

Finance Department

2013 ANNUAL REPORT



Norma DeHaven, Finance Director
Kari Peterson, Utility Accountant
Susan Jordan, Accounting Clerk – Payroll
Jan Uselmann, Accounting Clerk – Payables, Receivables
Kim Hauge, Utility Billing Specialist
Meredith Shelton, Fire Business Manager

January 2013 and December 2012 tax collections went very smoothly, collecting 62% of the over \$62 million dollars levied. Continued progress was made on the installation of the AMI system for utilities (Kari Peterson and Kim Hauge), we are approximately 28% completed. Along with the AMI installation there is a cross connection program which started in January 2013 and is projected to take 3 years.

In addition to the regular duties of the department, two of our staff (Jan Uselmann and Kari Peterson) were again on the United Way committee, and helped to plan and carry out a number of successful fund raising events throughout 2013.



Another event that the Finance Department took part in, as well as several others from city staff, was the “Purple Stride” walk/run benefiting the Pancreatic Cancer Action Network. This event was particularly meaningful to me personally, and the support from my co-workers has been incredible.

In 2013 we implemented **online bill viewing and free online payment** of the Utility bills. Approximately 21% of the utility customers are signed up for electronic billing, 31% of which have opted out of paper billing. Use of online payments account for 16% of the quarterly receipts; there are 6800 active electronic accounts and 24,124 annual utility receipts.

The Finance Department also worked with the Clerk’s office and Municipal Court to establish **credit and debit card payments** at City Hall. Credit card payment has been available online, but we were previously unable to “swipe” at the counter – the result has been that court payments have increased significantly on the night of court, rather than trickling in afterwards.





Fixed Asset management has been a topic of concern in 2013, and the Finance Department will be initiating a new system in 2014 to track all assets with a value of \$500 or greater. The project will include bar coding assets as possible, and an annual inventory. Our department also added Meredith Shelton, Fire Business Manager, to our team in July of 2013. This brought a connection with the Fire Department that was needed, and Meredith will be helping with the fixed asset management implementation.

The majority of work done by the Finance Department is “invisible” but without which the City could not properly function. The Finance Department is charged with making sure payroll, and all the associated employer related payments, are ready for employees and authorities as required; insures that the bills incurred are paid efficiently, with proper documentation and distribution; and that receipts collected are deposited and recorded appropriately. In addition, the utility accounting department is responsible for the billing and collection of over 5500 Utility bills on a quarterly basis, with special projects as needed.

The volume of transactions varies slightly annually, as the chart below shows, and the general volume of total transactions is relatively stable. The largest impact on the Finance Department in recent years has been the opening of the Library due to the associated payroll and payables. This additional work has been absorbed without additional staff, to their credit. For example; there were 8,429 receipts issued by the Library, each of these is incorporated into deposits that were reconciled and recorded by the Finance Department.

FINANCE DEPARTMENT STATISTICS

	2008	2009	2010	2011	2012	2013
Tax Bills Issued	9207	9341	9311	9294	9309	9306
Accounts Payable Checks	5164	5112	4758	4934	4628	4,529
Payroll Checks	6698	7184	7266	7703	8010	7,563
Receipts Issued (general)	3871	4034	3640	4700	3987	4,428
Special Assessment Letters	724	1040	380	356	483	525
Invoices Issued	394	498	394	268	343	257

* does not include Library or Utility receipts

**FINANCE DEPARTMENT
Regular Duties**

