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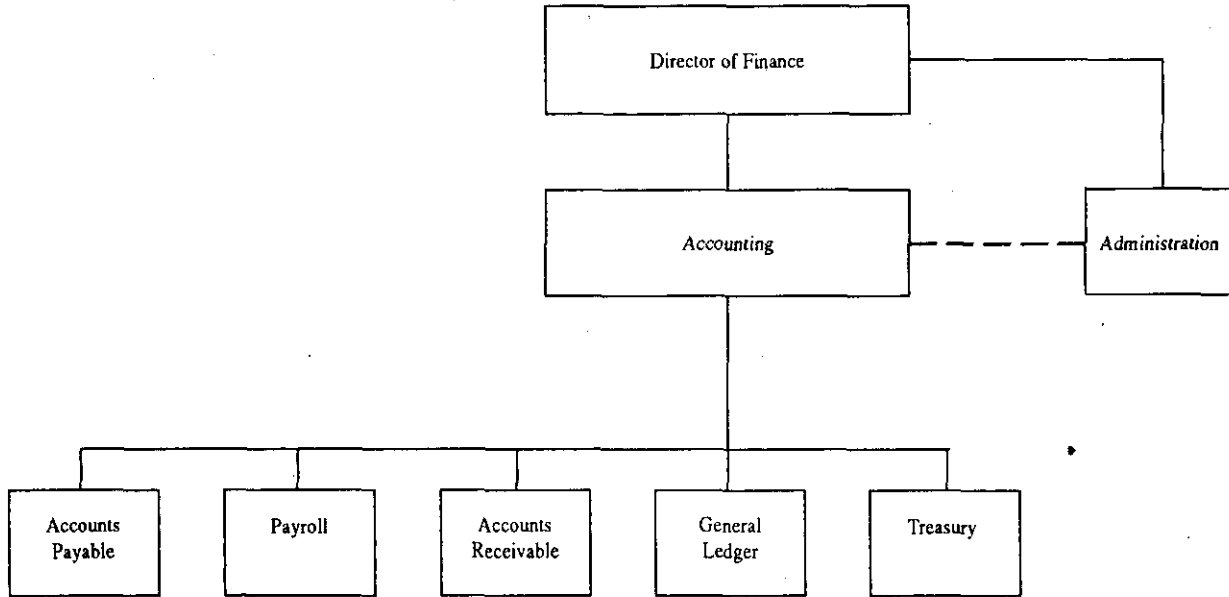


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FINANCE



- Vendor Inquiries
- Petty Cash
- Refunds
- 1099's
- Check Register

- W-2's
- Direct Deposit
- Employee Deductions
- Employee Incentive Programs

- Bus Pass Sales
- Business Information
- Cashiering
- Customer Account Maintenance
- Check Register
- Parking Citation Processing

- Audits
- Annual Financial Statements
- Intergovernmental Reporting
- Budget Maintenance
- Monthly Financial Reporting
- Capital Projects Tracking
- Fixed Assets Tracking
- Bank Account Reconciliation

- Investments
- Cash Management
- Revenue Monitoring/Collection
- Monthly Treasurer's Report
- Revenue Forecasting

**CITY OF SANTA CLARITA
BUDGET SUMMARY**

FINANCE

	BUDGET
PERSONNEL SERVICES	645,200
OPERATIONS AND MAINTENANCE	235,200
TOTAL OPERATIONS AND MAINTENANCE	880,400
CAPITAL OUTLAY	0
TOTAL FINANCE BUDGET	880,400
PROGRAM: FINANCE ADMINISTRATION	TOTALS
	880,400
TOTAL FINANCE BUDGET	880,400

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

- Prepare City's first long range financial plan.
- Evaluate banking services and charges offered by the industry by soliciting a Request for Proposal from Banks.
- Participate in the potential sale of bonds for Community Recovery Agency capital project funding.
- Complete a one year analysis of cash flow needs.
- Set-up and implement proper reporting requirements for Community Recovery Agency.
- Provide system to properly record and maintain documentation to support earthquake recovery costs.

Prior Three Year History

	1991-1992 Actuals	1992-1993 Actuals	1993-1994 Budget
Personnel	470,458.00	578,175.00	585,500.00
Operations	148,041.00	175,932.00	224,850.00
Capital Outlay	7,058.00	2,553.00	5,000.00
Total	625,557.00	756,660.00	815,350.00

**CITY OF SANTA CLARITA
ANNUAL BUDGET**

CATEGORY: FINANCE PROGRAM: FINANCE ADMINISTRATION

ACTIVITY		BUDGET
PERSONNEL		
01-4600-101	SALARIES	477,000
01-4600-103	PART-TIME EMPLOYEES	14,400
01-4600-110	OVERTIME	8,500
01-4600-130	HEALTH & WELFARE	45,600
01-4600-135	LIFE INSURANCE	1,400
01-4600-140	LONG TERM DISABILITY INSURANCE	3,000
01-4600-145	MEDICARE (FICA)	7,100
01-4600-150	WORKERS' COMPENSATION	3,900
01-4600-155	PERS	74,000
01-4600-160	DEFERRED COMPENSATION	7,500
01-4600-165	UNEMPLOYMENT TAXES	2,800
	TOTAL PERSONNEL	645,200
OPERATIONS & MAINTENANCE		
01-4600-201	PUBLICATIONS AND SUBSCRIPTIONS	1,600
01-4600-202	TRAVEL AND TRAINING	5,900
01-4600-203	MEMBERSHIP/DUES	1,200
01-4600-208	EDUCATIONAL REIMBURSEMENT	2,100
01-4600-209	AUTOMOBILE ALLOWANCE/MILEAGE	5,200
01-4600-210	OFFICE SUPPLIES	4,300
01-4600-211	PRINTING	10,000
01-4600-212	POSTAGE	100
01-4600-227	CONTRACTUAL SERVICES	150,200
01-4600-230	PROFESSIONAL SERVICES	8,500
01-4600-260	LEGAL SERVICES	22,300
01-4600-326	INSURANCE REIMBURSEMENT	22,700
01-4600-327	EQUIPMENT REPLACEMENT	1,100
	TOTAL OPERATIONS AND MAINTENANCE	235,200
	TOTAL	880,400

FUNDING SOURCE: GENERAL FUND