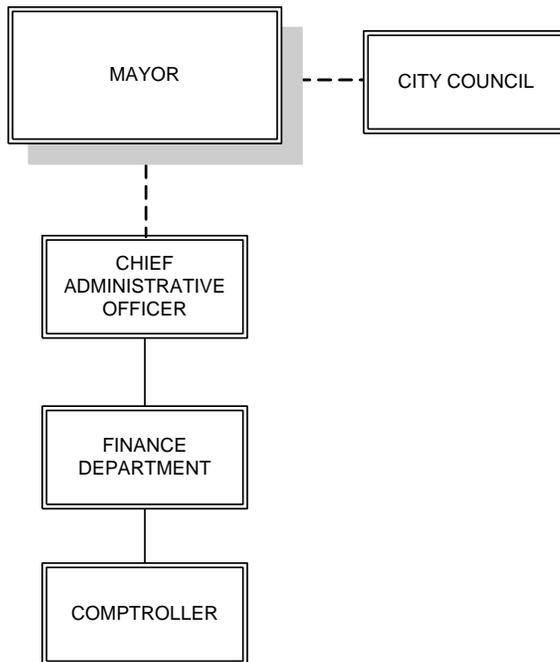


FINANCE DIVISIONS
COMPTROLLER'S OFFICE

MISSION STATEMENT

The mission of the Comptroller's Office is to prepare and maintain all financial records of the City of Bridgeport. The Department's objectives include receiving, recording and depositing all City revenues, completing all expenditure transactions and producing all payroll payments, and preparing monthly, quarterly and annual journal entries. Also, to monitor and establish procedures for grant account fiscal activity and to maintain the financial records and books of entry for all capital improvement projects. In addition, the Comptroller's Office analyzes and prepares monthly reconciliations of all fiscal balance sheet accounts and handles all transactions in accordance with all local, state and federal accounting standards.



GENERAL FUND BUDGET
 COMPTROLLER'S OFFICE

BUDGET DETAIL

Dawn Norton
 Manager

REVENUE SUMMARY

ORG DESI	OBJECT DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
01010000	COMPTROLLER'S OFFICE	4,737,246	3,022,551	2,477,551	2,477,551	-545,000
	41277 RESTITUTION RECOVERY	5,615	5,000	5,000	5,000	0
	41538 COPIES	69,160	50,000	50,000	50,000	0
	41551 O.T.B INCOME	524,140	575,000	480,000	480,000	-95,000
	41552 STATE BINGO	57	200	200	200	0
	41553 BOOKS / MAP SALES	0	100	100	100	0
	41555 CAPITAL FUND INTEREST TRANSFER	2,000,000	500,000	500,000	500,000	0
	41559 COURT FINES	7,747	20,000	20,000	20,000	0
	41560 PROPERTY RENTAL	127,560	25,000	25,000	25,000	0
	41561 DEBTSERVICEPRINCIPALREIMBURSEM	40,000	0	0	0	0
	41562 DEBTSERVICEINTERESTREIMBURSEME	23,150	0	0	0	0
	41563 HEALTHINSURANCE/WORKERSCOM.REI	128,625	150,000	150,000	150,000	0
	41564 ADMINISTRATIVEFEE/OVERHEADALLO	118,324	70,000	70,000	70,000	0
	43264 GRANTS INDIRECT COST RECOVERY	701	0	0	0	0
	44550 TOWN AID	670,458	491,669	491,669	491,669	0
	45354 WPCACOLLECTIONSERVICEREIMBURSE	518,236	635,582	635,582	635,582	0
	47565 PORTAUTHORITYANNUALPILOTPAYMEN	500,000	500,000	50,000	50,000	-450,000

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
'01010000	COMPTROLLER'S OFFICE	744,126	1,352,254	1,354,333	1,354,333	2,079
	1010PS COMPTROLLERS PERS SVCS	714,055	805,555	798,020	798,020	-7,535
	2010TPS COMPTROLLERS OTHER PERS SVCS			11,100	11,100	11,100
	3010FB COMPTROLLERS FRINGE BENEFITS		206,761	214,716	214,716	7,955
	4010EX COMPTROLLERS OPER EXP	-8,393	7,119	6,497	6,497	-622
	6010SS COMPTROLLERS SPEC SVCS	38,465	332,819	324,000	324,000	-8,819

PERSONNEL SUMMARY

Job Description	FTE FY	FTE FY	VAC	NEW	UNF	ORG CODE	FY 2010	FY 2011	VARIANCE
	2010	2011					CURRENT	ADOPTED	
MINI COMPUTER OPERATOR (35 HOURS)	1.0	1.0					42,044	41,882	-162
ASSISTANT COMPTROLLER - PAYMENTS	1.0	1.0					95,872	99,724	3,852
PAYROLL PROCESSOR	0.5	0.5					22,373	22,373	0
ACCOUNTING CLERK I (35 HOURS)	1.0	1.0					32,655	38,724	6,069
ACCOUNTING CLERK II (35 HOURS)	2.0	2.0					96,086	78,092	-17,994
PAYROLL ACCOUNT SUPERVISOR	1.0	1.0					48,730	49,452	723
ACCOUNTING CLERK I	1.0	1.0					36,097	35,958	-139
ACCOUNTING CLERK I (35 HOURS)	1.0	1.0					36,097	30,976	-5,121
ASSISTANT SPECIAL PROJECT MANAGER	1.0	1.0					53,958	54,758	800
ACCOUNTANT	3.0	3.0					198,997	201,320	2,322
SPECIAL REVENUE MANAGER	1.0	1.0					71,636	72,698	1,061
CAPITOL PROJECTS FIXED ASSETS	1.0	1.0					71,010	72,063	1,053
	14.5	14.5				TOTALS	805,554	798,019	-7,535

GENERAL FUND BUDGET

COMPTROLLER'S OFFICE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ESTIMATED 2009-2010
COMPTROLLER'S OFFICE					
Number of:					
Accounts Payable Checks Issued	33,655	32,108	31,055	29,495	26,000
Manual checks processed	81	88	117	55	50
Manual checks processed payroll	N/A	N/A	838	804	800
Vendor checks processed	33,655	32,774	31,710	29,495	26,000
Travel requests processed	224	235	215	67	100
Payment Vouchers processed	36,450	38,504	36,637	36,330	36,000
Capital Project checks processed	307	292	363	288	150
Cash Receipts processed	4,999	4,641	3,513	3,617	3,700
Journal Entries posted	1,012	1,441	1,086	1,205	1,500
Federal 1099 Forms issued	535	556	920	526	525
W-2 Statements issued	6,408	6,408	6,467	5,784	5,700
Payroll Checks Issued (1)	218,632	200,379	199,276	60,315	53,400
Payroll Direct Deposit (1)	N/A	N/A	N/A	134,292	156,700
Payroll Vendor Checks Issued	N/A	N/A	N/A	804	800
Payroll Vendor Direct Deposit	N/A	N/A	N/A	792	800
Pension checks issued (Police, Fire, Janitors)	11,964	11,829	12,850	11,382	11,160
<i>Grants Administration:</i>					
number of new and recurring grants	224	146	148	139	141
number of grants closed	8	78	60	56	59
Financial report delivery date	29-Dec	31-Dec	31-Dec	31-Dec	31-Dec
General ledger fiscal year end close	30-Jun	30-Jun	30-Jun	30-Jun	30-Jun

Notes: (1) decrease in actual pay checks working toward paperless system via direct deposit.

FY 2010-2011 GOALS

- 1) To implement and maintain an integrated, comprehensive and responsive core financial and human resources management system.
- 2) Provide easy & transparent flow of business transactions from one user to another.
- 3) To support access to reliable data for timely decision-making.
- 4) Work to integrate and support resource sharing, procurement, and staffing in concert with the larger Finance Department and the City as a whole.
- 5) Provide timely and integrated operational data regarding finances and transactions by location.
- 6) Provide accurate current and historical data to support policymakers in developing informed decisions.
- 7) Increase efficiency and incur a cost savings by updating processes and implementing programs with a movement toward paperless and efficient workflow processes as part of the Mayor Green initiative.
- 8) Continue to restructure financial processes and establish controls for a more proficient team.
- 9) Clean up the old accounting system files.
- 10) Continue to support and sustain the implementation of the new financial accounting system MUNIS across all departments with technical assistance and training opportunities.

FY 2009-2010 GOAL STATUS

- 1) To implement and maintain an integrated, comprehensive and responsive core financial and human resources management system.
6 MONTH STATUS: Financial completed – go live July 1, 2009. Human Resource / Payroll component – go live January 1, 2010.
- 2) To acquire and implement a fully integrated business application based on best business practices.
6 MONTH STATUS: Ongoing.

GENERAL FUND BUDGET

COMPTROLLER'S OFFICE

PROGRAM HIGHLIGHTS

- 3) Provide easy & transparent flow of business transactions from one user to another.
6 MONTH STATUS: Completed with the implementation of Munis Financials.

- 4) To support access to reliable data for timely decision-making.
6 MONTH STATUS: Ongoing.

- 5) Work to integrate and support resource sharing, procurement, and staffing in concert with the larger Finance Department and the City as a whole.
6 MONTH STATUS: Ongoing.

- 6) Provide timely and integrated operational data regarding finances and transactions by location.
6 MONTH STATUS: Completed with the publishing of monthly financial reports.

- 7) Provide accurate information concerning the City of Bridgeport & the Board of Education's public resources.
6 MONTH STATUS: Ongoing.

- 8) Provide accurate current and historical data to support policymakers in developing informed decisions.
6 MONTH STATUS: Ongoing.

- 9) Increase efficiency and incur a cost savings by updating processes and implementing programs with a movement toward paperless and efficient workflow processes.
6 MONTH STATUS: Ongoing – implementing an EFT module for electronic vendor payments.

- 10) Restructure financial processes and establish controls for a more proficient team.
6 MONTH STATUS: Ongoing.

- 11) Continue to require City departments to provide the Comptroller's Office with documentation on a timelier basis.
6 MONTH STATUS: Ongoing.

- 12) Clean up the old accounting system files.
6 MONTH STATUS: Ongoing – implementing action plan for FYE 2011.

- 13) Support and sustain the implementation of the new financial accounting system MUNIS across all departments.
6 MONTH STATUS: Ongoing. Providing training opportunities and assistance where needed.

GENERAL FUND BUDGET

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