

<u>EXPENDITURES</u>	<u>FY 08-09 ACTUAL</u>	<u>FY 09-10 CURRENT BUDGET</u>	<u>FY 10-11 REQUESTED BUDGET</u>	<u>FY 10-11 RECOMMENDED BUDGET</u>
Personnel Services	\$808,977	\$824,529	\$837,101	\$828,728
Operating	76,580	68,310	73,020	71,920
Debt Service	0	0	0	0
Capital Outlay	0	0	0	0
Total	\$885,557	\$892,839	\$910,121	\$900,648
Full-Time Positions	12	12	12	12
Part-Time Positions	0	0	0	0

Purpose and Mission

The Director of Finance and the Accounting Division work to safeguard the City's assets through appropriate financial controls and facilitates City operations through processing of financial transactions. Accounting provides payroll and account payable/receivable services, preparing weekly check writes to pay vendors for services and products used by the City in day to day operations. Additionally, Accounting maintains accurate and informative financial records and assists in budget estimates and monitoring of revenues and expenditures. The City's bank accounts are reconciled on a monthly basis, and surprise cash counts are performed on petty cash and petty cash change funds. Financial reports are provided monthly to all departments and the Governing Board and various other required reports are prepared and submitted timely. Accounting works closely with the external auditors to prepare the Annual Financial Statements and to provide necessary information for the City's Annual Independent Audit. We strive to provide efficient and accurate information to all departments within the City and to provide exemplary service to our fellow employees and outside vendors.

Budget Highlights

- \$4,700 – Cost of Other Post Employment Benefits (OPEB) review Actuarial study required every two years.
- \$3,500 – Arbitrage reviews may be necessary Complex reviews require evaluation by outside consultant.
- \$2,015 – Increase in Service and Maintenance Contracts for cost of Laser fiche support in Accounting.
- Accounting Technician I position will remain frozen and unfunded.

POSITION SUMMARY

Fund: General
 Department: Finance

Org 2010

PERSONNEL

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
Accounting				
Director of Finance	29	1	1	1
Accounting Manager	23	1	1	1
Senior Accountant	19	1	1	1
Accountant	16	3	3	3
Accounting Tech II	11	2	2	2
Administrative Assistant	10	1	1	1
Accounting Tech I	09	2	2 (1)	2 (1)
Accounting Clerk	07	1	1	1

Full-time	12	12	12
Part-time	0	0	0

(1) Position is not funded in the budget

Accounting

TRAINING & TRAVEL REQUEST 2010-11

Account # 72130

Org. 2010

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (positions)	Projected Costs
March 2-4, 2011	NCGFOA Spring Finance Officers' Conference	Sheraton Imperial, Research Triangle Park	Director of Finance & Accounting Manager	\$950
July 18-20, 2010	NCGFOA Summer Conference	Holiday Inn Sunspree Wrightsville Beach, NC	Director of Finance	\$710
May 2011	NC State Treasurer's Conference	New Bern, NC	Director of Finance & Accounting Manager	\$300
June 2011	NCACPA – Local Government Conference	New Bern, NC	Director of Finance & Accounting Manager	\$450
November 2010	NCACPA – Federal Tax Update Seminar for CPE credits	Greenville, NC	Accounting Manager	\$225
	Unannounced One-Day Seminar sponsored by NCACPA for CPE credits	Greenville, NC	Accounting Manager	\$225
	Other meetings/seminars/conferences yet to be scheduled		Director of Finance/Staff Members	\$550
	Mileage reimbursement		Staff Members	\$90
TOTAL:				\$3,500

Accounting

DUES & SUBSCRIPTIONS 2010-11

Account #73810

Org. 2010

Name of Organization	Projected Costs
Sun Journal	\$170
NC Government Finance Officers' Association	\$50
Government Finance Officers' Association dues	\$225
Payroll Alert subscription	\$155
CPA License Renewals for Director of Finance and Accounting Manager	\$100
GAAFR Review Newsletter subscription	\$50
NCACPA Membership for Director of Finance	\$200
NCACPA Membership for Accounting Manager	\$165
Credit Card Renewal Fee	\$25
Association of Executive and Administrative Professionals	\$40
TOTAL:	\$1,180

City of New Bern Budget
Fiscal Year 2010-11

Fund:	General	Number of Full-Time Equivilant Employees:				12
Department:	Finance	Number of New Positions Requested				0
Organization:	Accounting	Number of New Positions Recommended				0
Account Number	Description	Actual Last Year FY2008-09	Current Budget FY2009-10	Estimated Entire Year FY2009-10	Department Request FY2010-11	Manager's Recommended FY2010-11
1111-2010-61101-710	Salaries - Regular	548,905	593,220	595,255	601,081	601,081
1111-2010-61102-710	Salaries - Holiday	14,332	0	0	0	0
1111-2010-61103-710	Salaries - Vacation	15,793	0	0	0	0
1111-2010-61104-710	Salaries - Sick	19,287	0	0	0	0
1111-2010-61121-710	Salaries - Overtime	3,528	4,600	3,000	3,600	3,500
1111-2010-61161-710	Salaries & Wages Seasonal	747	800	680	0	0
1111-2010-61181-710	Salaries - Taxable Benefits	250	728	731	730	730
Salaries Sub-Total		602,842	599,348	599,666	605,411	605,311
1111-2010-62110-710	Social Security Tax	35,583	37,160	35,020	37,536	37,530
1111-2010-62112-710	Medicare Tax	8,584	8,691	8,536	8,779	8,778
1111-2010-62210-710	State Retirement	27,905	29,369	28,614	39,050	39,043
1111-2010-62220-710	401K	34,103	35,961	35,033	36,325	30,266
1111-2010-62810-710	Health/Life Insurance	99,960	114,000	110,000	110,000	107,800
Fringe Benefits Sub-Total		206,135	225,181	217,203	231,690	223,417
Personnel Services		808,977	824,529	816,869	837,101	828,728
1111-2010-71110-710	Accounting Professional Services	40,600	39,700	39,700	39,700	39,700
1111-2010-71190-710	Other Professional Services	7,747	2,000	0	8,200	7,750
Professional Services		48,347	41,700	39,700	47,900	47,450
1111-2010-72130-710	Employee Travel & Training	2,694	4,600	3,300	3,500	3,200
1111-2010-72210-710	Telephone Service	884	600	587	600	600
1111-2010-72410-710	Printing	450	500	647	650	650
1111-2010-72520-710	R & M - Equipment	59	200	0	100	100
Current Obligatons & Services		4,087	5,900	4,534	4,850	4,550
1111-2010-73130-710	Copier Rental	4,451	4,460	4,451	4,460	4,460
1111-2010-73160-710	Lease Payments-Computers	3,562	2,100	2,093	865	865
1111-2010-73210-710	Service & Maintenance Contracts	1,235	880	2,013	2,015	2,015
1111-2010-73332-710	Fidelity Bond	440	450	350	400	400
1111-2010-73810-710	Dues & Subscriptions	1,412	1,720	1,450	1,180	1,180
Fixed Charges & Other Services		11,100	9,610	10,357	8,920	8,920
1111-2010-74120-710	Janitorial Supplies	381	500	600	600	600
1111-2010-74610-710	Office Supplies & Materials	4,122	5,100	3,700	3,800	3,700
1111-2010-74930-710	IT Supplies	8,543	5,500	6,200	7,000	6,700
Supplies & Materials		13,046	11,100	10,500	11,400	11,000
Accounting TOTALS:		885,557	892,839	881,960	910,171	900,648