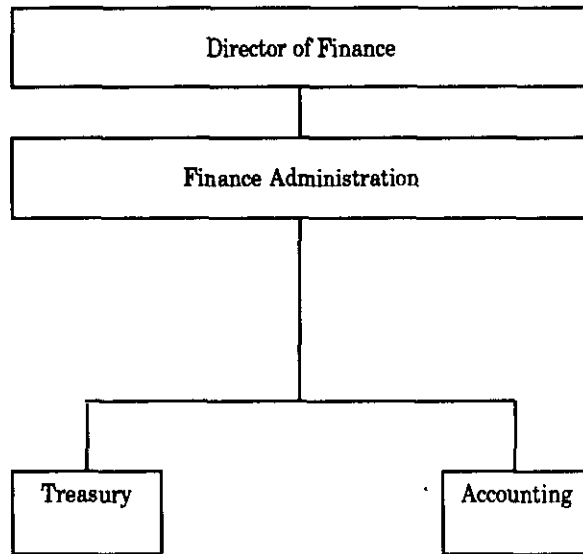


Finance

# FINANCE



- Investment Functions
- Cash Management
- Revenue Monitoring/Collection
- Bus Passes
- Business Information

- General Ledger
- Annual Financial Statements
- Accounts Payable
- Payroll
- Intergovernmental Reporting
- Audit

CITY OF SANTA CLARITA

BUDGET SUMMARY

BUDGET CATEGORY

FINANCE ADMINISTRATION

	BUDGET
PERSONNEL SERVICES	617,500
OPERATIONS AND MAINTENANCE	246,700
TOTAL OPERATIONS AND MAINTENANCE	864,200
TOTAL FINANCE DEPARTMENT	864,200
PROGRAM:	TOTALS
FINANCE ADMINISTRATION	864,200
TOTAL FINANCE ADMINISTRATION	864,200





## FINANCE

### FINANCE ADMINISTRATION

#### Program Purpose

The Finance Administration serves as a support center for all City departments and programs to ensure that all funds are managed effectively and in accordance with the City's investment policy and state and federal laws. This program provides for the collection of revenue, treasury and cash management services, recording of all expenditures, payroll, as well as general and special accounting, internal auditing and financial reporting.

#### Primary Activities

The primary activities of the Finance Administration program include the treasury investment functions, payroll, accounts payable, revenue collection and enhancement, accounting services, grants administration, internal auditing and financial reporting, the City's cost recovery system, administration of the City's franchises, cash receipting, and the procurement of various financing mechanisms.

Major accomplishments for this division include:

- Issued the City's first rated bond issue
- Negotiated the purchase of the City Hall building
- Received award for outstanding financial reporting from the California Society of Municipal Finance Officers for the third consecutive year
- Earned approximately \$1.5 million in interest from the City's \$23 million investment portfolio
- Completed an informal packet on Mello-Roos districts

	1989-1990 Actuals	1990-1991 Actuals	1991-1992 Budget
Personnel	307,187	412,747	526,251
Operations	681,867	482,934	274,542
Capital Outlay	24,239	12,272	3,000
Total	1,013,295	907,953	803,793

CITY OF SANTA CLARITA

ANNUAL BUDGET

CATEGORY: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE ADMINISTRATION

APPROPRIATION DETAIL

ACTIVITY

BUDGET

PERSONNEL

01-4600-101	SALARIES	429,000
01-4600-103	PART-TIME EMPLOYEES	28,000
01-4600-110	OVERTIME	8,500
01-4600-130	HEALTH & WELFARE	47,700
01-4600-135	LIFE INSURANCE	1,300
01-4600-140	LONG TERM DISABILITY INSURANCE	2,800
01-4600-145	MEDICARE	6,600
01-4600-150	WORKERS' COMPENSATION	11,500
01-4600-155	PERS	68,500
01-4600-160	DEFERRED COMPENSATION	7,500
01-4600-165	UNEMPLOYMENT TAXES	6,100
	TOTAL PERSONNEL	617,500

OPERATIONS & MAINTENANCE

01-4600-201	PUBLICATIONS AND SUBSCRIPTIONS	3,800
01-4600-202	TRAVEL AND TRAINING	7,500
01-4600-203	MEMBERSHIP/DUES	1,300
01-4600-208	EDUCATIONAL REIMBURSEMENT	1,600
01-4600-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,000
01-4600-210	OFFICE SUPPLIES	6,800
01-4600-211	PRINTING	8,300
01-4600-227	CONTRACTUAL SERVICES	143,000
01-4600-230	PROFESSIONAL SERVICES	45,500
01-4600-326	INSURANCE REIMBURSEMENT	22,800
01-4600-327	EQUIPMENT REPLACEMENT	1,100

TOTAL OPERATIONS & MAINTENANCE 246,700

PROGRAM TOTAL 864,200

FUNDING SOURCE: GENERAL FUND

