

**PROPOSED BUDGET
FISCAL YEAR 2016**

(JANUARY 1, 2016- DECEMBER 31,
2016)

AUDIT AND FINANCE
COMMISSION MEETING
OCTOBER 24, 2015

GFOA Budget Award





MISSION STATEMENT

**THE VILLAGE OF CARPENTERSVILLE IS
COMMITTED TO PROVIDING TO ITS CITIZENS THE
BEST POSSIBLE HEALTH, SAFETY, AND PUBLIC
SERVICE TO ALLOW FOR BALANCED GROWTH
WITH EFFECTIVE FINANCIAL MANAGEMENT AND
PLANNING**

Building a Better Tomorrow... Today

Finance / HR Mission Statement

- Exercise general supervision over the fiscal affairs of the Village.
- Provide Budgetary, Accounting and Financial services for all Village Departments.
- Handle Village's Annual audit, Annual budget, Tax levy, Payroll, Water billing and collections, and Accounts Payable and Receivable functions.
- Administer Human Resource functions including Personnel, Employee benefits, Risk Management, Workers' compensation, Safety, Training and Wellness.

Finance Department Highlights

- Processed an average of 6,000 monthly checks/ deposits of with bank in the current year.
- Collect daily cash from a minimum of \$2,000 to a maximum of \$200,000
- Manage Utility Billing for approximately 5,250 households every month
- Payment of roughly 500 invoices and 275 vendor checks per month as part of Accounts Payable function
- Process payroll checks/direct deposits and changes related to step increase, merit increase, new hire, termination, benefits, ICMA contribution, garnishments, other dues, annual payouts and incentives for all employees
- Disseminated year end W-2's for over 250 employees and 1099's for 35 vendors to comply with IRS rules

Finance Department Expenditures

	FY 14-2015 Actual	FY 2015 Budget	August 2015 Actual	FY 2015 Projected	FY 2016 Budget
General Fund					
Personnel Services	237,943	166,136	76,421	166,136	258,367
Benefits	130,716	73,969	35,888	73,969	109,406
Contractual Services	1,249,429 *	65,424	7,954	93,179	150,695
Commodities/Supplies	3,974	5,669	1,283	2,800	5,400
Reimbursements	58,978 **	-	-	-	-
Other	57,311 **	-	-	-	-
Transfers	500,000 ***	-	-	-	-
Total General Fund	<u>2,238,351</u>	<u>311,198</u>	<u>121,546</u>	<u>336,084</u>	<u>523,868</u>
	FY 14-2015 Budget	FY 2015 Budget	August 2015 Actual	FY 2015 Projected	FY 2016 Budget
W/S Fund					
Personnel Services	271,427	200,320	94,145	200,320	313,430
Benefits	149,011	89,942	43,698	89,942	133,056
Contractual Services	221,537	76,867	15,097	76,472	106,629
Commodities/Supplies	7,873	5,669	1,255	4,700	7,700
Total W/S Fund	<u>649,848</u>	<u>372,798</u>	<u>154,195</u>	<u>371,434</u>	<u>560,815</u>
Total Finance	<u>2,888,199</u>	<u>683,996</u>	<u>275,741</u>	<u>707,518</u>	<u>1,084,683</u>

Finance Department Accomplishments FY 2015

- ❑ For the first time ever received GFOA "Distinguished Budget Presentation Award" for eight month budget document from May 1, 2015- December 31, 2015.
- ❑ For second year in a row, created the Comprehensive Annual Financial report (CAFR) for FY 2014-15.
- ❑ Continue implementing the revised financial management policies adopted by the Village Board in 2014. These policies include Budget Policy, General fund (GF) Fund Balance policy, Investment Policy, Revenue and Expenditures Policy, Financial Reporting Policy, Fixed Asset Policy, Journal Entry policy and Pension Funding Policy.
- ❑ Start investing in CD's and Municipal Securities as a part of diversified investments to generate addition investment income.
- ❑ Changed the Village code regarding local ordinance tickets to streamline the process.
- ❑ Expanding the reach of electronic payables system through Bank of America in order to maximize cash rebate received by the Village and reduce the amount of physical checks processed by finance.

HR Department Accomplishments FY 2015

- ❑ Completed departmental loss control assessments of current practices to identify opportunities to increase employee and satisfy compliance with regulating authorities.
- ❑ Conducted various employment law audits to ensure federal, state, and local law compliance.
- ❑ Completed revision of the Employee Handbook.
- ❑ Continued safety initiatives contributing positively to Insurance needs of the Village.
- ❑ Provided training targeted at enhancing customer service and supervisory skills.

Finance Department Goals FY 2016

- Continue to diversify the investments to generate additional revenues without compromising safety and liquidity.
- Make use of State of Illinois Local Debt recovery program to collect outstanding utility bills, parking tickets, and various other debts to the Village
- Implement positive pay for accounts payable checks. This will enhance the Village's safety and security over cash disbursements.
- Explore drop-box for utility bill payments in order to make more efficient use of staff/counter time.
- Explore cost versus benefit of taking credit cards over the counter.

HR Department Goals FY 2016



- In conjunction with the loss control services company, continue to create a long-range comprehensive risk control plan and forecast the future needs that will satisfy the requirements of regulating authorities as well as minimizing internal risk control needs of the Village.
- Ensure the Village continues to comply with ongoing requirements of the Patient Protection and Affordable Care Act.
- Review performance evaluation process and provide training for supervisors on the process.

General Services Division

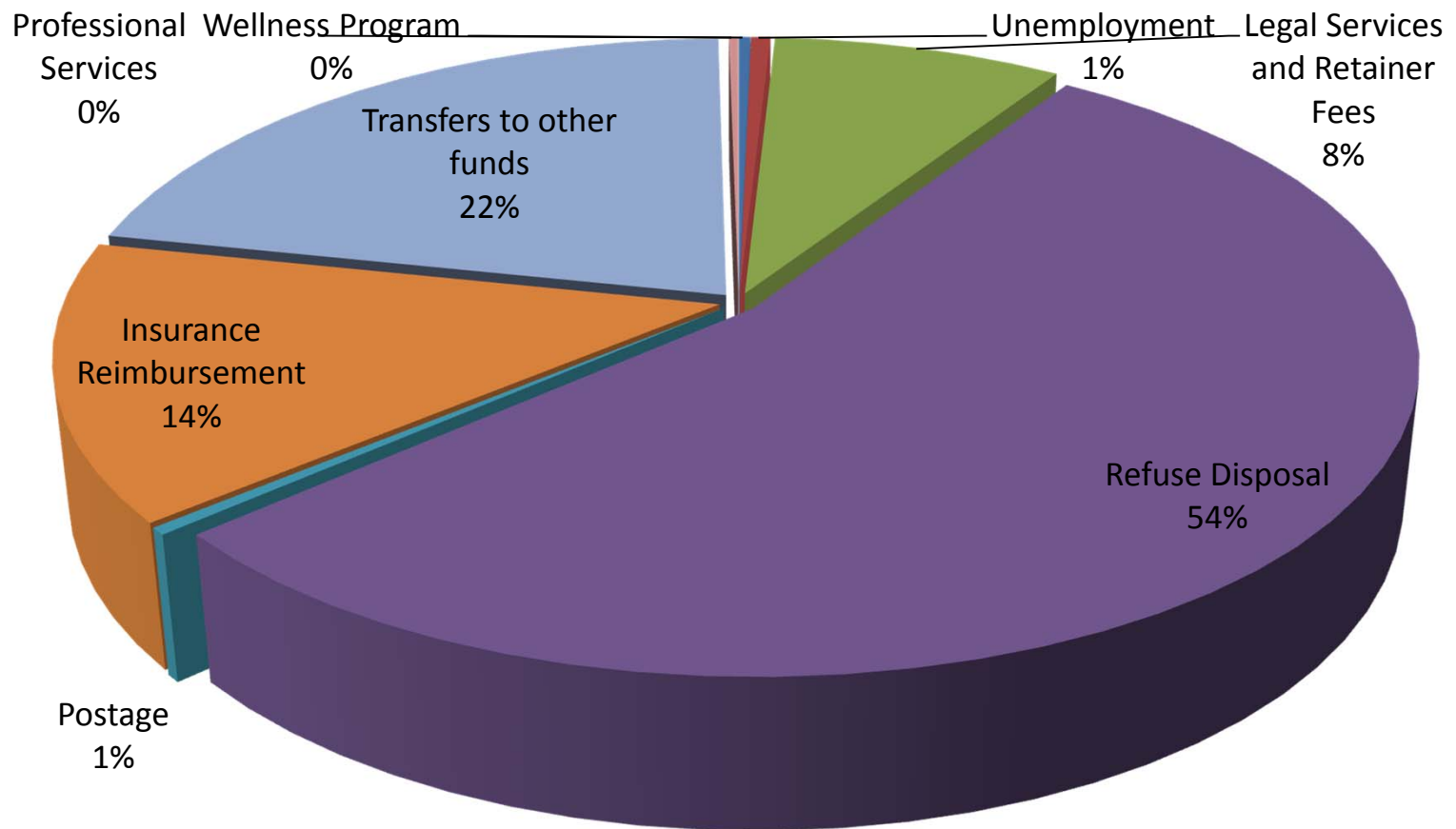
- In the last budget, some of the major “General” expenditure line items were moved from Finance and Streets Department into a newly created division “General Services” to improve transparency in reporting.
- General Services Division includes the payments for Legal Fees, Legal retainer fees, Sales Tax Rebate, Insurance Claims and Reimbursement, Unemployment Reimbursement and postage. These items were previously reported in the Finance budget.
- General Services Division also includes the payments for Refuse disposal fees. This item was previously reported in the Streets Division.

General Services Budget FY 2016

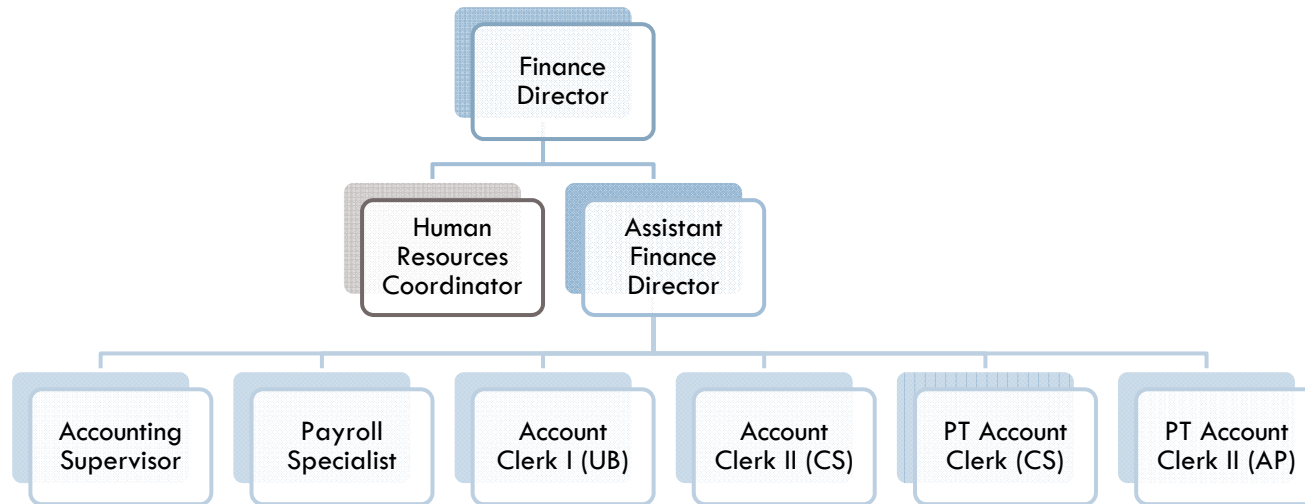


Wellness Program	18,150
Unemployment	30,000
Legal Services and Retainer Fees	450,000
Refuse Disposal	2,937,600
Postage	20,250
Insurance Reimbursement	775,000
Transfers to other funds	1,159,034
Professional Services	15,000

General Services



FINANCE ORGANIZATIONAL CHART



PERSONNEL SCHEDULE				
	Actual 201.3/2014	Actual 2014/15	Actual 2015 (8)	Projected 12/31/2016
Full-Time	9	7	7	7
Part-Time	1	3	2	2*
FTE	9.5	8	7.25	8

*2 part timers- one AP/Finance part time at .50 and one Front desk /UB part time at .50 FTE

Functional Areas

FTE Total -8

