

## DEPARTMENT OF AUDIT AND CONTROL

Division of Accounting

Division #04-1043

### Summary

Revenue	\$96,820
Appropriations	934,385
Fringes	449,361
Total Appropriations	<u>1,383,746</u>
<b>Net</b>	<b><u>(\$1,286,926)</u></b>

### Goals

1. To maintain accurate accounting records on a fund basis of all financial transactions of the City of Buffalo (the City), the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.
2. To issue periodic financial statements in accordance with generally accepted accounting principles and standards to legislative, executive and other governmental officials, as well as non-governmental business units, and furnish reports required by the Charter and Code of the City.
3. To account for the proceeds, expenditures, and retirement of bonded indebtedness in accordance with legal requirements.

### Activities

1. Maintain the general ledger accounts on a fund basis and prepare the annual financial statement for funds of the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.
2. Receive and process the collection of utility taxes.
3. Maintain the accounts receivable system to facilitate the collection of monies owed to the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.
4. Maintain an inventory of the fixed assets and equipment of the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.
5. Deposit payroll withholdings as required by law, prepare social security and other federal and state reports, including IRS Forms W-2, 1099 and 1095.
6. Receive and process for payment all vendor billings to the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.
7. Issue checks and wire transfers for non-salary disbursements

## **DEPARTMENT OF AUDIT AND CONTROL**

**Division of Accounting**

**Division #04-1043**

### **Activities (continued)**

8. Prepare the Comprehensive Annual Financial Report and the Annual Financial Statements of the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board, and arrange for independent audit of the same.
9. Prepare and file the Annual Update Document with the New York State Office of the State Comptroller.
10. Prepare and file the necessary reports for the Buffalo Municipal Water Finance Authority and the Buffalo Water Board in accordance with the New York State Public Authorities Law.
11. Reconcile all bank statements for the City, the Buffalo Municipal Water Finance Authority, and the Buffalo Water Board.

### **Work Program Statistics**

	<b>Actual 2017-2018</b>	<b>Projection 2018-2019</b>	<b>Estimate 2019-2020</b>
Checks, Wire Transfers and EFT Processed	18,157	19,000	19,250
Bank Accounts Reconciled	792	800	812
Invoices Processed	40,375	40,000	39,500
Accounts Receivable Invoices Issued	5,837	6,015	6,150
Forms 1099 Processed	267	251	260
Forms W-2 Processed	3,795	4,069	4,075
Forms 1099R Processed	142	148	155
Forms 1095C (ACA) Processed	5,877	6,063	6,250



City of Buffalo  
 Recommended Budget 2019-2020  
 General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 4/30/2019	2019-2020 Recommended Budget
<b>1043 ACCOUNTING DIVISION TOTAL</b>	<b>752,765.30</b>	<b>932,903.00</b>	<b>936,003.00</b>	<b>591,659.35</b>	<b>934,385.00</b>
<b>10443001 ACCOUNTING DIVISION PS</b>	<b>740,216.34</b>	<b>916,918.00</b>	<b>916,918.00</b>	<b>576,241.24</b>	<b>926,058.00</b>
411001 ANNUAL SALARY	719,385.49	890,133.00	890,133.00	557,820.16	901,138.00
413001 OVERTIME	2,360.65	4,000.00	4,000.00	8,475.62	4,000.00
414001 LONGEVITY	9,025.00	9,750.00	9,750.00	8,584.58	8,475.00
414007 PERFECT ATTENDANCE INCENTIVE	8,354.14	10,535.00	10,535.00	0.00	8,445.00
414028 VACATION BUYOUT	1,091.06	2,500.00	2,500.00	1,360.88	4,000.00
<b>10443004 ACCOUNTING DIVISION TR</b>	<b>4,778.28</b>	<b>7,043.00</b>	<b>7,043.00</b>	<b>4,246.58</b>	<b>7,082.00</b>
458001 TRANSPORTATION	880.64	2,485.00	2,485.00	873.58	1,482.00
458002 MEALS & LODGING	1,920.64	2,253.00	2,253.00	1,558.00	2,898.00
458003 REGISTRATION & MEMBERSHIP FEES	1,977.00	2,305.00	2,305.00	1,815.00	2,702.00
<b>10443005 ACCOUNTING DIVISION SP</b>	<b>7,225.93</b>	<b>7,747.00</b>	<b>10,847.00</b>	<b>10,741.03</b>	<b>500.00</b>
461001 OFFICE SUPPLIES	7,225.93	7,247.00	10,847.00	10,741.03	0.00
461006 FURNITURE & EQUIP (NON CAPITAL)	0.00	300.00	0.00	0.00	300.00
464000 PERIODICALS	0.00	200.00	0.00	0.00	200.00
<b>10443006 ACCOUNTING DIVISION SV</b>	<b>544.75</b>	<b>1,195.00</b>	<b>1,195.00</b>	<b>430.50</b>	<b>745.00</b>
432004 ENGINEER & TECHNICAL SERVICES	195.00	195.00	195.00	0.00	195.00
442000 CLEANING SERVICES	0.00	500.00	500.00	0.00	0.00
455000 PRINTING & BINDING	125.25	200.00	200.00	135.00	200.00
455100 INTERNAL PRINT SHOP	224.50	300.00	300.00	295.50	350.00



City of Buffalo  
Recommended Budget 2019-2020  
General Fund

Accounting  
Budgeted Salaries

Org	Object	Description	Quantity	Unit Cost	Total
10443001	411001	ASSOCIATE ACCOUNT CLERK - JOB CLASS 0420 A022 - STEP5	1	47,725	47,725
10443001	411001	ASSOCIATE AUDITOR JOB CLASS 0480 A062 - STEP 16	1	60,720	60,720
10443001	411001	PRINCIPAL AUDITOR JOB CLASS 0490 A081 - STEP 5	1	77,375	77,375
10443001	411001	JUNIOR DATA CONTROL CLERK STEP 17 0480 PAY GRADE A004	1	40,529	40,529
10443001	411001	ASSISTANT ACCOUNTANT PAY GRADE A035 - STEP 17	1	52,502	52,502
10443001	411001	SENIOR ACCOUNTANT JOB CLASS 0530 A056 - STEP 17	1	59,628	59,628
10443001	411001	ASSOCIATE ACCOUNTANT JOB CLASS 0540 A062 - STEP 17	1	62,016	62,016
10443001	411001	SUPERVISING ACCOUNTANT JOB CLASS 0541 A073 - STEP 17	1	70,765	70,765
10443001	411001	SUPERVISING AUDITOR JOB CLASS 0542 A073 - STEP 5	1	70,766	70,766
10443001	411001	FINANCIAL OPERATIONS JOB CLASS 0553 A081 STEP 15	1	73,485	73,485
10443001	411001	DATA CONTROL CLERK JOB CLASS 0970 A013 - STEP 5	1	44,071	44,071
10443001	411001	JUNIOR DATA CONTROL CLERK JOB CLASS 0969 A004 - STEP12	1	37,404	37,404
10443001	411001	ADMINISTRATIVE ASSISTANT JOB CLASS 1380 A041 - GRADE 5	1	53,967	53,967
10443001	411001	CITY ACCOUNTANT JOB CLASS 5650 I148	1	104,614	104,614
10443001	411001	JUNIOR ACCOUNTANT JOB CLASS 0500 A017 STEP 17	1	45,571	45,571
		<b>Total</b>	<b>15</b>		<b>901,138</b>

## DEPARTMENT OF AUDIT AND CONTROL

### Division of Investment and Debt Management

Division #04-1049

	<u>Summary</u>	
Revenue		\$1,200,000
Appropriations		367,948
Fringes		162,030
Total Appropriations		<u>529,978</u>
<b>Net</b>		<b><u>\$670,022</u></b>

### Goals

1. Maximize the return on investment of idle funds.
2. Maintain banking relationships for the City and related entities.
3. Ensure issuance of debt is prudent.
4. Ensure compliance with City Charter, Code and external governance.
5. Maximize the utilization of technology.
6. Improve preparation of cash flow analysis.

### Activities

1. Review the daily flow of receipts and disbursements for the City, Board of Education, and Buffalo Municipal Water Finance Authority /Buffalo Water Board.
2. Prepare and maintain a combined cash flow forecast for the City and Board of Education.
3. Process the receipt and disbursement of all funds associated with capital debt service obligations.
4. Direct the Capital Debt Service Trustees for repayment of City, Board of Education, and Buffalo Municipal Water Finance Authority bonds and notes.
5. Administer and review the custodial aspects of collateral pledged against deposits in excess of FDIC insurance.
6. Invest operating and capital improvement funds for the City, Board of Education, and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
7. Review capital improvement budget in advance of the issuance of bonds.

## **DEPARTMENT OF AUDIT AND CONTROL**

Division of Investment and Debt Management

Division #04-1049

### **Activities (continued)**

10. Maintain post-issuance compliance procedures for tax exempt bonds.
11. Coordinate all aspects of bond issuance for the City, Board of Education and Buffalo Municipal Water Finance Authority.

### **Work Program Statistics**

	<b>Actual 2017-2018</b>	<b>Projection 2018-2019</b>	<b>Estimate 2019-2020</b>
Average Interest Rate	.41%	.80%	1.00%
Total Interest Income (\$)	880,448	1,000,000	900,000
Bond Resolutions Processed	28	29	30
Bond and Notes Issued (million \$)	20.3	22.1	25.3



City of Buffalo  
 Recommended Budget 2019-2020  
 General Fund

	2017-2018 Actual Amount	2018-2019 Adopted Budget	2018-2019 Revised Budget	2018-2019 Year To Date 4/30/2019	2019-2020 Recommended Budget
<b>1049 ACCOUNTING-CASH &amp; DEBT MANGT TOTAL</b>	<b>346,791.87</b>	<b>364,491.00</b>	<b>364,491.00</b>	<b>271,867.50</b>	<b>367,948.00</b>
<b>10449001 CASH &amp; DEBT MANAGEMENT PS</b>	<b>344,227.93</b>	<b>356,049.00</b>	<b>356,049.00</b>	<b>271,001.75</b>	<b>360,464.00</b>
411001 ANNUAL SALARY	337,700.35	348,626.00	348,626.00	267,657.51	352,669.00
413001 OVERTIME	41.84	750.00	750.00	200.78	750.00
414001 LONGEVITY	2,250.00	2,575.00	2,575.00	1,850.00	2,900.00
414007 PERFECT ATTENDANCE INCENTIVE	2,967.64	2,804.00	2,804.00	0.00	2,851.00
414028 VACATION BUYOUT	1,268.10	1,294.00	1,294.00	1,293.46	1,294.00
<b>10449004 CASH &amp; DEBT MANAGEMENT TR</b>	<b>1,954.14</b>	<b>5,142.00</b>	<b>5,142.00</b>	<b>852.72</b>	<b>4,984.00</b>
458001 TRANSPORTATION	533.64	1,422.00	1,422.00	52.22	1,260.00
458002 MEALS & LODGING	344.00	1,545.00	1,545.00	286.00	1,634.00
458003 REGISTRATION & MEMBERSHIP FEES	1,076.50	2,175.00	2,175.00	514.50	2,090.00
<b>10449005 CASH &amp; DEBT MANAGEMENT SP</b>	<b>609.80</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>13.03</b>	<b>2,000.00</b>
461001 OFFICE SUPPLIES	159.80	500.00	500.00	13.03	0.00
461006 FURNITURE & EQUIP (NON CAPITAL)	0.00	1,500.00	1,500.00	0.00	0.00
461007 COMP & SOFTWARE (NON CAPITAL)	450.00	800.00	800.00	0.00	2,000.00
<b>10449006 CASH &amp; DEBT MANAGEMENT SV</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
432004 ENGINEER & TECHNICAL SERVICES	0.00	500.00	500.00	0.00	500.00



City of Buffalo  
Recommended Budget 2019-2020  
General Fund

**Accounting - Cash and Debt Management  
Budgeted Salaries**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
10449001	411001	ASSISTANT AUDITOR Grade 035 Step 14 Job Class 0460	1	49,135	49,135
10449001	411001	SENIOR ACCOUNTANT A056 Step 14 Job Class 0530	1	56,289	56,289
10449001	411001	RESOURCES DEVELOPMENT TECHNICIAN A067 Step 5 Job Class 9703	1	67,259	67,259
10449001	411001	PRINCIPAL ACCOUNTANT A081 Step 16 Job Class 0550	1	75,372	75,372
10449001	411001	INVESTMENT DEBT MANAGEMENT OFFICER I087 Step 5 Job Class 0551	1	104,614	104,614
		<b>Total</b>	<b>5</b>		<b>352,669</b>