

Department of Financial Services

Mission

To manage the timely and accurate preparation of the City's Long-Range Financial Plan, Annual Budget, and five-year Capital Improvement Plan and to ensure the accurate and timely processing and reporting of all payrolls in compliance with federal, state, and local payroll, wage, and hour laws.

FINANCIAL SERVICES

The City of Newton Financial Services Department is a recently established department comprised of a Payroll Division and a Financial Planning & Analysis Division (FP & A).

The Payroll Division shall:

- (1) Manage the City's computerized payroll system in accordance with Federal, State, and City regulations, policies and procedures.
- (2) Ensure the accurate and timely processing of weekly, semi-monthly, and other payrolls.
- (3) Ensure compliance with federal, state, and local payroll, wage, and hour laws.
- (4) Process garnishments, child support payments, benefit adjustments, annual leave payments and all other payroll related adjustments in accordance with federal and state regulations.
- (5) Manage the payment and reporting of federal and state withholding taxes and the preparation of related reports. (W-2's, 941's, and all related reports)
- (6) Provide assistance and advice to all departments, payroll representatives, and employees on payroll policies and procedures.

The Financial Planning and Analysis Division shall:

- (1) Manage the timely and accurate development and preparation of the annual long -range financial plan.
- (2) Manage the timely and accurate development and preparation of the annual operating budget.
- (3) Manage the timely and accurate development and preparation of the capital improvement plan and the supplemental capital improvement plan.
- (4) Analyze financial data to inform the strategic decision-making process

This year, FY2022, the City established the Financial Services Department. This Department's structure was based on recommendations of consultants from our external auditing firm, following the performance of an assessment of the City's financial infrastructure. The Financial Services Department consists of a Payroll Division and a Financial Planning and Analysis (FP&A) Division.

Over the past year, we have worked to fill the positions within the two divisions with qualified individuals. We now have a team of strong professionals who are strengthening the City's payroll-related processes and the City's financial planning and analysis capabilities.

Perry Rosenfield, the City's FP&A Manager, joined the City in the summer of 2020. Perry came to us after serving as the Accounting Manager at the Encore Boston Harbor where he oversaw the accounting for the 18-outlet food and beverage department. He had prior experience with forecast and budgeting.

Perry brings not only his financial knowledge but also an exceptional work ethic, attention to detail, and a willingness to take on any task at hand. He has become an invaluable employee of the City in the twenty-two months that he has been here.

Allison Quach, the City's Payroll Manager, came to us last August from the City of Malden where she had many years of experience. This included more than a decade of experience supervising the processing of City and School payrolls for more than 1,900 employees.

Allison has brought payroll knowledge, analytical skills, attention to detail, and technology savvy to the City of Newton. She has already begun to develop critical policies and procedures in compliance with state and federal payroll regulations.

I have every confidence that, together, Perry and Allison will lead this newly constituted

department with best practices on our payroll, budgeting, and financial reporting processes.

In October 2022, the IT Department is planning to upgrade to MUNIS 2019. This will require significant training, of both the city timekeepers and central payroll team. Once implemented, we expect this to increase both the efficiency and capabilities of our payroll operation.

Additionally, we are looking to implement an Employee Self Service (ESS) portal over the course of the next year. This portal will allow employees to view their paystubs, year-end W2's and make basic changes to their employee status, such as dependents, address changes, and other personal information.

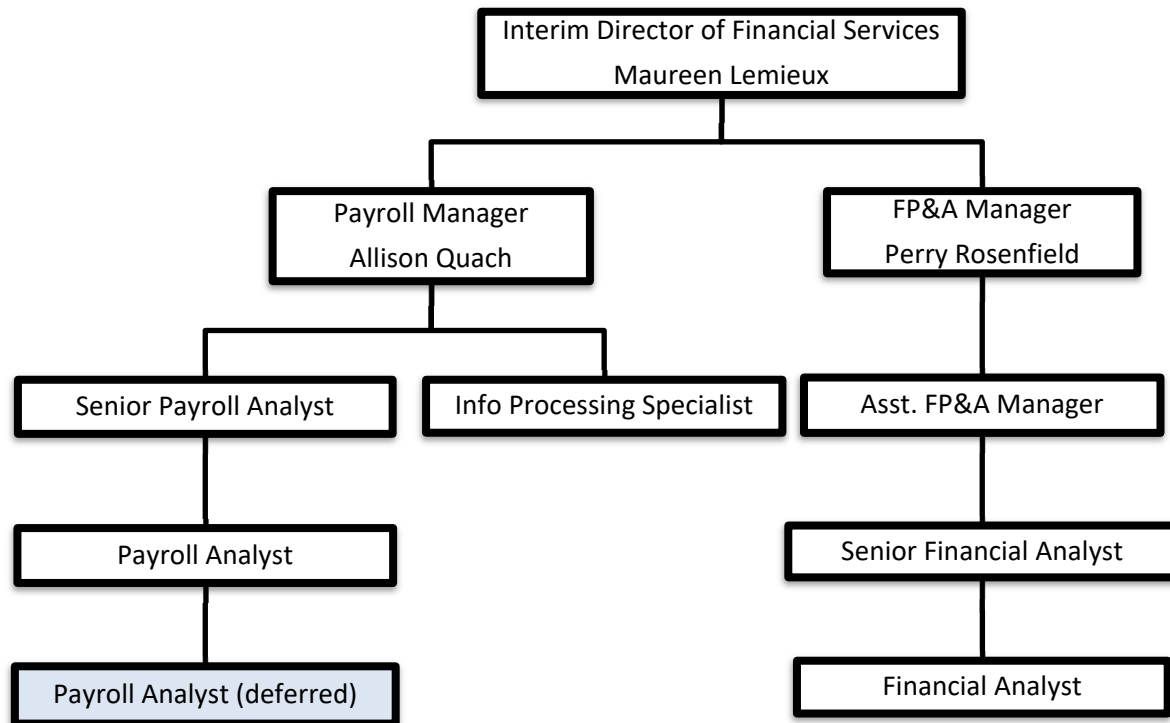
Financial Planning & Analysis' main priorities each year are accurate and timely development of the Five-Year Forecast and Long-Range Financial Plan and the Capital Improvement Plan in the fall, and the City of Newton Operating Budget in the spring. Additionally, we expect to expand our analyses throughout the year as we bolster our focus on the health insurance trust fund, revolving accounts, and enterprise funds.

I look forward to the continued growth and development of this department. I am confident that we will be able to institutionalize a robust financial infrastructure in these two critical areas that will serve the City for decades to come.

Maureen Lemieux

Maureen Lemieux
Chief Financial Officer

Financial Services



Financial and Operating Highlights

Financial Highlights

	< -----Actual ----->				Original	Proposed
	FY2018	FY2019	FY2020	FY2021*	FY2022	FY2023
Expenditure by Department						
Financial Services	\$ -	\$ -	\$ -	\$ -	\$ 871,423	\$ 774,479
Total	\$ -	\$ -	\$ -	\$ -	\$ 871,423	\$ 774,479
% Incr	0.00%	0.00%	0.00%	0.00%	0.00%	-11.12%

* Newly Formed department to bring efficiency to the payroll and budgeting process.

Personnel

Full-Time	0	0	0	0	9	8**
Part-Time	0	0	0	0	0	0
Total	0	0	0	0	9	8

**Includes one (1) frozen Analyst FTE, to be reinstated in FY24

Total Financial Services Expenditures



Financial Services Department

Fiscal Year 2023 Outcomes and Strategies

Outcome 1

Secure Talent, and Build Both the FP&A and the Payroll Divisions of the Financial Services Department

Our most immediate goal for the Financial Services Department in 2023 will be to staff the remaining vacant positions with qualified, knowledgeable, experienced individuals. We have hired both our Payroll and FP&A managers and are now working to supplement our leaders with a strong team of analysts. We will focus on training these team members and growing the capacity of the department.

We will continue to assess strengths, weaknesses, opportunities, and risks of the payroll process here in the City of Newton. We will continue to establish standard operating procedures that are compliant with all federal, state, and local payroll wage and hour laws, and provide training and support to all members of staff who are part of the payroll process throughout the City. This requires that we continue a top-down audit of the MUNIS Payroll system, including pay and deduction codes, to ensure that we are being as efficient in our processes as possible. This will allow us to ensure that our payroll is processed in a timely and accurate manner, that all withholdings are properly reported, and that all transactions are conducted in compliance with federal, state, and local payroll wage and hour laws.

Outcome 2

Assess Payroll Needs, Ensure Compliance and Provide Training

Outcome 3

Create the Long-Range Financial Plan, Five-Year Capital Improvement Plan & FY2024 Annual Operating Budget

We are very excited about building out our financial team and infrastructure to strengthen the financial planning function and play a critical role in providing City leadership with the data and analysis necessary to make financially informed decisions to ensure the long-term sustainability of the City for decades to come.

Financial Services Department

Fiscal Year 2023 Outcomes and Strategies

An important requirement of the staff of the FP&A Division is the tracking, recording, and reporting of all costs and expenditures that the City has incurred in response to, or as a result of, the Coronavirus Pandemic. This division will be responsible for submitting all federal, state, and locally required documentation for all grants (e.g., FEMA, CARES & ARPA) and reimbursements due to the City of Newton.

Outcome 4

Track and Manage All COVID-19 Grants and Reimbursements in a Transparent and Accurate Manner

Outcome 5

Develop a Departmentwide Culture that encourages Communication, Problem Solving, Customer Service and Decision Making

Develop a departmentwide culture that encourages communication, problem solving, and decision making, where individuals clearly understand their role, as well as the roles of others in the department, where professional development will be encouraged, and where each member truly feels included and respected. An climate of customer service will be our practice.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 110 - FINANCIAL SERVICES

**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
110 - FINANCIAL SERVICES						
0111049 - FINANCIAL SERVICES						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	0	0	0	674,518	625,866	-48,652
514001 LONGEVITY	0	0	0	1,500	750	-750
514309 OTHER STIPENDS	0	0	0	13,500	0	-13,500
TOTAL PERSONNEL SERVICES	0	0	0	689,518	626,616	-62,902
EXPENSES						
524010 OFFICE EQUIPMENT R-M	0	0	0	4,000	4,000	0
524050 COMPUTER EQUIPMT R-M	0	0	0	3,000	3,000	0
524080 DEPARTMENTAL EQUIP R-	0	0	0	800	800	0
530100 CONSULTANTS	0	0	0	50,000	40,000	-10,000
531900 TRAINING EXPENSES	0	0	0	2,500	2,500	0
534100 POSTAGE	0	0	0	100	100	0
534200 PRINTING	0	0	0	0	5,000	5,000
542000 OFFICE SUPPLIES	0	0	0	1,000	995	-5
558500 COMPUTER SUPPLIES	0	0	0	4,113	4,000	-113
571100 IN-STATE CONFERENCES	0	0	0	500	500	0
573000 DUES & SUBSCRIPTIONS	0	0	0	500	500	0
TOTAL EXPENSES	0	0	0	66,513	61,395	-5,118
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	0	0	0	2,108	1,607	-501
57HLTH HEALTH INSURANCE	0	0	0	86,796	61,657	-25,140
57LIFE BASIC LIFE INSURANCE	0	0	0	228	57	-171
57MEDA MEDICARE PAYROLL TAX	0	0	0	8,864	9,086	222
57OPEB OPEB CONTRIBUTION	0	0	0	17,395	14,061	-3,334
TOTAL FRINGE BENEFITS	0	0	0	115,392	86,468	-28,924
TOTAL FINANCIAL SERVICES	0	0	0	871,423	774,479	-96,944
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