

# 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 2012 Accomplishments

**Financial Accounting** - Completed "Close" of City's FY2011 books; issued Budgetary Basis Annual Financial Report w/in 60 days of year end; received Free Cash Cert w/in 90 days of year end.

**Financial Reporting** - Coordinated the completion of the Annual Independent Financial Audit w/in 120 days of year end and Issuance of Audited Comprehensive Annual Financial Report (CAFR) with an unqualified audit opinion, prior to December 31, 2011.

**Financial Reporting** - Continued development of web based financial reporting.

**Internal Control** - Implemented monthly receivable reconciliation process that resulted in the elimination of prior year audit letter comments.

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

## Fiscal Year 2013 Desired Outcomes

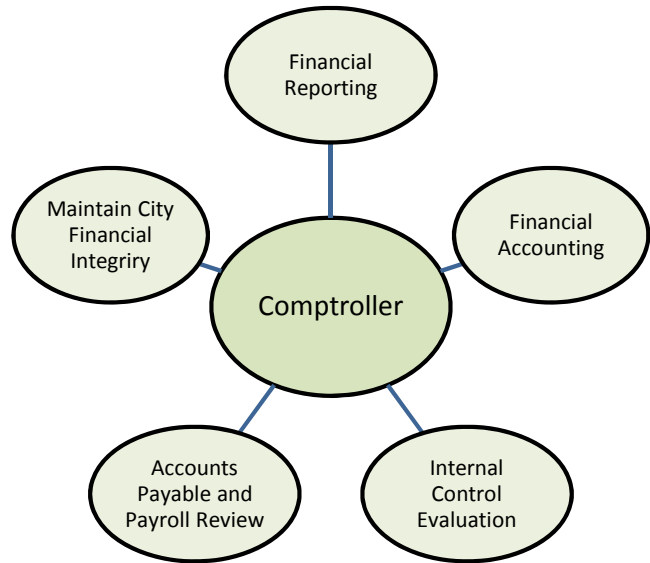
**Financial Reporting** - A combined Water/Sewer Single Utility Enterprise Fund for Reporting Purposes

**Financial Accounting** - Fully Automated Payment and Cash Receipt Redistribution Activity

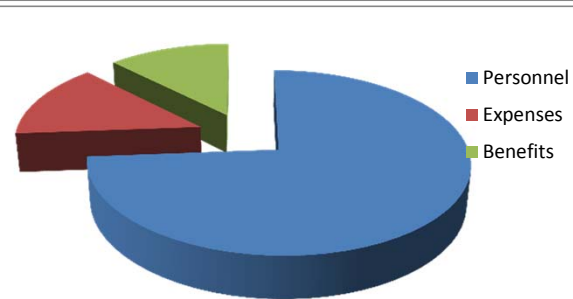
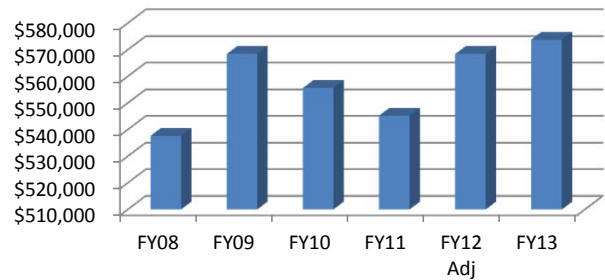
**Internal Control Evaluation** - Improved documentation of City financial procedures

**Internal Control** - Completed Phase I of Risk Assessment of Cash Receipt and Disbursement Activities

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



## Comptroller



## Department Detail

	Actual			Adj Budget		Proposed	
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	
<b>Expenditure by Core Function</b>							
Personnel	\$ 395,328	\$ 425,961	\$ 412,648	\$ 399,374	\$ 414,718	\$ 423,512	
Expenses	\$ 88,205	\$ 80,115	\$ 84,388	\$ 78,128	\$ 80,313	\$ 79,310	
Benefits	\$ 54,142	\$ 62,359	\$ 58,631	\$ 67,764	\$ 73,404	\$ 71,052	
<b>Total</b>	\$ 537,675	\$ 568,435	\$ 555,667	\$ 545,266	\$ 568,435	\$ 573,874	
<b>% Incr</b>		5.72%	-2.25%	-1.87%	4.25%	0.96%	
<b>Personnel</b>							
Full-Time	6	5	5	5	5	5	
Part-Time	0	2	2	2	2	2	
<b>Total</b>	6	7	7	7	7	7	

**Outcome #1 - Combined Water/Sewer Single Utility Enterprise Fund** **Target**

**Strategy #1. Seek Mayor & BoA Approval to Adopt Statutory Enterprise Fund Legislation**

Discuss benefits of Single Utility Fund with Mayor and Chairman of Finance Committee July 2012  
Docket Request to Adopt Statutory Enterprise Fund Legislation December 2012

**Strategy #2. Combine Water/Sewer Enterprise Funds**

Work with City's Independent Financial Auditor to Combine Funds March 2013  
Report as Single Utility Fund June 2013

**Outcome #2: Fully Automated Payment and Cash Receipt Redistribution** **Target**

**Strategy #1. Work with Treasury and Financial Information Ssystems Depts**

Fully Automate All Payment and Cash Receipt Redistribution Activity November 2012  
Minimize manual bookkeeping activities March 2013  
Enhance Water/Utility Billing Receivable Reconciliation Control Process June 2013

**Outcome #3: Improved documentation of City financial procedures** **Target**

**Strategy #1. Work w/Chief Financial Officer and Audit Advisory Committee**

Identify Areas of Deficient Documentation July 2012  
Work with CFO and Audit Advisory Committee to development documentation December 2012

**Outcome #4: Cash Receipts & Disbursement Risk Assessment** **Target**

**Strategy #1. Phase 1 Risk Assessment**

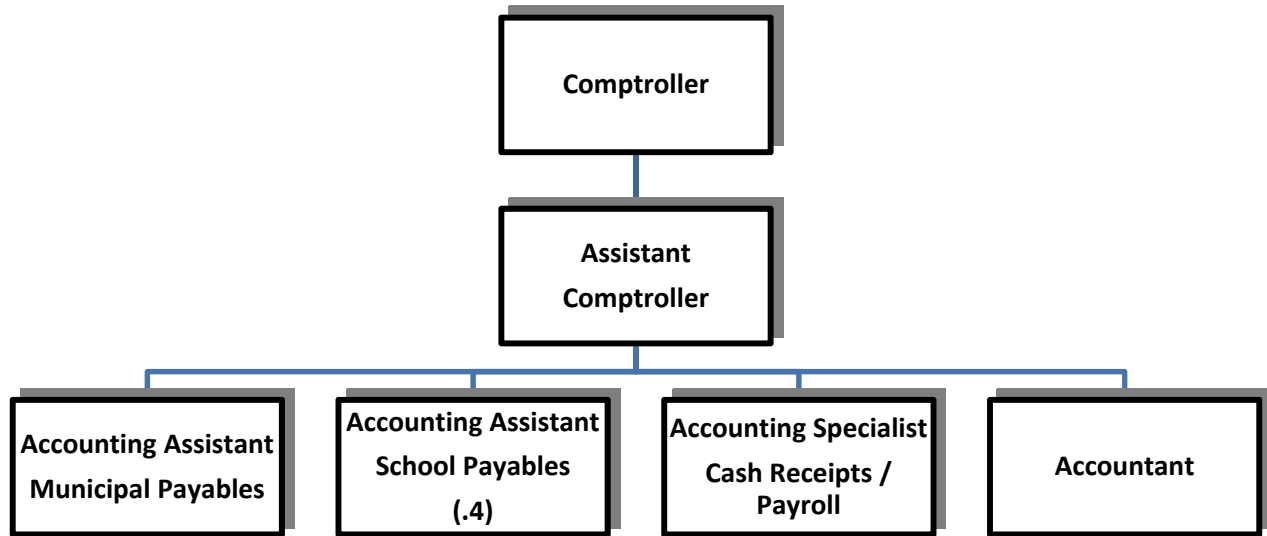
Identify Areas of Risk re: Cash Receipts and Dusbursements September 2012  
Work with CFO/Audit Committee to development procedures and documentation March 2013

**Outcome #5: Realization of all Vendor Early Payment Discounts** **Target**

**Strategy #1. Process all Invoices within 30 days of Receipt**

Identify all Prompt Pay Vendors Ongoing  
Inform personnel when discounts are missed Ongoing  
Process all vendor invoices within 30 days Ongoing

# COMPTROLLER



FUND: 01 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>DEPARTMENT SUMMARY</b>						
51 - PERSONAL SERVICES	591,749	578,476	597,096	625,419	611,004	13,908
52 - EXPENSES	1,481,287	1,344,456	2,758,233	1,367,009	3,526,095	767,862
59 - OTHER FINANCING USES	27,055	2,842,435	675,208	675,000	0	-675,208
57 - FRINGE BENEFITS	21,741,307	23,592,578	25,099,725	22,223,202	26,203,411	1,103,686
<b>TOTAL DEPARTMENT</b>	<b>23,841,398</b>	<b>28,357,944</b>	<b>29,130,262</b>	<b>24,890,631</b>	<b>30,340,510</b>	<b>1,210,247</b>
<b>COMPTROLLER</b>						
51 - PERSONAL SERVICES	412,648	399,374	414,718	305,719	423,512	8,794
52 - EXPENSES	84,388	78,128	80,313	78,080	79,310	-1,003
57 - FRINGE BENEFITS	58,631	67,764	73,404	56,761	71,052	-2,353
<b>TOTAL COMPTROLLER</b>	<b>555,667</b>	<b>545,266</b>	<b>568,435</b>	<b>440,559</b>	<b>573,873</b>	<b>5,438</b>
<b>RETIREMENT</b>						
51 - PERSONAL SERVICES	179,101	179,101	182,378	319,700	187,492	5,114
52 - EXPENSES	70,730	70,525	72,225	72,225	73,550	1,325
57 - FRINGE BENEFITS	21,682,676	23,524,814	25,026,321	22,166,441	26,132,359	1,106,038
<b>TOTAL RETIREMENT</b>	<b>21,932,507</b>	<b>23,774,440</b>	<b>25,280,924</b>	<b>22,558,367</b>	<b>26,393,402</b>	<b>1,112,478</b>
<b>WORKERS COMPENSATION</b>						
52 - EXPENSES	1,000,000	798,014	807,286	807,286	950,000	142,714
<b>TOTAL WORKERS COMPENSATION</b>	<b>1,000,000</b>	<b>798,014</b>	<b>807,286</b>	<b>807,286</b>	<b>950,000</b>	<b>142,714</b>
<b>PROPERTY INSURANCE</b>						
52 - EXPENSES	326,169	397,789	437,184	409,418	423,235	-13,949
<b>TOTAL PROPERTY INSURANCE</b>	<b>326,169</b>	<b>397,789</b>	<b>437,184</b>	<b>409,418</b>	<b>423,235</b>	<b>-13,949</b>
<b>RESERVE FUND</b>						
52 - EXPENSES	0	0	1,361,225	0	2,000,000	638,775
<b>TOTAL RESERVE FUND</b>	<b>0</b>	<b>0</b>	<b>1,361,225</b>	<b>0</b>	<b>2,000,000</b>	<b>638,775</b>
<b>INTER-FUND TRANSFERS</b>						
59 - OTHER FINANCING USES	27,055	2,842,435	675,208	675,000	0	-675,208
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>27,055</b>	<b>2,842,435</b>	<b>675,208</b>	<b>675,000</b>	<b>0</b>	<b>-675,208</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>104 - COMPTROLLER</b>						
<b>0110401 - COMPTROLLER</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	369,735	363,079	366,993	281,435	379,453	12,460
511101 PART TIME < 20 HRS/WK	38,112	31,114	38,550	19,259	39,034	483
514001 LONGEVITY	4,300	4,181	4,925	775	4,525	-400
515005 BONUSES	0	500	3,750	3,750	0	-3,750
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONAL SERVICES</b>	<b>412,648</b>	<b>399,374</b>	<b>414,718</b>	<b>305,719</b>	<b>423,512</b>	<b>8,794</b>
<b>EXPENSES</b>						
52401 OFFICE EQUIPMENT R-M	288	144	150	144	150	0
530201 AUDITING SERVICES	79,500	72,800	74,600	74,600	74,600	0
5319 TRAINING EXPENSES	0	150	500	474	500	0
53401 TELEPHONE	357	340	360	248	360	0
5341 POSTAGE	209	124	180	120	180	0
5342 PRINTING	519	539	1,020	297	520	-500
5420 OFFICE SUPPLIES	1,457	1,315	1,240	709	1,500	260
5585 COMPUTER SUPPLIES	895	1,518	760	260	0	-760
5730 DUES & SUBSCRIPTIONS	1,162	1,197	1,503	1,228	1,500	-3
<b>TOTAL EXPENSES</b>	<b>84,388</b>	<b>78,128</b>	<b>80,313</b>	<b>78,080</b>	<b>79,310</b>	<b>-1,003</b>
<b>FRINGE BENEFITS</b>						
57DENTAL DENTAL INSURANCE	810	702	806	623	790	-16
57HLTH HEALTH INSURANCE	54,546	63,335	68,366	53,031	66,117	-2,249
57LIFE BASIC LIFE INSURANCE	227	170	170	142	170	0
57MEDA MEDICARE PAYROLL TAX	3,049	3,558	4,062	2,965	3,974	-88
<b>TOTAL FRINGE BENEFITS</b>	<b>58,631</b>	<b>67,764</b>	<b>73,404</b>	<b>56,761</b>	<b>71,052</b>	<b>-2,353</b>
<b>TOTAL COMPTROLLER</b>	<b>555,667</b>	<b>545,266</b>	<b>568,435</b>	<b>440,559</b>	<b>573,873</b>	<b>5,438</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>0110491 - RETIREMENT</b>						
<b>PERSONAL SERVICES</b>						
511001 FULL TIME SALARIES	177,451	177,451	179,228	315,475	185,442	6,214
514001 LONGEVITY	1,650	1,650	1,650	2,725	2,050	400
515005 BONUSES	0	0	1,500	1,500	0	-1,500
<b>TOTAL PERSONAL SERVICES</b>	<b>179,101</b>	<b>179,101</b>	<b>182,378</b>	<b>319,700</b>	<b>187,492</b>	<b>5,114</b>
<b>EXPENSES</b>						
5713 RETIREMENT EXPENSE F	70,730	70,525	72,225	72,225	73,550	1,325
<b>TOTAL EXPENSES</b>	<b>70,730</b>	<b>70,525</b>	<b>72,225</b>	<b>72,225</b>	<b>73,550</b>	<b>1,325</b>
<b>FRINGE BENEFITS</b>						
5707 NCRS PENSION CONTB	12,683,359	14,407,935	15,461,199	15,461,199	15,893,751	432,552
5708 NON CONTRIB PENS BEN	369,779	347,374	358,096	232,628	282,189	-75,907
57DENTAL DENTAL INSURANCE	514	514	626	484	614	-12
57HLTH HEALTH INSURANCE	7,717,534	7,856,726	8,285,921	6,436,118	8,847,764	561,843
57LIFE BASIC LIFE INSURANCE	40,597	44,159	44,374	33,290	44,114	-260
57MEDA MEDICARE PAYROLL TAX	1,055	1,055	1,105	871	1,089	-16
57MEDB MEDICARE PART B REIMB	869,837	867,051	875,000	1,851	865,000	-10,000
57OPEB OPEB CONTRIBUTION	0	0	0	0	197,838	197,838
<b>TOTAL FRINGE BENEFITS</b>	<b>21,682,676</b>	<b>23,524,814</b>	<b>25,026,321</b>	<b>22,166,441</b>	<b>26,132,359</b>	<b>1,106,038</b>
<b>TOTAL RETIREMENT</b>	<b>21,932,507</b>	<b>23,774,440</b>	<b>25,280,924</b>	<b>22,558,367</b>	<b>26,393,402</b>	<b>1,112,478</b>
<b>0110492 - WORKERS COMPENSATION</b>						
<b>EXPENSES</b>						
575007 WORKERS COMP INSURA	1,000,000	798,014	807,286	807,286	950,000	142,714
<b>TOTAL EXPENSES</b>	<b>1,000,000</b>	<b>798,014</b>	<b>807,286</b>	<b>807,286</b>	<b>950,000</b>	<b>142,714</b>
<b>TOTAL WORKERS COMPENSATION</b>	<b>1,000,000</b>	<b>798,014</b>	<b>807,286</b>	<b>807,286</b>	<b>950,000</b>	<b>142,714</b>
<b>0110494 - PROPERTY INSURANCE</b>						
<b>EXPENSES</b>						
575001 PROPERTY INSURANCE	320,542	392,661	431,906	404,315	417,435	-14,471
575004 FINE ARTS INSURANCE	0	0	0	0	500	500
575005 EMPLOYEE HONESTY BO	5,627	5,128	5,278	5,103	5,300	22
<b>TOTAL EXPENSES</b>	<b>326,169</b>	<b>397,789</b>	<b>437,184</b>	<b>409,418</b>	<b>423,235</b>	<b>-13,949</b>
<b>TOTAL PROPERTY INSURANCE</b>	<b>326,169</b>	<b>397,789</b>	<b>437,184</b>	<b>409,418</b>	<b>423,235</b>	<b>-13,949</b>
<b>0110498 - RESERVE FUND</b>						
<b>EXPENSES</b>						
5790 CURRENT YEAR RESERVE	0	0	0	0	500,000	500,000
5794 BUDGET RESERVE/SNOW	0	0	1,361,225	0	1,500,000	138,775
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>1,361,225</b>	<b>0</b>	<b>2,000,000</b>	<b>638,775</b>
<b>TOTAL RESERVE FUND</b>	<b>0</b>	<b>0</b>	<b>1,361,225</b>	<b>0</b>	<b>2,000,000</b>	<b>638,775</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
<b>0110499 - INTER-FUND TRANSFERS</b>						
<b>OTHER FINANCING USES</b>						
5918 TRANSF-MUNI FEDERAL G	14,094	40,000	0	0	0	0
5922A TRANSF-RAINY DAY STAB	0	2,643,271	500,000	500,000	0	-500,000
593039 TRANSF-CAP STABL FUND	12,961	22,164	208	0	0	-208
593045 TRANSF-OPEB TRUST	0	137,000	175,000	175,000	0	-175,000
<b>TOTAL OTHER FINANCING USES</b>	<b>27,055</b>	<b>2,842,435</b>	<b>675,208</b>	<b>675,000</b>	<b>0</b>	<b>-675,208</b>
<b>TOTAL INTER-FUND TRANSFERS</b>	<b>27,055</b>	<b>2,842,435</b>	<b>675,208</b>	<b>675,000</b>	<b>0</b>	<b>-675,208</b>
<b>TOTAL COMPROLLER</b>	<b>23,841,398</b>	<b>28,357,944</b>	<b>29,130,262</b>	<b>24,890,631</b>	<b>30,340,510</b>	<b>1,210,247</b>

FUND: 01 - GENERAL FUND  
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET  
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2012			2013		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	Comptroller	H13	1.0	126,851	H13	1.00	130,929
	Asst Comptroller	H09	1.0	74,110	H09	1.00	76,813
	Accountant	H07	1.0	60,763	H07	1.00	63,119
	Accounting Specialist	H06	1.0	54,921	H06	1.00	57,125
	Payroll Auditor	S06	1.0	49,408	S06	1.00	51,469
	Retirement Director	XXX	1.0	107,715	XXX	1.00	111,293
	Admin Assistant	XXX	1.0	71,513	XXX	1.00	74,149
	<b>Account Totals:</b>		<b>7.0</b>	<b>545,281</b>		<b>7.00</b>	<b>564,895</b>
511101	Accounting Asst	S06	0.4	18,530	S06	0.40	19,034
	PT Accounting Clerk	QQQ	0.3	20,000	QQQ	0.30	20,000
	<b>Account Totals:</b>		<b>0.7</b>	<b>38,530</b>		<b>0.70</b>	<b>39,034</b>
	<b>Report Totals:</b>		<b>7.7</b>	<b>583,811</b>		<b>7.70</b>	<b>603,929</b>