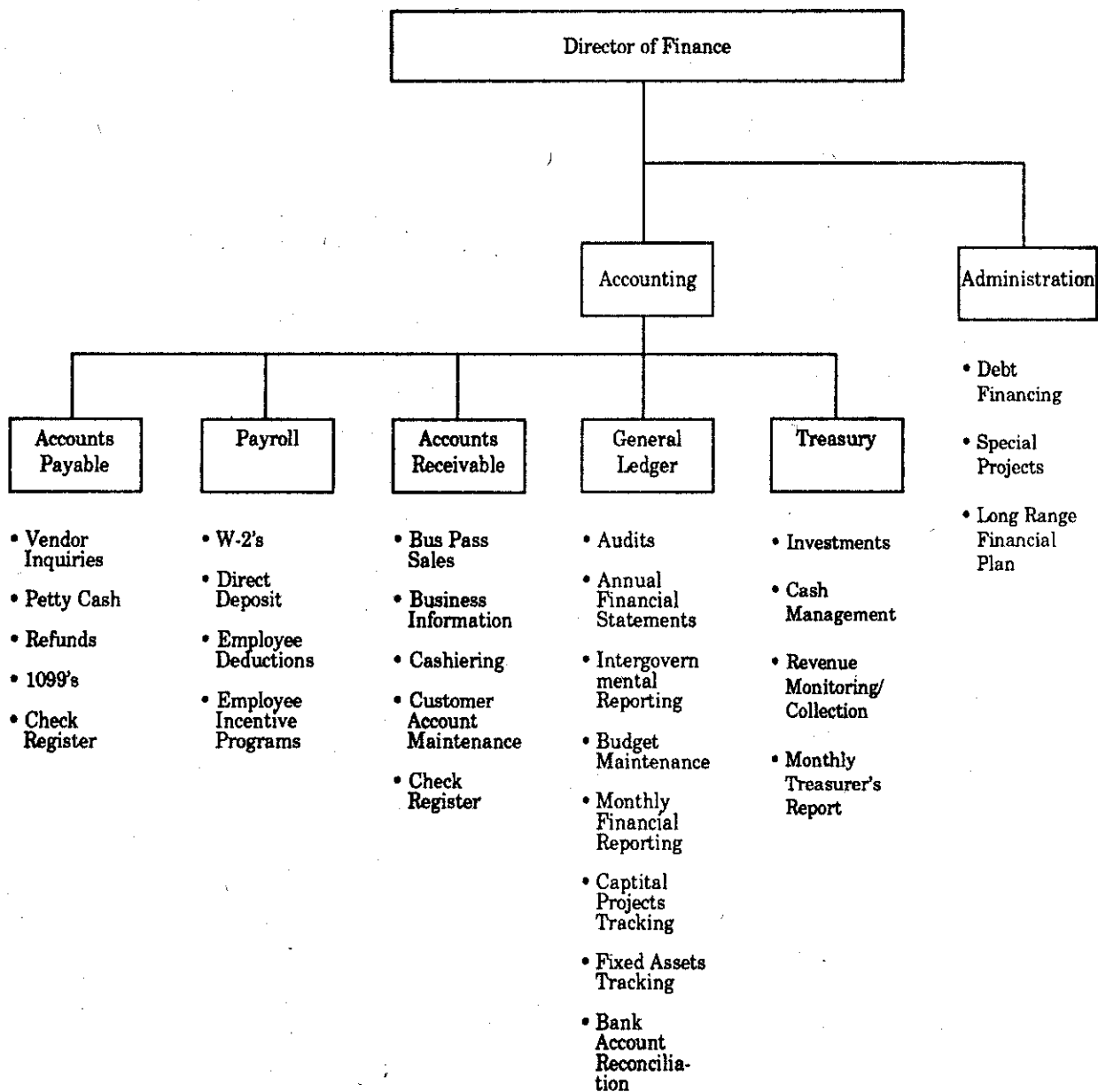


FINANCE

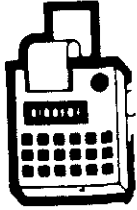


CITY OF SANTA CLARITA
BUDGET SUMMARY

FINANCE

	BUDGET
PERSONNEL	652,300
OPERATIONS AND MAINTENANCE	234,150
TOTAL OPERATIONS AND MAINTENANCE	886,450
CAPITAL OUTLAY	0
TOTAL FINANCE BUDGET	886,450
	TOTALS
PROGRAM: FINANCE ADMINISTRATION	886,450
TOTAL FINANCE BUDGET	886,450





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. The Department operates under the following Mission Statement: The Finance Department is a member of the City team, dedicated to serving the citizens in shaping the future of the City of Santa Clarita. We provide high quality fiscal information to ensure the long-range financial strength of the City. We value Excellence, Ethics and Enthusiasm in ourselves. We believe in total quality management which encourages creative and innovative ideas in pursuit of the best municipal service to the citizens of Santa Clarita.

Primary Activities

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

Performance Goals

- Establish a capital project fund tracking system.
- Conduct a financial workshop for managers and supervisors.
- Implement a fixed asset tracking program.
- Develop a Revenue Enhancement Strategy.

Prior Three Year History

	1990-1991 Actuals	1991-1992 Actuals	1992-1993 Budget
Personnel	412,747	470,458	638,560
Operations	482,934	148,041	246,700
Capital Outlay	12,272	7,058	3,500
Total	907,953	625,557	888,760

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: FINANCE PROGRAM: FINANCE ADMINISTRATION

ACTIVITY		BUDGET
PERSONNEL		
01-4600-101	SALARIES	453,200
01-4600-103	PART-TIME EMPLOYEES	46,600
01-4600-110	OVERTIME	8,500
01-4600-130	HEALTH & WELFARE	41,800
01-4600-135	LIFE INSURANCE	1,400
01-4600-140	LONG TERM DISABILITY INSURANCE	2,800
01-4600-145	MEDICARE	6,600
01-4600-150	WORKERS' COMPENSATION	22,700
01-4600-155	PERS	59,000
01-4600-160	DEFERRED COMPENSATION	7,500
01-4600-165	UNEMPLOYMENT TAXES	2,200
	TOTAL PERSONNEL	652,300
OPERATIONS & MAINTENANCE		
01-4600-201	PUBLICATIONS AND SUBSCRIPTIONS	1,600
01-4600-202	TRAVEL AND TRAINING	5,000
01-4600-203	MEMBERSHIP/DUES	1,100
01-4600-208	EDUCATIONAL REIMBURSEMENT	2,000
01-4600-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,200
01-4600-210	OFFICE SUPPLIES	4,100
01-4600-211	PRINTING	9,500
01-4600-212	POSTAGE	100
01-4600-227	CONTRACTUAL SERVICES	120,000
01-4600-230	PROFESSIONAL SERVICES	39,500
01-4600-260	LEGAL SERVICES	22,250
01-4600-326	INSURANCE REIMBURSEMENT	22,700
01-4600-327	EQUIPMENT REPLACEMENT	1,100
	TOTAL OPERATIONS AND MAINTENANCE	234,150
	TOTAL	886,450

FUNDING SOURCE: GENERAL FUND

