



# Proposed Budget Workshop Department Presentations (example template)



## Finance Department Description

The Finance Department is comprised of four primary divisions. Each of these performs functions essential to the financial stability of the Village of Lombard.

■ *Finance Administration and Treasury Management* division provides the administrative management of the Village's financial affairs. This division is responsible for overall municipal fiscal planning and management. Duties of the division include budgeting, multi-year financial forecasting, risk management, purchasing, financial analysis, management of Village debt service and investments. This division is also responsible for overseeing financial matters related to the Lombard Public Facilities Corporation.

■ *Accounting/Financial Services* division provides accounting for the receipt and disbursement of all municipal funds according to Village policies. The division is comprised of accounts payable and accounts receivable. The accounting staff maintains accounting records, reconciles bank statements, prepares necessary financial reports, supervises the payroll process, administers the grant programs and oversees the Police and Fire pension payroll function. The accounting staff is also responsible for compiling the Village's Comprehensive Annual Financial Report (CAFR) in accordance with the standards set forth by the Governmental Accounting Standards Board (GASB).

■ *Information Technology* division provides computerization and management of information for all Village departments. The division manages computer systems, local/wide area networks, cell phones and the telephone system that supports all Village functions. The division is responsible for security and stability of the Village's technology infrastructure. The division assists users with operational problems, assesses and coordinates computer-training needs and develops operating procedures for the Village. The division's management staff evaluates upcoming technology issues, such as E-Government and wireless solutions. They coordinate, plan, purchase and implement new information systems for all departments.

■ *Customer Service/Licensing* division provides services and staffing of the Village Hall front desk and licensing program. The Village Hall front desk accepts and processes payments for water bills, business licenses, building permits, parking permits, vehicle stickers, yardwaste and refuse stickers, taxi subsidy coupons, special assessments and other miscellaneous receivables. In addition, the Village Hall front desk staff is responsible for routing, directing and responding to customer inquiries concerning all Village services. Under direction of the Village Manager's Office, the *Licensing* division coordinates the vehicle licensing systems, the commuter parking system and other licensing and permit activities for the Village.

# Village of Lombard Finance Department FY12B-last 7 months & CY13 Budget Request Summary

\$	ACTUAL		ORIGINAL	ORIGINAL	YE ESTIMATE	BUDGET REQUEST	
	2010	2011	2011 BUDGET	2012A BUDGET	2012A BUDGET	FY12B	CY13**
<b>Finance Department</b>	<b>1,834,202</b>	<b>2,511,986</b>	<b>1,927,360</b>	<b>2,049,510</b>	<b>2,082,936</b>	<b>1,104,996</b>	<b>1,930,762</b>
Admin & Treasury Mgmt	341,134	357,848	352,790	375,800	376,820	227,331	395,935
Finance Village Events	28,105	27,572	28,170	32,900	32,900	17,000	32,900
Customer Service/Licensing	267,078	268,706	287,550	190,480	190,480	79,047	194,348
Accounting & Financial Services	454,990	428,309	437,460	447,670	447,490	269,128	469,239
Information Technology	668,833	711,823	746,390	751,660	751,660	437,490	763,340
Technology Reserve*	74,062	717,727	75,000	251,000	283,586	75,000	75,000
<i>Year to Year Increase</i>		27%	5%	6%	2%	NA	-8%
		<i>Compares to 2010 Actual</i>	<i>Compares to 2010 Actual</i>	<i>Compares to 2011 Budget</i>	<i>Compares to 2012A Budget</i>	<i>No comparison 7 month budget</i>	<i>Compares to 2012A Budget</i>
						6/1/12-12/31/12	1/1/13-12/31/13

\*Purchased financial software package in FY11 & FY12

\*\*CY13 includes 5% increase for personal services compared to 2012A Budget

## Strategic Changes:

- The proposed FY12B budget includes the purchase of scanning equipment in to improve operational efficiencies and to reduce future storage fees.
- The Finance Department purchased a Village-wide software program in FY11 and FY12A. The “Go Live” date is January 1, 2013.
- E-government solutions available in the new software package will be made available to residents as planned.

**The Finance Department’s Greatest Challenge:** Ensuring the transition from the old software program to the new software is a success.

# FY12B-last 7 months & CY13 Budget Request

Finance Department	ACTUAL		ORIGINAL	ORIGINAL	YE ESTIMATE	BUDGET REQUEST	
	2010	2011	2011 BUDGET	2012A BUDGET	2012A BUDGET	FY12B	CY13**
<i>Personal Services</i>							
Regular Salaries	827,999	811,263	794,740	742,310	742,310	441,674	772,002
Part-time Salaries	10,089	10,321	9,920	10,120	10,120	6,021	10,525
Overtime Wages	938	2,604	8,220	3,400	3,400	2,023	3,536
PPO-Blue Cross/Shield	29,874	29,413	36,130	40,060	40,060	26,874	46,069
Life & AD&D Insurance	1,308	1,183	1,250	1,140	1,140	665	1,140
Blue Advantage	89,244	94,855	97,020	95,860	95,860	64,306	110,239
HMO-Blue Cross/Shield	-231	0	0	0	0	0	0
Social Security-Village	48,600	47,172	48,760	45,120	45,120	26,846	46,925
Medicare-Village	11,512	11,296	11,670	10,910	10,910	6,491	11,346
IMRF-Village	90,543	101,342	93,380	103,000	103,000	61,285	107,120
Tuition Reimbursements	0	654	600	600	600	0	0
<b>Personal Services Total</b>	<b>1,109,876</b>	<b>1,110,103</b>	<b>1,101,690</b>	<b>1,052,520</b>	<b>1,052,520</b>	<b>636,186</b>	<b>1,108,902</b>
<i>Commodities</i>							
Operating Supplies	23,780	21,322	27,980	26,000	26,000	9,900	26,000
Books & Literature	0	40	1,000	800	800	0	800
Postage	8,340	13,818	21,340	16,500	16,500	5,000	16,500
Employee Recognition	75	0	500	500	500	0	500
<b>Commodities Total</b>	<b>32,195</b>	<b>35,180</b>	<b>50,820</b>	<b>43,800</b>	<b>43,800</b>	<b>14,900</b>	<b>43,800</b>
<i>Contractual Services</i>							
Training & Travel	5,775	4,353	13,320	13,660	13,660	4,800	14,970
Dues & Subscriptions	3,341	3,635	3,110	3,310	4,150	1,400	3,900
Legal Advertising	1,873	1,862	2,590	2,600	2,600	2,150	2,600
Printing & Binding	18,474	13,704	18,840	18,300	18,300	5,250	18,300
Auditing Services	23,197	20,697	24,700	25,580	25,580	22,000	25,580
Computer Services	313,542	318,921	324,320	336,400	336,400	187,000	336,400
Other Prof/Tech Services	29,330	29,990	30,130	31,710	31,710	15,700	31,700
Computer Service Contracts	118,521	124,073	145,220	145,000	143,500	82,000	143,500
Computer Software	590	547,981	29,500	148,000	180,586	18,000	19,000
Computer Equipment	74,062	197,347	75,000	122,000	122,000	75,000	75,000
Equipment Service Contracts	0	110	4,050	4,050	4,050	2,050	2,050
Misc. Contractual Services	103,426	104,030	104,070	104,080	104,080	38,560	105,060
<b>Contractual Services Total</b>	<b>692,131</b>	<b>1,366,704</b>	<b>774,850</b>	<b>954,690</b>	<b>986,616</b>	<b>453,910</b>	<b>778,060</b>
<b>Finance Department Total</b>	<b>1,834,202</b>	<b>2,511,986</b>	<b>1,927,360</b>	<b>2,051,010</b>	<b>2,082,936</b>	<b>1,104,996</b>	<b>1,930,762</b>