



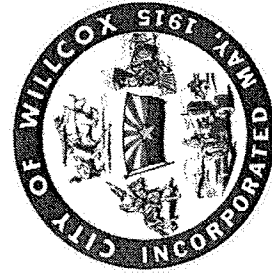
Finance



Acct No	Account Description	2008-09 Pri Year 3 Actual	2009-10 Pri Year 2 Actual	2010-11 Pri Year Budget	13/11 Pri Year Actual	2011-12 Cur Year Budget
<u>GENERAL FUND</u>						
<u>FINANCE</u>						
10-442-1101	SALARIES	160,958	162,706	162,395	156,093	162,045
10-442-1105	OVERTIME	0	0	0	0	0
10-442-1201	INDUSTRIAL INSURANCE	668	582	557	537	556
10-442-1202	MEDICAL INSURANCE	25,724	31,217	23,107	21,874	26,373
10-442-1203	FICA	12,254	11,684	12,423	11,896	12,396
10-442-1204	ARS	13,981	13,812	14,715	14,253	15,061
10-442-1205	UNEMPLOYMENT	397	783	763	562	672
10-442-1207	LIFE INSURANCE	342	378	415	405	415
10-442-1208	HEALTH REIMB ALLOWANCE	0	0	5,320	5,088	5,223
10-442-1209	BENEFITS FEES	0	0	701	599	701
10-442-2101	OFFICE SUPPLIES	1,543	1,674	1,700	1,417	1,700
10-442-2108	DATA PROCESSING SUPPLIES	909	122	0	0	0
10-442-2116	SMALL EQUIPMENT PURCHASES	0	22	500	320	500
10-442-2502	AUDITING FEES	19,500	19,250	21,300	18,100	21,300
10-442-2590	CONTRACT SERVICES	4,425	6,150	9,033	16,169	37,033
10-442-2592	APS CONTRACT	11,966	9,928	11,500	9,788	11,500
10-442-2700	TRAVEL AND TRAINING	3,892	2,378	3,210	1,423	2,500
10-442-2705	EMPLOYEE EVENTS	3,284	0	3,000	3,000	3,000
10-442-2801	MAINTENANCE CONTRACTS	9,039	11,056	11,500	8,914	11,500
10-442-2804	SUBSCRIPTIONS/MEMBERSHIPS	646	395	500	552	600
10-442-2808	MICROGRAPHICS	852	257	1,000	30	500
10-442-9601	ADVERTISING	402	1,000	2,000	1,355	2,000
10-442-9603	CONTINGENCY	0	79	1,000	1,737	500
10-442-9650	BANK SERVICE CHARGES	14,135	12,111	15,000	11,476	10,000
10-442-9691	OVER/SHORT	33	17	150	29	150
10-442-9901	CAPITAL PURCHASES	0	0	16,000	9,895	21,600
FINANCE Totals:		284,950	285,601	317,789	295,512	347,825

Finance

Budget Summary	FY 08/09 Actual	FY 09/10 Actual	FY 10/11 Budget	FY 10/11 Actual @ 5/13/11	FY 11/12 Budget
Expenditures					
Salaries & Benefits	\$ 214,324	\$ 221,162	\$ 220,396	\$ 179,599	\$ 223,442
Supplies	\$ 4,915	\$ 2,500	\$ 2,500	\$ 2,863	\$ 2,500
Maintenance Contracts	\$ 9,039	\$ 11,056	\$ 11,500	\$ 8,914	\$ 11,500
Other Services	\$ 56,672	\$ 50,883	\$ 67,393	\$ 54,204	\$ 88,783
Total Operating Cost	\$ 284,950	\$ 285,601	\$ 301,789	\$ 245,580	\$ 326,225
Capital Outlay	\$ -	\$ -	\$ 16,000	\$ 3,990	\$ 21,600
Total Expenditures	\$ 284,950	\$ 285,601	\$ 317,789	\$ 249,570	\$ 347,825
Staffing Level					
Finance Director	1	1	1	1	1
Account Clerk II	1	1	1	1	1
Account Clerk I	1	1	1	1	1
Front Desk Admin. Asst.	1	1	1	1	1
Accounting Advisor	0.5	0.5	0.5	0.5	0.5
Division Total	4.5	4.5	4.5	4.5	4.5



City of Willcox Finance Department

The Finance Department is located in City Hall, and consists of the Finance Director, an Account Clerk I, an Account Clerk II, an Administrative Assistant, and a part-time Accountant.

Finance manages the billing for the Gas, Water, Sewer and Refuse Utilities. We enter information for billing and billing adjustments, collect payments, and manage collections. In addition to taking payments, the front desk clerk answers customer inquiries and calls to the City's main phone line.

Finance also maintains the City's financial records. We manage accounts receivable and accounts payable, and the general ledger. Bond payments are budgeted. We invest the City's funds in conservative investments, and track the City's financial status. Finance works with outside auditors to prepare the City's annual financial statements.

Finance works with the Gas Utility to manage the purchases of natural gas and prepare reports. We also prepare reports to the Federal Energy Regulatory Commission (FERC) on the operation of the gas utility. We prepare reports to U.S.D.A.-Rural Development on the City's loans and grants for the Water Well and existing sewer loans.

We also manage the grants awarded to the City to track the receipt and expenditure of grant funds, and the reporting requirements to the agencies making the grants.

Finance also oversees the information technology for the City, working with Valley Telephone Cooperative.

City of Willcox

Finance Department
Capital Purchases Requests

The City installed a file management system and backup system in 2006 that covers all of the City's computers. The system is backed up regularly and the backup tapes are stored offsite. The backups would be critical in the event of a system failure or natural disaster.

One of the challenges we have now is a failing tape backup drive. The current drive has been replaced twice in four years, and we anticipate that it will need to be replaced again before June 2011. In addition, the backup tapes have reached the end of their usable lives and we are looking at having to replace the tapes at a cost of about \$500-\$700. The tapes will not be compatible with any other type of backup system.

Valley Telephone Group provides our information technology services. Steven Lee at Valley has priced a replacement drive for the City that has new technology than our current system and will be more reliable. We have requested \$8,000 for the drive and 30 new backup tapes compatible with the drive.

Valley has also asked that we look at the possibility of installing another server to provide redundancy in the event of a server failure. Prior to the equipment upgrade in 2006, we did have the sole server go down and it took about three days to get the system fully operation. With a redundant system we would anticipate that it would be more in the range of a few hours. The server was replaced in August 2010; however, after it was installed we were informed that there would be a migration process that we are budgeting for FY12.

In addition, the copier upstairs in City Hall is more than 10 years old. It is a black and white only copier that has served the City well. However, it has nearly reached the end of its serviceable life. The copier is the primary printer for four people in City Hall, and is heavily used to prepare budget books, financial reports and Council packets. We maintain a service contract on the equipment, and frequently call for repair. When the copier is down more time is spent on the stairs retrieving documents. We have requested an allowance to lease a new copier.

Capital Purchase requests: Account No. 10-442-9901

Backup tape drive for City system; current system outdated	\$ 8,000
Migrate data from current 2004 server to server purchased August 2010.	\$ 8,600
Copier allowance; current copier upstairs in City Hall	<u>\$ 5,000</u>
Total	<u>\$21,600</u>