TRAINING EXPENSES	150	474	863	510	500	-363
53401 TELEPHONE	340	331	360	217	350	-10
5341 POSTAGE	124	197	180	134	200	20
5342 PRINTING	539	1,034	445	231	520	75
5420 OFFICE SUPPLIES	1,315	849	1,240	485	1,300	60
5585 COMPUTER SUPPLIES	1,518	1,036	160	160	0	-160
5730 DUES & SUBSCRIPTIONS	1,197	1,228	1,312	1,312	1,500	188
<b>TOTAL EXPENSES</b>	<b>78,128</b>	<b>77,092</b>	<b>80,810</b>	<b>42,393</b>	<b>87,020</b>	<b>6,210</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	702	806	790	534	822	32
57HLTH HEALTH INSURANCE	63,335	65,795	65,622	47,107	69,087	3,465
57LIFE BASIC LIFE INSURANCE	170	184	170	85	114	-57
57MEDA MEDICARE PAYROLL TAX	3,558	3,835	4,469	3,168	5,049	580
<b>TOTAL FRINGE BENEFITS</b>	<b>67,764</b>	<b>70,620</b>	<b>71,052</b>	<b>50,894</b>	<b>75,071</b>	<b>4,020</b>
<b>TOTAL COMPTROLLER</b>	<b>545,266</b>	<b>547,473</b>	<b>575,373</b>	<b>381,146</b>	<b>584,831</b>	<b>9,458</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2011	FY2012	2013	03/31/2013	2014	2013 to 2014
<b>0110491 - RETIREMENT</b>							
<b>PERSONAL SERVICES</b>							
511001	FULL TIME SALARIES	177,451	179,226	185,443	320,954	190,808	5,365
514001	LONGEVITY	1,650	1,650	2,050	3,225	11,088	9,038
515005	BONUSES	0	1,500	0	0	0	0
<b>TOTAL PERSONAL SERVICES</b>		<b>179,101</b>	<b>182,376</b>	<b>187,493</b>	<b>324,179</b>	<b>201,896</b>	<b>14,403</b>
<b>EXPENSES</b>							
5713	RETIREMENT EXPENSE F	70,525	72,225	73,550	73,550	76,050	2,500
<b>TOTAL EXPENSES</b>		<b>70,525</b>	<b>72,225</b>	<b>73,550</b>	<b>73,550</b>	<b>76,050</b>	<b>2,500</b>
<b>FRINGE BENEFITS</b>							
5707	NCRS PENSION CONTB	14,407,935	15,461,199	15,893,751	15,893,751	17,351,418	1,457,667
5708	NON CONTRIB PENS BEN	347,374	298,065	282,189	215,109	276,812	-5,377
57DENTAL	DENTAL INSURANCE	514	626	614	449	639	25
57HLTH	HEALTH INSURANCE	7,856,726	8,413,629	8,847,757	6,471,257	8,983,333	135,576
57LIFE	BASIC LIFE INSURANCE	44,159	44,414	44,114	33,242	44,114	0
57MEDA	MEDICARE PAYROLL TAX	1,055	1,119	1,096	812	2,927	1,831
57MEDB	MEDICARE PART B REIMB	867,051	878,980	865,000	-925	880,000	15,000
57OPEB	OPEB CONTRIBUTION	0	0	197,838	0	25,000	-172,838
<b>TOTAL FRINGE BENEFITS</b>		<b>23,524,814</b>	<b>25,098,031</b>	<b>26,132,359</b>	<b>22,613,695</b>	<b>27,564,243</b>	<b>1,431,884</b>
<b>TOTAL RETIREMENT</b>		<b>23,774,440</b>	<b>25,352,632</b>	<b>26,393,402</b>	<b>23,011,424</b>	<b>27,842,189</b>	<b>1,448,787</b>
<b>0110492 - WORKERS COMPENSATION</b>							
<b>EXPENSES</b>							
575007	WORKERS COMP INSURA	798,014	899,375	1,050,643	1,050,643	700,000	-350,643
<b>TOTAL EXPENSES</b>		<b>798,014</b>	<b>899,375</b>	<b>1,050,643</b>	<b>1,050,643</b>	<b>700,000</b>	<b>-350,643</b>
<b>TOTAL WORKERS COMPENSATION</b>		<b>798,014</b>	<b>899,375</b>	<b>1,050,643</b>	<b>1,050,643</b>	<b>700,000</b>	<b>-350,643</b>
<b>0110494 - PROPERTY INSURANCE</b>							
<b>EXPENSES</b>							
575001	PROPERTY INSURANCE	392,661	432,081	417,435	416,435	449,750	32,315
575004	FINE ARTS INSURANCE	0	0	500	0	500	0
575005	EMPLOYEE HONESTY BO	5,128	5,103	5,300	4,928	5,300	0
<b>TOTAL EXPENSES</b>		<b>397,789</b>	<b>437,184</b>	<b>423,235</b>	<b>421,363</b>	<b>455,550</b>	<b>32,315</b>
<b>TOTAL PROPERTY INSURANCE</b>		<b>397,789</b>	<b>437,184</b>	<b>423,235</b>	<b>421,363</b>	<b>455,550</b>	<b>32,315</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
<b>0110498 - RESERVE FUND</b>						
<b>PERSONAL SERVICES</b>						
5197      CURRENT YEAR WAGE RE	0	0	36,227	36,000	0	-36,227
<b>TOTAL PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>36,227</b>	<b>36,000</b>	<b>0</b>	<b>-36,227</b>
<b>EXPENSES</b>						
5790      CURRENT YEAR RESERVE	0	0	4,679	0	500,000	495,321
5794      BUDGET RESERVE/SNOW	0	0	0	0	1,750,000	1,750,000
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>4,679</b>	<b>0</b>	<b>2,250,000</b>	<b>2,245,321</b>
<b>TOTAL RESERVE FUND</b>	<b>0</b>	<b>0</b>	<b>40,906</b>	<b>36,000</b>	<b>2,250,000</b>	<b>2,209,094</b>
<b>0110499 - INTER-FUND TRANSFERS</b>						
<b>OTHER FINANCING USES</b>						
5918      TRANSF-MUNI FEDERAL G	40,000	0	0	0	0	0
5922A     TRANSF-RAINY DAY STAB	2,643,271	3,500,000	1,850,000	1,850,000	0	-1,850,000
593039    TRANSF-CAP STABL FUND	22,164	57,512	2,321	0	2,400,000	2,397,679
593045    TRANSF-OPEB TRUST	137,000	175,000	0	0	0	0
<b>TOTAL OTHER FINANCING USES</b>	<b>2,842,435</b>	<b>3,732,512</b>	<b>1,852,321</b>	<b>1,850,000</b>	<b>2,400,000</b>	<b>547,679</b>
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>2,842,435</b>	<b>3,732,512</b>	<b>1,852,321</b>	<b>1,850,000</b>	<b>2,400,000</b>	<b>547,679</b>
<b>TOTAL COMPTROLLER</b>	<b>28,357,944</b>	<b>30,969,176</b>	<b>30,335,880</b>	<b>26,750,576</b>	<b>34,232,569</b>	<b>3,896,690</b>

FUND: 01 - GENERAL FUND  
 DEPARTMENT: 104 - COMPTROLLER

**CITY OF NEWTON BUDGET  
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ACCOUNTANT	H07	1.0	60,383	H07	1.00	62,131
	ACCOUNTING ASSIST	S06	1.0	51,467	S06	1.00	52,957
	ACCOUNTING CLERK	QQQ	0.3	20,000	QQQ	0.30	20,000
	ACCOUNTING SPECIALIST	H06	1.0	55,460	H06	1.00	57,065
	ASSISTANT COMPTROLLER	H09	1.0	70,300	H09	1.00	72,335
	COMPTROLLER	H13	1.0	130,929	H13	1.00	134,717
	ADMIN ASSISTANT	XXX	1.0	74,149	XXX	1.00	76,294
	DIRECTOR RETIREMENT	XXX	1.0	111,293	XXX	1.00	114,514
	<b>Account Totals:</b>		<b>7.3</b>	<b>573,981</b>		<b>7.30</b>	<b>590,012</b>
511101	ACCOUNTING ASSISTANT	S06	0.4	19,034	S06	0.40	19,585
	<b>Account Totals:</b>		<b>0.4</b>	<b>19,034</b>		<b>0.40</b>	<b>19,585</b>
	<b>Report Totals:</b>		<b>7.7</b>	<b>593,015</b>		<b>7.70</b>	<b>609,597</b>