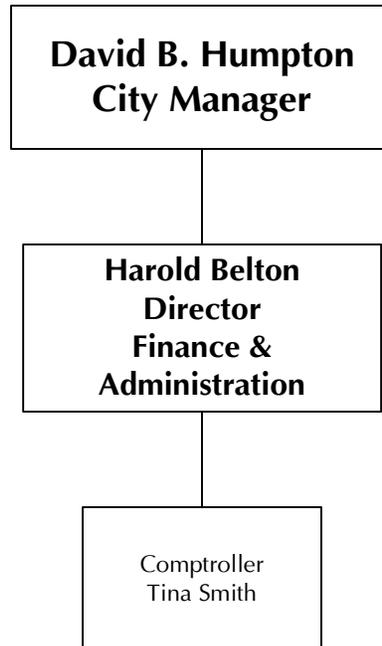




FINANCE & ADMINISTRATION



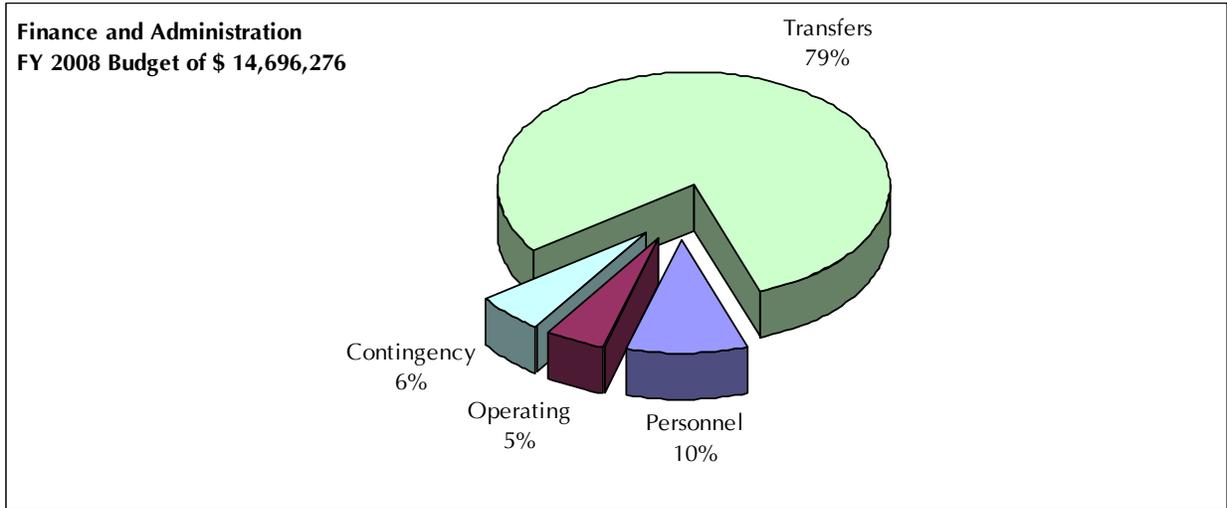


FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

MISSION:

To maintain superior standards in governmental accounting and reporting. Provide accurate, timely personnel information, services, and financial system training for all City employees.

Budget Summary	Budgeted 2005 - 06	Budgeted 2006 - 07	Proposed 2007 - 08	Adopted 2007 - 08
Finance & Administration	679,337	710,866	780,635	779,597
General Services	120,830	132,095	135,000	135,000
Non-Departmental	11,094,937	12,487,406	13,714,243	13,781,679
TOTAL	\$ 11,895,104	\$ 13,330,367	\$ 14,629,878	\$ 14,696,276





FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

Staffing Summary By Position:

1141 - Finance & Administration	FY 06	FY 07	FY 08
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Senior Accountant	1	1	0
Chief Accountant	0	0	1
Accounting Specialist	0	0	1
Accounting Technician	2	2	1
Administrative Assistant III	0	0	1
Administrative Secretary	1	1	0
Part-Time Personnel	0.3	0.3	0.3
<i>Subtotal</i>	6.3	6.3	6.3

1149 - General Services	FY 06	FY 07	FY08
None	0	0	0

1911 - Non-Departmental	FY 06	FY 07	FY 08
None	0	0	0

TOTAL	FY 06	FY 07	FY 08
Full-Time Personnel	6	6	6
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.3	0.3	0.3
	6.3	6.3	6.3



Finance & Administration

1141 - Finance & Administration

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

FY WORK PLAN GOALS:

- Comply with all aspects of GASB 45, setting up and monitoring an OPEB Trust.
- Enforce established accounting policies and procedures.
- Ensure vendor payment processing and payroll processing in a timely matter.
- Maintain Fixed Asset Accounting module in MUNIS, complying with GASB 34.
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that serves the functions of policy document, financial plan, operation guide, and communication device.

FY WORK PLAN GOALS (CONT.)

- Provide user departments easy access to MUNIS reports/information using GRADE Explorer.
- Provide user departments with on-line requisitioning and interactive reporting capability in MUNIS.
- Retain GFOA's Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting.
- Strengthen accounting internal controls across all City operations.

SIGNIFICANT CHANGES FOR FY 08:

- Software (Replacement) increased \$16,250 to establish the first year of setting up the enterprise software replacement account for MUNIS and ADP - Payroll.

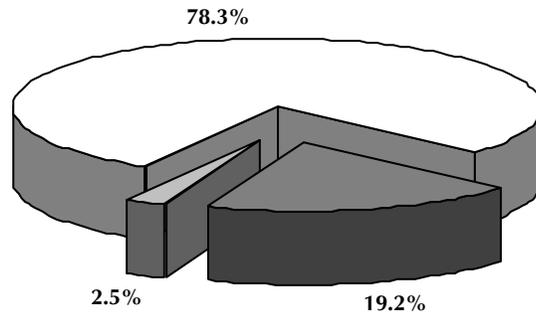
Summary	Budgeted 2005 – 06	Budgeted 2006 – 07	Proposed 2007 – 08	Adopted 2007 – 08
Personnel Services	\$537,532	\$566,181	\$611,560	\$610,522
Other Operating Expenses	136,755	140,160	149,590	149,590
Capital Outlay	5,050	4,525	19,485	19,485
TOTAL	\$679,337	\$710,866	\$780,635	\$779,597

Finance & Administration

1141 - Finance & Administration

Finance & Administration
FY 2008 Budget of \$779,597

- Personnel Services
- Other Operating Expenses
- Capital Outlay



Performance Measures	Actual 2005 – 06	Budgeted 2006 – 07	Projected 2007 – 08
Respond to 90% of MUNIS calls for assistance within two days	100%	100%	100%
Provide overview and training within three weeks from hiring	100%	100%	100%
Number of payroll checks issued	13,260	12,500	13,500
Number of new internal control implementations	2	2	2
Number of consecutive years receiving GFOA Distinguished Budget Award	4	5	6
Number of cash audits completed	2	2	2
Number of accounts payable invoices paid	18,861	15,000	18,500
Number of accounting procedure audits completed	2	2	2

Finance & Administration

1149 - General Services

SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

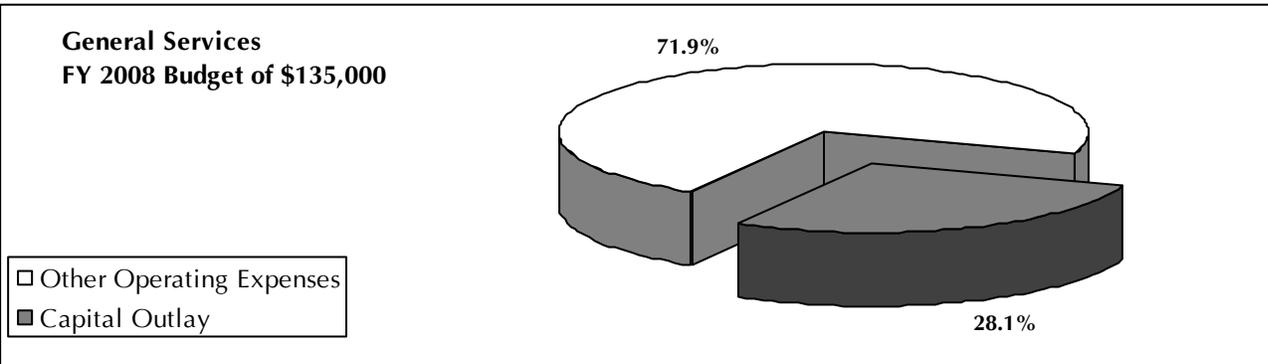
FY WORK PLAN GOALS:

- Provide for optimal cost effective procurement of equipment, services and op-erating supplies needed by the City.

SIGNIFICANT CHANGES FOR FY 08:

- No Significant Changes.

Summary	Budgeted 2005 – 06	Budgeted 2006 – 07	Proposed 2007 – 08	Adopted 2007 – 08
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	80,715	92,130	97,115	97,115
Capital Outlay	40,115	39,965	37,885	37,885
TOTAL	\$120,830	\$132,095	\$135,000	\$135,000



Finance & Administration

1911 - Non-Departmental

SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for workers' compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the Capital Projects Fund.

FY WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures.

SIGNIFICANT CHANGES FOR FY 08:

- Contingency increased \$36,848 to reflect the following net transfers: \$62,812 from Part-Time Salaries in 1196; \$47,000 from Rental & Use in 1211, \$80,036 from City-Wide adjustments to Health Care; \$153,000 to 1133 for Home Ownership Program.

SIGNIFICANT CHANGES FOR FY08 (CONT.)

- Group Insurance - Retirees increased \$262,901 to reflect the GASB 45 Post-Employment Benefit Plans - Retiree Benefit Trust amount for FY 08.
- Group Insurance decreased \$29,550 due to changes in dental plan design.
- Insurance - Not Payroll increased \$8,694 to reflect \$5,000 for the new policy for labor management trust fiduciary liability, and \$3,694 for property rate adjustments from reinsurer.
- Miscellaneous Professional Services decreased \$115,000 to reflect the net decrease of \$65,000 from Federal Consulting to State Grant Aid Consulting, and the elimination of \$50,000 for Financial Counseling. \$25,000 was subsequently added to 1135.
- Professional Dues & Certification Fees increased \$8,650 to reflect a 5% increase for most organizations.
- Rental & Use Charges increased \$55,132 to reflect the contractual agreement for Public Access Television.
- Transfers To Other Funds increased \$1,069,149 to reflect required transfer to CIP for FY 08 requirements.

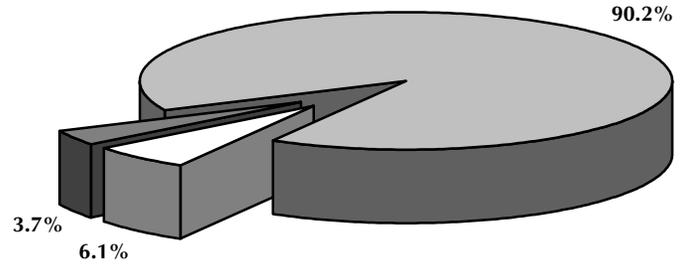
Summary	Budgeted 2005 – 06	Budgeted 2006 – 07	Proposed 2007 – 08	Adopted 2007 – 08
Personnel Services	\$681,362	\$616,391	\$846,091	\$846,091
Other Operating Expenses	458,453	547,910	475,948	506,486
Capital Outlay	9,955,122	11,323,105	12,392,204	12,429,102
TOTAL	\$11,094,937	\$12,487,406	\$13,714,243	\$13,781,679

Finance & Administration

1911 - Non-Departmental

Non-Departmental
FY 2008 Budget of \$13,781,679

- Personnel Services
- Other Operating Expenses
- Capital Outlay



1141 Finance & Administration

Expenditure Statement by Object **Proposed**
2007 - 2008 **Adopted**
2007 - 2008

Personnel Services

501000 Salaries, Full-Time Employees	\$ 466,827	\$ 466,827
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime	5,926	5,926
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	7,030	7,030
510000 Social Security & Medicare Taxes	36,703	36,703
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	36,558	35,520
514100 Group Insurance - Retirees		
515000 Retirement Contribution	37,346	37,346
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	5,765	5,765
516000 Savings Plan Contribution	14,005	14,005
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement	1,400	1,400
Subtotal Personnel Services	\$ 611,560	\$ 610,522

Operating Expenses

521000 Office Supplies		
	1,500	1,500
<i>Subtotal</i>	1,500	1,500
522000 General Operating Supplies		
	1,800	1,800
<i>Subtotal</i>	1,800	1,800
525000 Furniture & Fixtures		
	500	500
<i>Subtotal</i>	500	500
530000 Accounting & Audit		
Annual City Audit	55,000	55,000
GASB 45	2,500	2,500
<i>Subtotal</i>	57,500	57,500
531000 Information Technology (IT) Services		
Payroll Processing - ADP	41,900	41,900
<i>Subtotal</i>	41,900	41,900
531600 Software Maintenance Agreements		
Maintenance - GroupWise (6)	115	115
Maintenance - Network SW/Anti-Virus SW (7)	420	420
Maintenance - Software (Microsoft CALs) (7)	700	700
Maintenance - Software (MUNIS)	21,335	21,335
<i>Subtotal</i>	22,570	22,570

1141 Finance & Administration

536000 Miscellaneous Professional Services			
Public Advocate - Shared with Rockville	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
541000 Advertising			
Budget and CAFR	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
542000 Awards & Presentations			
GFOA Application for Budget Award	500	500	
GFOA Application for CAFR Award	1,000	1,000	
<i>Subtotal</i>		1,500	1,500
544000 Professional Dues & Certification Fees			
CPA Certifications (2)	500	500	
GFOA & MDGFOA Memberships (3)	1,100	1,100	
<i>Subtotal</i>		1,600	1,600
545000 Magazines, Books & Resource Material			
	500	500	
<i>Subtotal</i>		500	500
546000 Conference & Seminar Registration			
GFOA, MDGFOA, and CPA Requirements	2,000	2,000	
MUNIS Training and Annual Conference	2,000	2,000	
<i>Subtotal</i>		4,000	4,000
547000 Travel Expense			
GFOA & MDGFOA, CPA Requirements	2,500	2,500	
MUNIS Training and Annual Conference	2,000	2,000	
<i>Subtotal</i>		4,500	4,500
547100 Travel Mileage Reimbursement			
	250	250	
<i>Subtotal</i>		250	250
553000 Printing & Binding			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
Vendor Checks, W-2's, 1099's & CAFR's	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
556500 Messenger Services			
Courier Services	500	500	
<i>Subtotal</i>		500	500
560000 Miscellaneous			
	300	300	
<i>Subtotal</i>		300	300
567000 Rental & Use Charges			
Maintenance & Supplies - Copier (Ricoh 2045)	2,970	2,970	
<i>Subtotal</i>		2,970	2,970

1141 Finance & Administration

573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Check Signing Machine	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
Subtotal Operating Expenses		149,590	149,590

Capital Outlay

592100 Software (Replacement)			
ADP - Payroll	3,750	3,750	
MUNIS	12,500	12,500	
<i>Subtotal</i>		16,250	16,250

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (7)	1,925	1,925	
Replacement - Fax Machines	125	125	
Replacement - Printer (Lexmark 4069-212 [Optra T 612])	310	310	
Replacement - Printer (Lexmark 4069-616 [Optra T 616])	645	645	
Replacement - Scanners (1)	230	230	
<i>Subtotal</i>		3,235	3,235
Subtotal Capital Outlay		19,485	19,485

Total		780,635	779,597
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1149 General Services

Expenditure Statement by Object **Proposed**
2007 - 2008 **Adopted**
2007 - 2008

Personnel Services

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
Subtotal Personnel Services	\$	\$

Operating Expenses

521000 Office Supplies		
City Wide Office Supplies	35,425	35,425
Color Laser Supplies	8,000	8,000
Plotter Supplies	2,000	2,000
Printer and Fax Supplies	3,000	3,000
<i>Subtotal</i>	48,425	48,425
522000 General Operating Supplies		
	2,000	2,000
<i>Subtotal</i>	2,000	2,000
522200 Photographic, Audio, Video Supplies		
GIS Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat)	600	600
Maintenance - Software (Blackberry Enterprise Server)	900	900
Maintenance - Software (Haines Criss Cross)	1,300	1,300
Maintenance - Software (LaserFiche)	6,000	6,000
Maintenance - Software (NetVM Security Camera Software)	800	800
<i>Subtotal</i>	9,600	9,600
552500 Vehicle & Equipment Gasoline Expense		
	540	540
<i>Subtotal</i>	540	540

1149 General Services

553000 Printing & Binding			
Annual City Budget for Public Distribution	5,000	5,000	
Annual City CAFR for Public Distribution	5,000	5,000	
City Letter Head and Envelopes	5,000	5,000	
<i>Subtotal</i>		15,000	15,000
556000 Postage			
	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
560000 Miscellaneous			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
567000 Rental & Use Charges			
Postage Machine Rental	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Folding Machine	300	300	
Maintenance - Postage Meter	1,500	1,500	
Maintenance - Printers (HP DesignJet 4000)	1,750	1,750	
Maintenance - Typewriter (City-wide)	1,400	1,400	
Maintenance & Supplies - Copier (Oce 3165)	8,400	8,400	
<i>Subtotal</i>		13,350	13,350
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (1 Unit)	500	500	
<i>Subtotal</i>		500	500
Subtotal Operating Expenses		97,115	97,115

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Copier (Oce 3165)	7,000	7,000	
Replacement - Postage Machine	1,500	1,500	
Replacement - Printer (HP DesignJet 4000 Plotter)	2,160	2,160	
Replacement - Printer (HP LaserJet 5500dn)	865	865	
Replacement - Security Cameras (2)	360	360	
Replacement - Telephone System	26,000	26,000	
<i>Subtotal</i>		37,885	37,885
Subtotal Capital Outlay		37,885	37,885
Total		135,000	135,000

1911 Non-Departmental

Expenditure Statement by Object **Proposed**
2007 - 2008 **Adopted**
2007 - 2008

Personnel Services

501000 Salaries, Full-Time Employees	\$		\$
505000 Other Taxable Compensation			
507000 Vacation_Sick Pay		195,000	195,000
508000 Salaries, Overtime			
508500 Salaries, Employee Agreement			
509000 Salaries, Part-Time			
510000 Social Security & Medicare Taxes		14,918	14,918
512000 State Unemployment		30,000	30,000
513000 Workers' Compensation Insurance		142,800	142,800
514000 Group Insurance		50,000	50,000
514100 Group Insurance - Retirees		401,000	401,000
515000 Retirement Contribution			
515050 Supplemental Retirement Contribution			
515100 Retirement Health Savings (RHS)		12,373	12,373
516000 Savings Plan Contribution			
516500 Deferred Compensation			
517000 Dependent Care Expense			
518000 Retirement Plan Withdrawals			
519000 Tuition Reimbursement			
Subtotal Personnel Services	\$	846,091	\$ 846,091

Operating Expenses

522000 General Operating Supplies			
		3,000	3,000
<i>Subtotal</i>		3,000	3,000
536000 Miscellaneous Professional Services			
State Aid Consultation		25,000	25,000
<i>Subtotal</i>		25,000	25,000
543000 Contributions			
Fireman's Fund - GWGVFD		5,000	5,000
<i>Subtotal</i>		5,000	5,000
544000 Professional Dues & Certification Fees			
COG - Affordable Housing Program		1,850	1,850
COG - Street Smart Program		3,100	3,100
Maryland Municipal League		31,500	31,500
Metropolitan Washington Council of Governments		49,700	49,700
Miscellaneous		5,000	5,000
National League of Cities		4,500	4,500
<i>Subtotal</i>		95,650	95,650
560000 Miscellaneous			
Montgomery County Tax Billing Charge		19,500	19,500
<i>Subtotal</i>		19,500	19,500

1911 Non-Departmental

563000 Insurance - Not Payroll			
Labor Management Trust Fiduciary Liability	5,000		5,000
Liability Insurance (LGIT)	321,215		296,621
Public Officials - Public Employees Bond (Mont. County)	1,583		1,583
<i>Subtotal</i>		327,798	303,204

567000 Rental & Use Charges			
CATV Access	0		55,132
<i>Subtotal</i>		0	55,132
Subtotal Operating Expenses		475,948	506,486

Contingency

580000 Contingency			
	0		61,000
	0		47,000
	0		81,898
	808,000		655,000
<i>Subtotal</i>		808,000	844,898

589000 Transfers To Other Funds			
FY 2008 Operating Transfer to CIP	11,584,204		11,584,204
<i>Subtotal</i>		11,584,204	11,584,204
Subtotal Capital Outlay		12,392,204	12,429,102

Total		13,714,243	13,781,679
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