



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. **Policy and procedures manual:** An outline for a policies and procedures manual for accounting and financial reporting was completed at June 30, 2006. It is expected that it will take several fiscal years to develop a comprehensive accounting and financial reporting policies and procedures manual that will effectively meet the needs of the City for many years to come. Upon completion, this manual will be posted and maintained on the City web-site. New written policy guidelines were prepared and distributed during the first half of the fiscal year for petty cash and private way maintenance activities.
2. **Implement GASB Statements:** GASB Statements 42 (Accounting for Impairment of Capital Assets and for Insurance Recoveries); Statement 46 (Net Assets Restricted by Enabling Legislation); and Statement 47 (Accounting for Termination Benefits) were implemented for purposes of the City's June 30, 2006 audited CAFR.
3. **Year-end close and financial statements:** The City's books for the year ended June 30, 2006 were closed according to schedule and the budgetary basis Annual Financial Report was issued on August 30, 2006, meeting the goal of 60 days of year end.
4. **Year-end financial reporting and free cash certification:** Statutory reporting responsibilities were completed according to schedule and free cash was certified on September 19, 2006, meeting the goal of 90 days of year end.
5. **Annual audit and issuance of the Comprehensive Annual Financial Report (CAFR):** Fieldwork for the 6/30/2006 audit was completed on October 18, 2006 and the auditors conducted their annual exit conference with the Finance Committee on November 27, 2006.
6. **Multi-year financial planning:** Assisted the Mayor's Office and Board President in the development of the City's first public multi year financial forecast in the past ten years. Provided staff support to the Blue Ribbon Finance Commission in evaluating the multi-year financial forecast and the development of recommendations for "closing the gap".
7. **Certificate of excellence:** Submitted the City's 6/30/2005 CAFR to the Government Finance Officers Association review program and received the Certificate of Excellence in Financial Reporting Award for this report.
8. **Monthly reconciliation:** Developed a monthly report of general ledger receivable activity for use by the Treasurer & Collector in the reconciliation of detailed receivable balances to general ledger receivable control totals.

GOALS AND OBJECTIVES

1. Substantially complete 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.
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. It is our intent to continue to submit the annual CAFR for review by the GFOA for the excellence in financial reporting award.
3. 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.
4. Implement all new financial accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) according to the time tables specified by the GASB so that Newton continues to receive "clean" audit opinions and GFOA excellence in financial reporting designation.
5. 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.
6. Work with the other trustees of the Newton Contributory Retirement System and the Mayor and Board of Aldermen in evaluating the probable rewards and risks associated with the reassignment of retirement system asset management from individual fund managers selected by the Retirement Board to the Commonwealth of Massachusetts PRIT Fund.
7. Work with the Mayor's Office and Board of Aldermen in the development of long range financial planning policies, as recommended by both Moody's Investor Service and the Government Finance Officers Association (GFOA).
8. Work with the Treasurer and Collector in the development of a formal monthly receivable reconciliation process, similar to what is currently in place for cash and investments.
9. Work with the Chaffin Fund trustees in the development of investment guidelines for the Chaffin Fund upon obtaining relief from legal list investment restrictions.

DEPARTMENT:

104 - COMPTROLLER

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE 2007 To 2008	
				ADJUSTMENTS					
51 - PERSONAL SERVICES	406,717	561,736	2,278,715	1,390,547		3,669,262	3,385,505	-283,757	-8%
52 - EXPENSES	4,504	1,397,790	2,050,090	-393,168		1,656,922	1,986,512	329,590	20%
59 - OTHER FINANCING USES	0	2,301,383	848,385	1,736,250		2,584,635	542,879	-2,041,756	-79%
SUB-TOTALS:	411,221	4,260,909	5,177,190	2,733,628		7,910,818	5,914,896	-1,995,922	-25%
57 - FRINGE BENEFITS	63,039	18,376,983	19,130,117	0		19,130,117	19,929,152	799,035	4%
SUB-TOTALS:	63,039	18,376,983	19,130,117	0		19,130,117	19,929,152	799,035	4%
DEPARTMENT TOTALS:	474,260	22,637,892	24,307,307	2,733,628		27,040,935	25,844,048	-1,196,887	-4%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE 2007 To 2008	
				ADJUSTMENTS					
0110401 COMPTROLLER	474,260	540,235	558,294	890		559,184	558,343	-841	0%
0110491 RETIREMENT	0	18,525,152	19,280,458	0		19,280,458	20,106,019	825,561	4%
0110492 WORKERS COMPENSATION	0	1,001,353	947,870	86,472		1,034,342	950,000	-84,342	-8%
0110494 PROPERTY INSURANCE	0	269,768	277,300	12,990		290,290	277,300	-12,990	-4%
0110498 RESERVE FUND	0	0	2,395,000	897,026		3,292,026	3,409,507	117,481	4%
0110499 INTER-FUND TRANSFERS	0	2,301,383	848,385	1,736,250		2,584,635	542,879	-2,041,756	-79%
DEPARTMENT TOTALS:	474,260	22,637,892	24,307,307	2,733,628		27,040,935	25,844,048	-1,196,887	-4%

COMPTROLLER	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		TOTAL	RECOMMENDED 2008	APPROPRIATION CHANGE 2007 To 2008	
				ADJUSTMENTS					
51 - PERSONAL SERVICES	406,717	410,592	420,279	0		420,279	422,659	2,380	1%
52 - EXPENSES	4,504	63,979	65,380	890		66,270	65,380	-890	-1%
SUB-TOTALS:	411,221	474,571	485,659	890		486,549	488,039	1,490	0%
57 - FRINGE BENEFITS	63,039	65,664	72,635	0		72,635	70,304	-2,331	-3%
SUB-TOTALS:	63,039	65,664	72,635	0		72,635	70,304	-2,331	-3%
Element Totals:	474,260	540,235	558,294	890		559,184	558,343	-841	0%

RETIREMENT	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	0	151,144	158,436	0	158,436	163,339	4,903	3%
52 - EXPENSES	0	62,690	64,540	0	64,540	83,832	19,292	30%
SUB-TOTALS:	0	213,834	222,976	0	222,976	247,171	24,195	11%
57 - FRINGE BENEFITS	0	18,311,319	19,057,482	0	19,057,482	19,858,848	801,366	4%
SUB-TOTALS:	0	18,311,319	19,057,482	0	19,057,482	19,858,848	801,366	4%
Element Totals:	0	18,525,152	19,280,458	0	19,280,458	20,106,019	825,561	4%

WORKERS COMPENSATION	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	0	1,001,353	947,870	86,472	1,034,342	950,000	-84,342	-8%
SUB-TOTALS:	0	1,001,353	947,870	86,472	1,034,342	950,000	-84,342	-8%
Element Totals:	0	1,001,353	947,870	86,472	1,034,342	950,000	-84,342	-8%

PROPERTY INSURANCE	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
52 - EXPENSES	0	269,768	277,300	12,990	290,290	277,300	-12,990	-4%
SUB-TOTALS:	0	269,768	277,300	12,990	290,290	277,300	-12,990	-4%
Element Totals:	0	269,768	277,300	12,990	290,290	277,300	-12,990	-4%

RESERVE FUND	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	0	0	1,700,000	1,390,547	3,090,547	2,799,507	-291,040	-9%
52 - EXPENSES	0	0	695,000	-493,520	201,480	610,000	408,520	203%
SUB-TOTALS:	0	0	2,395,000	897,026	3,292,026	3,409,507	117,481	4%
Element Totals:	0	0	2,395,000	897,026	3,292,026	3,409,507	117,481	4%

INTER-FUND TRANSFERS	ACTUAL 2005	ACTUAL 2006	2007			RECOMMENDED 2008	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2007 To 2008	
59 - OTHER FINANCING USES	0	2,301,383	848,385	1,736,250	2,584,635	542,879	-2,041,756	-79%
SUB-TOTALS:	0	2,301,383	848,385	1,736,250	2,584,635	542,879	-2,041,756	-79%
Element Totals:	0	2,301,383	848,385	1,736,250	2,584,635	542,879	-2,041,756	-79%

DEPARTMENT:
104 - COMPTROLLER

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Comptroller	H13	1	111,656	1	112,086
511001	Deputy Comptroller	H10	1	80,759	1	81,070
511001	Asst Comptroller	H09	2	127,729	2	128,220
511001	Payroll Auditor	S06	1	45,016	1	45,189
511001	Accounting Asst	S05	1	40,919	1	41,344
511001	Retirement Director	XXX	1	94,293	1	97,536
511001	Admin Assistant	XXX	1	62,593	1	64,756
Account Totals:			8	562,965	8	570,201
Report Totals:			8	562,965	8	570,201