



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

FINANCE DIVISION

MISSION STATEMENT

To provide timely, responsive and comprehensive financial support services to the City departments and provide timely payments to city vendors and creditors.

DESCRIPTION OF RESPONSIBILITIES

Under the supervision of the Director of Administration, the Finance Division is responsible for the administration of the financial affairs of the City and the identification and development of fiscal policies and practices to enhance the public benefit.

Responsibilities include the following programs:

- a) Budgeting Compliance, which involves expenditure, encumbrance, and authority monitoring as well as compliance for supplemental appropriations and transfers.
- b) Cash Receipts Processing, which involves processing of City cash receipts as well as accounting and reconciling.
- c) Fixed Asset Control, which controls purchase of fixed assets, changes, inventory, data base preparation and oversight of annual physical inventory.
- d) Financial Reporting, which provides monthly revenue, expenditure and encumbrance reports and balance sheets. This activity also includes the oversight and coordination of the annual audits and financial report.
- e) Payroll, which includes auditing of all departments' time sheets, master file maintenance, preparation and transmittal of payroll input, and reconciliation of output, checking account and tax reports.
- f) Purchasing/Cash disbursement, which involves verification and imputing of invoices, authorization for payment, reconciliation of vendor accounts, preparation of payments and reconciliation of bank accounts.

FINANCE DIVISION

Director of
Administration

Senior Accountant

Account Specialist II



**CITY OF SEMINOLE
FY10 PERSONNEL SUMMARY
FINANCE**

POSITION	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Senior Accountant	1	1	1	1	1	1	1
Account Specialist	1	1	1	1	1	0	0
Account Specialist II*	1	1	1	1	1	1	1
TOTAL	3	3	3	3	3	2	2

Seasonal Intern	0	0	0	0	0	1	0
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* Position expense paid by Fire Administration

CITY OF SEMINOLE
FY10 BUDGET
Administration Department - Finance Division

ACCOUNT	Dept/Div Acct. #513	FY05 Actual	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Adopted	FY09 Final Budget	Y.T.D. 3/31/09	FY10 Adopted	% Change FY09 TO FY10
Salaries - Regular	1200	84,349	74,074	80,299	62,330	68,478	68,478	34,440	65,221	-4.8%
Salaries- Overtime	1400	88	196	337	0	0	0	0	0	0.0%
Education Special	1503	1,920	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
FICA	2100	6,678	5,771	6,215	4,809	5,304	5,304	2,614	5,090	-4.0%
FRS	2210	0	4,065	8,073	6,269	6,542	6,542	3,392	6,555	0.2%
ICMA	2220	8,322	2,508	0	0	0	0	0	0	0.0%
Health/Life Insurance	2310	8,876	7,911	9,200	5,471	5,673	5,673	2,793	5,941	4.7%
L/T Disability Insurance	2320	695	611	680	511	526	526	259	526	0.0%
Workers Compensation	2400	238	224	241	204	252	252	101	166	-34.1%
People Costs		111,166	96,680	106,365	80,914	88,095	88,095	43,599	84,819	-3.7%
Prof. Svcs - Acct/Audit	3200	7,922	8,660	8,140	10,841	10,560	10,560	7,132	10,880	3.0%
Contract Svce - Computer	3430	1,533	2,068	1,582	1,483	1,680	1,680	1,483	1,680	0.0%
Travel/Per Diem	4000	1,152	1,883	1,268	576	1,025	1,025	176	1,025	0.0%
Telecommunications	4110	1,678	1,536	1,569	1,164	1,522	1,522	68	874	-42.6%
Postage/UPS	4120	1,934	1,859	2,011	1,949	2,343	2,343	962	2,000	-14.6%
Printing - Other	4790	738	783	965	1,208	1,930	1,930	235	1,930	0.0%
Office Supplies	5110	671	438	909	440	1,108	1,108	124	1,063	-4.1%
Operating Supplies - Checks	5230	712	712	356	392	980	980	392	500	-49.0%
Operating Supplies -General	5290	312	1,620	698	61	660	660	6	100	-84.8%
Books/Publications	5410	265	243	230	301	450	450	230	250	-44.4%
Dues/Memberships	5430	90	105	65	45	45	45	0	45	0.0%
Conf./ Training/Education	5440	2,790	781	593	449	655	655	443	774	18.2%
Tuition Reimbursement	5490	0	0	972	4,238	0	0	0	0	0.0%
Operational Costs		19,797	20,688	19,358	23,147	22,958	22,958	11,251	21,121	-8.0%
Computers	6401	0	566	0	0	0	0	0	0	0.0%
Capital Outlay		0	566	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		130,963	117,934	125,723	104,061	111,053	111,053	54,850	105,940	-4.6%

CITY OF SEMINOLE
Fiscal Year 2010
Administration Department – Finance Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$65,221 - This category covers wages for the Senior Accountant.

Education Special – 1503

\$1,320 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$5,090 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$6,555 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$6,467 - This category covers the City's health (\$5,941) and disability insurance (\$526) costs.

Worker's Compensation– 2400

\$166 - This covers the cost for workman's compensation at the rate of .25% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$10,880 – Audit fee, annual state report, and preliminary work toward Comprehensive Annual Financial Report (CAFR) by Wells, Houser, Schatzel & Thomas, P.A, split 40% Finance/ 60% Fire (estimated new contract price of \$27,200).

Contract Services Computer - 3430

\$1,680 – Kintera Fundware Full Support (\$3,700), Accufund, Inc. maintenance on report writer software (\$500). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2010
Administration Department – Finance Division

Travel and Per Diem - 4000

\$1,025 - Costs are for Finance personnel to attend conferences and seminars not held locally. FGFOA Annual State Conference (\$675), Fundware User group meeting (\$350).

Communications - 4110

\$874 - This category covers telephone costs for local and long distance service.

Postage – 4120

\$2,000 – This category covers general postage, certified mailings, as well as \$1,530. for A/P checks.

Printing - 4700

\$1,930 - These funds are for the printing of office forms such as Purchase Order and Requisition forms (\$1,275), misc. printing (\$655).

Office Supplies - 5110

\$1,063 - These funds are for supplies used to support Finance Division job tasks, variety of office supplies required by the payroll and accounts payable functions, and also including computer related supplies.

Operating Supplies – 5200

\$600 – These funds are for Payroll checks (\$100), A/P checks (\$400), and bank charges (\$100).

Books and Publications - 5410

\$250 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division.

Dues and Memberships – 5430

\$45 – This category includes professional memberships to various organizations that provide resource materials for Finance Division development. Gulfcoast Chapter one membership at (\$20) and one FGFOA membership at (\$25).

Conferences, Training and Education - 5440

\$774 – FGFOA Annual State Conference (\$215), Fundware User group meeting (\$199), FGFOA Gulfcoast local seminars (\$120) and FGFOA local meetings (\$240).