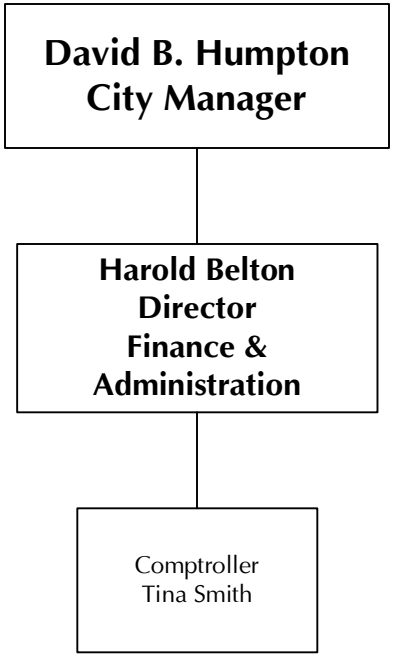
FINANCE & ADMINISTRATION

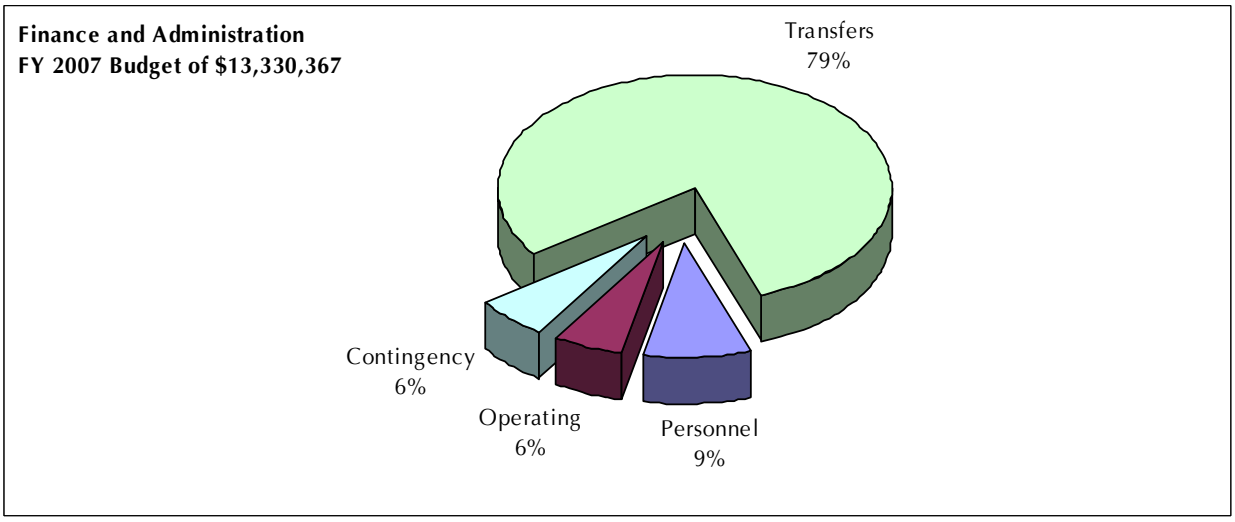


FINANCE AND ADMINISTRATION
DEPARTMENT OVERVIEW

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 2004 - 05	Budgeted 2005 - 06	Proposed 2006 - 07	Adopted 2006 - 07
Finance & Administration	628,776	664,337	710,866	710,866
General Services	101,385	120,830	132,095	132,095
Non-Departmental	6,728,431	11,274,937	13,164,356	12,487,406
TOTAL	**$ 7,458,592**	**$ 12,060,104**	**$ 14,007,317**	**$ 13,330,367**



Staffing Summary by Position:

1141 - Finance & Administration	FY 05	FY 06	FY 07
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Senior Accountant	1	1	1
Accounting Technician	2	2	2
Administrative Secretary	1	1	1
Part-Time Personnel	0.3	0.3	0.3
Subtotal	**6.3**	**6.3**	**6.3**

1149 - General Services	FY 05	FY 06	FY 07
None	**0**	**0**	**0**

1911 - Non-Departmental	FY 05	FY 06	FY 07
None	**0**	**0**	**0**

TOTAL	FY 05	FY 06	FY 07
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:

- 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 thoroughly communicates the financial plan of the City.

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.

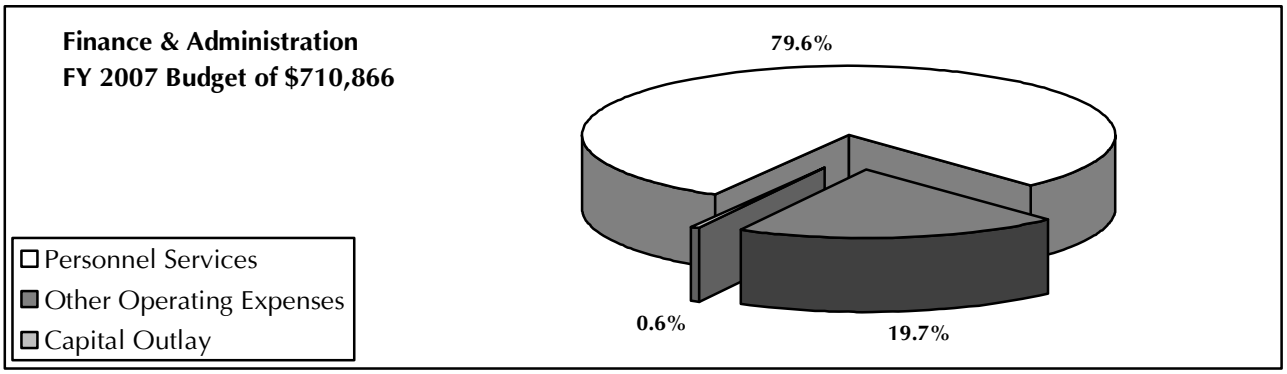
SIGNIFICANT CHANGES FOR FY 07:

- Accounting & Audit increased $15,000 to account for a new audit firm performing the City audit for the fiscal years 2006 - 2010.
- Information Technology (IT) Services increased $6,000 to reflect the increases provided for payroll services.
- Printing & Binding decreased $8,000 to reflect the transfer of CAFR printing and binding to General Services - 1149.

Summary	Budgeted 2004 – 05	Budgeted 2005 – 06	Proposed 2006 – 07	Adopted 2006 – 07
Personnel Services	$508,211	$537,532	$566,181	$566,181
Other Operating Expenses	117,205	121,755	140,160	140,160
Capital Outlay	3,360	5,050	4,525	4,525
TOTAL	**$628,776**	**$664,337**	**$710,866**	**$710,866**

Finance & Administration

1141 - Finance & Administration



Performance Measures	Actual 2004 – 05	Budgeted 2005 – 06	Projected 2006 – 07
Respond to 90% of MUNIS calls for assistance within two days	N/A	N/A	100%
Provide overview and training within three weeks from hiring	N/A	N/A	100%
Number of payroll checks issued	12,464	N/A	12,500
Number of new internal control implementation	N/A	3	2
Number of cash audits	N/A	2	2
Number of accounts payable invoices paid	13,729	18,500	15,000
Number of accounting procedure audits	N/A	3	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.

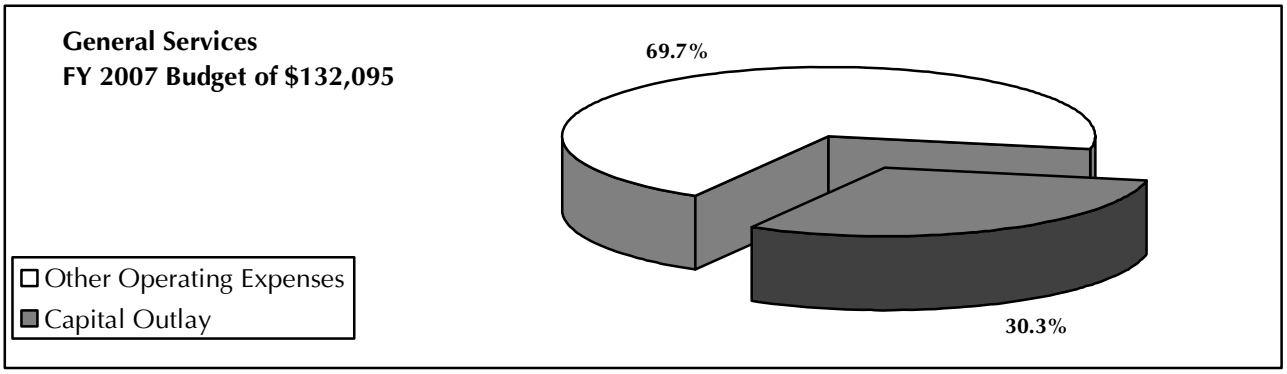
FY WORK PLAN GOALS:

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

SIGNIFICANT CHANGES FOR FY 07:

- Printing & Binding increased $5,000 to reflect the transfer of CAFR printing and binding from Finance & Administration - 1141.

Summary	Budgeted 2004 – 05	Budgeted 2005 – 06	Proposed 2006 – 07	Adopted 2006 – 07
Personnel Services	$0	$0	$0	$0
Other Operating Expenses	69,725	80,715	92,130	92,130
Capital Outlay	31,660	40,115	39,965	39,965
TOTAL	**$101,385**	**$120,830**	**$132,095**	**$132,095**



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:

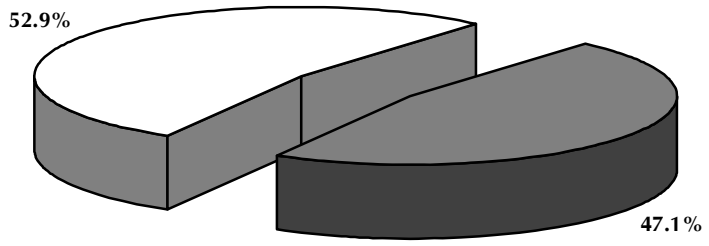
- Provide appropriate and necessary funding for non-departmental expenditures.

SIGNIFICANT CHANGES FOR FY 07:

- Contingency decreased $100,450 to account for the transfer of $50,000 to Miscellaneous Professional Services - 536000, and $50,450 to reduce the budget to FY 2006 actual level of expenditures.
- Group Insurance increased $5,550 to reflect the increased cost of dental insurance.
- Insurance - Not Payroll increased $40,590, due largely to property rate increases as a result of catastrophic losses from winter storms and hurricanes.
- Miscellaneous Professional Services increased $40,000 to reflect the usage of federal consulting. This was transferred from Contingency - 580000.
- Professional Dues & Certification Fees increased $8,717 to reflect the City's participation in COG programs for affordable housing and Street Smart.
- Transfers To Other Funds increased $1,288,433 to reflect the transfer into CIP Budget.
- Vacation & Sick Pay increased $40,000 to reflect the actual usage during FY 2005 and year-to-date FY 2006.
- Workers' Compensation Insurance decreased $118,920 to reflect past history usage by the City.

Summary	Budgeted 2004 – 05	Budgeted 2005 – 06	Proposed 2006 – 07	Adopted 2006 – 07
Personnel Services	$621,007	$681,362	$616,391	$616,391
Other Operating Expenses	412,689	458,453	547,910	547,910
Capital Outlay	5,694,735	10,135,122	12,000,055	11,323,105
TOTAL	**$6,728,431**	**$11,274,937**	**$13,164,356**	**$12,487,406**

Non-Departmental
FY 2007 Budget of $12,487,406



Personnel Services
Other Operating Expenses