

Finance Department



Mission Statement

The mission of the Finance Department is to provide professional services to City departments and the citizens to ensure current and future fiscal integrity.

Department Description

The Finance Department is organized into four divisions that provide services to other City departments and our citizens. The department provides financial and administrative services including finance, accounting, budget, purchasing, business license, risk management, internal auditing, revenue collections and reprographics.

Division/Major Program Description

Administration provides overall management of the department, facilitates financial planning and forecasting, coordinates the financing of City projects and provides City management with fiscal information concerning legislative impacts to North Las Vegas. The division is also responsible for the coordination, preparation and adoption of the City's operating and capital budgets, audits taxpayer records and coordinates internal audits of City departments.

Accounting provides financial services including accounting, accounts payable, accounts receivable, payroll, general ledger, cash and investments and debt management. This division provides financial and budgetary reports for

internal and external users and is responsible for the preparation of the comprehensive annual financial report. This division maintains the City's financial systems, provides internal controls over all financial functions, coordinates the annual audit and ensures grant compliance.

Business License is responsible for licensing every type of business conducting business within the City. The various types of licenses range from privileged business licenses (i.e. Liquor Control and Gaming licensing) to professional and general types of businesses. It administers and enforces the collection of license fees in accordance with City code. These fees include but are not limited to general business fees, privileged fees, franchise fees etc.

The Purchasing and Risk Management Division acquires various goods, services, equipment and supplies for all City departments at the lowest possible cost without sacrificing quality. It investigates and resolves claims in the areas of property loss and liability and procures property and general liability insurance for the City. Reprographics and the Mail Room are part of this division and provide mail and copy services to City departments.



Fiscal 2003-04 Highlights

- Assisted the City Manager with negotiating a new formula for the special ad valorem tax distribution, resulting in approximately \$3.0 million in enhanced revenue over the next five years.
- Completed financial forecast on the City's major funds providing City Council and City Management with information regarding the City's economic and fiscal health.
- Received the Government Finance Officer Association's (GFOA) Certificate of Achievement for Excellence in Reporting for the 22nd year in a row and prepared an operating budget for submittal to the GFOA Distinguished Budget Program.
- Completed the sale of \$7.5 million in general obligation refunding bonds and \$8.7 million in water and sewer general obligation refunding bonds resulting in an interest savings of \$542,827 and \$722,127, respectively.
- Provided linkage between the operating and capital improvement budgets and recommended funding options for general governmental projects.
- Performed analysis of water and sewer rates and payment in lieu of tax methodology to determine financial impact on General Fund.
- Created new Sewer Fund and transferred all sewer-related financial transactions from the Water Fund including assets, liabilities, revenue and expenses.
- Enhanced telecommunication and business license revenue due to collection, auditing and enforcement efforts.
- Designed new mail routes to accomplish accountability and responsibility and implemented twice-a-day mail run.
- Developed and implemented policies and procedures for collection of delinquent receivables.
- Implemented collection agency services, armored car services, on-line ordering of office supplies and purchasing card program.
- Assisted in acquisition of the Police Department's Community Service Building and developed hardware contract for the Utility Department's automatic meter reading (AMR) program.
- Assisted with the implementation of a new utility billing system and initiated the conversion of the business license system.
- Provided plan to automate the jail management system. The newly hired Internal Auditor will review the system once it is in place.
- Explored options for making on-line utility billing payments. Information Technology and Utilities will jointly implement this project in the upcoming fiscal year.

Fiscal 2004-05 Goals

- Maintain the GFOA Certificate of Achievement for Excellence in Reporting and the GFOA Distinguished Budget Award.
- Complete financial projections and analysis to assist with the funding of a new library.
- Continue to increase collections from Business License audit activities while reducing delinquency rates.
- Continue monitoring internal controls on cash and enforce cash collection procedures through internal audit activities.
- Coordinate and implement Public Works fee analysis.
- Assisted the Planning Department with a financial capacity analysis.
- Provide legislative support on financial issues affecting the City during the 2005 legislative session.



Department Financial Trend - Finance

	2002-03 Actual	2003-04 Amended Budget	2004-05 Adopted Budget	2004 vs 2005 Variance Amount	Variance Percent
Expenditures by Object					
Salaries & Wages	1,333,030	1,560,400	1,849,400	289,000	18.52
Employee Benefits	443,981	527,900	652,400	124,500	23.58
Supplies & Services	335,615	322,000	406,500	84,500	26.24
Capital Outlay	0	35,500	0	(35,500)	(100.00)
Department Total	2,112,626	2,445,800	2,908,300	462,500	18.91
Expenditures by Division					
Financial Administration	664,773	665,100	613,400	(51,700)	(7.77)
General Accounting	537,560	721,600	1,155,500	433,900	60.13
Business License	296,118	432,600	476,800	44,200	10.22
Purchasing	278,374	302,700	325,800	23,100	7.63
Multigraphics	335,801	323,800	336,800	13,000	4.01
Department Total	2,112,626	2,445,800	2,908,300	462,500	18.91
Expenditures by Fund					
General	2,080,954	2,445,800	2,908,300	462,500	18.91
Water/Sewer Utility	31,672	0	0	0	0.00
Department Total	2,112,626	2,445,800	2,908,300	462,500	18.91
Authorized Personnel					
Financial Administration	6.00	5.00	5.00	0.00	0.00
General Accounting	8.00	11.00	12.50	1.50	13.64
Business License	4.00	5.50	5.50	0.00	0.00
Purchasing	3.00	3.00	3.00	0.00	0.00
Multigraphics	3.00	3.00	3.00	0.00	0.00
Total FTE's Finance	24.00	27.50	29.00	1.50	5.45



Department Performance Measures

Measures	Actual 2002-03	Estimated 2003-04	Budget 2004-05
Administration			
Fund balance coverage	14.9%	18.0%	18.0%
Prepare Distinguished Budget document	No	Yes	Yes
Produce funded Five-Year Capital Improvement Plan	N/A	Yes	Yes
Accounting			
% of total cash invested	98.85%	99.00%	99.00%
Average yield on investments	1.94%	1.50%	1.75%
Unqualified annual audit with an opinion date of September 30	10/23/03	9/30/04	9/30/05
	3 findings	0 findings	0 findings
Prepare Comprehensive Annual Financial Report by October 31	No	Yes	Yes
% of monthly closes within 7 working days of month-end	0%	50%	100%
Number of payroll records processed	38,500	39,500	39,500
Number of accounts payable checks processed	17,150	18,000	19,000
Business License			
Business License Revenues	4,003,610	4,913,209	5,650,190
Number of active business licensees	7,786	8,720	9,766
Purchasing/Risk Management			
Pieces of mail delivered	n/a	872,900	986,377
Number of copies	2,187,786	2,305,500	2,423,125
Number of bids and requests for proposals	6 Bids	22 Bids	45 Bids
	4 RFPs	6 RFPs	15 RFPs
Number of Claims/Claims Paid	62/24	68/31	75/40
Amount of Claims Paid - Risk Management	28,149	30,000	45,000

FY 2004-05 Budget Adjustments

CIP#	Fund	Div.	Request Description	F.T.E.'s	Salaries & Benefits	Supplies/ Services	Capital	Total Request
	0100	4151	Reclassify Financial Analyst to Senior F.A.		11,900			11,900
	0100	4151	Increase publication production budget			20,000		20,000
	0100	4152	Reclassify Financial Analyst to Senior F.A.		12,800			12,800
	0100	4152	Financial Applications Administrator	1.00	92,200	3,700		95,900
	0100	4152	Part-Time Office Clerk to replace temps	0.50	17,700			17,700
				<u>1.50</u>	<u>134,600</u>	<u>23,700</u>	<u>0</u>	<u>158,300</u>

