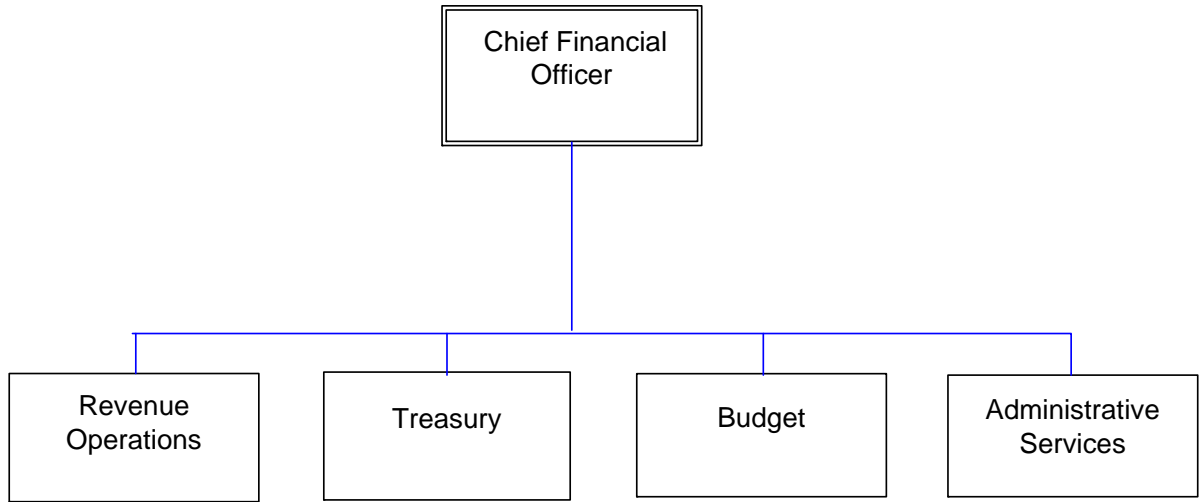


Finance & Administration



FINANCE & ADMINISTRATION

Mission

The mission of the Finance and Administration Department is to ensure the fiscal integrity of Louisville Metro Government and to provide the highest level of services to our customers.

Programs and Services

Revenue:

The purpose of the division is to collect the proper amount of revenues and account for the revenue according to Louisville Metro provisions and laws; to serve the public with a high level of service while performing in a manner to obtain the highest degree of public confidence in our honesty, efficiency, integrity, and fairness.

Treasury:

The division has three distinct functions; management of cash and investments, management of disbursement operations, including Payroll and Accounts Payable and serves as the Finance and Administration technology liaison responsible for coordinating financial projects and system support for Metro Government's financial and payroll systems.

Budget:

This division assists in creating and monitoring the Louisville Metro Government's fiscal plan (operating and capital) by identifying available resources, funding needs, and managing debt.

Administrative Services:

The division is responsible for maintaining financial transactions and preparing accurate financial reports for the government, as well as managing and monitoring the fiscal requirements of grants. In addition, administrative services provides general business support for the department, provides fair, open and competitive procurement services for Metro Government, and minimizes the government's exposure to accidental loss of assets, by analyzing and determining the most cost effective funding methods for property and liability claims.

FINANCE & ADMINISTRATION

Goals & Indicators

Goal: Maintain financial accountability.

Measurements:

- Receive an unqualified audit opinion.
- Continue to complete monthly financial statements within 10 working days after month end.
- Maintain bond rating.
- Continue to reconcile bank accounts within 10 working days after receipt of bank statements.
- Continue to issue payment on payables within 5 working days of receipt in Finance.
- Increase efficient and cost saving ways to procure goods and services for Metro Louisville.

Goal: Develop a five-year financial plan with a particular focus on a formal capital improvement plan.

Measurements:

- Continual implementation of CIP during FY09.

Goal: Improve internal and external communications.

Measurements:

- Maintain high level of customer satisfaction.
- Continue finance training programs.
- Development of a business manager network.
- Continue staff cross training.
- Complete implementation of paperless employee pay notifications.
- Develop vendor rating system.
- Increase taxpayer access to automated services.

Finance & Administration

Budget Summary

	Prior Year Actual 2006-2007	Original Budget 2007-2008	Revised Budget 2007-2008	Mayor's Recommended 2008-2009	Council Approved 2008-2009
General Fund Appropriation	12,456,900	23,292,700	27,743,100	16,638,300	16,526,900
Agency Receipts	5,720,600	6,756,700	6,756,700	6,872,700	6,828,100
Total Revenue:	18,177,500	30,049,400	34,499,800	23,511,000	23,355,000
Personal Services	6,493,000	6,972,500	8,863,700	6,593,900	6,497,500
Contractual Services	6,102,500	13,460,500	15,503,200	13,295,800	13,236,200
Supplies	243,100	99,900	99,900	73,900	73,900
Equipment/Capital Outlay	153,100	19,000	7,600	316,500	316,500
Interdepartment Charges	165,000	219,700	249,700	376,200	376,200
Restricted & Other Proj Exp	0	9,277,800	9,775,700	2,854,700	2,854,700
Total Expenditure:	13,156,700	30,049,400	34,499,800	23,511,000	23,355,000
Expenditures By Activity					
Quality Care Charitable Trust	0	9,251,800	9,251,800	9,529,400	9,469,800
General Adjustments	2,805,800	10,277,800	13,646,300	3,854,700	3,854,700
Finance Operations	10,037,300	10,519,800	11,601,700	10,126,900	10,030,500
Office of Cabinet Secretary	313,600	0	0	0	0
Total Expenditure:	13,156,700	30,049,400	34,499,800	23,511,000	23,355,000

Finance & Administration	Position Detail	
	Mayor's Recommended FY2008-2009	Council Approved FY2008-2009
Position Allocation (in Full-time Equivalents)		
Full-time	121	121
Permanent Part-time	1	1
Seasonal/Other	4	4
Total Positions	126	126

Position Title

Account Specialist	1	1
Administrative Assistant	1	1
Administrative Specialist	1	1
Auditor Revenue	1	1
Budget Analyst I	2	2
Budget Analyst II	4	4
Business Manager II	1	1
Buyer II	4	4
Capital Planning Analyst	1	1
Cash Control Assistant	1	1
Clerk II	1	1
Clerk Typist I	1	1
Corporate Tax Auditor	5	5
Chief Financial Officer	1	1
Executive Administrator	7	7
Executive Assistant	1	1
Finance Accountant I	6	6
Finance Accountant II	2	2
Finance Specialist	9	9
Finance Supervisor I	2	2
Finance Supervisor II	1	1
Finance Technician	2	2
Graphic Specialist	1	1
Information Processing Clerk	6	6
Information Systems Analyst	2	2
Investment Analyst	1	1
Mail Room Operator	1	1
Maintenance Worker II	1	1
Management Assistant	1	1
Paralegal	1	1
Payroll Analyst I	3	3
Payroll Analyst II	1	1
Payroll Coordinator	1	1
Payroll Supervisor	1	1
Purchasing Supervisor	1	1
Receptionist	1	1
Revenue Administrator	1	1
Revenue Collection Specialist	9	9
Revenue Manager	3	3
Revenue Supervisor	5	5

Finance & Administration	Position Detail	
	Mayor's Recommended FY2008-2009	Council Approved FY2008-2009
Risk Management Analyst	1	1
Risk Management Supervisor	1	1
Risk Management Technician	3	3
Staff Helper/Internal	4	4
Surplus Property Coordinator	1	1
Tax Audit Supervisor	2	2
Tax Auditor I	2	2
Tax Processing Specialist	12	12
Taxpayer Service Representative	5	5