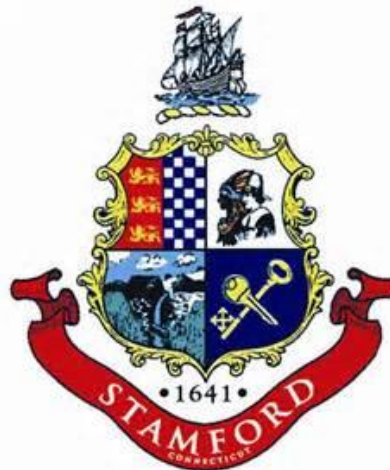


City of Stamford Controller's Office

FY 2017-18 Budget Presentation



David A Yanik,
Controller
Karen Vitale,
Assistant Controller



Controller's Office

■ Mission Statement

The Controller's Office mission is to maintain the books and records of the City of Stamford and its various agencies, functions and departments by supporting the General Accounting, Accounts Payable, and Payroll functions and ensuring that prudent accounting policies, procedures and practices have been established which are supported by well-designed and operationally effective internal controls.

■ Programs

- *1032 Transaction Processing & Financial Reporting*
- *1034 Internal Audit*
- *1035 Cash Management*

Services Provided

Program	Services Provided
<p><i>1032 Transaction Processing & Financial Reporting</i></p>	<p>Maintain reliable financial systems for processing transactions and accurate supporting records for the following functions:</p> <ul style="list-style-type: none"> • General Accounting – Tracking fund balances for the General Fund and 18 other governmental funds • Accounts Payable – Processing invoices and other payments due for all City operation including the BOE, averaging almost 800 payments each semi-monthly disbursement cycle • Payroll – Generating wage and salary payments for over 4,000 full-time and seasonal City and BOE employees <p>Periodically report the City’s financial results (as well as for the other governmental funds - pensions, OPEB Trust, OTHRA, Capital Projects, Debt Service, etc.), as needed. Also, oversee annual audit of the City’s financial statements by the City’s independent auditors and the preparation of audited financial reports for the City’s pension plans, the SWPCA, and the Single Audit reports for the Board of Education.</p>
<p><i>1034 Internal Audit</i></p>	<p>Provide assurance regarding compliance with City’s policies and procedures, input regarding internal control design and adequacy, operational efficiency (including recommendations for improvement), and independent verification of facts and circumstances, as required, for board and mayor’s administration decision making.</p>
<p><i>1035 Cashiering & Cash Management</i></p>	<p>Monitor and support City’s cashiering and treasury activities, including payment processing through outside service providers</p>



2016-17 Highlights

What are the most significant accomplishments made or challenges faced by the department in the last FY?

- Special projects contributions –
 - Transfer / sale of Smith House to CMG
 - ACA implementation & reporting requirements
 - URC cash projections update & management changes
 - Debt issuance and refinancing for City and WPCA
- Auditors reported no material weaknesses or other deficiencies in internal control for City/BOE/SWPCA



2017-2018 Goals

What are the goals and plans that you have for your department this year?

- Continue to pursue opportunities to improve productivity and efficiency through technology (even if not “owned by” the Controller’s Office):
 - Implementation of ACH wire payment program for key vendors
 - Issue RFP for payroll service provider and plan for implementation
 - Support expansion of use of credit card transaction processing service providers to additional City departments
 - Support Kronos Timekeeping & Attendance software implementation and expansion of usage (note: as per org chart on slide 7, Time & Attendance Manager position has been transferred into the Controller’s Office)



Challenges and Changes Needed

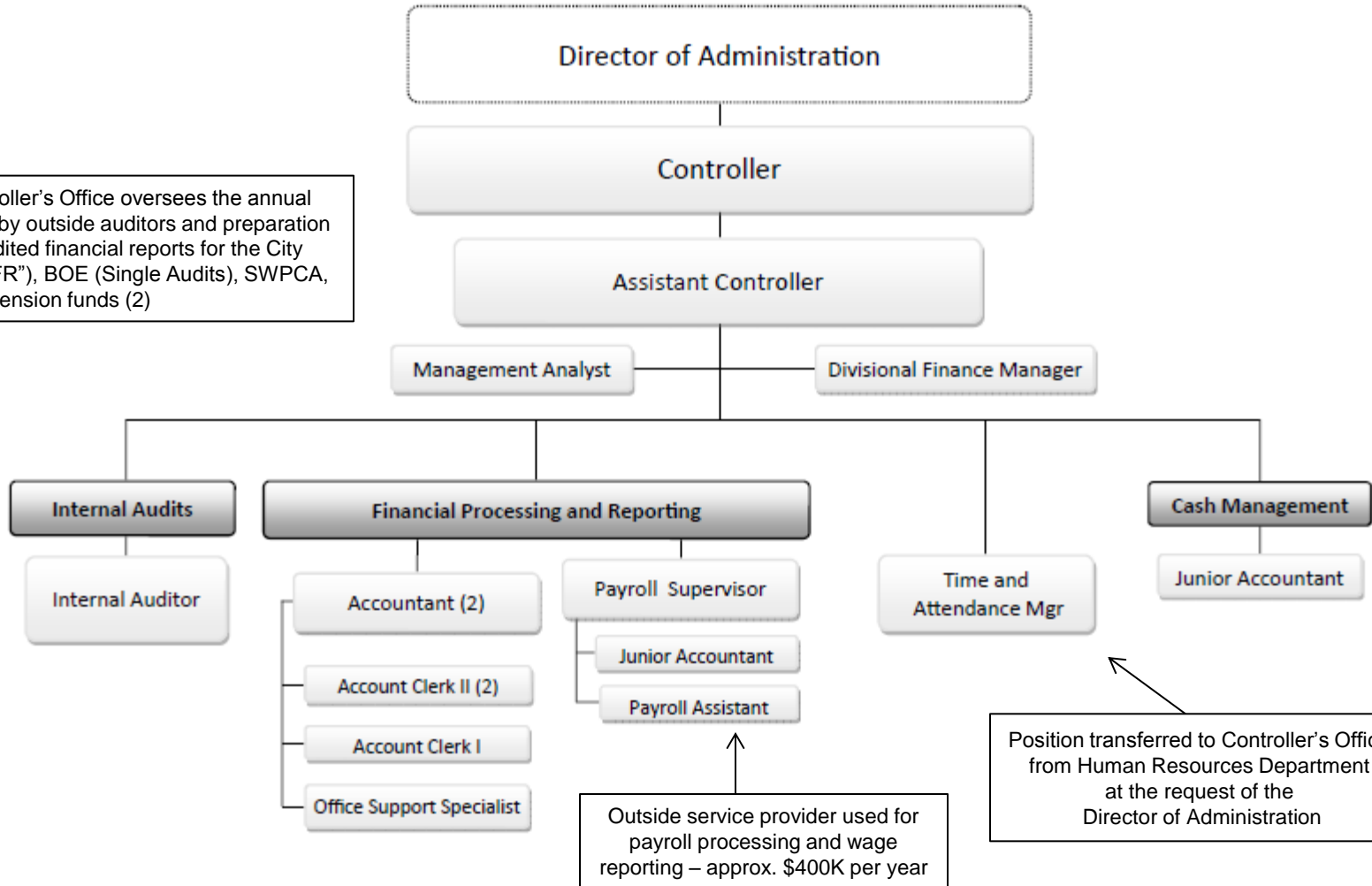
Significant Challenges...

- **Time & Attendance - Payroll – Human Resources**
 - Need to find ways to improve cooperation and streamline processes
 - RFP for payroll service provider – Implementation funding \$\$\$
 - Set stage for implementation of payroll (pay) cycle changes
- **General Ledger Accounting & Financial Reporting software application**
 - Multi-year project that needs support from boards
 - 2+ years from planning & RFP issuance to implementation
 - Est. \$2+ Million (engage project manager w. relevant exp.)
 - Mayor's Special Assistant engaged to provide needs assessment and market overview

Controller's Office Organization, Personnel and Resources

Office of Administration – Controller's Office

Controller's Office oversees the annual audit by outside auditors and preparation of audited financial reports for the City ("CAFR"), BOE (Single Audits), SWPCA, and pension funds (2)



Operating Budget - Summary

Fiscal Year 2017/2018 - Department Summary

3/8/2017 - 1:33:37 PM

Fund: 0001 General Fund
 Office: 001 Administration
 Dept/Div: 0103 Controller

Mission Statement:

The Controller's Department mission is to maintain the books and records of the City of Stamford and its various agencies, functions and departments by supporting the General Accounting, Accounts Payable, and Payroll functions and ensuring that prudent accounting policies, procedures and practices have been established which are supported by well-designed and operationally effective internal controls.

Description	FY 14/15 Actual	FY 15/16 Actual	Adopted Budget	FY 16/17		Department Request	FY 17/18			
				Revised Budget	Projected Exp & Enc		Mayor's Proposed	% of Total	\$ Var Projected	% Var Projected
Expenditures										
Financial Proc & Rpting (1032)	2,306,487	2,020,262	2,071,284	2,147,007	2,123,834	2,339,266	2,339,266	88.96%	215,432	10.1%
Internal Audits (1034)	0	164,796	141,154	150,970	146,299	153,666	153,666	5.84%	7,367	5.0%
Cash Mgmt (1035)	0	157,477	128,057	134,920	133,133	136,687	136,687	5.20%	3,554	2.7%
Total Expenditures	2,306,487	2,342,535	2,340,495	2,432,897	2,403,266	2,629,619	2,629,619	100.00%	226,353	9.4%
Revenue										
Financial Proc & Rpting (1032)	854,867	1,428,158	950,000	950,000	1,000,000	1,000,000	1,000,000	100.00%	0	0.0%
Total Revenue	854,867	1,428,158	950,000	950,000	1,000,000	1,000,000	1,000,000	100.00%	0	0.0%
Net Operating Cost	1,451,620	914,378	1,390,495	1,482,897	1,403,266	1,629,619	1,629,619	100.00%	226,353	16.1%

Operating Budget – Detail

Fiscal Year 2017/2018 - Department Summary by Category

3/8/2017 - 3:48:23 PM

Fund: 0001 General Fund
 Office: 001 Administration
 Dept/Div: 0103 Controller

Category	FY 14/15 Actual	FY 15/16 Actual	Adopted Budget	FY 16/17		Department Request	FY 17/18			
				Revised Budget	Projected Exp & Enc		Mayor's Proposed	% of Total	\$ Var Projected	% Var Projected
Expenditures										
Full Time Salary	1,178,918	1,166,165	1,277,434	1,369,836	1,343,270	1,454,324	1,454,324	55.31%	111,054	8.3%
Other Salary	31,082	36,702	37,280	37,280	37,280	37,280	37,280	1.42%	0	0.0%
Overtime	2,765	148	5,000	5,000	2,800	5,000	5,000	0.19%	2,200	78.6%
Employee Benefits	362,221	385,247	422,145	422,145	421,204	481,947	481,947	18.33%	60,743	14.4%
Retirement Benefits	316,444	319,508	167,453	167,453	167,453	180,179	180,179	6.85%	12,726	7.6%
Payments to Insurance Fund	3,201	3,225	3,537	3,537	3,537	4,208	4,208	0.16%	671	19.0%
Purchased Other Services	8,460	7,661	5,000	5,000	5,000	7,500	7,500	0.29%	2,500	50.0%
Purchased Professional Services	0	376,346	364,000	364,000	364,000	400,000	400,000	15.21%	36,000	9.9%
Purchased Property Services	377,455	24,800	32,400	32,400	32,400	32,400	32,400	1.23%	0	0.0%
Professional Development	10	0	0	0	0	0	0	0.00%	0	0.0%
Utilities & Commodities	5,308	4,878	4,633	4,633	4,709	4,900	4,900	0.19%	191	4.1%
Supplies	14,124	11,420	14,613	14,613	14,613	14,881	14,881	0.57%	268	1.8%
Other	6,498	6,435	7,000	7,000	7,000	7,000	7,000	0.27%	0	0.0%
Total Expenditures	2,306,487	2,342,535	2,340,495	2,432,897	2,403,266	2,629,619	2,629,619	100.00%	226,353	9.4%
Revenue										
Controller	854,867	1,428,158	950,000	950,000	1,000,000	1,000,000	1,000,000	100.00%	0	0.0%
Net Operating Cost	1,451,620	914,378	1,390,495	1,482,897	1,403,266	1,629,619	1,629,619		226,353	16.1%