

# FINANCE DEPARTMENT



# Departmental Successes

- Completed New Banking Services Contract with Seacoast Bank.
- Obtained the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 25<sup>th</sup> consecutive year.
- Obtained the Distinguished Budget Presentation Award for our budget for the 9<sup>th</sup> year.
- Continue to provide a Quarterly Financial update to the Commission and citizens on all City funds.
- Prioritized and re-evaluated processes in the department.
- Implemented EFT/ACH payments for vendors.



# Major Challenges

- Increased departmental demands with fewer staff. Current staffing level is less than that of 1976. To relieve the added demands on staff, as well as meet new legislative and accountability mandates, the staffing level needs to be increased
- Lack of funding for training and education
- Lack of financial resources



# Credit Card Payments

- Strategy: To provide citizens with an additional payment option.
- Objective: To make payment to the City more convenient.

The Finance Department is the central payment center for all City revenue. Allowing for credit card payments in this department eases the process for our citizens/customers and transitions us into the current currency era.



# Paperless Purchase Order System

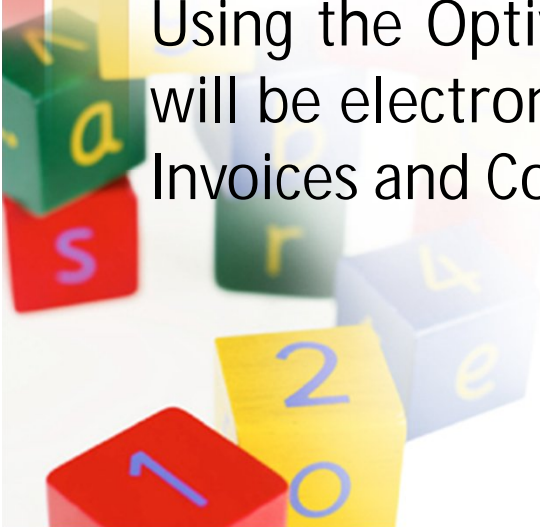
- Strategy: To reduce cost, and improve efficiency by implementing a paperless Purchase Order system.
- Objective: To reduce costs (special PO forms and postage) and eliminate the need to trouble Purchasing and Finance staff for status updates.

Using the Optiflow program, Purchase Orders will be generated, routed and approved electronically. This system creates the PO and allows the user to electronically monitor its status. The Department Head, Purchasing Manager and Director of Finance will electronically approve the PO, after which a copy will return to the originator, Accounts Payable and Purchasing. The PO will be sent to the vendor via email or printed, using regular copy paper, and mailed.

# Paperless Filing System

- Strategy: To provide departments with the ability to obtain accounts payable information using self service.
- Objective: To provide all departments with electronic access to all accounts payable files; eliminating the need for Finance staff to provide any of this information.

Using the Optiview program, all accounts payable information will be electronically filed in one location, i.e. Purchase Orders, Invoices and Copies of Checks.



# Employee Self Service System

- Strategy: To provide employees with self service access to all payroll information.
- Objective: To make payroll information accessible to employees at anytime; eliminating the need for Finance staff to provide any of this information.

Using a user name and password thru the SunGard/Naviline platform, employees will be able to obtain all payroll information electronically from any computer. Included will be W-4s, W-2s, direct deposit statements, and personal information.

# Vendor Self Service System

- Strategy: To provide vendors with self service access to accounts payable information.
- Objective: To make vendor information accessible at anytime, eliminating the need for Finance staff to provide any of this information.

Using a user name and password thru the SunGard/Naviline platform, vendors will have anytime online access to Purchase Orders, paid invoices, current invoice payment status and 1099s.

