

## ADMINISTRATIVE SERVICES

The Division of Finance and Administrative Services provides advice and analysis on financial matters affecting the City. The Department prepares the Comprehensive Annual Financial Report (CAFR), the annual budget, the Long Range Financial Plan and other financial reports, as well as manages division operations of accounting, auditing, budget, payroll, graphics and purchasing.

### Operating Budget

Salaries and Benefits	\$	2,121,191
Maintenance and Operation	\$	517,241
Capital	\$	294,750
Sub-Total General Fund	\$	2,933,182
City Self Insurance Program	\$	7,485,000
<b>TOTAL</b>	<b>\$</b>	<b>13,351,364</b>

### Description of Services

#### FINANCE - 67% of Operating Budget

Performs daily operations of the entire financial system for the City including payroll, accounts payable and receivable, cost accounting and other related financial information. Maintains all accounting records.

#### PURCHASING - 11% of Operating Budget

Insures that the City receives the lowest cost for goods and services; issues all purchase orders for the City.

#### GRAPHICS - 22% of Operating Budget

The Graphics Section offers design as well as printing/copying services to all divisions/sections within the City.

#### INSURANCE

Self Insurance is another important function of this division and provides administration and management for Unemployment Insurance, General Liability, Auto Liability, Uninsurable Litigation, Dental Insurance, Medical Insurance, Vision Insurance and Retiree Medical.