

CITY OF STAMFORD

Controller's Office

David Yanik, Controller
Joanne Noone, Assistant Controller
March 16, 2023



Department Introduction – Mission



Mission: 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, Treasury, 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.

Program #1032 Transaction Processing & Financial Reporting

Program #1034 Internal Audit

Department Introduction - Initiatives



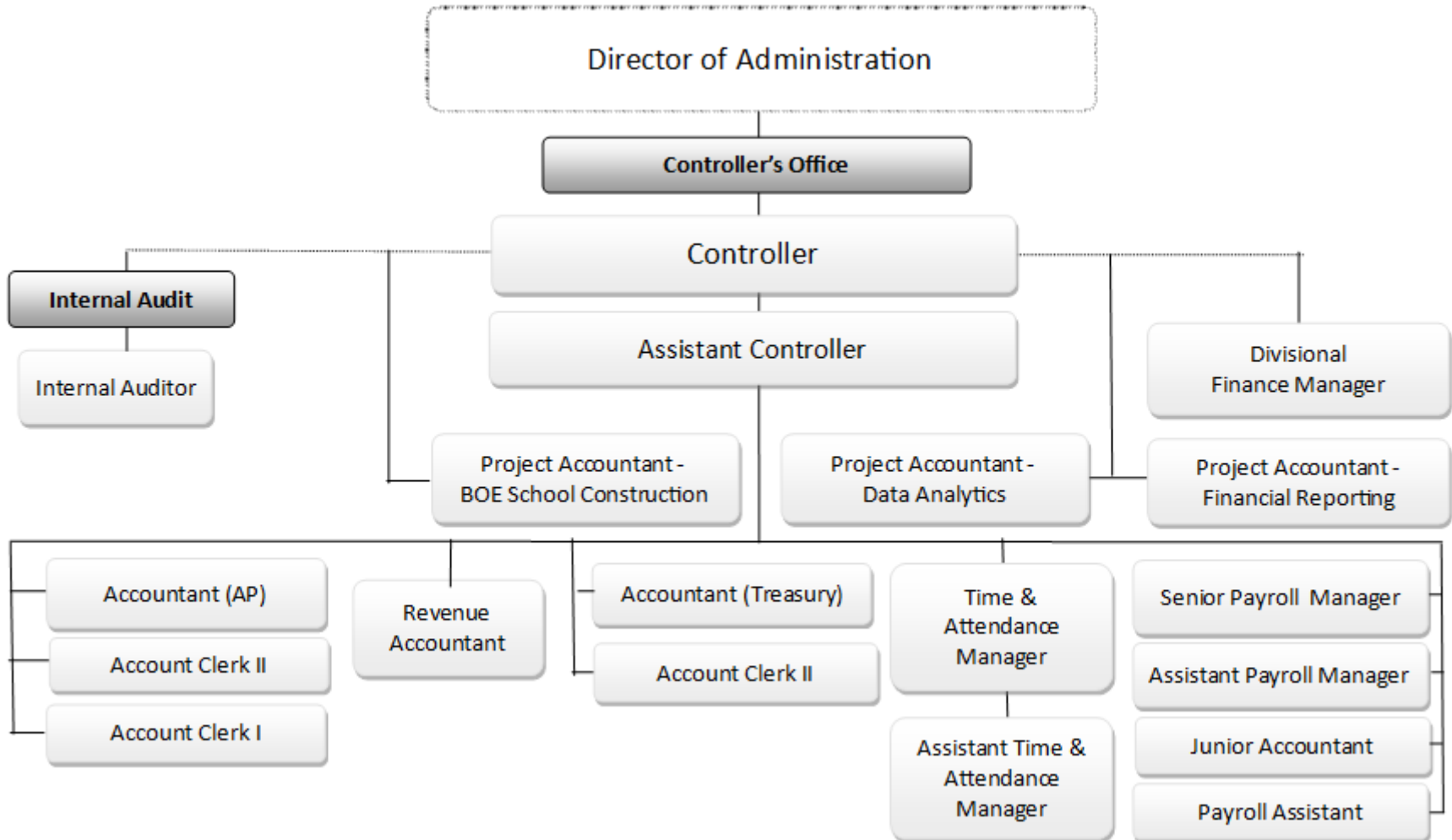
Strategic Initiatives for Fiscal Year:

- Post-Implementation Rollout of Oracle ERP Software features including financial reporting module implementation, dashboard reporting and account reconciliation, and workflow automation.

Department Organization Chart



Controller's Office



Planned Changes



- Complete rollout of Employee Self-Service Payroll portal to reduce payroll related postage expenditures and save staff resources used to respond to employee inquiries.
- Complete transition to Ceridian WFM Time & Attendance software for all City departments and discontinue use of Kronos Time & Attendance software to save license fees, improve timekeeping processes, and improve integration.
- Partner with BOE, Engineering and Grants to speed submission and reimbursement of School Construction expenditures and maximize State reimbursement amounts in accordance with guidelines provided. Process design and execution will fall under the responsibilities of the Project Accountant – BOE School Construction – position was added to the Controller’s Office staff, and filled, during F2023.

Department Accomplishments



- Key participant in Oracle ERP Software configuration, data conversion, feature testing, and implementation leading to a successful go-live in of March, 2023, (including training and workflow design).
- Created interfaces between key banking service providers and Oracle ERP Software to upload transaction activity, including Purchasing Cards transactions, and automate processes.
- Partnered with Human Resources to plan rollout of Employee Self-Service portal in conjunction with earlier implementation of Ceridian DayForce Payroll / HCM software.

Department FY 2023-2024 Goals



- Complete implementation of Oracle ERP Software – Financial Reporting Module, including configuration, account mapping to financial statement line items, data conversion, feature testing, workflow design and training for use in conjunction with F2024 financial reporting.
- Continue post-implementation report, and dashboard, design work in the Oracle ERP Software.
- Assist City OPM team with implementation of Oracle ERP Software – EPM (Budgeting) Module including configuration, account mapping to financial statement line items, data conversion, feature testing, workflow design and training for use in conjunction with F2025 Operating Budget.
- Partner with BOE, Grants Dept and Engineering Dept in create workflow around accumulating support documents for periodic submission to State of CT Grants Office and obtaining timely reimbursement of amounts expended for new School Construction projects in conjunction with the Project Accountant – BOE School Construction.

Excerpts from Mayor's Proposed Budget for F2023-24

Fiscal Year 2023/2024 - Program Detail Report

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Fund: 0001 General Fund
Office: 001 Administration
Dept/Div: 0103 Controller
Program: 1032 Controller

Program Description:

Program (and Controller's Office) activities ensure reliable financial systems for processing transactions and accurate supporting records for the General Accounting, Purchasing Card Administration, Accounts Payable, Treasury and Payroll functions. Included in this program is the oversight of the annual audit of the City's financial statements by the City's independent auditors and the preparation of the financial reports for the City's pension plans and its OPEB Trust.

Ref #	Account Title	FY 20/21 Actual	FY 21/22 Actual	FY 22/23			FY 23/24			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
01410321100	Salaries	1,511,549	1,587,195	1,741,092	1,813,092	1,827,200	1,901,903	1,901,903	160,811	9.2%
	Full Time Salary	1,511,549	1,587,195	1,741,092	1,813,092	1,827,200	1,901,903	1,901,903	160,811	9.2%
01410321201	Part-Time	0	21,067	112,013	112,013	110,000	112,013	112,013	0	0.0%
01410321203	Seasonal	101,125	62,579	0	0	35,000	0	0	0	0.0%
	Other Salary	101,125	83,646	112,013	112,013	145,000	112,013	112,013	0	0.0%
01410321301	Overtime	10,194	21,317	10,000	10,000	20,000	10,000	10,000	0	0.0%
	Overtime	10,194	21,317	10,000	10,000	20,000	10,000	10,000	0	0.0%
01410321502	Car Allowance	2,226	2,280	2,280	2,280	2,280	2,280	2,280	0	0.0%
	Stipends	2,226	2,280	2,280	2,280	2,280	2,280	2,280	0	0.0%
01410322200	Social Security	130,149	130,373	153,695	159,205	152,578	155,004	155,004	1,309	0.9%
	FICA	130,149	130,373	153,695	159,205	152,578	155,004	155,004	1,309	0.9%
01410323703	Bank Fees	94,380	119,942	100,000	100,000	100,000	125,000	125,000	25,000	25.0%
01410325405	Postage	48,102	61,555	12,500	12,500	65,000	65,000	65,000	52,500	420.0%
	Purchased Other Services	142,482	181,497	112,500	112,500	165,000	190,000	190,000	77,500	68.9%
01410323604	Outside Payroll Service	484,080	625,000	645,524	639,524	782,078	861,500	861,500	215,976	33.5%
	Purchased Professional Services	484,080	625,000	645,524	639,524	782,078	861,500	861,500	215,976	33.5%
01410323601	Contracted Services	56,087	94,648	9,700	9,700	60,000	99,700	69,700	60,000	618.6%
01410324400	Equipment Rental	2,327	3,380	6,370	6,370	5,907	6,600	6,600	230	3.6%
01410326610	Software Maintenance	7,776	28,292	35,716	41,716	47,351	49,400	49,400	13,684	38.3%
	Purchased Property Services	66,189	126,320	51,786	57,786	113,258	155,700	125,700	73,914	142.7%
01410325301	Telephone	4,821	4,007	4,700	4,700	4,700	4,700	4,700	0	0.0%

Fiscal Year 2023/2024 - Program Detail Report

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Fund: 0001 General Fund
Office: 001 Administration
Dept/Div: 0103 Controller
Program: 1032 Controller

Ref #	Account Title	FY 20/21 Actual	FY 21/22 Actual	FY 22/23			FY 23/24			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
Utilities & Commodities		4,821	4,007	4,700	4,700	4,700	4,700	4,700	0	0.0%
01410325500	Copying & Printing	302	777	1,000	1,000	1,000	1,000	1,000	0	0.0%
01410326100	Office Supplies & Expenses	14,255	14,606	10,000	10,000	15,000	20,000	20,000	10,000	100.0%
Supplies		14,558	15,384	11,000	11,000	16,000	21,000	21,000	10,000	90.9%
01410328858	Alarm Registration Program	5,247	1,761	5,500	5,500	5,500	5,500	5,500	0	0.0%
Other		5,247	1,761	5,500	5,500	5,500	5,500	5,500	0	0.0%
Total Expenditures		2,472,619	2,778,780	2,850,090	2,927,600	3,233,594	3,419,600	3,389,600	539,510	18.9%
Revenue										
Controlling Interest Transfer Tax		41,134	77,717	1,500	1,500	25,000	15,000	15,000	13,500	900.0%
E-Payables Program Rebate		114,816	3,608	0	0	15,000	10,000	10,000	10,000	100.0%
Fair Market Value of Investments		-404,858	-1,346,831	0	0	0	0	0	0	0.0%
Interest Income		811,378	395,028	565,000	565,000	2,000,000	1,125,000	1,125,000	560,000	99.1%
Total Revenue		562,470	-870,478	566,500	566,500	2,040,000	1,150,000	1,150,000	583,500	103.0%

Fiscal Year 2023/2024 - Program Detail Report

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Fund: 0001 General Fund
Office: 001 Administration
Dept/Div: 0103 Controller
Program: 1034 Internal Audits

Program Description:

In conjunction with the Internal Auditor, who reports to the Audit Committee of the City's Board of Finance, this program not only provides assurance to the Boards regarding compliance with the City's established policies and procedures, but also value-added input regarding policy adherence, process design, and operational efficiency.

Ref #	Account Title	FY 20/21 Actual	FY 21/22 Actual	FY 22/23			FY 23/24			
				Adopted Budget	Revised Budget	Projected Exp & Enc	Department Request	Mayor's Proposed	\$ Var Adopted	% Var Adopted
01410341100	Salaries	128,065	133,609	137,268	137,268	137,236	137,595	137,595	327	0.2%
Full Time Salary		128,065	133,609	137,268	137,268	137,236	137,595	137,595	327	0.2%
01410342200	Social Security	10,256	10,482	10,501	10,501	10,499	10,526	10,526	25	0.2%
FICA		10,256	10,482	10,501	10,501	10,499	10,526	10,526	25	0.2%
01410343202	Conferences & Training	0	0	0	0	0	1,000	1,000	1,000	100.0%
Professional Development		0	0	0	0	0	1,000	1,000	1,000	100.0%
01410345301	Telephone	168	175	200	200	200	200	200	0	0.0%
Utilities & Commodities		168	175	200	200	200	200	200	0	0.0%
01410345500	Copying & Printing	0	0	100	100	100	100	100	0	0.0%
01410346100	Office Supplies & Expenses	475	268	600	600	600	600	600	0	0.0%
Supplies		475	268	700	700	700	700	700	0	0.0%
Total Expenditures		138,964	144,533	148,669	148,669	148,635	150,021	150,021	1,352	0.9%