

# FINANCE DEPARTMENT ANNUAL REPORT

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*FISCAL YEAR*

*MAY 1ST, 2016 – APRIL 30TH, 2017*

*SUBMITTED MAY 1, 2017*

Mayor Kupsky, City Council, and City Clerk:

It is my pleasure to present this annual summary of operations report of the Finance Department for Fiscal Year 2017-2018. The following pages include the department's mission statement, overview of operations, a bullet-point list of major accomplishments during the past fiscal year, and a look forward to the new fiscal year.

During the past year the Finance Department has accomplished a number of important things, some of which are outlined on the following pages. Many improvements are realized long-term through better efficiencies or intangible benefits.

Our department is unique in that we serve all departments across the City. As I like to say, everything flows through the Finance Department. With that in mind, a number of people deserve credit in helping us successfully serve our role as the financial stewards of the City. The elected officials, department directors, and staff throughout the City work with us on a daily basis. I thank everyone for your dedication, interest, and patience in working with the Finance Department.

It's my privilege to lead the Finance Department, and provide this annual summary report of our operations. We have a skilled and cohesive team that is dedicated to the work we do, yet there are a number of areas to improve upon in the future. We are looking forward to the next year as we continue in our effort to provide "the highest level of service and responsibility as financial stewards of the City of Fairview Heights."

Respectfully Submitted,

Gina Rader  
Director of Finance

# FINANCE DEPARTMENT

Gina Rader  
Finance Director

Amber Reynolds  
Accounting Supervisor

Dana Tindall  
Accounts Payable Clerk



## **MISSION STATEMENT**

**The staff of the Finance Department is dedicated to provide the residents of Fairview Heights the highest level of service and responsibility in serving as the financial stewards of the City of Fairview Heights.**

### **Overview of Operations**

The Finance Department is responsible for the sound financial management and integrity of the finance system in the administration, development, and monitoring of the operating and capital budgets. Tasks include investments, debt management, monthly reporting, payroll, and accounts payable. The department consults with and advises the directors and elected officials on efficient fiscal management operations as necessary, including the investment and depositing of municipal funds in accordance with City policy and all applicable laws. The Finance Department is also available to assist the public and citizen groups with information requests as needed.

The Finance Department is currently comprised of 3 full-time employees, which includes the Director of Finance. The Director has general management responsibility of the Finance Department, and is designated as an ex-officio member of the Finance Committee but has no voting power. An Accounting Supervisor is primarily responsible for payroll processing, account reconciliations, and a number of monthly journal entries. An Accounts Payable Clerk is responsible for processing invoices and payments in accordance with the City's purchasing rules and processes.

A number of other tasks also require attention from the Finance Department, including Freedom of Information Act (FOIA) requests and Software Management with Clarity (the City's main software system).

During the past twelve months, the Finance Department will have:

- Processed over 4,500 payroll related transactions.
- Processed approximately 3,300 purchase orders, reflecting over 5,300 individual transactions.
- Responded to over a dozen FOIA requests.

The Director of Finance performs duties of the Budget Director by compiling a budget containing estimates of revenues available prior to the beginning of a fiscal year, which is applied together with recommended expenditures for the municipality and all of its boards, commissions and departments. The Budget must be approved by the City Council prior to May 1st each fiscal year.

### **Major Events During FY 2016 – 2017**

- FY 15-16 Audit – Auditors were onsite beginning in late July for review. Considerable staff time was need to work in conjunction with the auditors to provide reports and explanations of financial events and workflow processes.
- Earned a “non-qualified opinion” from our external auditor for the Comprehensive Annual Financial Report (CAFR – audit) for the fiscal year ending April 2016.
- Fully transitioned from ADP Payroll System back to processing all payroll from the City software.
- The Finance Department, in conjunction with other City departments, prepared and presented the six month budget review.
- The Finance Department welcomed Amber Reynolds to the City as the Accounting Supervisor.
- Budget Format – A new “Budget Workbook” was introduced for Fiscal Year FY 17-18. This was overwhelmingly supported in April during Budget Review by City Council.
- Cross-training department staff.
- Property Tax Abatements – The Finance Department prepared the property tax abatements and presented them to the Finance Committee. The City Council passes the abatement ordinances in January.
- Budget Format – A new “Budget Workbook” was introduced for Fiscal Year FY 17-18. This was overwhelmingly supported in April during Budget Review by City Council.
- The Finance Department worked closely with City departments in the creation of the capital and operating budgets for FY 17-18. Significant staff time and planning was spent in the analysis and preparation of the budget.
- Completed Clarity Training on overall General Ledger
- Implementing Business License module in collaboration with City Clerk Office.

### **A Look Ahead to FY 2017 – 2018**

The Finance Department has the following goals for the upcoming fiscal year:

- To update several finance related policies, and improve reconciling procedures.
- To improve the efficiency of the payroll process.
- To enhance communications, accountability, efficiency, and effectiveness both within and outside the department / organization.
- To provide additional training to other department utilizing Clarity.

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