

City of Stamford Controller's Office

FY 2018-19 Budget Presentation



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Controller

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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>



Fiscal 2017-18 Highlights

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

- Special projects –
 - Implementation of ACH wire payment program for key vendors
 - Payroll process documentation update and cross-training
 - Transfer of Time & Attendance Manager into Controller's Office
 - Drafted Payroll Services RFP and formed selection committee
 - Debt issuance and refinancing for City
 - Supported transition to new 457 Plan Administrator
- Auditors reported no material weaknesses or other deficiencies in internal control for City/BOE/SWPCA
- GFOA Financial Reporting Certificate received for 30th consecutive year for F2017 CAFR



Fiscal 2018-19 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):
 - Plan for implementation of new software for Payroll Services Provider and data conversion
 - Continue to support expansion of use of credit card transaction processing service providers for City departments (Traffic/Parking)
 - Support expansion of usage of Timekeeping & Attendance software



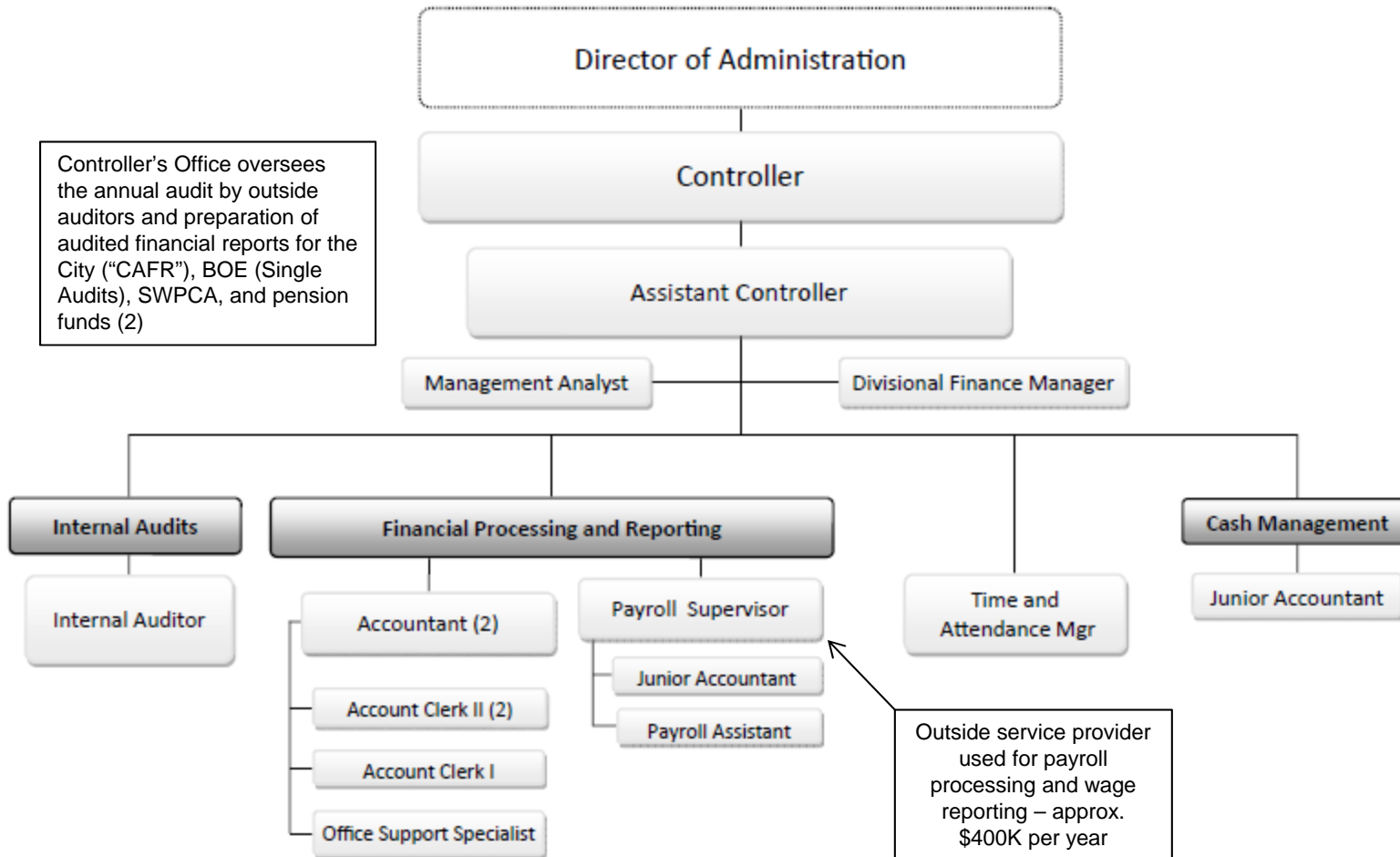
Challenges and Changes Needed

Significant Challenges...

- **Payroll – Time & Attendance - Human Resources**
 - New payroll services provider – implementation & funding \$\$\$
 - Find ways to improve cooperation and streamline processes
 - Call-out time consuming / manual compensation calculations for elimination
- **General Ledger Accounting & Financial Reporting software application**
 - Monitor cyber security and data vulnerabilities
 - Multi-year project that needs support from boards
 - 2+ years from planning & RFP issuance to implementation
 - Est. \$3+ Million (engage project manager w. relevant exp.)
 - Mayor's Special Assistant engaged to provide needs assessment and market overview
- **Other**
 - Purchasing Card (P-Card) Administration
 - RFPs for Investment Advisory Services & for Pension Custodial Banking Services

Controller's Office Organization, Personnel and Resources

Office of Administration – Controller's Office



Operating Budget - Summary

Fiscal Year 2018/2019 - Department/Division Summary

2/27/2018 - 10:08:25 AM

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 15/16 Actual	FY 16/17 Actual	FY 17/18			FY 18/19				
			Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	% of Total	\$ Var Adopted	% Var Adopted
Expense										
Financial Proc & Rptng (1032)	2,020,262	2,100,016	2,339,266	2,339,266	2,347,710	2,401,395	0	142.01%	62,129	2.7%
Internal Audits (1034)	164,796	145,355	153,666	153,666	149,359	152,833	0	9.04%	-833	-0.5%
Cash Mgmt (1035)	157,477	132,483	136,687	136,687	131,963	136,798	0	8.09%	111	0.1%
Total Expense	2,342,535	2,377,853	2,629,619	2,629,619	2,629,032	2,691,026	0	100.00%	61,407	2.3%
Revenue										
Financial Proc & Rptng (1032)	1,428,158	609,495	1,000,000	1,000,000	1,000,000	1,000,000	0	59.14%	0	0.0%
Total Revenue	1,428,158	609,495	1,000,000	1,000,000	1,000,000	1,000,000	0	100.00%	0	0.0%
Net Operating Cost	914,378	1,768,358	1,629,619	1,629,619	1,629,032	1,691,026	1,691,026	100.00%	61,407	3.8%

Operating Budget – Detail

Fiscal Year 2018/2019 - Department Summary by Category

2/28/2018 - 11:35:22 AM

Fund: 0001 General Fund

Office: 001 Administration

Dept/Div: 0103 Controller

Category	FY 15/16 Actual	FY 16/17 Actual	FY 17/18			FY 18/19				
			Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	% of Total	\$ Var Projected	% Var Projected
Expenditures										
Full Time Salary	1,166,165	1,357,394	1,454,324	1,454,324	1,456,868	1,465,239	1,465,239	54.47%	8,371	0.6%
Other Salary	36,702	30,714	37,280	37,280	47,280	32,280	32,280	1.20%	-15,000	-31.7%
Overtime	148	2,812	5,000	5,000	5,000	3,000	3,000	0.11%	-2,000	-40.0%
Employee Benefits	385,247	383,828	481,947	481,947	468,816	469,709	469,709	17.46%	893	0.2%
Retirement Benefits	319,508	167,453	180,179	180,179	180,179	211,570	211,570	7.86%	31,391	17.4%
Payments to Insurance Fund	3,225	3,516	4,208	4,208	4,208	5,077	5,077	0.19%	869	20.7%
Purchased Other Services	7,661	7,580	7,500	7,500	7,500	7,500	7,500	0.28%	0	0.0%
Purchased Professional Services	376,346	378,215	400,000	400,000	400,000	440,000	440,000	16.36%	40,000	10.0%
Purchased Property Services	24,800	24,049	32,400	32,400	32,400	32,400	32,400	1.20%	0	0.0%
Utilities & Commodities	4,878	5,083	4,900	4,900	4,900	4,900	4,900	0.18%	0	0.0%
Supplies	11,420	11,795	14,881	14,881	14,881	11,850	11,850	0.44%	-3,031	-20.4%
Other	6,435	5,415	7,000	7,000	7,000	6,500	6,500	0.24%	-500	-7.1%
Total Expenditures	2,342,535	2,377,853	2,629,619	2,629,619	2,629,032	2,690,025	2,690,025	100.00%	60,993	2.3%
Revenue										
Controller	1,428,158	609,495	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	100.00%	0	0.0%
Net Operating Cost	914,378	1,768,358	1,629,619	1,629,619	1,629,032	1,690,025	1,690,025		60,993	3.7%