# Financial Information Systems

Mission Statement
To provide support, training and documentation to all departments in the use of the City's financial software applications. To analyze departmental financial functions and make recommendations on how the use of software could streamline operations.

Fiscal Year 2012 Accomplishments
Receivables - Migrated to Munis SQL server and implemented and tested new Munis software release.

Payroll - Implemented payroll updates per union contracts – salary and deduction changes.

New Financial Modules- Created special pay types to automatically load on timecard to ensure timely and accurate payment per contracts.
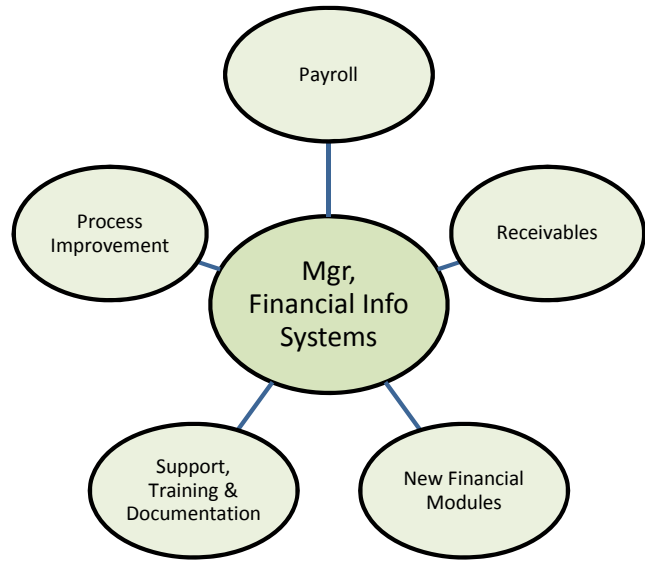

Fiscal Year 2013 Desired Outcomes
Process Improvement - A fully operational Payroll Timesheet module

Process Improvement - A fully operational and user-friendly Personnel Budget module

Support, Training, & Documentation - An Administrative workforce fully trained in the use of financial software

Receivables - Accurate and timely receivable billings

Payroll - Accurate and timely payroll processing
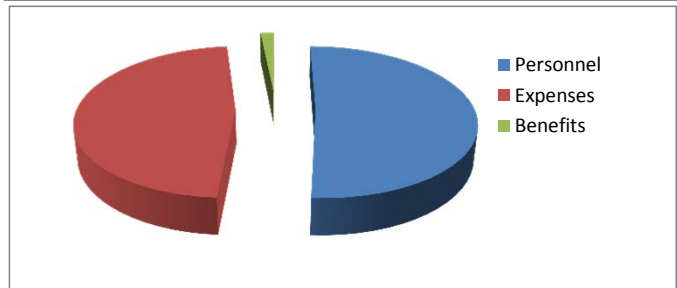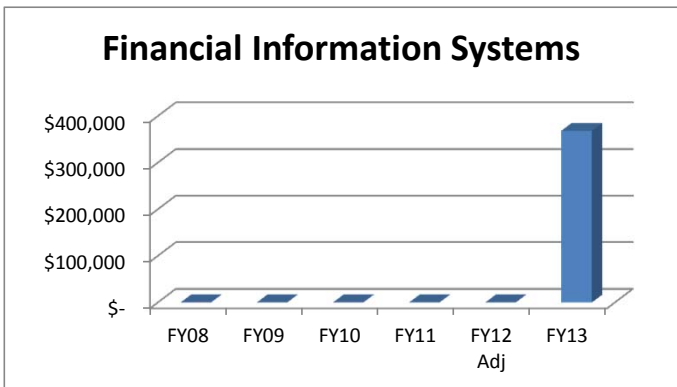
Department Detail

| | <------------------------------Actual------------------------------> | | | | <-Adj Budget-> | <-Proposed-> |
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
Expenditure						
Personnel						$ 188,042
Expenses						$ 174,875
Benefits						$ 5,907
Total	$ -	$ -	$ -	$ -	$ -	$ 368,824
Personnel						
Full-Time	-	-	-	-	-	2
Part-Time	-	-	-	-	-	1
Total	0	0	0	0	0	3

Outcome #1 - A fully operational Payroll Timesheet module

	Target
Strategy #1. Implement Payroll Timesheet Module to effectively track time worked for hourly employees	
Create and populate payroll tables with paycodes and account numbers	Septmeber 2012
Test Card Swipe procedure, Import Data into payroll process & review Pay Run	December 2012
Train End Users and Create Documentation	January 2013

Outcome #2: Operational and user-friendly Personnel Budget module

	Target
Strategy #1. Implement Personnel Budget Module to better track positions: filled and vacant	
Create and populate tables with benefits and job class data	August 2012
Import personnel and salary data & test the building of the next year's budget data	September 2012
Train End Users and Create Documentation	November 2012

Outcome #3: Fully Trained Administrative Workforce

	Target
Strategy #1. Fully trained administrative personnel in Payroll/Personnel Software	
Train End Users in Personnel maintenance	May 2013
Train Selected End Users in Table maintenance	May 2013
DocumentPayroll/Personnel Software Procedures	June 2013

Outcome #4: Accurate and Timely Receivable Billings

	Target
Strategy #1. Coordinate with Financial Departments	
Establish timeline to receive billing data from appropriate departments	September 2012
Document Billing and Receivable procedures	May 2013

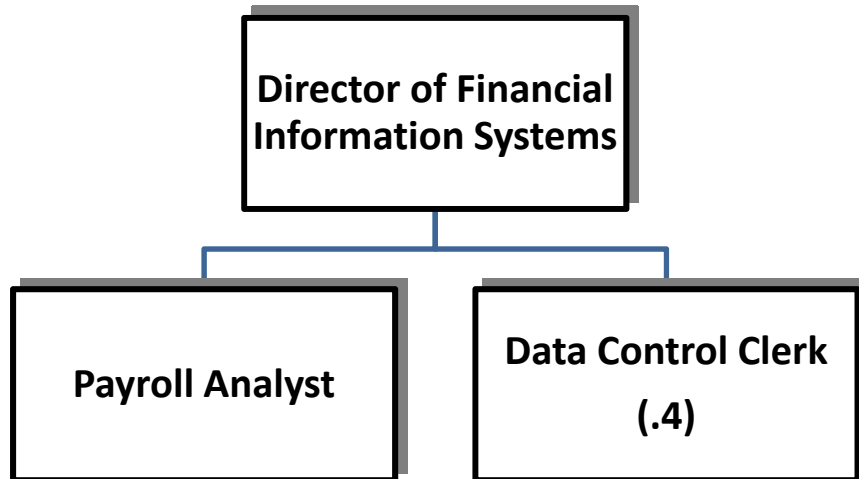## Outcome #5: Accurate and Timely Payroll Processing

	Target
Strategy #1. Work with Administrative Personnel	
Establish Schedule of Deadlines for Payroll Input	February 2013
Strategy #2. Work with Departmental Personnel	
Train basic end users in Timecard Entry	April 2013
Train Police and Fire in Timecard Entry	May 2013

FINANCIAL INFORMATION SYSTEMS

Director of Financial Information Systems

Payroll Analyst

Data Control Clerk (.4)

	ACTUAL 2010	ACTUAL 2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	0	0	0	0	188,042	188,042
52 - EXPENSES	0	0	0	0	174,875	174,875
57 - FRINGE BENEFITS	0	0	0	0	5,907	5,907
TOTAL DEPARTMENT	**0**	**0**	**0**	**0**	**368,823**	**368,823**
FINANCIAL INFO SYSTEMS						
51 - PERSONAL SERVICES	0	0	0	0	188,042	188,042
52 - EXPENSES	0	0	0	0	174,875	174,875
57 - FRINGE BENEFITS	0	0	0	0	5,907	5,907
TOTAL FINANCIAL INFO SYSTEMS	**0**	**0**	**0**	**0**	**368,823**	**368,823**

		ACTUAL FY2010	ACTUAL FY2011	AMENDED 2012	YTD 03/31/2012	RECOMMENDED 2013	CHANGE 2012 to 2013
118 - FINANCIAL INFO SYSTEMS							
0111801 - FINANCIAL INFO SYSTEMS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	0	0	0	0	172,743	172,743
511101	PART TIME < 20 HRS/WK	0	0	0	0	13,723	13,723
514001	LONGEVITY	0	0	0	0	1,075	1,075
515102	CLEANING ALLOWANCE	0	0	0	0	500	500
	TOTAL PERSONAL SERVICES	**0**	**0**	**0**	**0**	**188,042**	**188,042**
EXPENSES							
52401	OFFICE EQUIPMENT R-M	0	0	0	0	500	500
52405	COMPUTER EQUIPMT R-M	0	0	0	0	159,600	159,600
52408	DEPARTMENTAL EQUIP R-	0	0	0	0	700	700
5319	TRAINING EXPENSES	0	0	0	0	7,500	7,500
53401	TELEPHONE	0	0	0	0	500	500
5341	POSTAGE	0	0	0	0	75	75
5342	PRINTING	0	0	0	0	500	500
5420	OFFICE SUPPLIES	0	0	0	0	500	500
5585	COMPUTER SUPPLIES	0	0	0	0	3,500	3,500
5711	IN-STATE CONFERENCES	0	0	0	0	1,000	1,000
5730	DUES & SUBSCRIPTIONS	0	0	0	0	500	500
	TOTAL EXPENSES	**0**	**0**	**0**	**0**	**174,875**	**174,875**
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	0	0	0	0	176	176
57HLTH	HEALTH INSURANCE	0	0	0	0	5,475	5,475
57LIFE	BASIC LIFE INSURANCE	0	0	0	0	57	57
57MEDA	MEDICARE PAYROLL TAX	0	0	0	0	199	199
	TOTAL FRINGE BENEFITS	**0**	**0**	**0**	**0**	**5,907**	**5,907**
	TOTAL FINANCIAL INFO SYSTEMS	**0**	**0**	**0**	**0**	**368,823**	**368,823**
TOTAL FINANCIAL INFO SYSTEMS		**0**	**0**	**0**	**0**	**368,823**	**368,823**

ACCOUNT	POSITION TITLE	2012			2013		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	FULL TIME SALARIES					1.00	65,000
	Mgr, Pay/Adm Info Sys	H13	1.0	104,255	H13	1.00	107,743
	Account Totals:		**1.0**	**104,255**		**2.00**	**172,743**
511101	Data Control Clerk/Sec	S04	0.4	13,143	S04	0.40	13,723
	Account Totals:		**0.4**	**13,143**		**0.40**	**13,723**
	Report Totals:		**1.4**	**117,398**		**2.40**	**186,467**