

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 706,868	\$ 678,943	\$ 695,314
Operating	242,815	261,890	251,076
Debt Service	-	-	-
Capital Outlay	-	-	-
Total:	\$ 949,683	\$ 940,833	\$ 946,390

Full-Time Positions	10	9	9
Part-Time Positions	0	0	0

Purpose and Mission:

Accounting provides financial management for all City funds and transactions; administers debt policies, fixed asset policies and oversees internal controls, other financial related policies and procedures. Accounting is responsible for maintaining the accounting system in accordance with generally accepted accounting principles; processes payroll, accounts payable and accounts receivables. Accounting coordinates the audit function to ensure that the City's Annual Independent Audit is performed timely and accurately; works closely with auditors to prepare the Comprehensive Annual Financial Report. Accounting is responsible for the preparation of various Federal, State and internal reports; monitors all grant programs to ensure compliance. Our mission is to perform all services in a professional, courteous and timely manner and to provide quality customer service in all aspects of our division while ensuring compliance with local, state and federal laws, regulations, policies and reporting requirements. We are dedicated to supporting the City by promptly responding to the needs and requests of City departments.

FY2016-17 Budget Highlights:

Operating:

- \$130,000 - Ad Valorem & Short Term Lease Collection Fees
- \$5,000 - New carpet and window treatment for Finance office at City Hall

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: General
Department: Finance
Organization: Accounting

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
1111-2010-61101	Salaries - Regular	430,479	473,311	473,745	473,745
1111-2010-61103	Salaries - Accum Vac Payout	15,928	0	0	0
1111-2010-61107	Severance	27,718	0	0	0
1111-2010-61121	Salaries - Overtime	13,566	12,000	15,000	15,000
1111-2010-61161	Salaries & Wages Seasonal	17,965	0	0	0
1111-2010-61181	Salaries - Taxable Benefits	2,390	728	1,950	1,950
Subtotal Salaries		508,046	486,039	490,695	490,695
Fringe Benefits					
1111-2010-62110	Social Security Tax	29,938	30,135	30,424	30,424
1111-2010-62112	Medicare Tax	7,043	7,048	7,116	7,116
1111-2010-62210	State Retirement	30,804	32,419	35,576	35,576
1111-2010-62220	401K	21,408	24,302	24,535	24,535
1111-2010-62810	Health/Life Insurance	109,629	99,000	105,969	105,969
1111-2010-62820	Workers' Compensation	0	0	999	999
Subtotal Fringe Benefits		198,822	192,904	204,619	204,619
Total Personnel Services		706,868	678,943	695,314	695,314
Professional Services:					
1111-2010-71110	Accounting Professional Services	35,600	49,500	55,000	55,000
1111-2010-71190	Other Professional Services	13,212	24,917	6,225	6,225
Total Professional Services		48,812	74,417	61,225	61,225
Current Obligations & Services:					
1111-2010-72130	Employee Travel & Training	6,988	10,230	9,900	9,900
1111-2010-72138	Educational Assistance	0	0	2,000	2,000
1111-2010-72210	Telephone Service	574	600	625	625
1111-2010-72410	Printing	3,107	1,900	1,900	1,900
1111-2010-72510	R & M - Buildings	6,802	6,903	1,500	1,500
1111-2010-72512	R & M - Bldg & Grounds(PW Resti	0	0	5,000	5,000
1111-2010-72520	R & M - Equipment	0	100	200	200
1111-2010-72842	Property Foreclosures	3,261	1,600	1,600	1,600
1111-2010-72890	Miscellaneous Other Services	17,519	18,000	18,000	18,000
Total Current Obligations & Services		38,251	39,333	40,725	40,725
Fixed Charges & Other Services:					
1111-2010-73130	Lease Program – Copier/Printer	4,099	4,061	4,336	4,336
1111-2010-73210	Service & Maintenance Contracts	388	400	465	465
1111-2010-73332	Fidelity Bond	0	350	350	350
1111-2010-73810	Dues & Subscriptions	959	1,295	1,675	1,675

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
1111-2010-73910	Refunds of Overpayments	6,974	1,000	0	0
1111-2010-73912	Vehicle Tax Refund	1,689	2,000	0	0
1111-2010-73916	Vehicle Collection Fee	601	500	100	100
1111-2010-73918	Ad Valorem Collection Fees	127,921	127,500	130,000	130,000
Total Fixed Charges & Other Services		142,631	137,106	136,926	136,926
Supplies & Materials:					
1111-2010-74120	Janitorial Supplies	103	600	500	500
1111-2010-74610	Office Supplies & Materials	7,582	2,936	5,500	5,500
1111-2010-74930	IT Supplies	5,436	6,048	2,700	2,700
1111-2010-74931	IT Eqt (Restricted - IT Use Only)	0	1,450	3,500	3,500
Total Supplies & Materials		13,121	11,034	12,200	12,200
Accounting Totals:		949,683	940,833	946,390	946,390

POSITION SUMMARY

Fund: General
Department: Finance
Org: Accounting 2010

PERSONNEL

		<u>FY2015-16</u>		<u>Approved FY2016-17</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Finance	32	1	1	1
Accounting Manager	24	1	1	1
Senior Accountant	20	1	1	1
Financial and Budget Analyst	18	1	1	1
Accountant	17	1	1	1
Accounting Technician II	13	2	2	2
Administrative Assistant	11	1	1	1
Accounting Clerk	7	1	1	1
	Full-Time Total	9	9	9

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
March-16	NCGFOA Spring Finance Officers Conference	RTP, NC	Director & Accting Mgr	\$1,500
July-16	NCGFOA/NCGLIA Summer Conference	Wrightsville Beach, NC	Director	\$1,000
May-16	NC State Treasurer's Conference	New Bern	Director & Accting Mgr	\$400
June-16	NCACPA-Local Government Conference	New Bern	Director & Accting Mgr	\$430
Aug-16	Intro to Local Government	Chapel Hill - SOG	2 Staff Members	\$2,200
Nov-16	Budgeting in Local Government	Chapel Hill - SOG	2 Staff Members	\$2,200
May-17	Comprehensive Annual Financial Report	Chapel Hill - SOG	1 Staff Member	\$200
TBD	Sales & Use Tax Essentials (Annual Update)	Raleigh	1 Staff Member	\$249
TBD	CPEExpress	Online	Director	\$221
TBD	Other Meetings/Seminars TBD			\$1,500
				\$9,900

Dues & Subscriptions 2016-17
GL Acct # 73810

Name of Organization	Projected Cost
Government Finance Officers Association (GAAFR \$50 and Treasury Mgmt \$55) Newsletters	\$95
AICPA Membership	\$245
Association of Executive and Administrative Professionals	\$40
CPA License Renewal	\$60
Credit Card Renewal	\$25
NC Local Government Finance Officers Association Dues	\$100
NC Local Government Budget Officers Association Dues	\$50
Government Finance Officers Association Dues	\$250
NCACPA Membership	\$275
Payroll Alert Subscription	\$175
ICMA Membership	\$200
Sun Journal Subscription	\$160
	\$1,675

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 218,950	\$ 194,738	\$ 192,543
Operating	58,525	64,401	141,966
Debt Service	2,080	61,748	2,081
Capital Outlay	-	12,524	30,000
Total:	\$ 279,555	\$ 333,411	\$ 366,590

Full-Time Positions	4	3	3
Part-Time Positions	0	0	0

Purpose and Mission:

The Purchasing & Warehouse Division of the City of New Bern strives to meet the needs of all departments by providing warehoused materials and, where applicable, practice just in time procurement of products and services. Staff works as a team to create and maintain a customer service focused organization to all internal and external stakeholders. The Purchasing and Warehouse Division is committed to streamlining processes, just in time products and services procurement, and procuring the commodities needed, while maintaining adequate inventory levels housed at the City's Warehouse Facility.

FY2016-17 Budget Highlights:

Operating:

- \$50,080 - Increase of rent due to the restructuring and reallocation of the Kale Road property de
- \$29,000 - Temporary Services for a full-time Storekeeper

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: General
Department: Finance
Organization: Warehouse

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
1111-2020-61101	Salaries - Regular	129,375	124,548	124,554	124,554
1111-2020-61103	Salaries - Accum Vac Payout	6,013	0	0	0
1111-2020-61106	Salaries & Wages Storm Regular	226	0	0	0
1111-2020-61121	Salaries - Overtime	3,681	4,000	2,000	2,000
1111-2020-61122	Salaries & Wages Storm Overtime	337	0	0	0
1111-2020-61131	Salaries - Standby	6,333	6,000	6,800	6,800
1111-2020-61141	Salaries - Call Back	1,221	1,000	1,000	1,000
1111-2020-61181	Salaries - Taxable Benefits	0	0	858	858
	Subtotal Salaries	147,186	135,548	135,212	135,212
Fringe Benefits					
1111-2020-62110	Social Security Tax	8,873	8,404	8,384	8,384
1111-2020-62112	Medicare Tax	2,075	1,966	1,961	1,961
1111-2020-62210	State Retirement	10,299	9,042	9,803	9,803
1111-2020-62220	401K	6,664	6,778	6,761	6,761
1111-2020-62810	Health/Life Insurance	43,853	33,000	28,527	28,527
1111-2020-62820	Workers' Compensation	0	0	1,895	1,895
	Subtotal Fringe Benefits	71,764	59,190	57,331	57,331
Total Personnel Services		218,950	194,738	192,543	192,543
Current Obligations & Services:					
1111-2020-72130	Employee Travel & Training	205	2,070	3,310	3,310
1111-2020-72138	Educational Assistance	0	0	1,000	1,000
1111-2020-72210	Telephone Service	573	500	600	600
1111-2020-72310	Utilities	23,349	21,000	20,000	20,000
1111-2020-72410	Printing	191	350	100	100
1111-2020-72512	R & M - Bldg & Grounds(PW Restrict	0	0	10,000	10,000
1111-2020-72520	R & M - Equipment	1,388	1,700	1,700	1,700
1111-2020-72532	Central Garage Charges	7,092	5,416	5,641	5,641
1111-2020-72590	R & M - Other	235	400	600	600
1111-2020-72610	Freight, Express, Deliveries	5,182	4,800	4,800	4,800
1111-2020-72820	Temporary Help Services	9,426	15,000	29,000	29,000
1111-2020-72890	Miscellaneous Other Services	1,233	725	1,000	1,000
Total Current Obligations & Services		48,874	51,961	77,751	77,751
Fixed Charges & Other Services:					
1111-2020-73115	Kale Road Rent	0	0	50,080	50,080
1111-2020-73130	Lease Program – Copier/Printer	2,064	2,190	2,168	2,168
1111-2020-73190	Miscellaneous Other Rentals	133	254	551	551

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
1111-2020-73230	S & M Contracts-Communication Eq	1,494	1,566	1,566	1,566
1111-2020-73810	Dues & Subscriptions	150	330	550	550
Total Fixed Charges & Other Services		3,841	4,340	54,915	54,915
Supplies & Materials:					
1111-2020-74110	Uniforms	289	500	500	500
1111-2020-74120	Janitorial Supplies	408	300	150	150
1111-2020-74510	Fuel Charges	922	1,100	1,000	1,000
1111-2020-74610	Office Supplies & Materials	623	700	3,150	3,150
1111-2020-74752	Heating & Utility Supplies	0	100	0	0
1111-2020-74910	Other Supplies & Materials	0	0	0	0
1111-2020-74930	IT Supplies	732	0	0	0
1111-2020-74931	IT Eq (Restricted - IT Use Only)	0	1,565	2,500	2,500
1111-2020-74944	Fuel Charges Non-Highway	2,271	2,250	1,000	1,000
1111-2020-74990	Miscellaneous Supplies	491	1,585	1,000	1,000
1111-2020-74999	Non-Declared Storm Charges	74	0	0	0
Total Supplies & Materials		5,810	8,100	9,300	9,300
Capital Expenses:					
1111-2020-75190	Other Equipment	0	12,524	0	0
1111-2020-75192	I/P Other Equipment	0	0	30,000	30,000
Total Capital Expenses		0	12,524	30,000	30,000
Installment Payments:					
1111-2020-77101	I/P Principal Payments	1,777	60,857	1,851	1,851
1111-2020-77201	I/P Interest Payments	303	891	230	230
Total Installment Payments		2,080	61,748	2,081	2,081
Warehouse Totals:		279,555	333,411	366,590	366,590

POSITION SUMMARY

Fund: General
Department: Finance
Org: Purchasing/Warehouse 2020

PERSONNEL

		<u>FY2015-16</u>		<u>Approved FY2016-17</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Purchasing and Warehouse Manager	17	1	1	1
Warehouse Assistant	9	1	1	1
Inventory Control Clerk	7	1	1	1
	Full-Time Total	3	3	3

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
9/27/2016	Contracting for Construction & Design Services	Chapel Hill NC	Manager	\$820
3/1/2017	Carolina Association of Governmental Purchasing Conference	Chapel Hill NC	Manager	\$800
TBD	Institute for Supply Management-3 Certification Exams	TBD	Manager	\$600
4/1/2017	Notary Public Recertification Fee	N/A	Manager	\$50
8/29/2016	Introduction to Local Gov Finance	Chapel Hill NC	Staff	\$800
TBD	Excel for Beginners	Craven Community College	Staff (2)	\$140
TBD	Eastern Regional Training	TBD-Jacksonville	Staff	\$25
TBD	Forklift Training for Storekeeper or Temp	TBD	Staff	\$75
				\$3,310

Warehouse

Org. 2020

**Dues & Subscriptions 2016-17
GL Acct # 73810**

Name of Organization	Projected Cost
Carolina Association of Government Purchasing	\$150
National Institute of Government Purchasing	\$190
Institute for Supply Management	\$210
	\$550



Project Title: Forklift
Department: Finance Department
Division: Purchasing/Warehouse
Order of Priority for Dept: 1

Project Description: Purchase of Zero Turn Radius Forklift.

Justification: A zero turn radius forklift is required in order to pull and placed items on racking at new warehouse location. The warehouse isles are now only 10ft wide in many places within the facility. The warehouse staff has borrowed a small forklift from the Water division to place items on racking with limited weight requirement. The proposed models can handle 3,000-4,000 lbs and the required turn radius.

History and Current Status; Delay or cancelation of project will have direct impact on the service the warehouse can provide during an emergency and impact functionality of the City Warehouse.
Impact if Cancelled or Delayed:

Proposed Start Date:
Est Completion Date:

FY 2016-17 Dept Request: \$30,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 30,000	-	-	-	-	\$ 30,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$30,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	-	-	-	-	-	\$ -
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 30,000	-	-	-	-	\$ 30,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$30,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases: