

Finance

Agency Overview

Agency Mission

The Agency's mission is to enhance the financial health of Madison and serve as the steward of the City's resources through financial information, advice and support to the public, employees, City agencies and policymakers.

Agency Overview

The Agency is responsible for citywide financial services including: general accounting, financial reporting, budgeting, internal audit, risk management, purchasing, payroll, and debt management. The goal of the Finance Department is to provide quality service to City agencies and facilitate processes that contribute to quality financial information for internal and external stakeholders. The Finance Department will advance this goal by continuing to support for the implementation of an updated Water Utility billing system, along with implementing the reporting requirements of updated GASB standards pertaining to leases, continuing to support the Clerk's Office with election administration, completing the transition to a new service structure in the City's operating budget with a focus on increasing transparency surrounding the budget, continuing work on data visualization and analysis as it pertains to COVID response and recovery, continuing efforts to mitigate citywide risk and focusing on ways to ensure the safety of City employees during COVID, and replacing the City's legacy tax system to improve the efficiency of generating tax bills while also improving the data access and management of the tax roll file.

2021 Budget Highlights

The 2021 Executive Budget:

- Proposes \$207,000 (or 4.9%) in reductions to Finance's budget. These reductions include:
 - Appropriates annual Room Tax payment for the administrative costs associated with managing the Room Tax fund. (New Revenue: \$15,000)
 - Reduces overtime in the Treasury service. (Reduction: \$30,000)
 - Reduces contractual services in Treasury to bring budgets in line with current contracts. (Reduction: \$66,300)
 - Reduces funding for the annual Data & Innovation internship program. (Reduction: \$42,000)
 - Proposes reclassifying two vacant Data Analyst positions to an entry level. (Reduction: \$36,000)
 - Makes various smaller reductions which are articulated in each service's major budget changes. (Reduction: \$17,500)

Finance**Function:****Administration***Budget Overview*

Agency Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	3,945,645	4,175,833	3,767,145	4,223,367	3,744,979
TOTAL	\$ 3,945,645	\$ 4,175,833	\$ 3,767,145	\$ 4,223,367	\$ 3,744,979

Agency Budget by Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Accounting	2,095,230	2,136,555	1,960,375	2,091,559	2,024,497
Budget & Program Evaluation	627,199	683,485	580,446	745,784	547,381
Risk Management	8,274	-	2,943	-	-
Administrative Support	488,602	506,371	496,668	502,363	498,408
Treasury	726,341	849,422	726,713	883,661	674,694
TOTAL	\$ 3,945,645	\$ 4,175,833	\$ 3,767,145	\$ 4,223,367	\$ 3,744,979

Agency Budget by Major-Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Charges For Services	(2,935)	-	-	-	-
Misc Revenue	(15,000)	(15,000)	(15,000)	(15,000)	(31,500)
Transfer In	(400,000)	(400,000)	(400,000)	(400,000)	(370,000)
TOTAL	\$ (417,935)	\$ (415,000)	\$ (415,000)	\$ (415,000)	\$ (401,500)

Agency Budget by Major-Expenses

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Salaries	3,075,810	3,372,713	3,041,347	3,381,702	3,270,102
Benefits	927,395	914,348	857,280	905,778	936,784
Supplies	134,687	133,175	108,168	133,175	123,675
Purchased Services	954,078	991,784	996,537	1,040,375	961,741
Inter Depart Charges	9,010	10,987	10,987	9,511	9,511
Inter Depart Billing	(737,400)	(832,174)	(832,174)	(832,174)	(1,155,334)
TOTAL	\$ 4,363,580	\$ 4,590,833	\$ 4,182,145	\$ 4,638,367	\$ 4,146,479

Service Overview

Service: Accounting

Citywide Element: Effective Government

Service Description

This service is responsible for the accounting, payroll, and procurement operations of the City of Madison. The service develops and maintains accounting-related internal controls, oversees the annual financial statement and audit preparation, and develops, coordinates and implements the City’s accounting and financial reporting systems. The goal of the service is to mitigate risk for financial losses and to ensure adherence to Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements.

Major Budget Changes

- Reductions to actuarial costs to bring the budgeted amount in line with contract obligations for 2021 (\$2,500).
- Reducing telephone and printing budgets to reflect fewer phone lines for hourly staff and reductions in the number of Comprehensive Annual Financial Reports printed annually (\$5,000).
- Increasing fiscal agent fees for the MUFN contract to bring the budgeted amount in line with contract obligations for 2021 (\$1,500).
- Reclassifying a vacant Buyer position from level 3 of the career series to level 1 (\$1,500).

Activities Performed by this Service

- **General Accounting:** Oversee and process all financial transactions that take place within the City, prepare the Comprehensive Annual Financial Report, lead efforts associated with the annual external audit of the City’s finances, and administer the citywide financial system.
- **Payroll:** Process citywide payroll biweekly, assist Human Resources in administering employee benefits and the annual open enrollment process, and administer the Employee Self Service portal of the financial system.
- **Procurement & Purchasing:** Assist city staff to procure and contract for goods and services. Administer the Vendor Self Service portal of the financial system.

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	2,095,230	2,136,555	1,960,375	2,091,559	2,024,497
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,095,230	\$ 2,136,555	\$ 1,960,375	\$ 2,091,559	\$ 2,024,497

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(137,016)	(137,016)	(137,016)	(137,016)	(144,365)
Personnel	2,064,095	2,211,290	2,027,417	2,137,918	2,154,526
Non-Personnel	601,690	587,286	594,979	615,377	604,454
Agency Charges	(433,539)	(525,005)	(525,005)	(524,720)	(590,119)
TOTAL	\$ 2,095,230	\$ 2,136,555	\$ 1,960,375	\$ 2,091,559	\$ 2,024,497

Service Overview

Service: Administrative Support

Citywide Element: Effective Government

Service Description

This service provides clerical and office services to City agencies. In addition to the Administrative Support Team staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration, and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Major Budget Changes

- The Executive Budget maintains the current level of service.

Activities Performed by this Service

- Administrative Support Team: Centralized team that provides administrative support to City agencies upon request.
- Document Services: Provides assistance to City agencies in document presentation, database management, and website administration.

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	488,602	506,371	496,668	502,363	498,408
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 488,602	\$ 506,371	\$ 496,668	\$ 502,363	\$ 498,408

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	460,253	483,217	467,049	479,507	483,812
Non-Personnel	34,622	27,665	34,129	27,367	27,367
Agency Charges	(6,273)	(4,511)	(4,511)	(4,511)	(12,771)
TOTAL	\$ 488,602	\$ 506,371	\$ 496,668	\$ 502,363	\$ 498,408

Service Overview

Service: Budget & Program Evaluation

Citywide Element: Effective Government

Service Description

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies, and supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice, and performance goals. The goal of the service is to continue to expand data visualization tools allowing policymakers and residents to interact with the budget, implement a new service structure for the development of the 2022 budget, execute projects as part of the Data Management work plan, and execute data projects as part of an annual research agenda.

Major Budget Changes

- Reclassifying two vacant Data Analyst positions from levels 3 of the career series to level 1 (\$36,000).
- Reductions to the annual internship program. At this funding level the service will be able to hire three to four interns per year (\$42,000).
- Reducing the printing budget to reflect reductions in the number of Executive and Adopted Budgets printed annually (\$2,000).
- Elimination of funding for Power BI licenses (\$5,000). The Executive Capital Budget includes funding for Microsoft 365 which will include Power BI.

Activities Performed by this Service

- **Operating & Capital Budget Development:** Facilitate all phases of the budget planning process including: forecasting budget trends for the upcoming year, facilitating the agency proposal process, establishing Finance Recommendations for the Executive Budget, and drafting amendments to Executive Budget.
- **Budget Monitoring:** Conduct quarterly projections to monitor actual expenditures and revenues against the Adopted Budget. This work effort allows City policymakers and managers to make necessary adjustments throughout the year based on actual budgetary trends. This work also ensures the City remains compliant with the State Expenditure Restraint program.
- **Legislative Fiscal Analysis:** Perform fiscal analysis on all legislation introduced to the Common Council.
- **Data Governance:** Serve as staff to the City's data governance team, lead efforts around citywide data visualization and collection, and convene data users from City departments. In 2020, this team has been focused on building and maintaining dashboards to track the City's progress on COVID response and recovery.
- **Ad Hoc Data Projects:** Perform ad hoc research at the request of policy makers and agencies. In 2020, this work has been focused on completing the following projects: Transit Operator Staffing Analysis, Recycling Special Fee Feasibility Study, and participation in the Bloomberg Innovation Team.

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	627,199	683,485	580,446	745,784	547,381
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 627,199	\$ 683,485	\$ 580,446	\$ 745,784	\$ 547,381

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(277,984)	(277,984)	(277,984)	(277,984)	(257,135)
Personnel	866,510	973,516	790,265	1,015,715	940,436
Non-Personnel	107,287	44,359	124,572	64,459	55,459
Agency Charges	(68,614)	(56,406)	(56,406)	(56,406)	(191,380)
TOTAL	\$ 627,199	\$ 683,485	\$ 580,446	\$ 745,784	\$ 547,381

Service Overview

Service: Risk Management

Citywide Element: Effective Government

Service Description

This service is responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs, and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Major Budget Changes

- Expenditures for this service are shown in the Worker's Compensation and Insurance funds. Miscellaneous expenditures in the 2019 Actual and the 2020 Projected columns reflect Risk Management's share of Finance Department costs that are spread across all services.

Activities Performed by this Service

- Claim payment: Payment of City liability property and subrogation claims.
- Safety Program: Administer the City's Safety program focused on ensuring the City is providing a safe workspace for all employees.
- Workers Compensation & Insurance Fund Administration: Administer funds including setting annual rates billed to agencies, and coordinate with insurers, agents, and outside providers.

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	8,274	-	2,943	-	-
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 8,274	\$ -	\$ 2,943	\$ -	\$ -

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	-	-	-	-	-
Personnel	470	-	2,719	-	-
Non-Personnel	7,804	-	224	-	-
Agency Charges	-	-	-	-	-
TOTAL	\$ 8,274	\$ -	\$ 2,943	\$ -	\$ -

Service Overview

Service: Treasury

Citywide Element: Effective Government

Service Description

This service processes over one million payments per year with an increasing number of payments received through electronic payment channels which requires the development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continued development and expansion of Electronic Bill Presentment and Payment.

Major Budget Changes

- Reductions to overtime, the current level of service will be maintained by utilizing staff from other areas of the Finance Department to assist during peak periods (\$30,000).
- Reductions to software maintenance (\$8,300), bank services (\$50,000), and printing services (\$7,900). The reductions will bring the budgeted amounts in line with contract obligations for 2021. No service impact is anticipated with the proposed reduction.

Activities Performed by this Service

- Revenue Processing: Calculate and receipt all revenue from annual personal and property tax bills.
- Citywide Investments, Reconciliation, and Reporting: Oversee citywide investments, reconciliation of bank accounts and report of investment holdings and revenue earnings.
- Parking Revenue Processing: Collect and count all Parking Utility receipts.

Service Budget by Fund

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
General	726,341	849,422	726,713	883,661	674,694
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 726,341	\$ 849,422	\$ 726,713	\$ 883,661	\$ 674,694

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Revenue	(2,935)	-	-	-	-
Personnel	611,878	619,038	611,176	654,340	628,112
Non-Personnel	337,362	465,649	350,801	466,347	398,136
Agency Charges	(219,964)	(235,265)	(235,265)	(237,026)	(351,554)
TOTAL	\$ 726,341	\$ 849,422	\$ 726,713	\$ 883,661	\$ 674,694

Finance

Function: Administration

Line Item Detail

Agency Primary Fund: General

Charges for Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Misc Charges for Service	(2,935)	-	-	-	-
TOTAL	\$ (2,935)	\$ -	\$ -	\$ -	\$ -

Misc Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Miscellaneous Revenue	(15,000)	(15,000)	(15,000)	(15,000)	(31,500)
TOTAL	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (31,500)

Transfer In

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Transfer In From Capital	(400,000)	(400,000)	(400,000)	(400,000)	(370,000)
TOTAL	\$ (400,000)	\$ (400,000)	\$ (400,000)	\$ (400,000)	\$ (370,000)

Salaries

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Permanent Wages	2,976,936	3,316,527	2,950,773	3,395,629	3,395,629
Salary Savings	-	(124,560)	-	(124,560)	(164,160)
Pending Personnel	-	69,113	-	-	-
Premium Pay	2	5,133	3	5,133	5,133
Compensated Absence	40,267	-	10,000	-	-
Hourly Wages	26,917	67,000	59,575	67,000	25,000
Overtime Wages Permanent	31,688	39,500	20,000	38,500	8,500
Election Officials Wages	-	-	996	-	-
TOTAL	\$ 3,075,810	\$ 3,372,713	\$ 3,041,347	\$ 3,381,702	\$ 3,270,102

Benefits

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Comp Absence Escrow	118,235	-	39,850	-	-
Health Insurance Benefit	361,993	416,213	359,411	397,040	428,052
Wage Insurance Benefit	12,199	12,101	11,416	11,348	11,913
WRS	195,863	223,866	201,270	229,202	229,202
FICA Medicare Benefits	226,175	248,817	232,662	254,837	254,266
Post Employment Health Plans	12,931	13,351	12,671	13,351	13,351
TOTAL	\$ 927,395	\$ 914,348	\$ 857,280	\$ 905,778	\$ 936,784

Supplies

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Office Supplies	9,940	7,580	7,580	7,580	7,580
Copy Printing Supplies	22,480	16,875	16,875	16,875	12,375
Furniture	12,871	5,300	-	5,300	5,300
Hardware Supplies	9,340	3,745	6,172	3,745	3,745
Software Lic & Supplies	1,363	5,600	5,600	5,600	600
Postage	77,094	86,105	70,162	86,105	86,105
Books & Subscriptions	438	3,225	779	3,225	3,225
Work Supplies	1,161	4,745	1,000	4,745	4,745
TOTAL	\$ 134,687	\$ 133,175	\$ 108,168	\$ 133,175	\$ 123,675

Finance**Function: Administration***Line Item Detail***Agency Primary Fund: General**

Purchased Services

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
Telephone	2,488	6,471	7,000	8,022	3,178
Cellular Telephone	379	-	-	-	-
Custodial Bldg Use Charges	99,391	118,180	118,180	118,180	118,180
Comm Device Mntc	-	1,221	49	1,221	1,221
Equipment Mntc	226	1,200	-	1,200	1,200
System & Software Mntc	39,843	38,050	38,050	38,050	29,750
Recruitment	1,847	1,550	1,550	1,550	1,550
Mileage	-	300	-	300	300
Conferences & Training	30,326	39,790	10,000	40,790	35,790
Memberships	3,530	5,133	5,133	5,133	5,133
Financial Actuary Services	9,000	13,500	13,500	13,500	11,000
Audit Services	85,182	87,800	90,103	99,590	99,590
Bank Services	65,404	135,000	65,000	135,000	85,000
Credit Card Services	105,731	120,000	120,000	120,000	120,000
Collection Services	79,395	65,000	105,000	78,000	78,000
Armored Car Services	7,737	8,000	9,700	8,000	8,000
Delivery Freight Charges	-	150	-	150	150
Storage Services	5,122	10,135	5,000	10,135	10,135
Management Services	324,299	295,000	285,000	296,250	296,250
Consulting Services	44,409	-	72,500	20,000	20,000
Advertising Services	-	200	-	200	200
Printing Services	26,635	42,510	30,000	42,510	34,520
Other Services & Expenses	23,113	2,444	20,762	2,444	2,444
Permits & Licenses	20	150	10	150	150
TOTAL	\$ 954,078	\$ 991,784	\$ 996,537	\$ 1,040,375	\$ 961,741

Inter-Departmental Charges

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Charge From Insurance	6,520	9,210	9,210	7,384	7,384
ID Charge From Workers Comp	2,490	1,777	1,777	2,127	2,127
TOTAL	\$ 9,010	\$ 10,987	\$ 10,987	\$ 9,511	\$ 9,511

Inter-Departmental Billings

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive
ID Billing To Landfill	(18,472)	(21,967)	(21,967)	(21,967)	(13,738)
ID Billing To Monona Terrace	(85,480)	(86,837)	(86,837)	(86,837)	(71,753)
ID Billing To Golf Courses	(45,702)	(51,056)	(51,056)	(51,056)	(35,403)
ID Billing To Parking	(185,062)	(185,983)	(185,983)	(185,983)	(265,253)
ID Billing To Sewer	(44,625)	(56,854)	(56,854)	(56,854)	(148,315)
ID Billing To Stormwater	(77,823)	(102,804)	(102,804)	(102,804)	(146,762)
ID Billing To Transit	(109,929)	(121,326)	(121,326)	(121,326)	(237,027)
ID Billing To Water	(170,307)	(205,347)	(205,347)	(205,347)	(237,083)
TOTAL	\$ (737,400)	\$ (832,174)	\$ (832,174)	\$ (832,174)	\$ (1,155,334)

Finance

Function: Administration

Position Summary

Classification	CG	2020 Adopted Budget		2021 Budget			
		Adopted		Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT 2-18	18	3.00	227,338	3.00	229,609	3.00	229,609
ACCOUNTANT 3-18	18	4.00	274,883	4.00	276,953	4.00	277,631
ACCOUNTANT 4-18	18	6.00	510,556	6.00	515,662	6.00	515,662
ACCT CLERK 3-20	20	3.00	178,546	3.00	180,331	3.00	180,331
ACCT SERVICES MGR-18	18	1.00	132,294	1.00	133,615	1.00	133,615
ACCT TECH 3-20	20	3.00	202,139	3.00	204,159	3.00	204,159
ADMIN ANAL 3-18	18	1.00	61,917	1.00	62,536	1.00	62,536
ADMIN ANAL 4-18	18	2.00	185,646	2.00	187,501	2.00	187,501
ADMIN CLK 1-20	20	2.00	95,968	2.00	96,926	2.00	96,926
ADMIN SUPPORT CLK 1-20	20	1.00	55,147	1.00	55,698	1.00	55,698
ADMIN SUPPORT CLK 2-20	20	2.00	102,809	2.00	103,836	2.00	103,836
BUDGET/PROG EVAL MGR-18	18	1.00	125,012	1.00	126,262	1.00	126,262
BUYER 2-16	16	3.00	208,874	3.00	210,961	3.00	210,961
DATA ANALYST 3	18	2.00	160,519	2.00	162,124	2.00	162,124
DATA ANALYST 4	18	1.00	79,697	1.00	80,493	1.00	80,493
DOC SERVS LDWKR-20	17	1.00	67,846	1.00	68,524	1.00	68,524
DOC SERVS SPEC 2-20	17	1.00	61,549	1.00	62,164	1.00	62,164
FIN OPER LDWKR-20	20	1.00	65,514	1.00	66,169	1.00	66,169
FINANCE DIR-21	21	1.00	172,429	1.00	174,158	1.00	174,158
PRINCIPAL ACCOUNTANT-18	18	3.00	311,156	3.00	314,268	3.00	314,268
PROGRAM ASST 1-20	20	3.00	172,962	3.00	174,691	3.00	174,691
RISK MANAGER-18	18	1.00	116,057	1.00	117,217	1.00	117,217
SAFETY COORDINATOR-18	18	1.00	67,160	1.00	67,831	1.00	67,831
TREASURY REV MGR-18	18	1.00	127,545	1.00	128,820	1.00	128,820
TOTAL		48.00	3,763,563	48.00	3,800,508	48.00	3,801,186

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.