

# ADOPTED BUDGET 2016-17



## CITY HALL 75th ANNIVERSARY



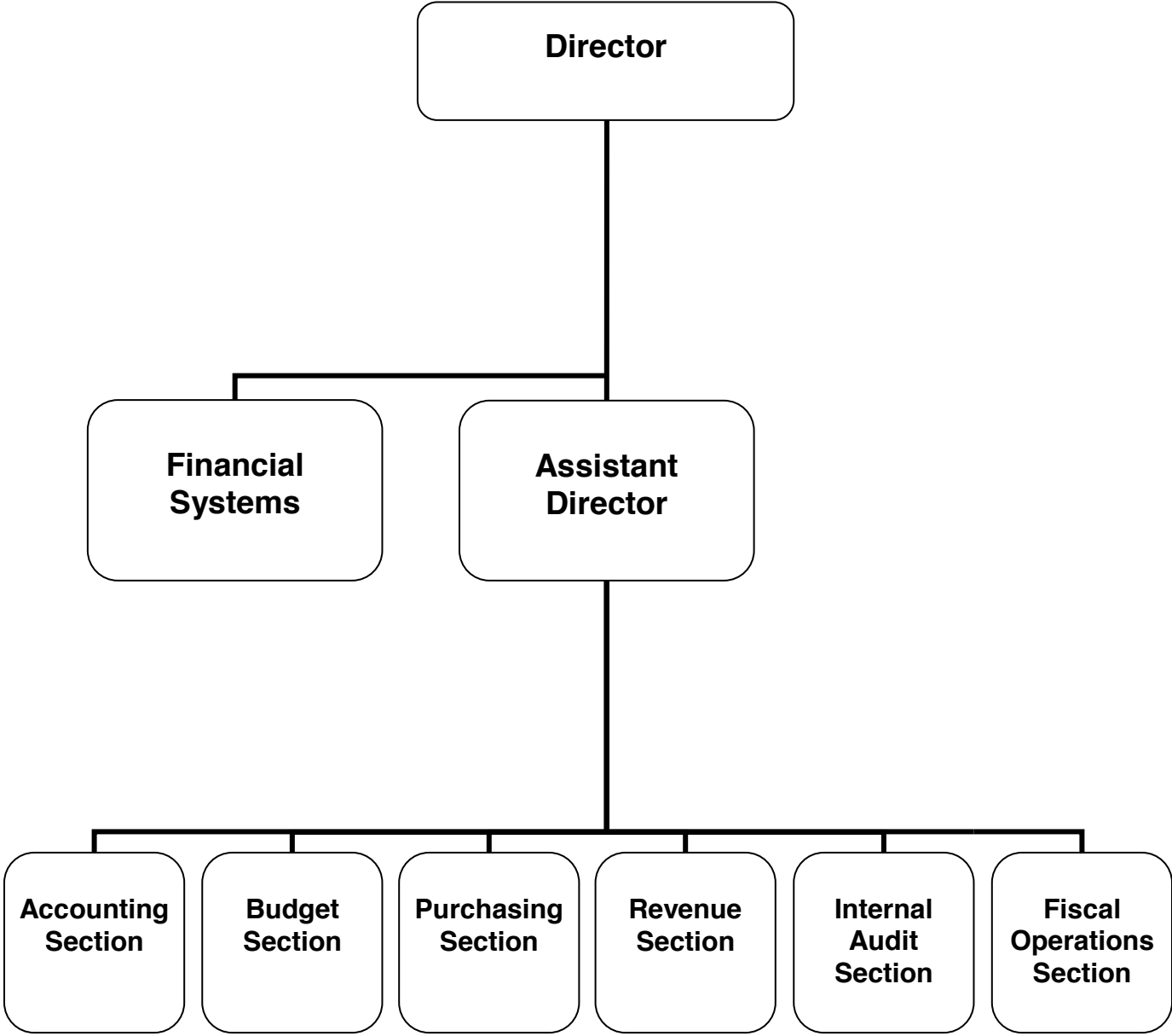
# ADOPTED BUDGET 2016-17



## CITY HALL 75th ANNIVERSARY



# ADMINISTRATIVE SERVICES - FINANCE



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 Services – 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, revenue and collections, internal audit, and accounts payable. The Department is considered a central support department providing fiscal oversight and control to other City Departments and related agencies.

### **RELATIONSHIP TO STRATEGIC GOALS**

#### ***Fiscal Responsibility***

The Administrative Services – Finance Department is committed to conducting the City's financial affairs in a prudent and responsible manner to ensure adequate resources are available to meet current obligations and long term financial stability. To support this goal the Administrative Services – Finance Department performs many tasks which include a) coordination of the annual budget process that is properly noticed, accurate and complete; b) preparation of five-year forecasts for key funds, including the General Fund; c) establishment of policies and procedures that ensure resources are utilized according to the approved budget; and d) assurance that all increases to the budget are reviewed and approved by the City Council.

#### ***Exceptional Customer Service***

The Administrative Services – Finance Department is committed to providing its residents with extraordinary customer services centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served. As a central service department, the Administrative Services – Finance Department is committed to providing the highest level of service to its primary customers, fellow employees of other City Departments. This includes assisting on Council Agenda items that display a fiscal impact, resolving budget and accounting issues, processing payroll accurately, and assisting with the procurement of goods and services. In Addition to its commitment to other City Departments, the Administrative Services – Finance Department also strives to provide an equally high level of customer service to the City residents. This includes responding to resident inquiries, resolving any issues or concerns, and taking action on public records requests in a timely and efficient manner.

#### ***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 to comply with these standards. 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 helps departments provide better service and information to residents and visitors to the City of Glendale.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
FOR THE YEARS ENDING JUNE 30**

	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>General Fund</b>				
Revenue (101-135)*	\$ -	\$ 491,037	\$ 492,014	\$ 758,570
Applications (101-136)**	-	-	1,361	2,200
Internal Audit (101-160)***	-	684,178	685,883	745,703
Purchasing (101-162)	309,107	464,092	465,205	462,355
Administration (101-164)	1,498,495	1,312,511	1,313,838	896,769
Accounts Payable (101-165)	278,743	288,872	289,308	282,577
Budget (101-166)	947,623	561,584	563,176	600,820
Accounting (101-167)	914,296	1,113,459	1,116,889	1,003,922
Payroll (101-169)	492,721	585,302	587,819	588,651
<b>Total General Fund</b>	<b>\$ 4,440,986</b>	<b>\$ 5,501,035</b>	<b>\$ 5,515,493</b>	<b>\$ 5,341,567</b>
<b>Department Grand Total</b>	<b>\$ 4,440,986</b>	<b>\$ 5,501,035</b>	<b>\$ 5,515,493</b>	<b>\$ 5,341,567</b>

Notes:

\* Effective FY 2015-16, the Revenue Section is in Dept ID 135. Previously, it was reported under Budget (101-166).

\*\* Effective FY 2015-16, Applications function was created under Dept ID 136.

\*\*\* Effective FY 2015-16, the Internal Audit Function moved from Management Services to Administrative Services. The previous Dept ID for Internal Audit was 141.

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL FUND - REVENUE  
101-135**

		<b>Actual 2014-15</b>	<b>Adopted 2015-16</b>	<b>Revised 2015-16</b>	<b>Adopted 2016-17</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ -	\$ 252,159	\$ 252,159	\$ 368,593
41300	Hourly wages	-	-	-	37,802
Various	Benefits	-	59,596	60,573	98,188
42700	PERS Retirement	-	52,368	52,368	83,921
42701	PERS cost sharing	-	(7,519)	(7,519)	(14,636)
<b>Salaries &amp; Benefits Total</b>		<b>\$ -</b>	<b>\$ 356,604</b>	<b>\$ 357,581</b>	<b>\$ 573,868</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ -	\$ 124,000	\$ 124,000	\$ 155,000
44352	ISD service charge	-	-	-	17,713
44550	Travel	-	600	600	1,200
44650	Training	-	1,000	1,000	400
44750	Liability Insurance	-	8,433	8,433	9,989
44800	Membership & dues	-	200	200	200
45250	Office supplies	-	200	200	200
<b>Maintenance &amp; Operation Total</b>		<b>\$ -</b>	<b>\$ 134,433</b>	<b>\$ 134,433</b>	<b>\$ 184,702</b>
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 491,037</b>	<b>\$ 492,014</b>	<b>\$ 758,570</b>

Notes:

\* Effective FY 2015-16, the Revenue Section is in Dept ID 135. Previously, it was reported under Budget (101-166).

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL FUND - APPLICATIONS  
101-136**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ -	\$ 265,555	\$ 265,555	\$ 286,917
Various	Benefits	-	38,933	40,294	48,160
42700	PERS Retirement	-	55,479	55,479	65,395
42701	PERS cost sharing	-	(7,966)	(7,966)	(11,405)
42799	Salary charges in (out)	-	(352,001)	(352,001)	(389,067)
<b>Salaries &amp; Benefits Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361</b>	<b>\$ -</b>
<b>Maintenance &amp; Operation</b>					
44550	Travel	\$ -	\$ -	\$ -	\$ 1,200
44650	Training	-	-	-	1,000
44750	Liability Insurance	-	8,922	8,922	7,775
49050	Charges-other depts	-	(8,922)	(8,922)	(7,775)
<b>Maintenance &amp; Operation Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200</b>
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361</b>	<b>\$ 2,200</b>

Notes:

\* Effective FY 2015-16, Applications function was created under Dept ID 136.

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL FUND - INTERNAL AUDIT  
101-160**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ -	\$ 406,911	\$ 406,911	\$ 449,442
Various	Benefits	-	83,986	85,691	127,185
42700	PERS Retirement	-	84,761	84,761	102,672
42701	PERS cost sharing	-	(12,171)	(12,171)	(17,906)
<b>Salaries &amp; Benefits Total</b>		<b>\$ -</b>	<b>\$ 563,487</b>	<b>\$ 565,192</b>	<b>\$ 661,393</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ -	\$ 40,000	\$ 40,000	\$ 35,000
44352	ISD service charge	-	54,569	54,569	24,680
44650	Training	-	8,000	8,000	8,000
44750	Liability Insurance	-	13,672	13,672	12,180
44800	Membership & dues	-	2,500	2,500	2,500
45100	Books	-	100	100	100
45150	Furniture & equipment	-	550	550	550
45250	Office supplies	-	600	600	600
45350	General supplies	-	300	300	300
46900	Business meetings	-	200	200	200
47000	Miscellaneous	-	200	200	200
<b>Maintenance &amp; Operation Total</b>		<b>\$ -</b>	<b>\$ 120,691</b>	<b>\$ 120,691</b>	<b>\$ 84,310</b>
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 684,178</b>	<b>\$ 685,883</b>	<b>\$ 745,703</b>

Notes:

\* Effective FY 2015-16, the Internal Audit Function moved from Management Services to Administrative Services. The previous Dept ID for Internal Audit was 141.



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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 175,674	\$ 263,027	\$ 263,027	\$ 286,740
41200	Overtime	1,490	-	-	-
41300	Hourly wages	32,243	-	-	-
Various	Benefits	29,718	57,459	58,572	56,947
42700	PERS Retirement	28,774	54,763	54,763	65,355
42701	PERS cost sharing	(3,621)	(7,864)	(7,864)	(11,398)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 264,278</b>	<b>\$ 367,385</b>	<b>\$ 368,498</b>	<b>\$ 397,644</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 13,378	\$ -	\$ -	\$ 33,000
44352	ISD service charge	21,298	80,669	80,669	16,741
44450	Postage	1,065	1,000	1,000	1,000
44550	Travel	-	1,000	1,000	1,000
44650	Training	-	1,000	1,000	1,000
44750	Liability Insurance	7,916	8,838	8,838	7,770
44800	Membership & dues	500	900	900	900
45150	Furniture & equipment	-	100	100	100
45250	Office supplies	465	1,200	1,200	1,200
45350	General supplies	208	-	-	-
46900	Business meetings	-	1,000	1,000	1,000
47000	Miscellaneous	-	1,000	1,000	1,000
<b>Maintenance &amp; Operation Total</b>		<b>\$ 44,829</b>	<b>\$ 96,707</b>	<b>\$ 96,707</b>	<b>\$ 64,711</b>
<b>TOTAL</b>		<b>\$ 309,107</b>	<b>\$ 464,092</b>	<b>\$ 465,205</b>	<b>\$ 462,355</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 442,975	\$ 417,576	\$ 417,576	\$ 364,207
41300	Hourly wages	24,141	24,752	24,752	31,616
Various	Benefits	146,495	114,703	116,030	117,581
42700	PERS Retirement	80,517	92,035	92,035	90,372
42701	PERS cost sharing	(13,232)	(13,217)	(13,217)	(15,762)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 680,896</b>	<b>\$ 635,849</b>	<b>\$ 637,176</b>	<b>\$ 588,014</b>
<b>Maintenance &amp; Operation</b>					
43080	Rent	\$ -	\$ -	\$ -	\$ 197,057
43110	Contractual services	10,651	39,500	39,500	35,550
44120	Repairs to office equip	-	200	200	200
44352	ISD service charge	777,880	604,245	604,245	47,346
44550	Travel	1,233	2,000	2,000	2,000
44650	Training	1,459	2,000	2,000	2,000
44750	Liability Insurance	17,657	14,842	14,842	10,727
44800	Membership & dues	514	675	675	675
45050	Periodicals & newspapers	-	100	100	100
45100	Books	-	200	200	200
45150	Furniture & equipment	1,926	900	900	900
45250	Office supplies	1,379	7,000	7,000	7,000
45350	General supplies	822	1,000	1,000	1,000
45400	Reports & publications	-	1,000	1,000	1,000
46900	Business meetings	2,966	2,000	2,000	2,000
47000	Miscellaneous	1,170	1,000	1,000	1,000
47010	Discount earned & lost	(58)	-	-	-
<b>Maintenance &amp; Operation Total</b>		<b>\$ 817,599</b>	<b>\$ 676,662</b>	<b>\$ 676,662</b>	<b>\$ 308,755</b>
<b>TOTAL</b>		<b>\$ 1,498,495</b>	<b>\$ 1,312,511</b>	<b>\$ 1,313,838</b>	<b>\$ 896,769</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 141,874	\$ 144,635	\$ 144,635	\$ 145,659
41200	Overtime	709	-	-	-
41300	Hourly wages	-	-	-	12,120
Various	Benefits	43,728	51,660	52,096	45,379
42700	PERS Retirement	22,627	30,060	30,060	36,010
42701	PERS cost sharing	(2,269)	(4,317)	(4,317)	(6,281)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 206,669</b>	<b>\$ 222,038</b>	<b>\$ 222,474</b>	<b>\$ 232,887</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 30,771	\$ 31,000	\$ 31,000	\$ 21,000
44352	ISD service charge	18,212	17,004	17,004	10,420
44450	Postage	6,487	7,500	7,500	7,500
44650	Training	435	600	600	600
44700	Computer software	185	-	-	-
44750	Liability Insurance	5,390	4,835	4,835	4,275
44800	Membership & dues	-	695	695	695
45150	Furniture & equipment	-	500	500	500
45250	Office supplies	1,957	2,000	2,000	2,000
45350	General supplies	8,411	2,000	2,000	2,000
45400	Reports & publications	225	-	-	-
46900	Business meetings	-	200	200	200
47000	Miscellaneous	-	500	500	500
<b>Maintenance &amp; Operation Total</b>		<b>\$ 72,074</b>	<b>\$ 66,834</b>	<b>\$ 66,834</b>	<b>\$ 49,690</b>
<b>TOTAL</b>		<b>\$ 278,743</b>	<b>\$ 288,872</b>	<b>\$ 289,308</b>	<b>\$ 282,577</b>

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

	<b>Actual 2014-15</b>	<b>Adopted 2015-16</b>	<b>Revised 2015-16</b>	<b>Adopted 2016-17</b>
<b>Salaries &amp; Benefits</b>				
41100	\$ 525,572	\$ 311,886	\$ 311,886	\$ 347,323
41200	2,316	-	-	5,000
41300	16,848	-	-	-
Various	132,808	89,320	90,912	101,463
42700	88,804	64,922	64,922	79,249
42701	(12,534)	(9,322)	(9,322)	(13,821)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 753,814</b>	<b>\$ 456,806</b>	<b>\$ 458,398</b>	<b>\$ 519,214</b>
<b>Maintenance &amp; Operation</b>				
43110	\$ 129,621	\$ 40,000	\$ 40,000	\$ 40,000
44352	34,740	42,527	42,527	20,258
44550	3,012	6,000	6,000	6,000
44650	2,441	4,000	4,000	4,000
44750	20,591	10,451	10,451	9,548
44800	3,075	1,500	1,500	1,500
45250	78	300	300	300
47000	252	-	-	-
<b>Maintenance &amp; Operation Total</b>	<b>\$ 193,809</b>	<b>\$ 104,778</b>	<b>\$ 104,778</b>	<b>\$ 81,606</b>
<b>TOTAL</b>	<b>\$ 947,623</b>	<b>\$ 561,584</b>	<b>\$ 563,176</b>	<b>\$ 600,820</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 524,329	\$ 578,307	\$ 578,307	\$ 551,531
41200	Overtime	5,767	2,000	2,000	4,000
41300	Hourly wages	-	-	-	3,000
Various	Benefits	142,914	184,395	187,825	137,483
42700	PERS Retirement	84,169	120,176	120,176	125,528
42701	PERS cost sharing	(10,069)	(17,259)	(17,259)	(21,892)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 747,109</b>	<b>\$ 867,619</b>	<b>\$ 871,049</b>	<b>\$ 799,650</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 92,724	\$ 157,000	\$ 157,000	\$ 127,370
44120	Repairs to office equip	-	100	100	-
44352	ISD service charge	38,516	47,759	47,759	40,166
44450	Postage	2,094	2,800	2,800	2,800
44550	Travel	699	500	500	600
44650	Training	7,957	8,000	8,000	8,000
44750	Liability Insurance	20,038	19,481	19,481	15,136
44800	Membership & dues	339	500	500	500
45100	Books	318	2,000	2,000	2,000
45250	Office supplies	2,622	3,000	3,000	3,000
45350	General supplies	-	500	500	300
45400	Reports & publications	795	3,000	3,000	3,000
46900	Business meetings	113	-	-	200
47000	Miscellaneous	972	1,200	1,200	1,200
<b>Maintenance &amp; Operation Total</b>		<b>\$ 167,187</b>	<b>\$ 245,840</b>	<b>\$ 245,840</b>	<b>\$ 204,272</b>
<b>TOTAL</b>		<b>\$ 914,296</b>	<b>\$ 1,113,459</b>	<b>\$ 1,116,889</b>	<b>\$ 1,003,922</b>

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 285,492	\$ 415,991	\$ 415,991	\$ 442,734
41200	Overtime	4,718	-	-	14,899
Various	Benefits	102,367	118,054	120,571	113,423
42700	PERS Retirement	44,195	86,564	86,564	100,979
42701	PERS cost sharing	(2,472)	(12,430)	(12,430)	(17,610)
42799	Salary charges in (out)	-	(108,534)	(108,534)	(125,304)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 434,299</b>	<b>\$ 499,645</b>	<b>\$ 502,162</b>	<b>\$ 529,121</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 22,275	\$ 25,500	\$ 25,500	\$ 15,500
44120	Repairs to office equip	-	1,000	1,000	1,000
44352	ISD service charge	19,971	35,903	35,903	21,114
44450	Postage	1,419	1,600	1,600	1,600
44650	Training	1,078	1,500	1,500	1,500
44750	Liability Insurance	10,970	13,942	13,942	12,403
44800	Membership & dues	254	2,000	2,000	2,000
45100	Books	289	-	-	-
45250	Office supplies	1,503	2,500	2,500	2,500
45350	General supplies	663	3,400	3,400	3,400
46900	Business meetings	-	500	500	500
47000	Miscellaneous	-	500	500	500
49050	Charges-other depts	-	(2,688)	(2,688)	(2,487)
<b>Maintenance &amp; Operation Total</b>		<b>\$ 58,422</b>	<b>\$ 85,657</b>	<b>\$ 85,657</b>	<b>\$ 59,530</b>
<b>TOTAL</b>		<b>\$ 492,721</b>	<b>\$ 585,302</b>	<b>\$ 587,819</b>	<b>\$ 588,651</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
PERSONNEL CLASSIFICATION DETAIL**

Classification	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<u>Salaried Positions</u>				
Accountant I	2.15	3.17	2.17	2.17
Accountant II	2.50	0.15	2.15	2.15
Accountant II	-	1.90	-	-
Accounting Manager	-	0.80	0.80	0.80
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	2.27	-	1.75	1.75
Accounts Payable Supervisor	1.00	1.00	0.60	0.60
Accounts Payable Technician I	1.00	1.60	2.00	2.00
Accounts Payable Technician III	0.60	-	-	-
Administrative Associate	1.00	1.00	1.00	1.00
Assistant Director of Finance	-	1.00	1.00	1.00
Budget Analyst	-	2.00	1.00	1.00
Budget Assistant	-	1.00	1.80	1.80
Budget Associate	2.00	1.80	1.00	1.00
Budget Manager	-	1.00	1.00	1.00
Buyer I	2.00	1.00	1.00	1.00
Buyer II	1.00	1.00	1.00	1.00
Collection Specialist	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00
Finance Administrator	1.95	1.00	-	-
Financial Applications Administrator	-	1.00	1.00	1.00
Financial Applications Manager	-	1.00	1.00	1.00
Fiscal Operations Manager	-	1.00	1.00	1.00
Internal Audit Manager**	-	1.00	1.00	1.00
Internal Auditor**	-	1.00	1.00	1.00
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00
Payroll Specialist I	-	1.00	3.00	3.00
Payroll Specialist II	1.00	1.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Principal Accountant	-	0.85	-	-
Purchasing Manager	1.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Sr. Accounting Services Specialist	3.00	2.00	-	-
Sr. Budget Analyst	1.80	-	-	-
Sr. Internal Auditor**	-	2.00	2.00	2.00
Sr. Revenue Analyst	-	-	1.00	1.00
Total Salaried Positions	<u>30.27</u>	<u>38.27</u>	<u>37.27</u>	<u>37.27</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.85	(1) 0.85	(1) 0.85	(1) 1.57
Total Hourly FTE Positions	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>	<u>1.57</u>
Administrative Services - Finance Total	<u>31.12</u>	<u>39.12</u>	<u>38.12</u>	<u>38.84</u>

Notes:

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

\*\* Effective FY 2015-16, the Internal Audit Function moved from Management Services to Administrative Services.