

Adopted BUDGET

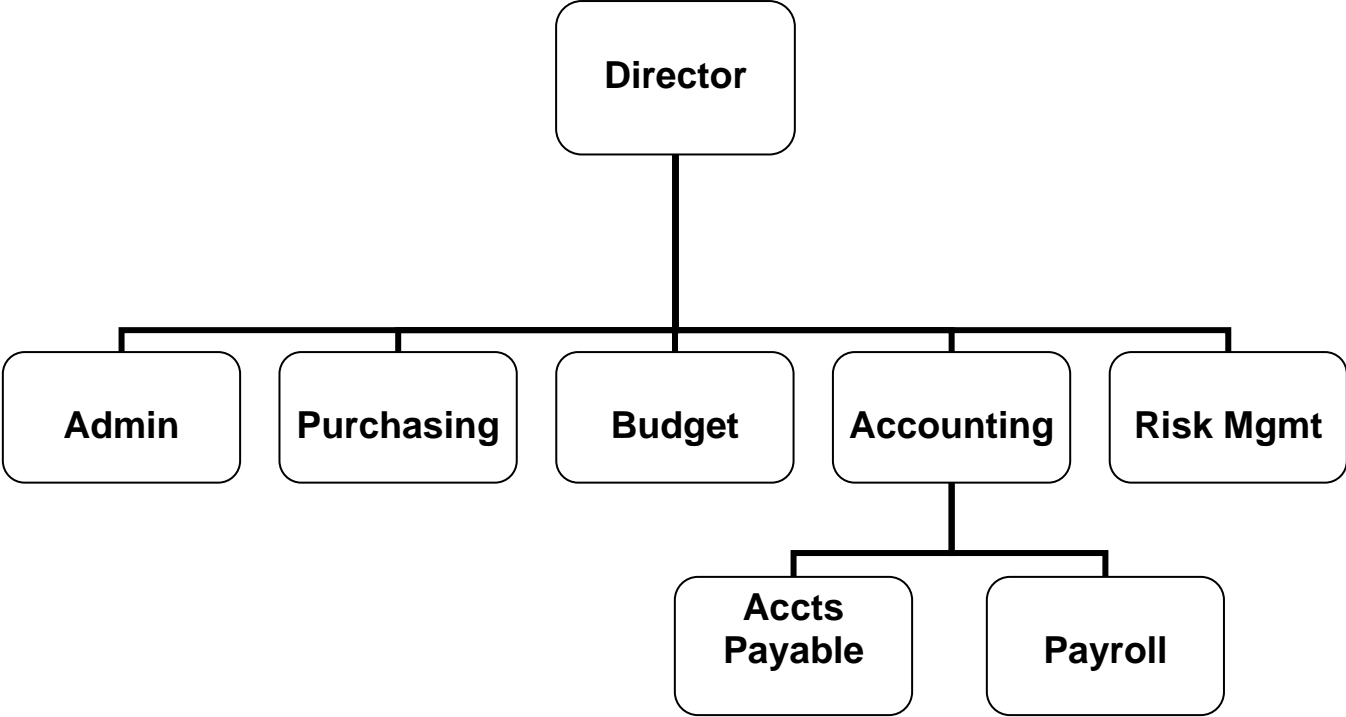
City of Glendale, CA

2011 - 2012

*A fund to be known as
and interest on the
those from the dep
and those which
or are herein ordered
credited to said fund, and all disbursements,
general budget appropriations, excepting such appor
some other
all
get
on
for
ated.*



ADMINISTRATIVE SERVICES - FINANCE



CITY OF GLENDALE

ADMINISTRATIVE SERVICES - FINANCE

MISSION STATEMENT

With excellence, integrity, and dedication, the Administrative Services – Finance Department is committed to providing timely, accurate, clear and concise information to the City Council, City Manager, City Departments and the Citizens of Glendale. As financial stewards of the City, the Administrative – Finance Department is dedicated to managing the City's resources in a fiscally conservative manner while maintaining an exemplary level of customer service.

DEPARTMENT DESCRIPTION

The Administrative Services – Finance Department provides a key role in every financial transaction of the City. Responsibilities include budget, purchasing, payroll, accounting, accounts receivable, accounts payable and risk management. The Department is considered a central support department providing fiscal oversight and control to other City departments and related agencies.

RELATIONSHIP TO STRATEGIC GOALS

Informed & Engaged Community

The Administrative Services – Finance Department continually works to ensure that Generally Accepted Accounting Standards (GAAS) are maintained and upheld. As such, Accounting procedures are revised as necessary. Further, the annual Adopted Budget Document and the Consolidated Annual Financial Report (CAFR) are posted on the City's website to provide additional opportunities for the community to be more informed of the City's financial status. In addition, the City's financial system provides timely and complete financial information directly to the departments. This in turn will help departments provide better service and information to residents and visitors to the City.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT**

	Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
<u>General Fund</u>				
Purchasing (101-162)	386,583	557,149	563,299	481,173
Administration (101-164)	616,582	1,741,503	1,741,503	1,437,377
Accounts Payable (101-165)	265,768	283,885	283,885	318,520
Budget (101-166)	466,711	671,126	671,126	761,912
Accounting (101-167)	827,603	1,160,768	1,160,768	1,197,839
Payroll (101-169)	366,657	463,624	463,624	520,446
Total General Fund	\$ 2,929,905	\$ 4,878,055	\$ 4,884,205	\$ 4,717,267
<u>Other Funds</u>				
Liability Insurance Fund (612)	2,611,684	5,628,464	5,628,464	5,467,000
Total Other Funds	\$ 2,611,684	\$ 5,628,464	\$ 5,628,464	\$ 5,467,000
<u>Transfers</u>				
Transfer to Other Funds (612-195)	-	-	-	1,365,000
Total Transfers	\$ -	\$ -	\$ -	\$ 1,365,000
 Department Grand Total	 \$ 5,541,589	 \$ 10,506,519	 \$ 10,512,669	 \$ 11,549,267

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
PURCHASING
101-162**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	289,185	422,384	428,534	382,486
41200	Overtime	684	-	-	-
41600-42600	Benefits	48,365	58,325	58,325	81,255
42700	PERS retirement	31,346	49,300	49,300	59,897
42798	Program reduction salary&ben	-	-	-	(74,441)
	Total Salaries & Benefits	369,581	530,009	536,159	449,197
MAINTENANCE & OPERATION					
42800	Auto allowance	6	200	200	200
43110	Contractual services	199	-	-	-
44120	Repairs to office equip	15	100	100	100
44300	Telephone	9,036	8,500	8,500	-
44352	ISD service charge	-	1,588	1,588	18,327
44450	Postage	372	1,080	1,080	1,080
44550	Travel	8	1,000	1,000	1,000
44650	Training	(115)	1,000	1,000	1,000
44750	Liability	6,997	9,295	9,295	6,694
44751	Insurance/surety bond premium	-	542	542	627
44800	Membership and dues	30	900	900	900
45050	Periodicals & newspapers	19	35	35	35
45150	Furniture & equipment	-	100	100	100
45170	Computer hardware	-	100	100	-
45250	Office supplies	409	1,200	1,200	1,200
45350	General supplies	27	-	-	-
45450	Printing and graphics	-	400	400	400
46900	Business meetings	-	100	100	100
47000	Miscellaneous	-	1,000	1,000	1,000
49049	Program reductions M&O	-	-	-	(787)
	Total Maintenance & Operation	17,002	27,140	27,140	31,976
TOTAL		\$ 386,583	\$ 557,149	\$ 563,299	\$ 481,173

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
ADMINISTRATION
101-164**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	281,677	281,388	281,388	291,912
41200	Overtime	1,574	-	-	-
41300	Hourly wages	27,709	37,500	37,500	37,500
41600-42600	Benefits	68,345	68,398	68,398	103,225
42700	PERS retirement	34,059	37,220	37,220	51,585
	Total Salaries & Benefits	413,363	424,506	424,506	484,222
MAINTENANCE & OPERATION					
42800	Auto allowance	5,893	5,880	5,880	5,880
43050	Repairs-bldgs & grounds	3,872	-	-	-
43110	Contractual services	164,668	245,000	245,000	245,000
44100	Repairs to equipment	195	-	-	-
44120	Repairs to office equip	145	200	200	200
44200	Advertising	381	-	-	-
44300	Telephone	3,736	3,200	3,200	-
44352	ISD service charge	-	1,039,231	1,039,231	680,363
44450	Postage	2,729	-	-	-
44550	Travel	-	2,000	2,000	2,000
44650	Training	1,761	2,000	2,000	2,000
44750	Liability	7,918	7,015	7,015	5,108
44751	Insurance/surety bond premium	-	846	846	979
44760	Regulatory	137	-	-	-
44800	Membership and dues	310	675	675	675
45050	Periodicals & newspapers	100	100	100	100
45100	Books	280	200	200	200
45150	Furniture & equipment	4,402	900	900	900
45250	Office supplies	5,165	7,000	7,000	7,000
45350	General supplies	287	1,000	1,000	1,000
45400	Reports & publications	-	250	250	250
46900	Business meetings	967	1,000	1,000	1,000
47000	Miscellaneous	274	500	500	500
	Total Maintenance & Operation	203,219	1,316,997	1,316,997	953,155
TOTAL		\$ 616,582	\$ 1,741,503	\$ 1,741,503	\$ 1,437,377

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
ACCOUNTS PAYABLE
101-165**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	172,187	183,310	183,310	184,734
41200	Overtime	427	-	-	-
41300	Hourly wages	6,481	-	-	-
41600-42600	Benefits	29,429	30,375	30,375	48,010
42700	PERS retirement	18,999	21,395	21,395	28,929
	Total Salaries & Benefits	227,522	235,080	235,080	261,673
MAINTENANCE & OPERATION					
43110	Contractual services	20,756	22,000	22,000	22,000
44100	Repairs to equipment	84	-	-	-
44120	Repairs to office equip	15	-	-	-
44300	Telephone	2,400	2,400	2,400	-
44352	ISD service charge	-	1,270	1,270	12,451
44450	Postage	7,585	10,000	10,000	10,000
44650	Training	30	1,000	1,000	1,000
44750	Liability	4,457	4,035	4,035	3,233
44751	Insurance/surety bond premium	-	400	400	463
44800	Membership and dues	-	1,000	1,000	1,000
45170	Computer hardware	90	-	-	-
45250	Office supplies	2,822	2,000	2,000	2,000
45350	General supplies	-	2,000	2,000	2,000
45450	Printing and graphics	-	2,000	2,000	2,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	8	500	500	500
	Total Maintenance & Operation	38,246	48,805	48,805	56,847
TOTAL		\$ 265,768	\$ 283,885	\$ 283,885	\$ 318,520

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
BUDGET
101-166**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	272,219	459,205	459,205	482,320
41600-42600	Benefits	48,289	73,880	73,880	105,307
42700	PERS retirement	30,003	51,065	51,065	75,531
	Total Salaries & Benefits	350,510	584,150	584,150	663,158
MAINTENANCE & OPERATION					
42800	Auto allowance	-	200	200	200
43110	Contractual services	60,986	65,000	65,000	65,000
44300	Telephone	1,436	900	900	-
44352	ISD service charge	-	1,112	1,112	14,887
44550	Travel	-	450	450	450
44650	Training	1,233	2,000	2,000	2,000
44750	Liability	6,338	9,625	9,625	8,440
44751	Insurance/surety bond premium	-	564	564	652
44800	Membership and dues	110	325	325	325
45100	Books	-	100	100	100
45150	Furniture & equipment	45,021	-	-	-
45250	Office supplies	387	500	500	500
45350	General supplies	-	1,500	1,500	1,500
45450	Printing and graphics	-	4,000	4,000	4,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	690	500	500	500
	Total Maintenance & Operation	116,201	86,976	86,976	98,754
TOTAL		\$ 466,711	\$ 671,126	\$ 671,126	\$ 761,912

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
ACCOUNTING
101-167**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	520,149	738,485	738,485	691,844
41200	Overtime	507	-	-	-
41600-42600	Benefits	84,893	118,730	118,730	156,942
42700	PERS retirement	57,336	83,660	83,660	108,343
	Total Salaries & Benefits	662,885	940,875	940,875	957,129
MAINTENANCE & OPERATION					
42800	Auto allowance	42	1,000	1,000	1,000
43110	Contractual services	138,550	169,000	169,000	169,000
44120	Repairs to office equip	256	-	-	-
44300	Telephone	3,500	3,500	3,500	-
44352	ISD service charge	-	2,351	2,351	33,670
44450	Postage	2,281	100	100	100
44550	Travel	-	1,350	1,350	1,350
44650	Training	3,932	5,000	5,000	5,000
44700	Computer software	-	3,000	3,000	-
44750	Liability	12,598	15,770	15,770	12,107
44751	Insurance/surety bond premium	-	1,022	1,022	1,183
44800	Membership and dues	185	1,200	1,200	1,200
45050	Periodicals & newspapers	-	200	200	200
45100	Books	117	300	300	300
45150	Furniture & equipment	-	500	500	500
45170	Computer hardware	27	500	500	-
45250	Office supplies	1,632	2,000	2,000	2,000
45350	General supplies	-	2,000	2,000	2,000
45400	Reports & publications	595	-	-	-
45450	Printing and graphics	-	10,000	10,000	10,000
46900	Business meetings	64	600	600	600
47000	Miscellaneous	939	500	500	500
	Total Maintenance & Operation	164,718	219,893	219,893	240,710
TOTAL		\$ 827,603	\$ 1,160,768	\$ 1,160,768	\$ 1,197,839

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
PAYROLL
101-169**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	258,574	312,465	312,465	317,864
41200	Overtime	564	-	-	-
41300	Hourly wages	1,464	5,000	5,000	5,000
41600-42600	Benefits	57,961	64,225	64,225	91,034
42700	PERS retirement	28,492	36,470	36,470	50,560
	Total Salaries & Benefits	347,055	418,160	418,160	464,458
MAINTENANCE & OPERATION					
42800	Auto allowance	54	200	200	200
43110	Contractual services	576	2,000	2,000	2,000
44120	Repairs to office equip	-	1,000	1,000	1,000
44250	Data communication	200	-	-	-
44300	Telephone	3,100	3,000	3,000	-
44352	ISD service charge	-	1,319	1,319	16,192
44450	Postage	1,239	-	-	-
44650	Training	275	500	500	500
44750	Liability	6,317	6,985	6,985	5,563
44751	Insurance/surety bond premium	-	460	460	533
44800	Membership and dues	2,207	2,000	2,000	2,000
45250	Office supplies	1,732	14,000	14,000	14,000
45350	General supplies	3,636	7,000	7,000	7,000
45450	Printing and graphics	-	6,000	6,000	6,000
46900	Business meetings	258	500	500	500
47000	Miscellaneous	9	500	500	500
	Total Maintenance & Operation	19,603	45,464	45,464	55,988
TOTAL		\$ 366,657	\$ 463,624	\$ 463,624	\$ 520,446

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
LIABILITY INSURANCE FUND (612)**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	549,900	288,612	288,612	287,736
41200	Overtime	1,204	-	-	-
41300	Hourly wages	85	-	-	-
41600-42600	Benefits	99,822	60,559	60,559	79,684
42700	PERS retirement	60,592	33,547	33,547	45,059
	Total Salaries & Benefits	711,604	382,718	382,718	412,479
MAINTENANCE & OPERATION					
42800	Auto allowance	545	1,350	1,350	1,350
43110	Contractual services	78,333	196,881	196,881	196,881
43150	Cost allocation charge	372,206	693,533	693,533	592,540
44300	Telephone	1,346	5,500	5,500	-
44352	ISD service charge	-	3,774	3,774	12,937
44400	Janitorial services	175	-	-	-
44450	Postage	7,437	700	700	700
44550	Travel	3,937	7,100	7,100	6,350
44650	Training	951	8,500	8,500	8,500
44700	Computer software	364	1,700	1,700	1,700
44750	Liability	13,636	7,215	7,215	7,625
44751	Insurance/surety bond premium	-	1,550	1,550	743
44800	Membership and dues	2,489	2,750	2,750	2,750
45050	Periodicals & newspapers	-	1,500	1,500	750
45100	Books	6,737	6,800	6,800	6,600
45150	Furniture & equipment	2,414	750	750	1,000
45170	Computer hardware	-	1,800	1,800	1,800
45250	Office supplies	2,781	4,600	4,600	4,600
45350	General supplies	38	500	500	750
46900	Business meetings	6	400	400	300
47000	Miscellaneous	759	4,298,843	4,298,843	4,206,645
48501	Excess liability premium	780,632	-	-	-
48502	Legal consultation fee	433,280	-	-	-
48503	Litigation miscellaneous exp	644,126	-	-	-
48510	Claims accrual	(3,508,010)	-	-	-
48600	Claims	3,053,857	-	-	-
48601	Insurance claims	2,044	-	-	-
	Total Maintenance & Operation	1,900,080	5,245,746	5,245,746	5,054,521
TRANSFERS					
48040	Transfer-Capital Funds	-	-	-	1,365,000
	Total Transfers	-	-	-	1,365,000
TOTAL		\$ 2,611,684	\$ 5,628,464	\$ 5,628,464	\$ 6,832,000

CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
Personnel Classification Detail

Classification	Actual 2009-10	Budget 2010-11	Revised Budget 2010-11	Adopted Budget 2011-12
<u>Salaried Employees</u>				
Accountant I	4.15	4.15	3.15	3.15
Accountant II	0.50	2.50	2.50	2.50
Accounting Services Administrator	0.90	0.95	0.95	0.95
Accounting Services Specialist	2.50	2.50	3.50	2.50
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Administrative Analyst	2.50	2.75	-	-
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Associate	1.00	1.00	1.00	1.00
Budget Administrator	1.00	1.00	1.00	1.00
Budget Analyst	-	-	2.75	-
Budget Associate	-	-	-	1.00
Buyer	2.00	2.00	2.00	2.00
Collection Specialist	-	-	-	1.00
Director of Finance	1.00	1.00	1.00	1.00
Executive Analyst	1.00	1.00	1.00	1.00
Office Services Supervisor	1.00	1.00	1.00	1.00
Payroll Supervisor	0.90	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Sr. Accountant	1.85	2.20	2.20	2.20
Sr. Accounting Services Specialist	3.25	4.00	4.00	3.00
Sr. Accounting Technician (Confid.)	1.00	1.00	1.00	1.00
Sr. Budget Analyst	-	-	-	1.75
Sr. Buyer	-	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	<u>30.55</u>	<u>35.05</u>	<u>35.05</u>	<u>34.05</u>
<u>Hourly Employees</u>				
Customer Service Representative	0.60	(1) 0.60	(1) 0.60	(1) 0.60
Hourly City Worker	0.30	(1) 0.30	(1) 0.30	(1) 0.30
Total Hourly Employees	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>
Administrative Services - Finance Total	<u>31.45</u>	<u>35.95</u>	<u>35.95</u>	<u>34.95</u>

* Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)