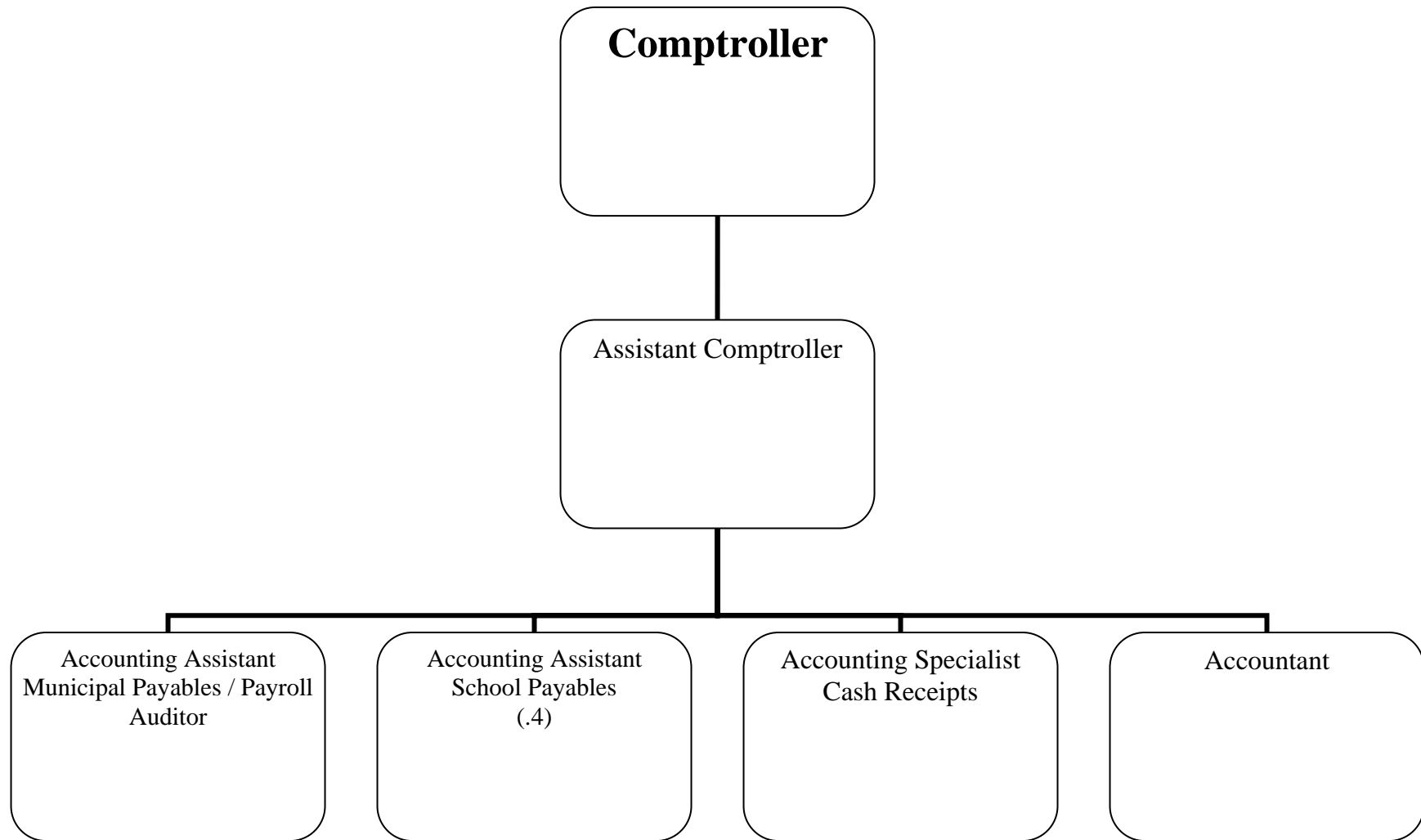


FUND: 01 – GENERAL FUND
DEPARTMENT: 104 – COMPTROLLER



COMPTROLLER'S OFFICE

DEPARTMENT DESCRIPTION

The Comptroller's Office provides accounting, auditing and financial reporting services to all City Departments, Boards, and Commissions in accordance with Massachusetts General Laws, Municipal Ordinances, and Generally Accepted Accounting Principles for State and Local Governments.

Provide supervision & oversight over all financial activities of the City; maintain the City's financial accounting system in a manner that is capable of responding to a variety of financial information needs; prepare and distribute timely and accurate financial reports to management; the board of aldermen; state and federal agencies; taxpayers and members of the public; perform other duties as assigned by the Board of Aldermen.

- Provide oversight of all financial activities of the City for purposes of:
 - Assuring financial transactions are undertaken in accordance with federal, state, and local law, regulation, contract, and policy; and that City assets are protected from misuse or misappropriation.
 - Assuring that financial transactions are properly documented and approved.
 - Assuring that financial transactions are properly recorded in the City's accounting system.
- Prepare and distribute accurate and timely financial reports from data maintained in the accounting system in order to meet reporting needs of: The Mayor, Board of Aldermen, and School Committee; City departments; Boards and

committees; State & federal grant and oversight agencies; Trustees of City trust funds; Independent financial auditors; financial markets, citizens & taxpayers.

- Oversee day-to-day administration of the City's contributory retirement system and serve as one of five trustees of the system.
- Administer the City' property insurance program
- Assist the Mayor's Office in the preparation of the annual budget
- Assist the Board of Aldermen in the analysis and approval of the annual budget
- Coordinate the completion of the annual independent financial audit. Provide financial research and analysis assistance to the Board of Aldermen, as requested

ACCOMPLISHMENTS

1. **Year-end close and financial statements:** The City's books for the year ended June 30, 2010 were closed according to schedule and the budgetary basis Annual Financial Report was issued on August 30, 2010, meeting the goal of within 60 days of year end.
2. **Year-end financial reporting and free cash certification:** Statutory reporting responsibilities were completed according to schedule and free cash was certified on September 20, 2010.
3. **Annual audit and issuance of the Comprehensive Annual Financial Report (CAFR):** The City's audited CAFR from the

year ended June 30, 2010 was issued on November 23, 2010 – slightly ahead of the target issuance date

4. **Monthly reconciliations:** Continued to provide the Collector-Treasurer with summary level monthly general ledger cash and receivable activity and ending balances within one week of the close of each month. Worked with the Collector-Treasurer and Audit Committee in the design of a detailed monthly general ledger to cash book and cash book to bank statement cash and investment reconciliation report.
5. **Web based interim financial reporting:** Expanded the City's web based interim financial reporting to include weekly; monthly; and quarterly reporting for major financial reserves and budgetary activity.

GOALS AND OBJECTIVES

1. Continue work on a web-based accounting and financial reporting policies and procedures manual. This will provide complete documentation for the City's accounting and financial reporting activities and serve as a valuable staff communications and training tool. This goal is intended as both an investment in the future and as a means of making government more effective.
2. Continue timely and accurate year-end closings; issuance of the budgetary basis Annual Financial Report within 60 days of year-end; completion of all statutory reporting and free cash certification within 90 days of year end; completion of the annual audit within 120 days of year end; completion of the annual audit exit conference within and issuance of a CAFR by December 31. This goal is intended to assist in the measurement of performance, to inform the Mayor and the Board of Aldermen of the financial position of the City, and to serve the needs of residents.

3. Continue to work with the mayor's office and finance committee of the Board of Aldermen to develop meaningful interim financial reporting packages, including enhanced web-based interim financial reporting. This goal is intended to assist in the measurement of performance, to inform the Mayor and the Board of Aldermen of the financial position of the City, and to serve the needs of residents.
4. Continue working with the Mayor's Office and Board of Aldermen in the ongoing improvement of the multi-year financial forecast and the development of a process to encourage a multi-year approach to budget and financial planning. This goal is intended to make government more effective.
5. Continue to work with a subcommittee of the City's Finance Committee in developing a funding plan for the City's post retirement health benefit obligations that can be submitted to the Mayor and Board of Aldermen for approval. This goal is intended to assist in the measurement of performance, to inform the Mayor and the Board of Aldermen of the financial position of the City, and to serve the needs of residents.
6. Continue to work with the Treasurer-Collector in the development of a formal monthly receivable reconciliation process, similar to what is currently in place for cash and investments. This goal is intended to make government more effective.

FUND: 01 - GENERAL FUND
DEPARTMENT: 104 - COMPTROLLER

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

| | ACTUAL 2009 | ACTUAL 2010 | ORIGINAL 2011 | AMENDED 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE 2011 To 2012 | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--------------------------------------|------------|
| DEPARTMENT SUMMARY | | | | | | | |
| 51 - PERSONAL SERVICES | 601,563 | 591,749 | 603,981 | 603,981 | 584,208 | -19,773 | -3% |
| 52 - EXPENSES | 1,693,193 | 1,481,287 | 2,049,760 | 1,423,528 | 3,281,688 | 1,858,160 | 131% |
| 58 - DEBT AND CAPITAL | 500 | 0 | 0 | 0 | 0 | 0 | 0% |
| 59 - OTHER FINANCING USES | 4,540,620 | 27,055 | 2,683,271 | 2,839,218 | 0 | -2,839,218 | -100% |
| 57 - FRINGE BENEFITS | 20,641,894 | 21,741,307 | 23,193,670 | 23,201,433 | 25,105,726 | 1,904,293 | 8% |
| TOTAL DEPARTMENT | 27,477,770 | 23,841,398 | 28,530,682 | 28,068,160 | 28,971,622 | 903,462 | 3% |
| COMPTROLLER | | | | | | | |
| 51 - PERSONAL SERVICES | 425,961 | 412,648 | 424,878 | 424,878 | 405,105 | -19,773 | -5% |
| 52 - EXPENSES | 79,615 | 84,388 | 80,535 | 85,605 | 79,313 | -6,292 | -7% |
| 58 - DEBT AND CAPITAL | 500 | 0 | 0 | 0 | 0 | 0 | 0% |
| 57 - FRINGE BENEFITS | 62,359 | 58,631 | 60,959 | 68,722 | 77,904 | 9,182 | 13% |
| TOTAL COMPTROLLER | 568,436 | 555,667 | 566,372 | 579,205 | 562,322 | -16,883 | -3% |
| RETIREMENT | | | | | | | |
| 51 - PERSONAL SERVICES | 175,602 | 179,101 | 179,103 | 179,103 | 179,103 | 0 | 0% |
| 52 - EXPENSES | 72,090 | 70,730 | 70,525 | 70,525 | 72,225 | 1,700 | 2% |
| 57 - FRINGE BENEFITS | 20,579,535 | 21,682,676 | 23,132,711 | 23,132,711 | 25,027,821 | 1,895,110 | 8% |
| TOTAL RETIREMENT | 20,827,227 | 21,932,507 | 23,382,339 | 23,382,339 | 25,279,150 | 1,896,811 | 8% |
| WORKERS COMPENSATION | | | | | | | |
| 52 - EXPENSES | 1,232,119 | 1,000,000 | 750,000 | 750,000 | 700,000 | -50,000 | -7% |
| TOTAL WORKERS COMPENSATION | 1,232,119 | 1,000,000 | 750,000 | 750,000 | 700,000 | -50,000 | -7% |

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| CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL |
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| | ACTUAL 2009 | ACTUAL 2010 | ORIGINAL 2011 | AMENDED 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE 2011 To 2012 | |
|-----------------------------------|------------------|----------------|------------------|------------------|---------------------|--------------------------------------|--------------|
| PROPERTY INSURANCE | | | | | | | |
| 52 - EXPENSES | 309,369 | 326,169 | 398,700 | 404,823 | 430,150 | 25,327 | 6% |
| TOTAL PROPERTY INSURANCE | 309,369 | 326,169 | 398,700 | 404,823 | 430,150 | 25,327 | 6% |
| RESERVE FUND | | | | | | | |
| 52 - EXPENSES | 0 | 0 | 750,000 | 112,575 | 2,000,000 | 1,887,425 | 1677% |
| TOTAL RESERVE FUND | 0 | 0 | 750,000 | 112,575 | 2,000,000 | 1,887,425 | 1677% |
| INTER-FUND TRANSFERS | | | | | | | |
| 59 - OTHER FINANCING USES | 4,540,620 | 27,055 | 2,683,271 | 2,839,218 | 0 | -2,839,218 | -100% |
| TOTAL INTER-FUND TRANSFERS | 4,540,620 | 27,055 | 2,683,271 | 2,839,218 | 0 | -2,839,218 | -100% |

FUND: 01 - GENERAL FUND
 DEPARTMENT: 104 - COMPTROLLER

**CITY OF NEWTON BUDGET
 DEPARTMENTAL DETAIL**

| | ACTUAL FY2009 | ACTUAL FY2010 | ORIGINAL 2011 | AMENDED 2011 | YTD EXPENSES 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE FY2011 AND FY2012 | | |
|--------------------------------|------------------------|------------------|------------------|-----------------|----------------------|---------------------|---|----------------|------------|
| 104 - COMPTROLLER | | | | | | | | | |
| 0110401 - COMPTROLLER | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | |
| 511001 | FULL TIME SALARIES | 359,764 | 369,735 | 381,428 | 373,320 | 281,528 | 362,430 | -10,890 | -3% |
| 511101 | PART TIME < 20 HRS/WK | 37,182 | 38,112 | 20,000 | 38,550 | 25,548 | 20,000 | -18,550 | -48% |
| 511102 | PART TIME > 20 HRS/WK | 13,994 | 0 | 18,550 | 0 | 0 | 18,550 | 18,550 | 100% |
| 514001 | LONGEVITY | 4,700 | 4,300 | 4,400 | 4,400 | 1,231 | 3,625 | -775 | -18% |
| 515003 | SPECIAL LEAVE BUY BACK | 6,000 | 0 | 0 | 6,000 | 6,000 | 0 | -6,000 | -100% |
| 515006 | VACATION BUY BACK | 3,280 | 0 | 0 | 2,108 | 2,108 | 0 | -2,108 | -100% |
| 515102 | CLEANING ALLOWANCE | 1,042 | 500 | 500 | 500 | 500 | 500 | 0 | 0% |
| TOTAL PERSONAL SERVICES | | 425,961 | 412,648 | 424,878 | 424,878 | 316,915 | 405,105 | -19,773 | -5% |
| EXPENSES | | | | | | | | | |
| 52401 | OFFICE EQUIPMENT R-M | 288 | 288 | 400 | 400 | 144 | 150 | -250 | -63% |
| 530201 | AUDITING SERVICES | 74,930 | 79,500 | 74,600 | 78,900 | 78,900 | 74,600 | -4,300 | -5% |
| 5319 | TRAINING EXPENSES | 665 | 0 | 500 | 500 | 150 | 500 | 0 | 0% |
| 53401 | TELEPHONE | 410 | 357 | 380 | 380 | 196 | 360 | -20 | -5% |
| 5341 | POSTAGE | 204 | 209 | 255 | 255 | 91 | 180 | -75 | -29% |
| 5342 | PRINTING | 209 | 519 | 750 | 750 | 409 | 520 | -230 | -31% |
| 5420 | OFFICE SUPPLIES | 1,521 | 1,457 | 1,500 | 1,500 | 947 | 1,500 | 0 | 0% |
| 5585 | COMPUTER SUPPLIES | 250 | 895 | 0 | 770 | 770 | 0 | -770 | -100% |
| 5592 | BOOKS/MANUALS/PERIODIC | 0 | 0 | 100 | 100 | 0 | 0 | -100 | -100% |
| 5711 | IN-STATE CONFERENCES | 0 | 0 | 250 | 250 | 0 | 0 | -250 | -100% |
| 5730 | DUES & SUBSCRIPTIONS | 1,139 | 1,162 | 1,800 | 1,800 | 1,197 | 1,503 | -297 | -17% |
| TOTAL EXPENSES | | 79,615 | 84,388 | 80,535 | 85,605 | 82,804 | 79,313 | -6,292 | -7% |
| FRINGE BENEFITS | | | | | | | | | |
| 57DENTAL | DENTAL INSURANCE | 1,021 | 810 | 811 | 811 | 562 | 793 | -18 | -2% |
| 57HLTH | HEALTH INSURANCE | 57,690 | 54,546 | 55,572 | 63,335 | 49,332 | 72,879 | 9,544 | 15% |
| 57LIFE | BASIC LIFE INSURANCE | 255 | 227 | 227 | 227 | 142 | 170 | -57 | -25% |
| 57MEDA | MEDICARE PAYROLL TAX | 3,393 | 3,049 | 4,349 | 4,349 | 2,785 | 4,062 | -287 | -7% |
| TOTAL FRINGE BENEFITS | | 62,359 | 58,631 | 60,959 | 68,722 | 52,820 | 77,904 | 9,182 | 13% |

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| CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL |
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| | ACTUAL FY2009 | ACTUAL FY2010 | ORIGINAL 2011 | AMENDED 2011 | YTD EXPENSES 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE FY2011 AND FY2012 | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|---|------------|
| DEBT AND CAPITAL | | | | | | | | |
| 585111 PC HARDWARE-ADMIN | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL DEBT AND CAPITAL | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| TOTAL COMPTROLLER | 568,436 | 555,667 | 566,372 | 579,205 | 452,540 | 562,322 | -16,883 | -3% |
| 0110491 - RETIREMENT | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| 511001 FULL TIME SALARIES | 173,952 | 177,451 | 177,453 | 177,453 | 314,789 | 177,453 | 0 | 0% |
| 514001 LONGEVITY | 1,650 | 1,650 | 1,650 | 1,650 | 2,525 | 1,650 | 0 | 0% |
| TOTAL PERSONAL SERVICES | 175,602 | 179,101 | 179,103 | 179,103 | 317,314 | 179,103 | 0 | 0% |
| EXPENSES | | | | | | | | |
| 5713 RETIREMENT EXPENSE FUN | 72,090 | 70,730 | 70,525 | 70,525 | 70,525 | 72,225 | 1,700 | 2% |
| TOTAL EXPENSES | 72,090 | 70,730 | 70,525 | 70,525 | 70,525 | 72,225 | 1,700 | 2% |
| FRINGE BENEFITS | | | | | | | | |
| 5707 NCRS PENSION CONTB | 12,101,460 | 12,683,359 | 14,407,935 | 14,407,935 | 14,407,935 | 15,461,199 | 1,053,264 | 7% |
| 5708 NON CONTRIB PENS BENEFI | 421,905 | 369,779 | 379,606 | 379,606 | 268,918 | 358,096 | -21,510 | -6% |
| 57DENTAL DENTAL INSURANCE | 514 | 514 | 515 | 515 | 405 | 616 | 101 | 20% |
| 57HLTH HEALTH INSURANCE | 7,144,745 | 7,717,534 | 7,373,803 | 7,373,803 | 5,755,840 | 8,287,759 | 913,956 | 12% |
| 57LIFE BASIC LIFE INSURANCE | 44,230 | 40,597 | 44,047 | 44,047 | 33,100 | 44,114 | 67 | 0% |
| 57MEDA MEDICARE PAYROLL TAX | 1,075 | 1,055 | 1,038 | 1,038 | 832 | 1,038 | 0 | 0% |
| 57MEDB MEDICARE PART B REIMB | 865,606 | 869,837 | 925,767 | 925,767 | 0 | 875,000 | -50,767 | -5% |
| TOTAL FRINGE BENEFITS | 20,579,535 | 21,682,676 | 23,132,711 | 23,132,711 | 20,467,032 | 25,027,821 | 1,895,110 | 8% |
| TOTAL RETIREMENT | 20,827,227 | 21,932,507 | 23,382,339 | 23,382,339 | 20,854,870 | 25,279,150 | 1,896,811 | 8% |

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| CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL |
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| | ACTUAL FY2009 | ACTUAL FY2010 | ORIGINAL 2011 | AMENDED 2011 | YTD EXPENSES 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE FY2011 AND FY2012 | |
|---------------------------------------|------------------|------------------|------------------|-----------------|----------------------|---------------------|---|--------------|
| 0110492 - WORKERS COMPENSATION | | | | | | | | |
| EXPENSES | | | | | | | | |
| 575007 WORKERS COMP INSURANC | 1,232,119 | 1,000,000 | 750,000 | 750,000 | 750,000 | 700,000 | -50,000 | -7% |
| TOTAL EXPENSES | 1,232,119 | 1,000,000 | 750,000 | 750,000 | 750,000 | 700,000 | -50,000 | -7% |
| TOTAL WORKERS COMPENSATION | 1,232,119 | 1,000,000 | 750,000 | 750,000 | 750,000 | 700,000 | -50,000 | -7% |
| 0110494 - PROPERTY INSURANCE | | | | | | | | |
| EXPENSES | | | | | | | | |
| 575001 PROPERTY INSURANCE | 302,473 | 320,542 | 390,000 | 398,773 | 392,750 | 425,000 | 26,227 | 7% |
| 575004 FINE ARTS INSURANCE | 1,296 | 0 | 3,000 | 847 | 0 | 0 | -847 | -100% |
| 575005 EMPLOYEE HONESTY BOND | 5,600 | 5,627 | 5,700 | 5,203 | 5,278 | 5,150 | -53 | -1% |
| TOTAL EXPENSES | 309,369 | 326,169 | 398,700 | 404,823 | 398,028 | 430,150 | 25,327 | 6% |
| TOTAL PROPERTY INSURANCE | 309,369 | 326,169 | 398,700 | 404,823 | 398,028 | 430,150 | 25,327 | 6% |
| 0110498 - RESERVE FUND | | | | | | | | |
| EXPENSES | | | | | | | | |
| 5790 CURRENT YEAR RESERVE | 0 | 0 | 750,000 | 112,575 | 30,000 | 500,000 | 387,425 | 344% |
| 5794 BUDGET RESERVE/SNOW & | 0 | 0 | 0 | 0 | 0 | 1,500,000 | 1,500,000 | 100% |
| TOTAL EXPENSES | 0 | 0 | 750,000 | 112,575 | 30,000 | 2,000,000 | 1,887,425 | 1677% |
| TOTAL RESERVE FUND | 0 | 0 | 750,000 | 112,575 | 30,000 | 2,000,000 | 1,887,425 | 1677% |

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| CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL |
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| | ACTUAL FY2009 | ACTUAL FY2010 | ORIGINAL 2011 | AMENDED 2011 | YTD EXPENSES 2011 | RECOMMENDED 2012 | APPROPRIATION CHANGE FY2011 AND FY2012 |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|---|
| 0110499 - INTER-FUND TRANSFERS | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 5918 TRANSF-MUNI FEDERAL GR | 0 | 14,094 | 40,000 | 40,000 | 0 | 0 | -40,000 -100% |
| 5922A TRANSF-RAINY DAY STABL | 0 | 0 | 2,643,271 | 2,643,271 | 2,643,271 | 0 | -2,643,271 -100% |
| 593039 TRANSF-CAP STABL FUND | 4,540,620 | 12,961 | 0 | 18,947 | 0 | 0 | -18,947 -100% |
| 593045 TRANSF-OPEB TRUST | 0 | 0 | 0 | 137,000 | 137,000 | 0 | -137,000 -100% |
| TOTAL OTHER FINANCING USES | 4,540,620 | 27,055 | 2,683,271 | 2,839,218 | 2,780,271 | 0 | -2,839,218 -100% |
| TOTAL INTER-FUND TRANSFERS | 4,540,620 | 27,055 | 2,683,271 | 2,839,218 | 2,780,271 | 0 | -2,839,218 -100% |
| TOTAL COMPROLLER | 27,477,770 | 23,841,398 | 28,530,682 | 28,068,160 | 25,265,709 | 28,971,622 | 903,462 3% |

FUND: 01 - GENERAL FUND
 DEPARTMENT: 104 - COMPTROLLER

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

| ACCOUNT | POSITION TITLE | RANGE | 2011 | | 2012 | |
|------------------------|------------------------|-------|------------|----------------|---------------|----------------|
| | | | FTE | SALARY | FTE | SALARY |
| 511001 | Comptroller | H13 | 1 | 125,596 | 1 | 125,596 |
| | Asst Comptroller | H09 | 1 | 73,376 | 1 | 73,376 |
| | Accountant | H07 | 1 | 60,162 | 1 | 60,162 |
| | Accounting Specialist | H06 | 1 | 54,377 | 1 | 54,377 |
| | Payroll Auditor | S06 | 1 | 48,919 | 1 | 48,919 |
| | Retirement Director | XXX | 1 | 106,648 | 1 | 106,648 |
| | Admin Assistant | XXX | 1 | 70,805 | 1 | 70,805 |
| Account Totals: | | | 7 | 539,883 | 7 | 539,883 |
| 511101 | PT Accounting Clerk | QQQ | 0.3 | 20,000 | 0.3 | 20,000 |
| | Account Totals: | | | 0.3 | 20,000 | 0.3 |
| 511102 | Accounting Asst | S06 | 0.4 | 18,550 | 0.4 | 18,550 |
| | Account Totals: | | | 0.4 | 18,550 | 0.4 |
| Report Totals: | | | 7.7 | 578,433 | 7.7 | 578,433 |