

AUDIT & CONTROL

COMPTROLLER

FUNCTION

1041

APPROPRIATIONS	\$	701,850
FRINGES	\$	120,933
TOTAL APPROPRIATIONS	\$	<u>822,783</u>
REVENUE	\$	<u>69,100</u>
NET	\$	<u><u>(753,683)</u></u>

DEPARTMENT OF AUDIT & CONTROL

Division of Comptroller 05-1041

GOALS

1. To superintend the fiscal affairs of the City in accordance with the requirements set forth in the Charter, Ordinances and other legal mandates as they relate to the Audit, Accounting and Cash and Debt Management functions of the City, the Buffalo Sewer Authority, and the Buffalo Water Authority.
2. To advise and recommend on fiscal matters for the department and the administration of the City.
3. To issue financial statements for the City of Buffalo, Water Board, and Water Authority.

DESCRIPTION OF ACTIVITIES

1. Designates depositories.
2. Conducts bond sales.
3. Comptroller of the Sewer Authority and Water Authority.
4. Supervises investment of idle City money.
5. Serves on the Pension Board with the Mayor and President of the Council, which administers the City Police and Fire Pension System.
6. Serves on the Board of Review with the Mayor and President of the Council that hears contract bid disputes.
7. Serves as Chief Fiscal Officer of the City and, as head of the Audit and Control, administers the various functions of that Department to include the Divisions of Accounting, Audit and Cash and Debt Management.

WORK PROGRAM STATISTICS

	Actual 2004/2005	Estimate 2005/2006	Estimate 2006/2007
Bond Sales	1	1	1
Pension Board meetings	11	11	11
Board of Review meetings	0	1	1
Joint School Construction Board meetings	12	12	12
Community Action Organization meetings	12	12	12
Comprehensive Annual Financial Reports Issued	1	1	1
Basic Financial Statements Issued	3	3	3
Special Project Initiatives	2	2	4
Issue Quarterly Reports to the Buffalo Fiscal Stability Authority	6	6	12
Issue Quarterly Response to GAP	3	3	3
Personal Service – man years	6	6	6

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2006-2007 ADOPTED BUDGET

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL BUDGET	2005-2006 ADOPTED BUDGET	2006-2007 ADOPTED BUDGET

04 AUDIT & CONTROL						

1041 COMPTROLLER						

10441001 COMPTROLLER PS						

411001 ANNUAL SALARY	338,632.86	302,718.96	241,049.49	271,463.39	339,664.00	339,664.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	.00	.00	.00	132.50	399.00
415001 AUTOMOBILE ALLOWANCE	.00	.00	660.00	1,200.00	1,200.00	1,200.00
TOTAL 10441001 COMPTROLLER PS	338,632.86	302,718.96	241,709.49	272,663.39	340,996.50	341,263.00
10441004 COMPTROLLER TR						

458001 TRANSPORTATION	575.35	.00	1,249.28	124.41	800.00	1,100.00
458002 MEALS & LODGING	.00	.00	290.00	598.07	1,110.00	1,842.00
458003 REGISTRATION & MEMBERSHIP FE	386.00	985.00	1,380.00	1,720.00	2,125.00	62,955.00
TOTAL 10441004 COMPTROLLER TR	961.35	985.00	2,919.28	2,442.48	4,035.00	65,897.00
10441005 COMPTROLLER SP						

461001 OFFICE SUPPLIES	991.31	.00	.00	71.31	70.00	250.00
461002 CONTRACT VENDOR SUPPLIES	252.81	406.00	536.39	441.45	500.00	300.00
TOTAL 10441005 COMPTROLLER SP	1,244.12	406.00	536.39	512.76	570.00	550.00
10441006 COMPTROLLER SV						

432001 AUDITING SERVICES	184,380.00	204,300.00	213,100.00	224,100.00	369,100.00	292,100.00
443400 EQUIP MAINTENANCE CONTRACTS	310.25	368.00	690.00	1,056.95	2,084.00	1,990.00
455100 INTERNAL PRINT SHOP	36.00	18.00	.00	48.70	50.00	50.00
TOTAL 10441006 COMPTROLLER SV	184,726.25	204,686.00	213,790.00	225,205.65	371,234.00	294,140.00
10441007 COMPTROLLER CO						

474100 EQUIPMENT	2,529.19	851.81	24,672.50	.00	.00	.00
TOTAL 10441007 COMPTROLLER CO	2,529.19	851.81	24,672.50	.00	.00	.00
TOTAL 1041 COMPTROLLER	528,093.77	509,647.77	483,627.66	500,824.28	716,835.50	701,850.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10441001411001		COMPTR PS ANNUAL SAL	.00	339,664.00	339,664.00	.00
	1000-04-1041-0000-1-00-0-40-411-001-	COMPTR				
		GRADE H005 - STEP 5	1.00	88,412.00	88,412.00	
		DEPUTY COMPTR	1.00	73,209.00	73,209.00	
		GRADE I086 - STEP 5				
		EXECUTIVE ASSISTANT TO THE COMPTR	1.00	65,706.00	65,706.00	
		GRADE I032 - STEP 5				
		SPECIAL ASSIST TO THE COMPTR	1.00	52,020.00	52,020.00	
		GRADE I100 - STEP 5				
		ACCOUNT CLERK-TYPIST	1.00	27,748.00	27,748.00	
		GRADE A005 - STEP 3				
		SECRETARY TO THE COMPTR	1.00	32,569.00	32,569.00	
		GRADE I093 - STEP 5				
		BUDGET CEILING:			.00	
		TOTALS:	.00	339,664.00	339,664.00	.00

AUDIT & CONTROL

AUDIT	FUNCTION	1042
APPROPRIATIONS	\$	830,410
FRINGES	\$	289,939
TOTAL APPROPRIATIONS	\$	<u>1,120,349</u>
REVENUE	\$	<u>200,800</u>
NET	\$	<u><u>(919,549)</u></u>

DEPARTMENT OF AUDIT & CONTROL

Division of Audit 04-1042

GOALS

To aid the Comptroller in supervising the fiscal affairs of the City of Buffalo, Buffalo Sewer Authority, Buffalo Board of Education, specific funds

To determine the reliability and accuracy of data and integrity of all fiscal matters

To audit and examine all relevant accounts, invoices and claims

To audit various departments, agencies, authorities and corporations

DESCRIPTION OF ACTIVITIES

Audit expenditures of all City departments, Boards, Agencies, Buffalo Sewer Authority, Water Authority & Board

Audit the expenditures of the Board of Education Capital Project Funds

Audit purchase orders, service orders, contracts and related claims for propriety, legality, quantity, price, account charged, and mathematical accuracy

Reconcile invoice to delivery and receipt of materials, supplies and services

Audit City & BSA payrolls and various Federal, State and County grant payrolls to include time reports, payroll deductions, payroll registers, payroll checks and wage garnishments or attachments, for clerical accuracy and compliance with Federal and State ordinances

Prepare Annual Audit Plan for submission to Council and updates during the fiscal year

Perform audits of revenue producing sources to include grants & Buffalo Municipal Housing Authority (BMHA)

Perform control and compliance audits and reviews

Perform audits on the economy, efficiency and effectiveness of the various City governmental operations

Maintain record of compensation awards and payments, public official bonds, and liability insurance for contracts

Maintain a perpetual inventory of bonds held in lieu of retention monies, for incomplete City Capital Projects Fund and Buffalo Sewer Authority Construction fund projects

Review new and existing computer systems utilized for revenue, expenditure, and managerial reporting and recommend improvements

Review contracts for approval by the Buffalo Fiscal Stability Authority (BFSA) and for the Living Wage Commission

Reinforce sound internal control policies and procedures in departments

MAGNITUDE OF THE MAJOR AUDIT RESPONSIBILITIES

City of Buffalo departments	\$300 million budget
Revenue producing areas: Taxes, User Fees, City Clerk, Permit, Licenses	
Large expenditure areas: Transportation, Police, Fire	
Buffalo Board of Education	\$700 million budget
Buffalo Sewer Authority	\$ 53 million budget
Buffalo Municipal Housing Authority	\$ 50 million budget
Buffalo Economic Renaissance Corp.	\$ 5 million budget

WORK PROGRAM STATISTICS

	02-03	03-04	04-05	05-06	06-07
Checks processed:					
City					*
Buffalo Sewer Authority					*
Invoices processed:					
City					*
Buffalo Sewer Authority					*
Board of Education (capital)					*
Orders and contacts reviewed:					
City					*
Buffalo Sewer Authority					*
Board of Education (capital)					*
Payroll checks processed:					
City		120,000	100,000	95,000	95,000
BSA			7,000	7,000	7,000
Audits and reviews conducted:					
Audits & reviews	8	6	6	9	8*
Other reports & requests	3	4	4	2	2*

- 9 months

Audits Available on the Comptroller Web Site

Fiscal Year	Date Filed	Common Council Communication
06-May	03/14/2006	<u>Bd of Ed Audit Follow Up</u>
06-May	03/01/2006	<u>Bd of Ed (7/1/03 - 12/31/05)</u>
06-May	01/30/2006	<u>BMHA</u>
06-May	12/22/2005	<u>Buffalo Sewer Authority</u>
06-May	10/28/2005	<u>Parks Review – Final</u>
06-May	10/25/2005	<u>Parks Review - Part 1</u>
06-May	09/29/2005	<u>Erie Basin Marina</u>
06-May	09/09/2005	<u>Annual Audit Plan</u>
06-May	07/06/2005	<u>Animal Shelter</u>

06-May	07/06/2005	Review of Buffalo Economic Development (BERC) Pension System
05-Apr	04/07/2005	Fuelmaster System for Fleet Gasoline & Diesel Usage
05-Apr	03/22/2005	Police Payroll Review
05-Apr	03/01/2005	License Division Dept. of License and Inspections
05-Apr	10/21/2004	Performance Audit Report, Single Source and Sole Source Contracts Buffalo Sewer Authority
05-Apr	09/16/2004	Petty Cash Custodian Review, Audit of Petty Cash Funds 2004
05-Apr	09/16/2004	Performance Audit Report, Employee Retirement System (ERS) versus Police and Fire Retirement System (PFRS)
05-Apr	09/16/2004	Fire Department, Audit of Fire Department Demolitions
05-Apr	07/09/2004	Annual Audit Plan
05-Apr	07/08/2004	Dept. of Public Works, Parks & Streets, Audit Report of Erie Basin Marina
04-Mar	06/17/2004	Audit Report of Buffalo City Comptroller on the Buffalo School District
04-Mar	04/06/2004	Water Board Review, Consideration of Water Rate Increases, The Causes and Historical Perspective
04-Mar	04/06/2004	Police Department, Police Payroll Review
04-Mar	03/25/2004	Buffalo Board of Parking, Audit Report of Buffalo Civic Auto Ramps Agreement and City of Buffalo Enterprise Parking Fund
04-Mar	02/17/2004	Buffalo Board of Education, Audit of State Aid and Grant Cash Management
04-Mar	10/10/2003	Audit Review, Special Report of Audit Results
04-Mar	09/29/2003	Dept. of Administration and Finance, Audit Report of Division of Parking Enforcement
04-Mar	09/12/2003	Audit of Demolition Bond and Block Grant Requirements
04-Mar	08/22/2003	Annual Audit Plan
03-Feb	06/18/2003	Dept. of Public Works, Parks & Streets, Audit Report of Erie Basin Marina
03-Feb	04/18/2003	Police Benevolent Association (PBA), Comptroller Report of the Tentative Contract with the City of Buffalo
03-Feb	04/10/2003	Dept. of Administration and Finance, Audit Report Division of Treasury
03-Feb	02/18/2003	Dept. of Public Works, Parks & Streets, User Fee System
03-Feb	07/21/2002	Annual Audit Plan

<u>Detail for Audits and Reviews</u>	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>
City Clerk in process					
BERC loans in process					
IOD on Police & Fire in-process					
Board of Education contracts without support, lack of internal audits					3/1/06
Buffalo Municipal Hsg Auth'y travel support, fuel controls					1/30/06
Buffalo Sewer Authority no bid contracts on 56+%					12/22/05
Parks Review condition of Parks under County control					10/25/05
Erie Basin Marina controls on revenue deposits not documented					9/29/05
Annual Audit Plan					9/9/05
Animal Shelter undeposited receipts					7/6/05
BERC Pension system					7/6/05
Fuelmaster controls to be tightened, uncollected fuel usage				5/3/05	
Police contract review update areas of increasing cost in IOD				4/5/05	
Licenses Division control issues- possible lost revenues & duplication of input				3/8/05	
Buffalo Sewer Authority over 50% of contracts not bid (\$9 mil) – not best bid price				10/21/04	
Citywide Petty Cash Funds				9/21/04	
Police & Fire Pensions (PFRS vs ERS) savings in ERS status; deputies put in ERS				9/21/04	
Contract personnel audit- follow-up exposure to IRS penalties now under control				9/7/04	
Annual Audit Plan 2004-2005				7/22/04	
Erie Basin Marina lease utility usage not billed to previous tenant				7/22/04	
Water Board Review bond covenants loss		4/13/04			
Buffalo Civic Auto Ramps revenues reduced by shuttle		3/30/04			
Board of Education Cash mngt account interest income lost		3/16/04			
Annual Audit Review Follow-up o/s issues not follow-up		10/28/03			
Parking Enforcement division		10/14/03			
Annual Audit Plan 2003-2004		7/29/03			
<u>Detail for Audits and Reviews</u>	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>
Annual Audit Plan 2002-2003	9/3/02				
City Clerk	9/3/02				
Water Board Revenue bond covenants	9/3/02				
Erie Basin Marina utilities unbilled	6/24/03				
Treasury Division	5/13/03				
User Fee System Findings, poor system controls	3/4/03				
Contract Personnel (BERC, BNRC) s/b employees	12/10/02				
Transportation (vehicles) vehicles, usage no control	11/26/02				

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2006-2007 ADOPTED BUDGET

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL BUDGET	2005-2006 ADOPTED BUDGET	2006-2007 ADOPTED BUDGET

1042 AUDIT DIVISION						

10442001 AUDIT DIVISION PS						

411001 ANNUAL SALARY	774,641.60	752,087.61	782,155.77	732,360.96	791,563.00	777,917.00
413001 OVERTIME	7,556.11	7,185.35	5,428.69	3,901.93	4,670.00	6,000.00
414001 LONGEVITY	19,325.00	23,823.02	19,948.90	18,675.00	17,300.00	15,925.00
414007 PERFECT ATTENDANCE INCENTIVE	7,165.23	8,329.42	8,038.12	5,799.24	8,038.00	8,200.00
415001 AUTOMOBILE ALLOWANCE	489.00	327.00	114.00	126.00	336.00	480.00
TOTAL 10442001 AUDIT DIVISION PS	809,176.94	791,752.40	815,685.48	760,863.13	821,907.00	808,522.00
10442004 AUDIT DIVISION TR						

458001 TRANSPORTATION	425.99	335.00	191.50	535.35	375.00	350.00
458002 MEALS & LODGING	421.72	1,215.70	406.00	700.25	655.00	770.00
458003 REGISTRATION & MEMBERSHIP FE	1,286.00	1,000.00	525.00	550.00	825.00	825.00
TOTAL 10442004 AUDIT DIVISION TR	2,133.71	2,550.70	1,122.50	1,785.60	1,855.00	1,945.00
10442005 AUDIT DIVISION SP						

461001 OFFICE SUPPLIES	478.12	391.57	92.34	406.28	400.00	529.03
461002 CONTRACT VENDOR SUPPLIES	1,939.28	1,572.67	1,336.71	1,703.40	1,358.53	1,503.03
464000 PERIODICALS	230.00	300.95	230.00	270.00	230.00	650.00
TOTAL 10442005 AUDIT DIVISION SP	2,647.40	2,265.19	1,659.05	2,379.68	1,988.53	2,682.06
10442006 AUDIT DIVISION SV						

432001 AUDITING SERVICES	3,400.00	22,500.00	.00	.00	13,600.00	15,000.00
443301 MACHINERY & EQUIP REPAIRS	.00	360.90	.00	.00	50.00	50.00
443400 EQUIP MAINTENANCE CONTRACTS	1,136.75	910.17	1,229.00	1,266.00	1,229.00	1,266.00
455100 INTERNAL PRINT SHOP	2.50	.00	45.00	27.74	45.00	45.00
TOTAL 10442006 AUDIT DIVISION SV	4,539.25	23,771.07	1,274.00	1,293.74	14,924.00	16,361.00
10442007 AUDIT DIVISION CO						

CITY OF BUFFALO
 CITY OF BUFFALO - GENERAL FUND
 2006-2007 ADOPTED BUDGET

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL BUDGET	2005-2006 ADOPTED BUDGET	2006-2007 ADOPTED BUDGET
----- 474100 EQUIPMENT	14,129.50	3,904.57	.00	.00	.00	900.00
TOTAL 10442007 AUDIT DIVISION CO	14,129.50	3,904.57	.00	.00	.00	900.00
TOTAL 1042 AUDIT DIVISION	832,626.80	824,243.93	819,741.03	766,322.15	840,674.53	830,410.06

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10442001411001		AUDIT PS ANNUAL SAL	.00	732,787.00	777,917.00	.00
	1000-04-1042-0000-1-00-0-40-411-001-					
		PRINCIPAL AUDITOR	1.00	51,824.00	51,824.00	
		GRADE A081 - STEP 5 LOA-1 STEP 3				
		SUPERVISING AUDITOR	1.00	49,327.00	49,327.00	
		GRADE A073 - STEP 4				
		SUPERVISING AUDITOR	1.00	45,590.00	45,590.00	
		GRADE A073 - STEP 2				
		ASSOCIATE AUDITOR	1.00	44,779.00	44,779.00	
		GRADE A062 - STEP 5				
		SENIOR AUDITOR	2.00	42,836.00	85,672.00	
		GRADE A056 - STEP 5 LOA-1 PERM				
		SENIOR AUDITOR	1.00	41,566.00	41,566.00	
		GRADE A056 - STEP 4 PERM				
		SENIOR AUDITOR	3.00	37,852.00	113,556.00	
		GRADE A056 - STEP 1				
		ASSISTANT AUDITOR	2.00	37,485.00	74,970.00	
		GRADE A035 - STEP 5 PERM				
		ASSISTANT AUDITOR	1.00	32,487.00	32,487.00	
		GRADE A035 - STEP 2 LOA TEMP STEP 1				
		CITY AUDITOR	1.00	73,209.00	73,209.00	
		GRADE I086 - EXEMPT				
		PRINCIPAL AUDITOR STEP 3	1.00	51,824.00	51,824.00	
		ASSOCIATE ACCOUNT CLERK GRADE A022	1.00	31,538.00	31,538.00	
		STEP 4 LOA-1 TEMP STEP 3				
		SUPERVISING AUDITOR GRADE A073	1.00	43,723.00	43,723.00	
		STEP 1				
		SENIOR AUDITOR FISCAL COMPLIANCE (FIRE)	1.00	37,852.00	37,852.00	
		GRADE A056 - STEP 1				
		BUDGET CEILING:			.00	
		TOTALS:	.00	732,787.00	777,917.00	.00

AUDIT & CONTROL

ACCOUNTING

FUNCTION

1043

APPROPRIATIONS	\$	646,370
FRINGES	\$	225,040
TOTAL APPROPRIATIONS	\$	<u>871,410</u>
REVENUE	\$	<u>96,820</u>
NET	\$	<u><u>(774,590)</u></u>

DEPARTMENT OF AUDIT & CONTROL

Division of Accounting 04-1043

GOALS

1. To maintain accounting records of all financial transactions of the City, the Buffalo Municipal Water Finance Authority and Buffalo Water Board on a fund basis.
2. To issue periodic financial statements in accordance with generally accepted accounting principles and standards to legislative, executive and other government officials, as well as non-government business units, and furnish the reports required by the Charter and Code of the City.
3. To account for the proceeds, expenditure and retirement of bonded indebtedness in accordance with legal requirements.
4. To implement a new financial and accounting system utilizing state of the art computer software and the City's Local Area Network of personal computer workstations.

DESCRIPTION OF ACTIVITIES-GENERAL ACCOUNTING

1. Maintain general ledger accounts on a fund basis, and prepare financial statements for funds of the City of Buffalo and the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
2. Supervise the collection of utility taxes.
3. Maintain accounts receivable system to facilitate collection of monies owing to the City and the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
4. Maintain an inventory of the City and Buffalo Municipal Water Finance Authority/Buffalo Water Board fixed assets and equipment.
5. Deposit payroll withholdings as required by law, prepare social security and other Federal and State reports, including IRS Forms W-2 and 1099.
6. Receive and enter into the City computer system, all vendor billings to the City and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
7. Issue checks for non salary disbursements.
8. Prepares the Comprehensive Annual Financial Report of the Comptroller and Annual Financial Reports for the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
9. Approve "As to Sufficiency" underwriters of all surety bonds and certificates of insurance posted with the City, Buffalo Sewer Authority, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
10. Supervise the installation of new financial and accounting software and the related transfer of accounting and financial records; implement training to facilitate city-wide use of new systems.

WORK PROGRAM STATISTICS

	Actual 2004-05	Estimate 2005-06	Estimate 2006-07
General Accounting:			
Checks processed:	17,216	18,576	21,080
Bank accounts reconciled:			
City	396	396	636
Board of Education			
Accounts Payable:			
Invoices Processed	33,134	37,000	37,000
Accounts receivable invoices issued	7,326	7,500	6,500
Grant reports issued	28	22	26 (estimate)
Personal service - man years	15	15	15

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2006-2007 ADOPTED BUDGET

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL BUDGET	2005-2006 ADOPTED BUDGET	2006-2007 ADOPTED BUDGET

1043 ACCOUNTING DIVISION						

10443001 ACCOUNTING DIVISION PS						

411001 ANNUAL SALARY	602,966.96	585,222.84	628,623.38	578,860.72	603,375.00	598,675.00
413001 OVERTIME	6,418.51	610.55	2,411.47	4,463.97	4,800.00	5,000.00
413003 ACTING TIME	266.02	.00	156.53	.00	156.53	300.00
414001 LONGEVITY	12,850.00	9,700.00	13,575.00	12,525.00	13,900.00	13,900.00
414007 PERFECT ATTENDANCE INCENTIVE	5,993.57	6,459.97	5,572.43	6,142.99	6,557.40	6,557.00
415001 AUTOMOBILE ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 10443001 ACCOUNTING DIVISION PS	628,495.06	601,993.36	650,338.81	601,992.68	628,788.93	624,432.00
10443004 ACCOUNTING DIVISION TR						

458001 TRANSPORTATION	434.51	223.50	305.08	505.85	525.00	350.00
458002 MEALS & LODGING	1,184.09	594.87	700.00	708.87	635.00	770.00
458003 REGISTRATION & MEMBERSHIP FE	1,085.00	680.00	833.26	784.00	980.00	1,085.00
TOTAL 10443004 ACCOUNTING DIVISION TR	2,703.60	1,498.37	1,838.34	1,998.72	2,140.00	2,205.00
10443005 ACCOUNTING DIVISION SP						

461001 OFFICE SUPPLIES	9,845.89	10,337.54	10,000.61	9,076.44	10,286.19	9,449.24
461002 CONTRACT VENDOR SUPPLIES	1,465.12	2,040.33	1,734.81	1,801.05	1,720.00	2,473.28
464000 PERIODICALS	419.45	351.95	130.95	564.71	330.00	320.00
TOTAL 10443005 ACCOUNTING DIVISION SP	11,730.46	12,729.82	11,866.37	11,442.20	12,336.19	12,242.52
10443006 ACCOUNTING DIVISION SV						

432004 ENGINEER & TECHNICAL SERVICE	36,500.00	64,300.00	.00	.00	.00	5,000.00
443400 EQUIP MAINTENANCE CONTRACTS	1,387.25	894.50	1,170.33	1,386.00	1,170.33	1,390.00
455000 PRINTING & BINDING	4,754.07	449.30	2,440.01	681.55	1,000.00	1,000.00
455100 INTERNAL PRINT SHOP	105.00	100.00	100.00	.00	100.00	100.00
TOTAL 10443006 ACCOUNTING DIVISION SV	42,746.32	65,743.80	3,710.34	2,067.55	2,270.33	7,490.00
TOTAL 1043 ACCOUNTING DIVISION	685,675.44	681,965.35	667,753.86	617,501.15	645,535.45	646,369.52

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10443001411001		ACCTG PS ANNUAL SAL	.00	536,896.00	598,675.00	.00
	1000-04-1043-0000-1-00-0-40-411-001-	CITY ACCOUNTANT	1.00	73,209.00	73,209.00	
		GRADE I086 - STEP 5				
		PRINCIPAL ACCOUNTANT	1.00	56,164.00	56,164.00	
		A081 - STEP 5				
		TEMP DURING CITY ACCOUNTANT LOA				
		SUPERVISING ACCOUNTANT - PERM	1.00	47,456.00	47,456.00	
		A073 - STEP 3				
		SUPERVISING ACCOUNTANT - PERM	1.00	45,590.00	45,590.00	
		A073 - STEP 2				
		ASSOCIATE ACCOUNTANT ON LOA TO SERVE AS				
		SUPERVISING ACCOUNTANT				
		ASSOCIATE ACCOUNTANT - PERM	1.00	44,779.00	44,779.00	
		A062 - STEP 5				
		SENIOR ACCOUNTANT - PERM	2.00	42,836.00	85,672.00	
		A056 - STEP 5				
		JUNIOR ACCOUNTANT - PERM	1.00	29,682.00	29,682.00	
		A017 - STEP 2				
		ADMIN ASSISTANT - PERM	1.00	38,584.00	38,584.00	
		A041 - STEP 5				
		ASSOCIATE ACCOUNT CLERK - PERM	1.00	33,897.00	33,897.00	
		A022 - STEP 5				
		DATA CONTROL CLERK - PERM	1.00	30,267.00	30,267.00	
		A013 - STEP 4				
		JUNIOR DATA CONTROL CLERK - PERM	1.00	27,080.00	27,080.00	
		A004 - STEP 3				
		ASSOCIATE ACCOUNTANT - TEMP	1.00	41,516.00	41,516.00	
		A062 - STEP 3				
		DURING LOA OF PERM INCUMBENT				
		ASSOCIATE AUDITOR - PERM	1.00	44,779.00	44,779.00	
		A062 - STEP 5				
		BUDGET CEILING:			.00	
		TOTALS:	.00	536,896.00	598,675.00	.00

AUDIT & CONTROL

ACCOUNTING-Cash & Debt Mgmt	FUNCTION	1049
APPROPRIATIONS	\$	243,060
FRINGES	\$	86,235
TOTAL APPROPRIATIONS	\$	<u>329,295</u>
REVENUE	\$	<u>1,430,000</u>
NET	\$	<u><u>1,100,705</u></u>

DEPARTMENT OF AUDIT AND CONTROL

Division of Investment and Debt Management 04-1049

GOALS

The Investment and Debt Management Division is responsible for the investment of all funds pursuant to the City of Buffalo's Investment Policy; coordination and oversight of banking relationships; administration of Capital Debt Service obligations and Trustee relationship as mandated by New York State Law Chapter 12; timely preparation of Cash Flow analysis; organization of all aspects of Bond Issuance; and management of all fiscal affairs in compliance with City, State and Federal Regulations. The Division of Investment and Debt Management also coordinates with other City Departments and Divisions to facilitate a consistent method of financial management.

DESCRIPTION OF ACTIVITIES

A. Cash Management

1. Control the daily flow of revenues and disbursements for the City, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
2. Prepare and monitor a cash flow forecast that determines the City and Board of Education short-term borrowing needs as well as the investment of surplus funds.
3. Process the receipt and disbursement of all funds associated with Capital Debt Service obligations. Direct the Capital Debt Service Trustees for repayment of City, Board of Education and Buffalo Municipal Water Finance Authority bond and notes.
4. Administer and review the custodial aspects of collateral pledged against the investments and bank accounts.
5. Invest operating and capital improvement funds for the City, Board of Education, Buffalo Sewer Authority and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
6. Track the receipt and expenditure of bond proceeds for arbitrage purposes.
7. Prepare annual departmental budget.

B. Issuance and Retirement of Bonds

8. Prepare bond and note resolutions, official notices of sales, official statements, and documents for the authorization, issuance, and sale of bonds and notes for the City, Board of Education and the Buffalo Municipal Water Finance Authority.
9. Coordinate and schedule engraving, printing, signing and delivery of bonds and notes.
10. Prepare/maintain records for authorization and issuance of bonds and notes, payments of principle and interest, reconciliation of paid and outstanding bonds, coupons and notes for the City and Board of Education.
11. Compile financial data and prepare reports relative to issuance and retirement of debt for the City, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
12. Review Capital Improvement budget and program relative to authorization and issuance of debt and expenditure of funds for the City, Board of Education, and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
13. Prepare annual budget for Capital Debt Service Fund.
14. Review Capital Budget Expenditures for compliance with bond resolutions.
15. Analyze Capital Project Accounts for closeout upon completion of the project.

WORK PROGRAM STATISTICS

	Actual	Estimate	Estimate
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Cash Management			
Investments:			
Average Interest Rate	2.40%	3.95%	4.50%
Total Interest Income	1,500,956	3,136,036	1,431,064
Personal service - man years	2	2	2
 Issuance and Retirement of Debt			
Bond Resolutions Processed	11	19	17
Bonds and Notes Issued (Millions \$)	52	0	0
Mirror Bonds Issued w/ BFSA	84	165	108
Personal service - man years	2	2	2

CITY OF BUFFALO
CITY OF BUFFALO - GENERAL FUND
2006-2007 ADOPTED BUDGET

	2001-2002 ACTUAL AMOUNT	2002-2003 ACTUAL AMOUNT	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL BUDGET	2005-2006 ADOPTED BUDGET	2006-2007 ADOPTED BUDGET

1049 ACCOUNTING-CASH & DEBT MANGT						

10449001 CASH & DEBT MANAGEMENT						

411001 ANNUAL SALARY	191,585.13	156,040.81	83,413.43	161,045.01	156,896.00	231,726.00
413001 OVERTIME	438.29	1,417.59	5,666.86	646.05	1,000.00	1,500.00
414001 LONGEVITY	4,200.00	5,900.00	3,475.00	1,700.00	2,100.00	2,425.00
414007 PERFECT ATTENDANCE INCENTIVE	1,768.07	814.10	695.57	813.36	695.00	813.00
TOTAL 10449001 CASH & DEBT MANAGEMENT	197,991.49	164,172.50	93,250.86	164,204.42	160,691.00	236,464.00
10449004 CASH & DEBT MANAGEMENT						

458001 TRANSPORTATION	161.16	.00	.00	.00	250.00	50.00
458002 MEALS & LODGING	250.00	.00	.00	.00	250.00	250.00
458003 REGISTRATION & MEMBERSHIP FE	210.00	230.00	.00	310.00	245.00	400.00
TOTAL 10449004 CASH & DEBT MANAGEMENT	621.16	230.00	.00	310.00	745.00	700.00
10449005 CASH & DEBT MANAGEMENT						

461001 OFFICE SUPPLIES	.00	25.00	.00	.00	25.00	25.00
461002 CONTRACT VENDOR SUPPLIES	.00	16.65	.00	414.06	25.00	425.00
TOTAL 10449005 CASH & DEBT MANAGEMENT	.00	41.65	.00	414.06	50.00	450.00
10449006 CASH & DEBT MANAGEMENT						

443400 EQUIP MAINTENANCE CONTRACTS	99.00	.00	.00	.00	.00	396.00
455000 PRINTING & BINDING	.00	.00	.00	32.00	.00	.00
455100 INTERNAL PRINT SHOP	.00	.00	.00	6.00	25.00	50.00
480000 OTHER SERVICES	.00	.00	.00	.00	5,000.00	5,000.00
TOTAL 10449006 CASH & DEBT MANAGEMENT	99.00	.00	.00	38.00	5,025.00	5,446.00
TOTAL 1049 ACCOUNTING-CASH & DEBT MANGT	198,711.65	164,444.15	93,250.86	164,966.48	166,511.00	243,060.00
TOTAL 04 AUDIT & CONTROL	2,245,107.66	2,180,301.20	2,064,373.41	2,049,614.06	2,369,556.48	2,421,689.58

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20607 City of Buffalo Budget Projection

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10449001411001		CASH & DEBT PS ANNUAL SALARY	.00	.00	231,726.00	.00
	1000-04-1049-0000-1-00-0-40-411-001-	INVESTMENT DEBT MANAGEMENT OFFICER	1.00	73,209.00	73,209.00	
		GRADE I086				
		SUPERVISING ACCOUNTANT	1.00	51,200.00	51,200.00	
		A073 STEP 5				
		ASSISTANT AUDITOR	1.00	33,715.00	33,715.00	
		A035 STEP 2				
		JUNIOR AUDITOR	1.00	28,772.00	28,772.00	
		A017 STEP 1				
		RESOURCES DEVELOPMENT TECHNICI	1.00	44,830.00	44,830.00	
		Step 3				
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	231,726.00	.00