

# **CITY OF BUNNELL FINANCE DEPARTMENT**

**FINANCE  
&  
CUSTOMER SERVICE**

# MISSION STATEMENT

- ▶ Manage financial affairs of the City including accounting, revenue collection, utility billing, cash disbursement, financial reporting, investments, debt management, grant management and risk management.
- ▶ Maintain reasonable internal controls to protect the City's assets and ensure the timely and accurate recording and reporting of transactions in accordance with accounting standards for state and local governments.
- ▶ Provide timely advice to City's elected and appointed officials on issues affecting the current and future financial affairs of the City.

# FINANCE TEAM



Finance Director - Stella Gurnee

Finance Specialists - Margaret Miller, Amanda Raslowsky, Kim Bennett

UB Specialist-Lakesha Byrd

UB Clerk-Leanne Burke

# ▶ FINANCE & CUSTOMER SERVICE FUNCTIONS

• Budget

• Financial Statements

• Purchasing

Payroll

GL Recording

Treasury Management

Customer Service

Utility Billing

Accounts Receivable

Accounts Payable

Grant Management

• State , Federal, & other Financial Reporting

Central Cashiering

• Risk Management

# Finance Flow Demonstration

- ▶ Establish a Utility Account
- ▶ Purchasing Accounts Payable
- ▶ Payroll
- ▶ Budget & Financial Reporting

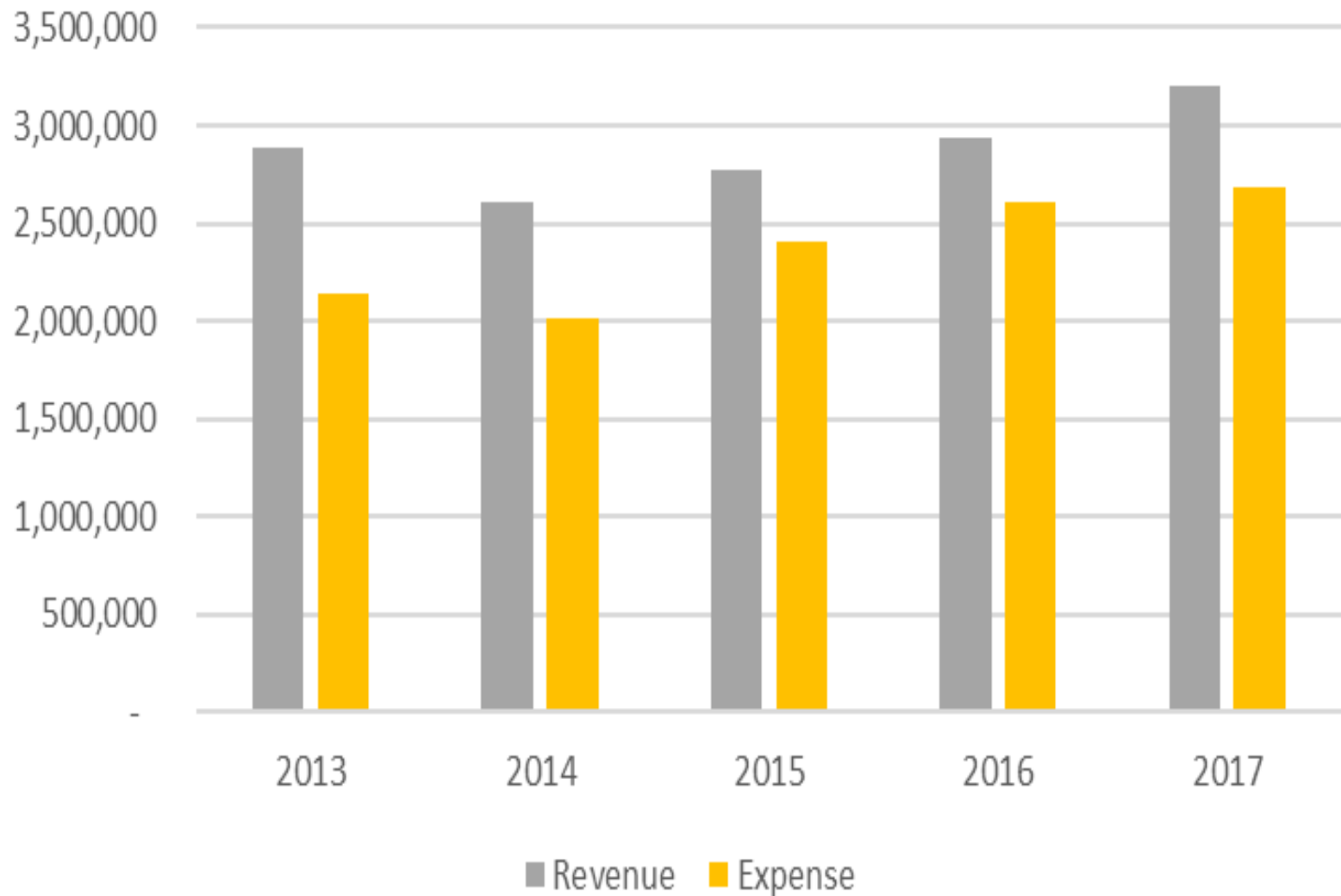
# ACCOMPLISHMENTS

- ▶ Significantly improved unfavorable financial condition rating of major City funds with the exception of the Solid Waste fund.
  - ▶ In Fiscal Year (FY) 2014 the City received an overall unfavorable financial condition rating.
  - ▶ Recommended net equity reserve (pooled cash less liabilities due in next 12 months) is 17%
    - ▶ FY2016 General Fund was 33%
    - ▶ FY2016 Water Sewer Fund was 86%
    - ▶ FY2016 Solid Waste Fund was -8%

## General Fund Revenue and Expenses



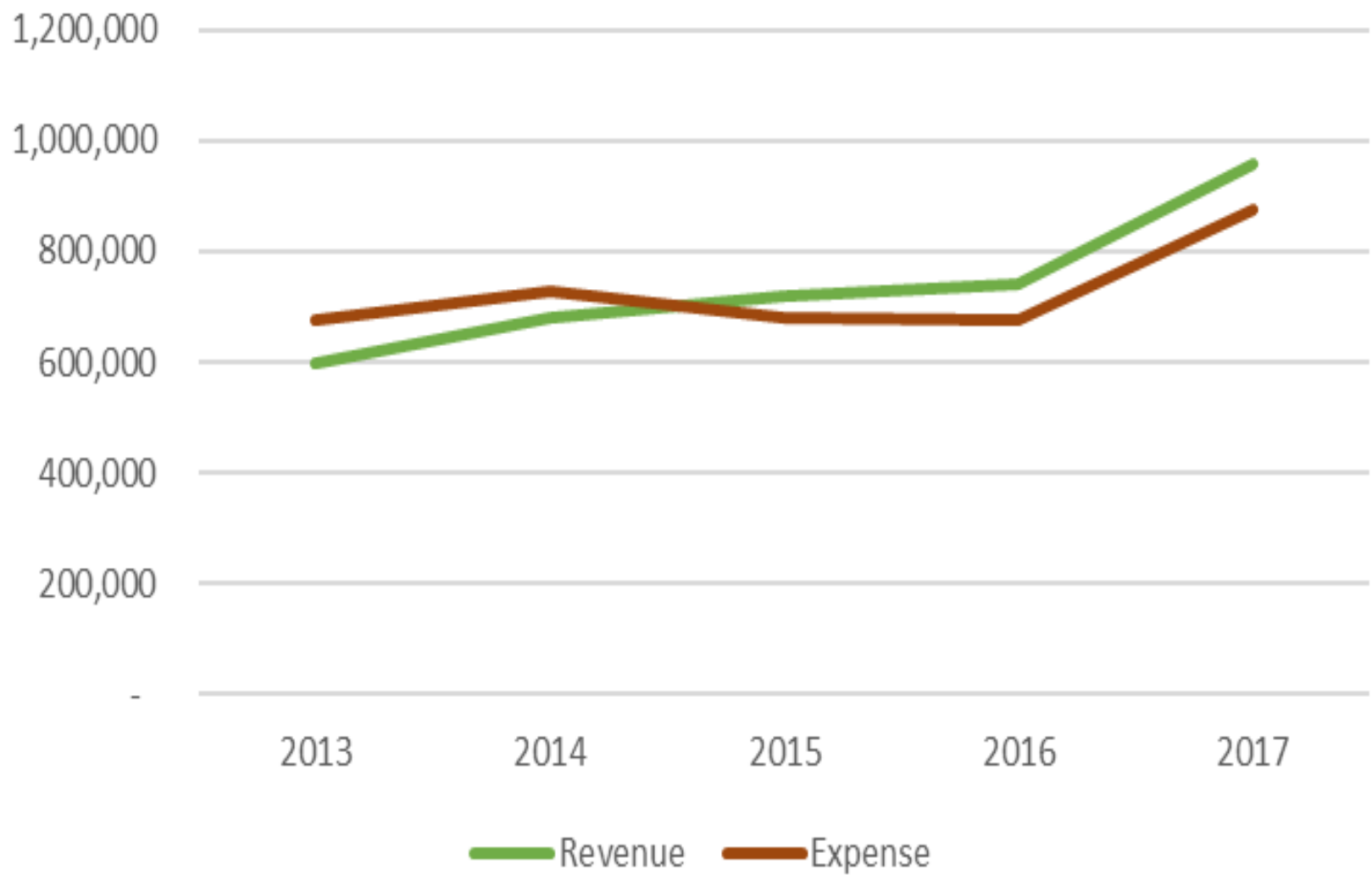
## Water & Sewer Fund Revenue and Expenses



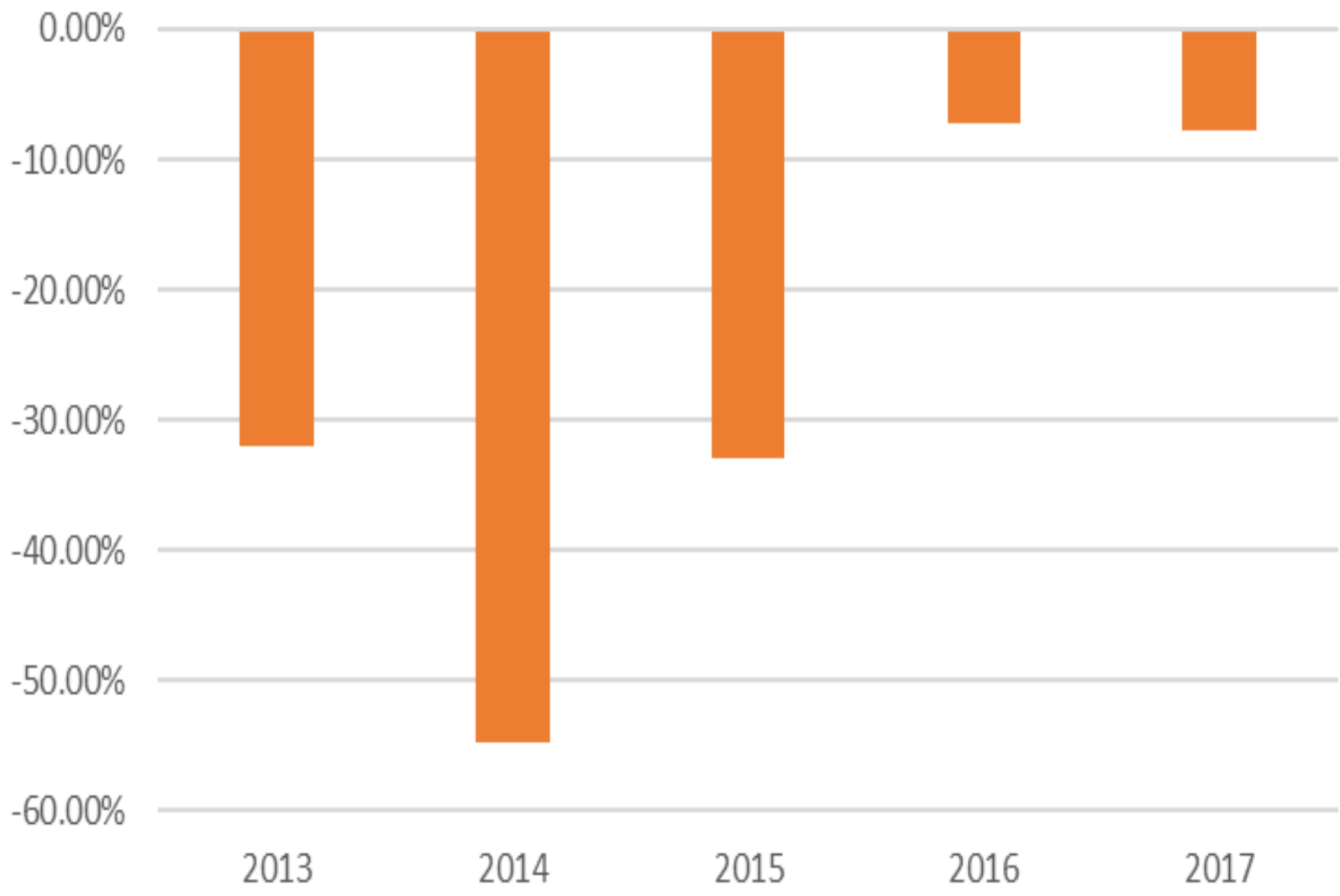




# Solid Waste Fund



# Solid Waste Net Equity Reserve



# ACCOMPLISHMENTS

- ▶ Completing financial reporting within a timely manner.
- ▶ Conducted an effective budgeting process that ensured balanced budgets.
- ▶ Corrected 14 out of 15 Audit comments.
- ▶ Implemented Pooled cash reducing the number of bank accounts the City maintains. This reduced the number of Accounts Payable checks by 50%.
- ▶ Implemented on-line utility bill pay.

# ACCOMPLISHMENTS (CONT.)

- ▶ Shortened the cutoff for non-payment by 4 weeks.
- ▶ Filed for FEMA and insurance reimbursement for 2 hurricanes.
- ▶ Provided financial recording and reporting for 10 grants during the last fiscal year.
  - ▶ Provided project management for 2 grants.
  - ▶ Fair housing events quarterly for CDBG grant.
- ▶ Coordinated water, sewer and reclaim water rates studies.
- ▶ Issued 8 bids for various City projects.
- ▶ Coordinating Utility Billing set up of meter automation project.
- ▶ Improved Bad debt review and collection process reducing bad debt expense by 38%.
  - ▶ Property Liens
  - ▶ Proactive in-house monitoring & collections

# ACCOMPLISHMENTS (CONT.)

- ▶ Implemented phone notification system used for past due phone calls, boil water notices, and other emergency communications.
- ▶ Assisted Human Resources in the development of new City pay plan.
- ▶ Developed City Travel Policy.
- ▶ Handled two debt refinancing projects for the Municipal Complex Loan and Water Sewer 2015 loan realizing significant interest expense savings.
- ▶ Recommended internal financing of 2 police cars with a loan from the Water sewer fund which realizes significant interest expense savings.
- ▶ Continuous cross-training of staff, for all finance positions, in order to run a positive and efficient department team.

# Finance Facts & Figures

- ▶ 837 budgeted General Ledger Accounts
- ▶ 46,451 General Ledger Transactions
- ▶ 7,283 Payroll transactions
- ▶ 4,462 bank transactions
- ▶ 21,703 cashiering transactions various amounts up to \$500,000
- ▶ 4,802 Accounts Payable transactions.
- ▶ 70,241 Utility Billing and receipting transactions.
- ▶ 1,154 Purchase requisitions review & Purchase orders issued.
- ▶ Over 148 federal tax and form filings.
- ▶ 182 Retirement and other benefit reports.

# Finance Facts & Figures (cont.)

- ▶ 39 State Financial reports
- ▶ 2 Federal Financial reports
- ▶ 5 Debt compliance reports.
- ▶ Annual Audit
  - ▶ 271 audit schedules & reports.
- ▶ Annual workman's compensation audit.
- ▶ 32 Monthly & quarterly grant reports.
- ▶ 12 monthly City Budget/Financial reports.

# Needs

- ▶ Automated Contract tracking system
- ▶ Training, training, training
- ▶ Succession Planning



# Goals

- ▶ Finish Implementing new credit cards.
- ▶ Balanced budget strategies for FY2019.
- ▶ Coordinate comprehensive 5 year capital plan.
- ▶ Improve Budget reporting.
- ▶ Implement remote read utility meter and remote water turn on/off system.
- ▶ Apply for additional grant opportunities.
- ▶ Strengthen collection activities.
- ▶ Shorten time from meter reading to bill generation.
- ▶ Training, training, training.....
- ▶ Succession planning