



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's 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, 2009 were closed according to schedule and the budgetary basis Annual

Financial Report was issued on August 31, 2009, 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 October 6, 2009.
3. **Annual audit and issuance of the Comprehensive Annual Financial Report (CAFR):** The City's audited CAFR from the year ended June 30, 2009 was issued on January 12, 2010 – twelve days later than the target issuance date.
4. **Certificate of excellence:** The City's CAFR for the year ended June 30, 2009 was not submitted to the awards program because one component unit of the City opted for a review instead of a complete audit for the year. This met the requirements of Massachusetts law, but disqualified the City's CAFR from consideration in the GFOA awards program.
5. **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.
6. **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.

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CITY OF NEWTON BUDGET DEPARTMENT SUMMARY

OBJECT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	562,724	601,563	738,339	-135,647	602,692	603,981	1,289	0%
52 - EXPENSES	1,607,871	1,693,193	2,177,310	-626,871	1,550,439	2,054,760	504,321	33%
58 - DEBT AND CAPITAL	0	500	0	0	0	0	0	0%
59 - OTHER FINANCING USES	6,008,401	4,540,620	0	13,958	13,958	137,000	123,042	882%
SUB-TOTALS:	8,178,996	6,835,876	2,915,649	-748,560	2,167,089	2,795,741	628,652	29%
57 - FRINGE BENEFITS	19,469,527	20,641,894	21,597,960	43,933	21,641,893	23,149,737	1,507,844	7%
SUB-TOTALS:	19,469,527	20,641,894	21,597,960	43,933	21,641,893	23,149,737	1,507,844	7%
DEPARTMENT TOTALS:	27,648,523	27,477,770	24,513,609	-704,627	23,808,982	25,945,478	2,136,496	9%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
0110401 COMPTROLLER	537,675	568,436	563,975	9,965	573,940	566,372	-7,568	-1%
0110491 RETIREMENT	19,666,613	20,827,227	21,785,266	46,554	21,831,820	23,343,406	1,511,586	7%
0110492 WORKERS COMPENSATION	1,142,000	1,232,119	950,000	0	950,000	750,000	-200,000	-21%
0110494 PROPERTY INSURANCE	293,834	309,369	326,100	2,717	328,817	398,700	69,883	21%
0110498 RESERVE FUND	0	0	888,268	-777,820	110,448	750,000	639,552	579%
0110499 INTER-FUND TRANSFERS	6,008,401	4,540,620	0	13,958	13,958	137,000	123,042	882%
DEPARTMENT TOTALS:	27,648,523	27,477,770	24,513,609	-704,627	23,808,982	25,945,478	2,136,496	9%

COMPTROLLER	ACTUAL 2008	ACTUAL 2009	2010			RECOMMENDED 2011	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2010 To 2011	
51 - PERSONAL SERVICES	395,328	425,961	423,591	0	423,591	424,878	1,287	0%
52 - EXPENSES	88,205	79,615	80,480	9,965	90,445	80,535	-9,910	-11%
58 - DEBT AND CAPITAL	0	500	0	0	0	0	0	0%
SUB-TOTALS:	483,533	506,076	504,071	9,965	514,036	505,413	-8,623	-2%
57 - FRINGE BENEFITS	54,142	62,359	59,904	0	59,904	60,959	1,055	2%
SUB-TOTALS:	54,142	62,359	59,904	0	59,904	60,959	1,055	2%
Element Totals:	537,675	568,436	563,975	9,965	573,940	566,372	-7,568	-1%

RETIREMENT	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010 ADJUSTMENTS	TOTAL	RECOMMENDED 2011	APPROPRIATION CHANGE 2010 To 2011	
51 - PERSONAL SERVICES	167,396	175,602	176,480	2,621	179,101	179,103	2	0%
52 - EXPENSES	83,832	72,090	70,730	0	70,730	75,525	4,795	7%
SUB-TOTALS:	251,228	247,692	247,210	2,621	249,831	254,628	4,797	2%
57 - FRINGE BENEFITS	19,415,385	20,579,535	21,538,056	43,933	21,581,989	23,088,778	1,506,789	7%
SUB-TOTALS:	19,415,385	20,579,535	21,538,056	43,933	21,581,989	23,088,778	1,506,789	7%
Element Totals:	19,666,613	20,827,227	21,785,266	46,554	21,831,820	23,343,406	1,511,586	7%

WORKERS COMPENSATION	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010 ADJUSTMENTS	TOTAL	RECOMMENDED 2011	APPROPRIATION CHANGE 2010 To 2011	
52 - EXPENSES	1,142,000	1,232,119	950,000	0	950,000	750,000	-200,000	-21%
SUB-TOTALS:	1,142,000	1,232,119	950,000	0	950,000	750,000	-200,000	-21%
Element Totals:	1,142,000	1,232,119	950,000	0	950,000	750,000	-200,000	-21%

PROPERTY INSURANCE	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010 ADJUSTMENTS	TOTAL	RECOMMENDED 2011	APPROPRIATION CHANGE 2010 To 2011	
52 - EXPENSES	293,834	309,369	326,100	2,717	328,817	398,700	69,883	21%
SUB-TOTALS:	293,834	309,369	326,100	2,717	328,817	398,700	69,883	21%
Element Totals:	293,834	309,369	326,100	2,717	328,817	398,700	69,883	21%

RESERVE FUND	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010 ADJUSTMENTS	TOTAL	RECOMMENDED 2011	APPROPRIATION CHANGE 2010 To 2011	
51 - PERSONAL SERVICES	0	0	138,268	-138,268	0	0	0	0%
52 - EXPENSES	0	0	750,000	-639,552	110,448	750,000	639,552	579%
SUB-TOTALS:	0	0	888,268	-777,820	110,448	750,000	639,552	579%
Element Totals:	0	0	888,268	-777,820	110,448	750,000	639,552	579%

INTER-FUND TRANSFERS	ACTUAL 2008	ACTUAL 2009	ORIGINAL	2010 ADJUSTMENTS	TOTAL	RECOMMENDED 2011	APPROPRIATION CHANGE 2010 To 2011	
59 - OTHER FINANCING USES	6,008,401	4,540,620	0	13,958	13,958	137,000	123,042	882%
SUB-TOTALS:	6,008,401	4,540,620	0	13,958	13,958	137,000	123,042	882%
Element Totals:	6,008,401	4,540,620	0	13,958	13,958	137,000	123,042	882%

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**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2010 BUDGET		2011 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Comptroller	H13	1	125,596	1	125,596
	Asst Comptroller	H09	2	146,752	2	146,752
	Accountant	H07	1	60,162	1	60,162
	Payroll Auditor	S06	1	48,378	1	48,919
	Retirement Director	XXX	1	106,648	1	106,648
	Admin Assistant	XXX	1	70,805	1	70,805
Account Totals:			7	558,341	7	558,882
511101	PT Accounting Clerk	QQQ	0.3	20,000	0.3	20,000
Account Totals:			0.3	20,000	0.3	20,000
511102	Accounting Asst	S05	0.4	18,550	0.4	18,550
Account Totals:			0.4	18,550	0.4	18,550
Report Totals:			7.7	596,891	7.7	597,432

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**CITY OF NEWTON BUDGET
CLASSIFICATION DETAIL**

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
104 - COMPTROLLER										
0110401 - COMPTROLLER										
PERSONAL SERVICES										
511001	FULL TIME SALARIES	348,542	359,764	380,888	0	380,888	286,738	381,428	540	0%
511101	PART TIME < 20 HRS/WK	34,248	37,182	20,000	17,903	37,903	28,557	20,000	-17,903	-47%
511102	PART TIME > 20 HRS/WK	0	13,994	17,903	-17,903	0	0	18,550	18,550	100%
514001	LONGEVITY	4,050	4,700	4,300	0	4,300	1,350	4,400	100	2%
515003	SPECIAL LEAVE BUY BACK	6,000	6,000	0	0	0	0	0	0	0%
515006	VACATION BUY BACK	1,488	3,280	0	0	0	0	0	0	0%
515102	CLEANING ALLOWANCE	1,000	1,042	500	0	500	500	500	0	0%
PERSONAL SERVICES TOTALS:		395,328	425,961	423,591	0	423,591	317,145	424,878	1,287	0%
EXPENSES										
52401	OFFICE EQUIPMENT R-M	288	288	400	-112	288	288	400	112	39%
530201	AUDITING SERVICES	83,400	74,930	74,600	9,200	83,800	39,500	74,600	-9,200	-11%
5319	TRAINING EXPENSES	235	665	600	0	600	0	500	-100	-17%
53401	TELEPHONE	356	410	380	0	380	262	380	0	0%
5341	POSTAGE	131	204	100	131	231	176	255	24	10%
5342	PRINTING	1,193	209	750	1	751	501	750	-1	0%
5420	OFFICE SUPPLIES	1,588	1,521	1,500	765	2,265	1,598	1,500	-765	-34%
5585	COMPUTER SUPPLIES	0	250	0	0	0	0	0	0	0%
5592	BOOKS/MANUALS/PERIODICALS	0	0	100	-20	80	0	100	20	25%
5711	IN-STATE CONFERENCES	0	0	250	0	250	0	250	0	0%
5730	DUES & SUBSCRIPTIONS	1,014	1,139	1,800	0	1,800	757	1,800	0	0%
EXPENSES TOTALS:		88,205	79,615	80,480	9,965	90,445	43,082	80,535	-9,910	-11%
FRINGE BENEFITS										
57DENTAL	DENTAL INSURANCE	1,157	1,021	811	0	811	638	811	0	0%
57HLTH	HEALTH INSURANCE	49,432	57,690	54,528	0	54,528	42,992	55,572	1,044	2%
57LIFE	BASIC LIFE INSURANCE	231	255	227	0	227	170	227	0	0%
57MEDA	MEDICARE PAYROLL TAX	3,322	3,393	4,338	0	4,338	2,383	4,349	11	0%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
FRINGE BENEFITS TOTALS:		54,142	62,359	59,904	0	59,904	46,184	60,959	1,055	2%
DEBT AND CAPITAL										
585111	PC HARDWARE-ADMIN	0	500	0	0	0	0	0	0	0%
DEBT AND CAPITAL TOTALS:		0	500	0	0	0	0	0	0	0%
FUNCTIONAL ELEMENT TOTALS:		537,675	568,436	563,975	9,965	573,940	406,411	566,372	-7,568	-1%
0110491 - RETIREMENT										
PERSONAL SERVICES										
511001	FULL TIME SALARIES	165,746	173,952	174,830	2,621	177,451	318,090	177,453	2	0%
514001	LONGEVITY	1,650	1,650	1,650	0	1,650	2,525	1,650	0	0%
PERSONAL SERVICES TOTALS:		167,396	175,602	176,480	2,621	179,101	320,615	179,103	2	0%
EXPENSES										
5713	RETIREMENT EXPENSE FUND	83,832	72,090	70,730	0	70,730	70,730	75,525	4,795	7%
EXPENSES TOTALS:		83,832	72,090	70,730	0	70,730	70,730	75,525	4,795	7%
FRINGE BENEFITS										
5706	RETIREE HEALTH BENEFITS	0	0	7,490,947	-7,490,947	0	0	0	0	0%
5707	NCRS PENSION CONTB	11,142,405	12,101,460	12,685,524	0	12,685,524	12,683,359	14,407,935	1,722,411	14%
5708	NON CONTRIB PENS BENEFITS	488,058	421,905	414,363	0	414,363	276,714	379,606	-34,757	-8%
57DENTAL	DENTAL INSURANCE	579	514	515	0	515	405	515	0	0%
57HLTH	HEALTH INSURANCE	6,892,797	7,144,745	19,803	7,490,947	7,510,750	5,823,818	7,373,803	-136,947	-2%
57LIFE	BASIC LIFE INSURANCE	45,161	44,230	114	43,933	44,047	33,204	114	-43,933	-100%
57MEDA	MEDICARE PAYROLL TAX	982	1,075	1,023	0	1,023	832	1,038	15	1%
57MEDB	MEDICARE PART B REIMB	845,403	865,606	925,767	0	925,767	4,164	925,767	0	0%
FRINGE BENEFITS TOTALS:		19,415,385	20,579,535	21,538,056	43,933	21,581,989	18,822,498	23,088,778	1,506,789	7%
FUNCTIONAL ELEMENT TOTALS:		19,666,613	20,827,227	21,785,266	46,554	21,831,820	19,213,843	23,343,406	1,511,586	7%
0110492 - WORKERS COMPENSATION										
EXPENSES										
575007	WORKERS COMP INSURANCE	1,142,000	1,232,119	950,000	0	950,000	950,000	750,000	-200,000	-21%
EXPENSES TOTALS:		1,142,000	1,232,119	950,000	0	950,000	950,000	750,000	-200,000	-21%
FUNCTIONAL ELEMENT TOTALS:		1,142,000	1,232,119	950,000	0	950,000	950,000	750,000	-200,000	-21%

ACCOUNT	DESCRIPTION	EXPENDED FY2008	EXPENDED FY2009	CURRENT YEAR 2010				RECOMMENDED	APPROPRIATION CHANGE BETWEEN FY2010 AND FY2011	
				APPROPRIATION	ADDITIONAL APPROPRIATION	TOTAL APPROPRIATION	YTD EXPENSES			
0110494 - PROPERTY INSURANCE										
EXPENSES										
575001	PROPERTY INSURANCE	287,286	302,473	317,600	2,717	320,317	320,317	390,000	69,683	22%
575003	BOILER INSURANCE	0	0	0	0	0	0	0	0	0%
575004	FINE ARTS INSURANCE	1,296	1,296	3,000	-127	2,873	0	3,000	127	4%
575005	EMPLOYEE HONESTY BONDS	5,252	5,600	5,500	127	5,627	5,627	5,700	73	1%
EXPENSES TOTALS:		293,834	309,369	326,100	2,717	328,817	325,944	398,700	69,883	21%
FUNCTIONAL ELEMENT TOTALS:		293,834	309,369	326,100	2,717	328,817	325,944	398,700	69,883	21%
0110498 - RESERVE FUND										
PERSONAL SERVICES										
5197	CURRENT YEAR WAGE RESERVE	0	0	138,268	-138,268	0	0	0	0	0%
PERSONAL SERVICES TOTALS:		0	0	138,268	-138,268	0	0	0	0	0%
EXPENSES										
5790	CURRENT YEAR RESERVE	0	0	750,000	-639,552	110,448	93,190	750,000	639,552	579%
EXPENSES TOTALS:		0	0	750,000	-639,552	110,448	93,190	750,000	639,552	579%
FUNCTIONAL ELEMENT TOTALS:		0	0	888,268	-777,820	110,448	93,190	750,000	639,552	579%
0110499 - INTER-FUND TRANSFERS										
OTHER FINANCING USES										
593039	TRANSF-CAP STABL FUND	6,008,401	4,540,620	0	13,958	13,958	0	0	-13,958	-100%
593046	TRANSF-OPEB TRUST	0	0	0	0	0	0	137,000	137,000	100%
OTHER FINANCING USES TOTALS:		6,008,401	4,540,620	0	13,958	13,958	0	137,000	123,042	882%
FUNCTIONAL ELEMENT TOTALS:		6,008,401	4,540,620	0	13,958	13,958	0	137,000	123,042	882%
COMPTROLLER TOTALS:		27,648,523	27,477,770	24,513,609	-704,627	23,808,982	20,989,388	25,945,478	2,136,496	9%