

Management, Budget and Accounting Department



**Mission Statement:**

To establish fiscal policies to guide the management of monetary, personnel, capital and other resources to ensure their efficient and effective allocation in order to meet the needs of Orlando's citizens and visitors, maintain the City's long range financial health, and to process, maintain and report all financial transactions in accordance with regulatory guidelines while minimizing transaction cost and maximizing internal controls, data integrity and asset security

**Division Identifier:**

- ⇒ Accounting and Control
- ⇒ Management and Budget

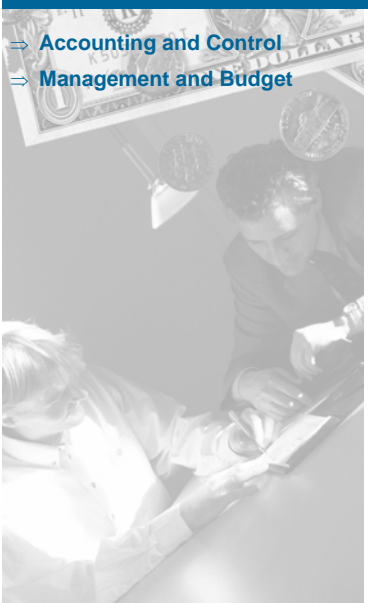
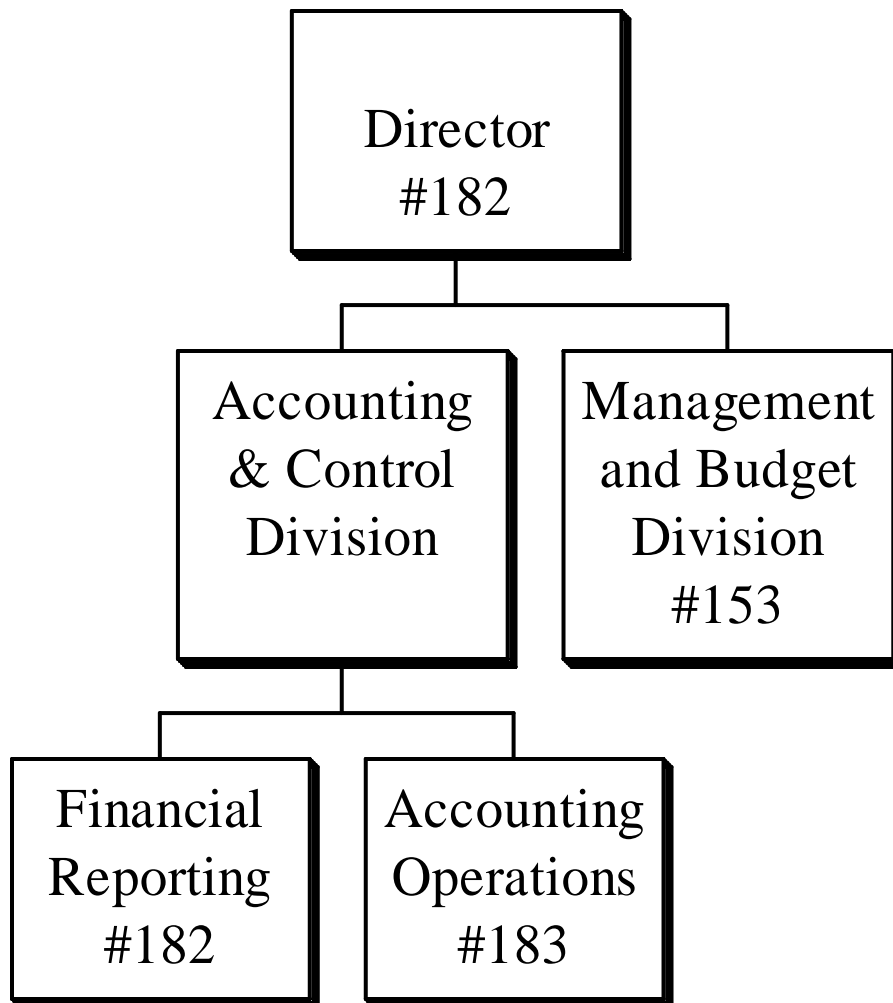


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Management, Budget and Accounting Department

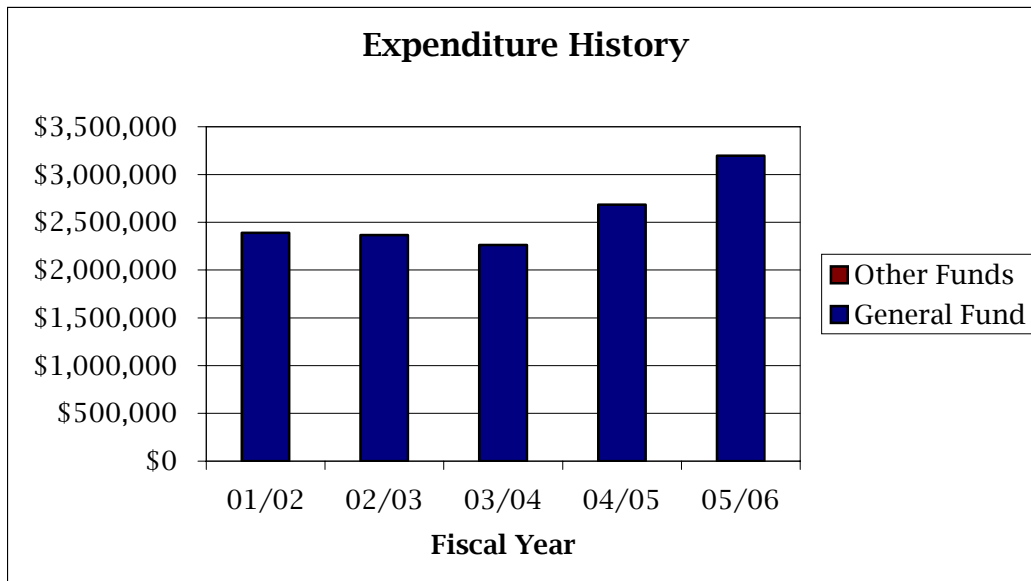
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Management, Budget and Accounting Department

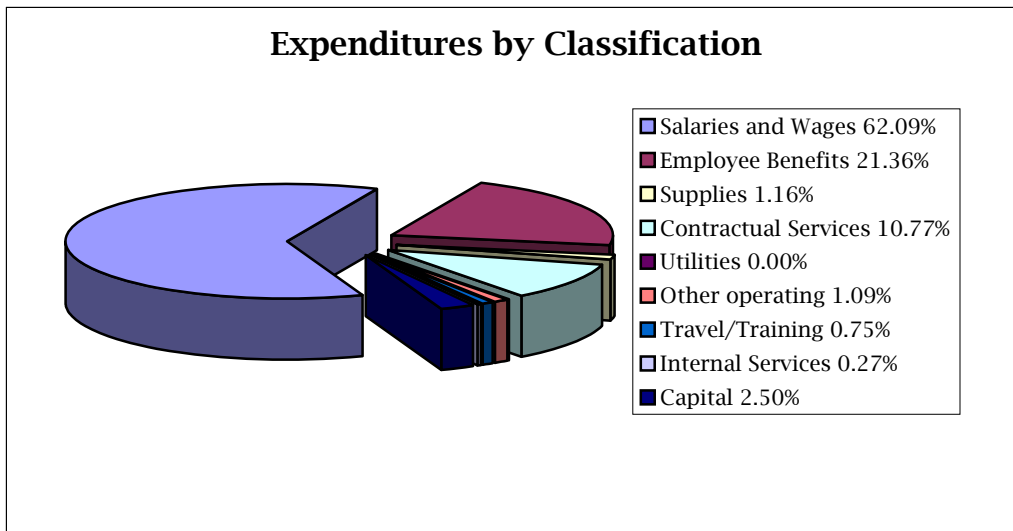
DEPARTMENT EXPENDITURE SUMMARY

Fund Office/Division Program Number and Name	2003/04 Actual Expenditures	2004/05 Revised Budget	2005/06 Adopted Budget	Change Adopted to Revised	% Change
<b>GENERAL FUND #100</b>					
153 Management and Budget	\$ 366,311	\$ 407,351	\$ 635,125	\$ 227,774	55.92%
Accounting and Control Division:					
182 Financial Reporting	934,816	987,316	1,078,341	91,025	9.22%
183 Accounting Operations	843,275	1,064,012	1,166,907	102,895	9.67%
895 Nondepartmental - Accounting	120,000	225,078	318,700	93,622	41.60%
<b>TOTAL – GENERAL FUND</b>	<b>\$ 2,264,402</b>	<b>\$ 2,683,757</b>	<b>\$ 3,199,073</b>	<b>\$ 515,316</b>	<b>19.20%</b>
<b>TOTAL – MGMT., BUDGET &amp; ACCOUNTING</b>	<b>\$ 2,264,402</b>	<b>\$ 2,683,757</b>	<b>\$ 3,199,073</b>	<b>\$ 515,316</b>	<b>19.20%</b>
Expenditure by Classification					
Salaries and Wages	\$ 1,534,278	\$ 1,695,058	\$ 1,986,355	\$ 291,297	17.19%
Employee Benefits	461,167	592,668	683,348	90,680	15.30%
Supplies	39,521	38,114	37,114	(1,000)	(2.62%)
Contractual Services	163,754	273,544	344,620	71,076	25.98%
Utilities	294	-	-	-	-
Other operating	28,095	36,978	34,888	(2,090)	(5.65%)
Travel/Training	6,384	26,475	24,000	(2,475)	(9.35%)
Internal Services	4,112	7,232	8,748	1,516	20.96%
Capital	26,799	13,688	80,000	66,312	484.45%
<b>TOTAL – MGMT., BUDGET &amp; ACCOUNTING</b>	<b>\$ 2,264,402</b>	<b>\$ 2,683,757</b>	<b>\$ 3,199,073</b>	<b>\$ 515,316</b>	<b>19.20%</b>



Management, Budget and Accounting Department

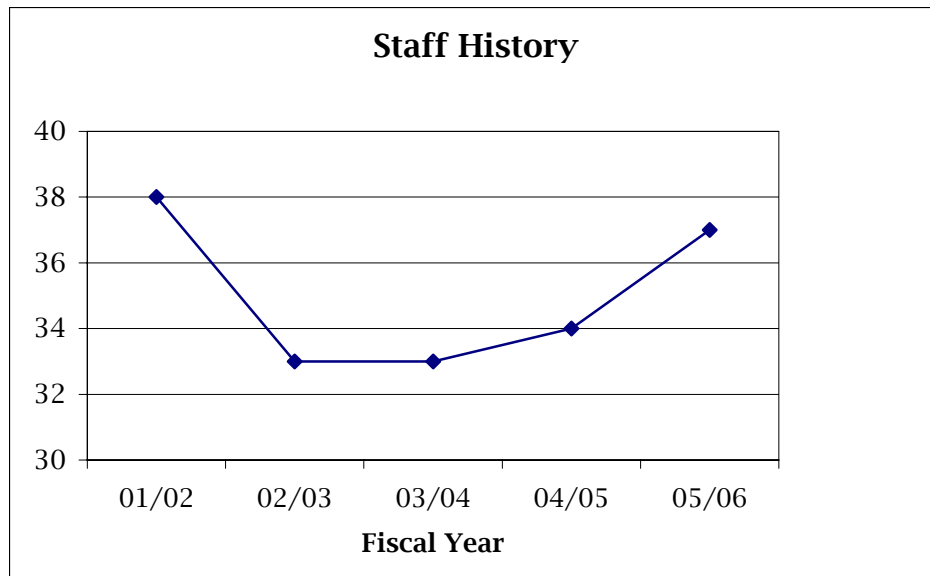
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Management, Budget and Accounting Department

DEPARTMENT STAFFING SUMMARY

	Actual 2003/2004	Revised Budget 2004/2005	Adopted Budget 2005/2006
<u>GENERAL FUND #100</u>			
Accounting and Control Division:			
182 Financial Reporting	11	11	11
183 Accounting Operations	17	18	19
153 Management and Budget	<u>5</u>	<u>5</u>	<u>7</u>
<b>TOTAL – MANAGEMENT, BUDGET &amp; ACCOUNTING</b>	<b><u>33</u></b>	<b><u>34</u></b>	<b><u>37</u></b>



Management, Budget and Accounting Department

Accounting and Control Division

Mission Statement:

To process, maintain and report all financial transactions in accordance with regulatory guidelines while minimizing transaction cost and maximizing internal controls, data integrity, and asset security.

Program Identifier:

Financial Reporting #182  
Accounting Operations #183

Overview of Services/Programs

**Accounting and Control** is responsible for the receipt and disbursement of all City funds, payroll processing, and financial reporting, all of which are performed in accordance with mandates. Accounting prepares and publishes annual financial reports for the City covering financial operations, grants, pension, and debt disclosures.

Major Accomplishments

- Developed, organized and provided training and direction to Departmental managers on FEMA financial activities to ensure the integrity of data and to maximize the allowable reimbursement for hurricane damage costs incurred by the City.
- Participated in the successful migration from JD Edwards OneWorld XE to PeopleSoft Enterprise One 8.10 financial management information system.
- Completed a competitive procurement process for selecting the City’s external auditor.
- Implemented a web based program for Procurement Card purchases to enable Departments to review real time transactions to enhance compliance with policy and procedures.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Continued implementation of a citywide electronic time and attendance system with a bi-directional interface with the payroll system; all work has been performed internally without the use of consultants.

Future Outlook

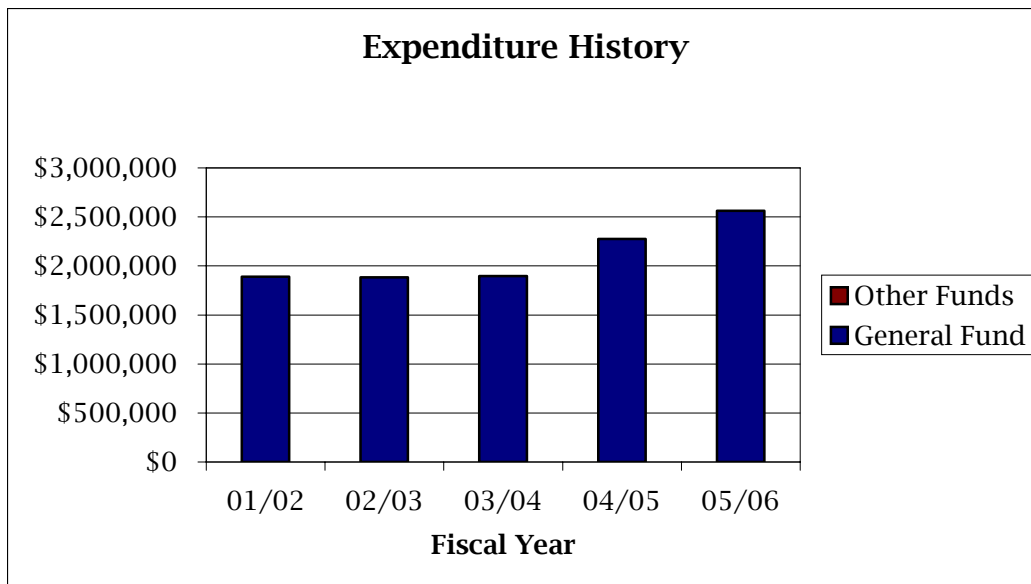
- Management, Budget and Accounting will participate with Real Estate, Facilities Management, and Risk Management on a project to verify and cross-reference fixed asset records.
- Management, Budget and Accounting will implement new requirements of the Governmental Accounting Standards Board and will monitor new pronouncements to determine their impact on the City.
- Management, Budget and Accounting will enhance modeling tools for use in projecting the long-term financing requirements of the City and the Community Redevelopment Agency.
- Management, Budget and Accounting, in conjunction with Technology Management, will continue to evaluate upgrades and enhancements to automated support systems (i.e. revenue collection, payroll).

Performance Measures Effectiveness	2003/2004 Actual	2004/2005 Estimated	2005/2006 Proposed
Percent of checks voided in Accounts Payable.	2.16%	2.67%	1.85%
Percent of AP checks undone before processing	2.38%	2.82%	2.40%
Percent of violation and late letters issued to users of Pro-card.	8.04%	6.37%	8.00%
Percent of AP and Payroll checks demanded	1.60%	1.61%	2.00%
Percent of payroll checks voided.	.33%	.31%	.35%
Performance Measures Efficiency	2003/2004 Actual	2004/2005 Estimated	2005/2006 Proposed
Average direct & indirect labor costs to process a check in Accounts Payable	\$18.42	\$19.63	\$19.00
Average cost to process a ProCard Transaction.	\$1.62	\$1.87	\$1.70
Average cost to process an Accounts Receivable Transaction	\$12.14	\$12.18	\$15.00
Average cost to process a Revenue Collection Transaction	\$2.63	\$2.83	\$2.50
Average cost to process a payroll payment	\$1.24	\$1.16	\$1.35

Management, Budget and Accounting Department

EXPENDITURE SUMMARY

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<b>GENERAL FUND #100</b>					
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895 Nondepartmental - Accounting	120,000	225,078	318,700	93,622	41.60%
<b>TOTAL – GENERAL FUND</b>	<b>\$ 1,898,091</b>	<b>\$ 2,276,406</b>	<b>\$ 2,563,948</b>	<b>\$ 287,542</b>	<b>12.63%</b>
<b>TOTAL – ACCOUNTING &amp; CONTROL DIVISION</b>	<b>\$ 1,898,091</b>	<b>\$ 2,276,406</b>	<b>\$ 2,563,948</b>	<b>\$ 287,542</b>	<b>12.63%</b>



STAFFING SUMMARY

	Actual 2003/2004	Revised Budget 2004/2005	Adopted Budget 2005/2006
<b>GENERAL FUND #100</b>			
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<b>TOTAL – ACCOUNTING &amp; CONTROL DIVISION</b>	<b>28</b>	<b>29</b>	<b>30</b>

Management, Budget and Accounting Department



Management and Budget

Mission Statement:

To establish budget policies to guide the management of monetary, personnel, capital and other resources to ensure their efficient and effective allocation in order to meet the needs of Orlando's citizens and visitors and maintain its long range financial health.



Program Identifier:

Management and Budget #153



Overview of Services/Programs

**Management and Budget** establishes budget policies and guides the management of monetary, personnel, capital and other resources to ensure their efficient and effective allocation. Budget prepares a balanced annual budget/fiscal plan within the constraints of anticipated revenues; coordinates, organizes and prepares a five-year Capital Improvement Program and provides oversight and training in the development and implementation of the annual budget and capital improvement program.

The Management, Budget and Accounting Department also prepares forecasts of revenues and expenditures in comparison to budgeted activities to determine trends.

Major Accomplishments

- Systematically assigned major costs formerly classified as “non-departmental” to an appropriate department to enable these costs to be monitored and evaluated for operational effectiveness.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the second consecutive year.
- Implemented a Fiscal Impact Statement that is used to disclose and discuss the current and future year financial impact of all items submitted to the City Council for action.
- Initiated development of an indirect cost allocation plan.

Future Outlook

- Management, Budget and Accounting will update, revise and create financial policies and procedures that strengthen the long range financial stability of the City and will develop a framework for allocating resources that incorporates budgetary best practices.
- Management, Budget and Accounting will enhance the General Fund five-year forecast model and will develop forecast models for other funds.
- Management, Budget and Accounting will enhance the capital budgeting process to improve the amount and quality of information available to decision-makers.

Performance Measures Service Indicator	2003/2004	2004/2005	2005/2006
	Actual	Estimated	Proposed
Percent of Budget Transfers Processed within five working days	63%	70%	70%

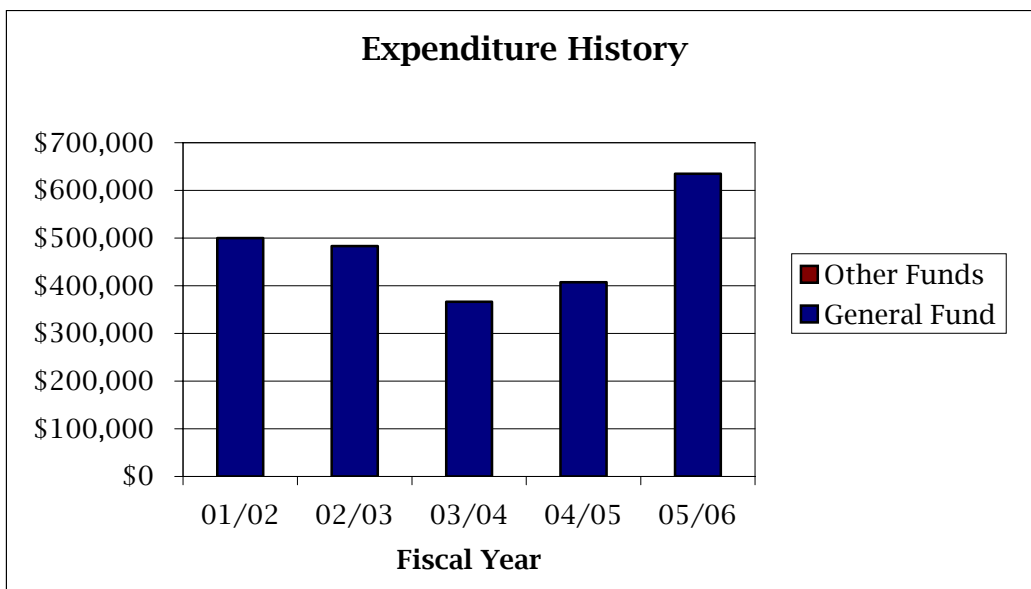
Performance Measures Effectiveness	2003/2004	2004/2005	2005/2006
	Actual	Estimated	Proposed
Percent of Departments falling within the "normal" range as evidenced by monthly budget comparisons and quarterly reports.	90%	100%	100%
Number of Budget Revision Requests processed (should decrease).	645	550	550

Performance Measures Efficiency	2003/2004	2004/2005	2005/2006
	Actual	Estimated	Proposed
Total cost to formulate and monitor the City Budget	\$435,401	\$436,851	-
Budget transfer error posting rate	2.61%	2.67%	2.5%
Average transaction cost per budget transfer (will increase as number of transfers decreases)	\$8.10	\$8.06	-
Cost to prepare CIP	\$53,012	\$52,669	-

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STAFFING SUMMARY

	Actual 2003/2004	Revised Budget 2004/2005	Adopted Budget 2005/2006
<b>GENERAL FUND #100</b>			
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TOTAL – MANAGEMENT AND BUDGET DIVISION	5	5	7

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