

Finance

Agency Overview

Agency Mission

The Agency's mission is to enhance the financial health of Madison and serve as the steward of the City's resources through financial information, advice and support to the public, employees, City agencies and policymakers.

Agency Overview

The Agency is responsible for citywide financial services including general accounting, financial reporting, budgeting, internal audit, risk management, purchasing, payroll, treasury services, investment management, and debt management. The goal of the Finance Department is to provide quality services to City agencies and facilitate processes that contribute to the quality of financial information for internal and external stakeholders. The Finance Department will advance this goal by continuing to support full implementation of enterprise resources planning system modules, fulfilling the reporting requirements of updated Governmental Accounting Standards Board (GASB) standards, continuing transition to more transparency and equity in budget decision-making and resource allocation, strengthening internal audit and grants management procedures, mitigating citywide risk and ensuring employee safety, and assisting agencies with administrative support and document services needs.

2023 Budget Highlights

Service: Accounting

- Increases the ambulance billing provider's transaction fee based on estimated ambulance revenues. (Increase: \$19,700)
- Adds funding for an Accounting Technician 2 position added in June 2022 in the Payroll section. (Increase: \$58,000)

Service: Administrative Support

- Budget maintains current level of service.

Service: Budget & Program Management

- Budget maintains current level of service.

Service: Internal Audit

- Moves the Grant Manager position from the Accounting Service and the Internal Audit Manager position from the Administrative Support service to the Internal Audit Service. (No net general fund impact)
- Adds a new Grant Writer position (\$84,100), a new Grant Accountant position (\$84,100) and related supplies (\$10,000). The Grant Writer will assist city agencies with identifying and applying for federal, state and private grants. The Accountant will assist with grant accounting, reporting, single audit responsibilities and help perform internal audits consistent with the city's internal audit work plan. The positions will be funded by the Grants Special Revenue Fund. (No net general fund impact)

Service: Risk Management

- Budget maintains current level of service.

Service: Treasury

- Budget maintains current level of service.

Finance**Function: Administration***Budget Overview*

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	3,733,504	4,159,134	4,170,540	4,307,118	4,515,132
Other Grants	-	-	-	-	178,200
Total	\$ 3,733,504	\$ 4,159,134	\$ 4,170,540	\$ 4,307,118	\$ 4,693,332

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Accounting	2,084,260	2,296,856	2,423,629	2,267,993	2,385,458
Administrative Support	431,008	421,810	333,119	393,703	403,508
Budget & Prgm Mgmt	494,532	639,044	570,209	714,782	693,743
Internal Audit	-	58,400	30,644	231,292	417,845
Risk Mgmt	2,382	-	2,646	-	0
Treasury	721,322	743,024	810,293	699,348	792,777
Total	\$ 3,733,504	\$ 4,159,134	\$ 4,170,540	\$ 4,307,118	\$ 4,693,332

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Misc Revenue	(16,500)	(31,500)	(31,500)	(33,000)	(38,000)
Transfer In	(370,000)	(370,000)	(370,000)	(370,000)	(178,200)
Total	\$ (386,500)	\$ (401,500)	\$ (401,500)	\$ (403,000)	\$ (216,200)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Salaries	3,219,175	3,359,387	3,273,346	3,481,268	3,776,064
Benefits	1,039,414	1,001,673	1,052,667	1,001,468	1,060,792
Supplies	120,584	123,675	130,444	131,610	141,610
Purchased Services	886,654	1,095,903	1,135,587	1,159,318	1,178,996
Inter Depart Charges	9,511	9,511	9,511	2,795	10,211
Inter Depart Billing	(1,155,334)	(1,029,515)	(1,029,515)	(1,066,341)	(1,436,341)
Transfer Out	-	-	-	-	178,200
Total	\$ 4,120,004	\$ 4,560,634	\$ 4,572,040	\$ 4,710,118	\$ 4,909,532

Service Overview

Service: Accounting

Service Description

This service is responsible for the accounting, payroll, and procurement operations of the City of Madison. The service develops and maintains accounting-related internal controls, oversees the annual financial statement and audit preparation, and develops, coordinates and implements the City's accounting and financial reporting systems. The goal of the service is to mitigate risk for financial losses and to ensure adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board Statements (GASB).

Activities Performed by this Service

- **Accounting:** Responsible for overseeing, approving, and processing financial transactions according to GAAP and GASB reporting standards. Prepares the Annual Comprehensive Financial Report and liaisons to external audit teams. Ensure debit and arbitrage compliance for the governmental funds including payments for debt service principal and interest. Administer Tyler MUNIS city-wide.
- **Payroll Accounting:** Process bi-weekly payroll, approve time entry batches for agency staff. Assist HR staff to administer benefits and annual enrollments. Administer the Tyler MUNIS Employee Self Service portal.
- **Procurement and Contracting:** Assist city staff to procure and contract for goods and services. Administer the Vendor Self Service portal of the financial system.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	2,084,260	2,296,856	2,423,629	2,267,993	2,385,458
Other-Expenditures	-	-	-	-	-
Total	\$ 2,084,260	\$ 2,296,856	\$ 2,423,629	\$ 2,267,993	\$ 2,385,458

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	(129,365)	(144,365)	(144,365)	(145,865)	(38,000)
Personnel	2,267,236	2,258,807	2,390,131	2,252,292	2,347,663
Non-Personnel	538,006	734,578	730,027	752,766	772,444
Agency Charges	(591,617)	(552,164)	(552,164)	(591,200)	(696,649)
Total	\$ 2,084,260	\$ 2,296,856	\$ 2,423,629	\$ 2,267,993	\$ 2,385,458

Service Overview

Service: Administrative Support

Service Description

This service provides clerical and office services to City agencies. In addition to the Administrative Support Team staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration, and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Activities Performed by this Service

- Administrative Support Team: Centralized team that provides administrative support to City agencies upon request.
- Document Services: Provides assistance to City agencies in document presentation, database management, and website administration.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	431,008	421,810	333,119	393,703	403,508
Other-Expenditures	-	-	-	-	-
Total	\$ 431,008	\$ 421,810	\$ 333,119	\$ 393,703	\$ 403,508

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	-	-	-	-	-
Personnel	412,638	398,032	318,955	392,254	402,059
Non-Personnel	31,141	27,367	17,754	23,367	23,367
Agency Charges	(12,771)	(3,589)	(3,589)	(21,918)	(21,918)
Total	\$ 431,008	\$ 421,810	\$ 333,119	\$ 393,703	\$ 403,508

Service Overview

Service: Budget & Prgm Mgmt

Service Description

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies, and supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice, and performance goals. The goal of the service is to continue to expand data visualization tools allowing policymakers and residents to interact with the budget, implement a new service structure for budget development, execute projects as part of the Data Management work plan, and execute data projects as part of an annual research agenda.

Activities Performed by this Service

- **Operating & Capital Budget Development:** Facilitate all phases of the budget planning and development process including: forecasting budget trends for the upcoming year, establishing processes for agency proposals, analyzing budget data to develop finance recommendations, and facilitating the legislative amendment process.
- **Budget Monitoring:** Conduct mid-year and year-end projections to monitor actual expenditures and revenues against the adopted budget. This work effort allows City policymakers and Managers to make necessary adjustments throughout the year based on actual budgetary trends. In addition to projections, review and approve budget amendments and transfers throughout the year to ensure agency compliance with the adopted budget and the State Expenditure Restraint program.
- **Fiscal Analysis:** Perform fiscal analysis on all legislation introduced to the Common Council.
- **Data Governance:** Serve as staff to the City's data governance team, lead efforts around citywide data visualization and collection, and convene data users from City departments.
- **Ad Hoc Data Projects:** Perform ad hoc research at the request of policy makers and agencies. Examples of projects include analyzing the City CARES program, eviction trends, and housing data.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	494,532	639,044	570,209	714,782	693,743
Other-Expenditures	-	-	-	-	-
Total	\$ 494,532	\$ 639,044	\$ 570,209	\$ 714,782	\$ 693,743

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	(257,135)	(257,135)	(257,135)	(257,135)	-
Personnel	894,826	1,000,431	925,375	1,044,393	1,023,354
Non-Personnel	48,220	55,459	61,680	59,459	59,459
Agency Charges	(191,380)	(159,711)	(159,711)	(131,935)	(389,070)
Total	\$ 494,532	\$ 639,044	\$ 570,209	\$ 714,782	\$ 693,743

Service Overview

Service: Internal Audit

Service Description

This service is responsible for developing and administering the City’s comprehensive internal audit program including internal control systems, program, performance accomplishments of city agencies, determining if agencies carried out policies directed or approved by the Common Council, and grant facilitation, oversight, accounting, auditing, reporting, and single audit preparation activities.

Activities Performed by this Service

- Internal Audit: Plan, supervise and perform internal audits to assess the effectiveness of the city’s internal controls. Perform the internal audits in accordance with an annual audit work plan presented to and approved by the Finance Committee. Prepare audit risk assessment plans to ensure legal and procedural requirements are met to ensure the financial accountability of city departments, manage grants that support City operations, and confirm that programs are functioning as intended by the Common Council.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	-	58,400	30,644	231,292	239,645
Other-Expenditures	-	-	-	-	178,200
Total	\$ -	\$ 58,400	\$ 30,644	\$ 231,292	\$ 417,845

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	-	-	-	-	(178,200)
Personnel	-	58,400	30,644	226,292	402,845
Non-Personnel	-	-	-	5,000	193,200
Total	\$ -	\$ 58,400	\$ 30,644	\$ 231,292	\$ 417,845

Service Overview

Service: Risk Mgmt

Service Description

This service is responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs, and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Activities Performed by this Service

- Claim payment: Payment of City liability property and subrogation claims.
- Safety Program: Administer the City's Safety program focused on ensuring the City is providing a safe workspace for all employees.
- Workers Compensation & Insurance Fund Administration: Administer funds including setting annual rates billed to agencies, and coordinate with insurers, agents, and outside providers.
- Risk Management Services: Contract review, employee trainings, policy development and other risk services.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	2,382	-	2,646	-	-
Other-Expenditures	-	-	-	-	-
Total	\$ 2,382	\$ -	\$ 2,646	\$ -	\$ -

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	-	-	-	-	-
Personnel	243	-	-	-	-
Non-Personnel	2,139	-	2,646	-	-
Total	\$ 2,382	\$ -	\$ 2,646	\$ -	\$ -

Service Overview

Service: Treasury

Service Description

This service processes over one million payments per year with an increasing number of payments received through electronic payment channels which requires the development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings. The major initiatives planned for this service include the continued development and expansion of electronic payments.

Activities Performed by this Service

- Revenue Processing: Calculate and receipt all revenue including personal and real estate tax bills.
- Citywide Investments and Reconciliation: Oversee citywide investments, reconciliation of bank accounts and report of investment holdings and revenue earnings.
- Parking Revenue Processing: Receive and count all Parking Utility receipts.

Service Budget by Fund

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
General	721,322	743,024	810,293	699,348	792,777
Other-Expenditures	-	-	-	-	-
Total	\$ 721,322	\$ 743,024	\$ 810,293	\$ 699,348	\$ 792,777

Service Budget by Account Type

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Revenue	-	-	-	-	-
Personnel	683,645	645,390	660,908	567,505	660,934
Non-Personnel	387,732	402,174	453,925	450,336	450,336
Agency Charges	(350,055)	(304,540)	(304,540)	(318,493)	(318,493)
Total	\$ 721,322	\$ 743,024	\$ 810,293	\$ 699,348	\$ 792,777

Finance

Function: Administration

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Misc Revenue					
Miscellaneous Revenue	(16,500)	(31,500)	(31,500)	(33,000)	(38,000)
Misc Revenue Total	\$ (16,500)	\$ (31,500)	\$ (31,500)	\$ (33,000)	\$ (38,000)
Transfer In					
Transfer In From Grants	-	-	-	-	(178,200)
Transfer In From Capital Proj	(370,000)	(370,000)	(370,000)	(370,000)	-
Transfer In Total	\$ (370,000)	\$ (370,000)	\$ (370,000)	\$ (370,000)	\$ (178,200)
Salaries					
Permanent Wages	3,140,780	3,435,928	3,207,000	3,484,591	3,611,187
Salary Savings	-	(173,574)	-	(294,192)	(71,260)
Pending Personnel	-	58,400	-	234,869	180,137
Premium Pay	6	5,133	85	-	-
Compensated Absence	36,694	-	37,000	22,500	22,500
Hourly Wages	32,037	25,000	22,261	25,000	25,000
Overtime Wages Permanent	9,474	8,500	7,000	8,500	8,500
Election Officials Wages	184	-	-	-	-
Salaries Total	\$ 3,219,175	\$ 3,359,387	\$ 3,273,346	\$ 3,481,268	\$ 3,776,064
Benefits					
Comp Absence Escrow	85,018	-	87,301	-	-
Health Insurance Benefit	471,321	500,113	476,606	488,339	519,764
Wage Insurance Benefit	13,760	12,732	15,000	14,835	15,163
IATSE Health Benefit	219	-	-	-	-
WRS	214,096	223,336	211,322	226,499	245,560
FICA Medicare Benefits	237,084	252,141	250,411	259,589	268,099
Moving Expenses	4,909	-	-	-	-
Post Employment Health Plans	13,008	13,351	12,026	12,207	12,207
Benefits Total	\$ 1,039,414	\$ 1,001,673	\$ 1,052,667	\$ 1,001,468	\$ 1,060,792
Supplies					
Office Supplies	3,769	7,580	7,351	7,400	7,400
Copy Printing Supplies	15,503	12,375	16,117	19,375	19,375
Furniture	3,116	5,300	13,468	5,300	5,300
Hardware Supplies	3,172	3,745	633	6,845	16,845
Software Lic & Supplies	725	600	452	1,100	1,100
Postage	93,014	86,105	86,105	86,105	86,105
Books & Subscriptions	727	3,225	1,400	1,950	1,950
Work Supplies	558	4,745	4,918	3,535	3,535
Supplies Total	\$ 120,584	\$ 123,675	\$ 130,444	\$ 131,610	\$ 141,610

Finance

Function:

Administration

Line Item Detail

Agency Primary Fund: General

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive
Purchased Services					
Telephone	4,126	3,150	3,150	1,600	1,600
Custodial Bldg Use Charges	98,539	118,180	118,180	118,180	118,180
Comm Device Mntc	-	1,221	1,221	555	555
Equipment Mntc	-	1,200	1,200	1,200	1,200
System & Software Mntc	31,842	81,210	85,210	85,210	85,210
Recruitment	1,511	1,550	1,550	1,500	1,500
Mileage	278	300	200	100	100
Conferences & Training	9,246	35,790	29,300	33,621	33,621
Memberships	8,768	5,133	3,826	3,533	3,533
Financial Actuary Services	9,250	5,000	4,150	10,000	10,000
Audit Services	77,755	104,570	94,570	104,570	104,570
Bank Services	89,992	85,000	85,000	95,000	95,000
Credit Card Services	147,616	120,000	120,000	155,000	155,000
Collection Services	79,109	90,000	97,000	90,000	90,000
Armored Car Services	9,360	8,000	12,992	8,000	8,000
Delivery Freight Charges	-	150	-	-	-
Storage Services	5,213	10,135	6,700	6,135	6,135
Management Services	269,143	364,000	364,000	385,000	404,678
Consulting Services	17,250	20,000	66,589	20,000	20,000
Advertising Services	-	200	-	200	200
Printing Services	21,398	38,520	38,400	38,520	38,520
Other Services & Expenses	6,248	2,444	2,200	1,244	1,244
Permits & Licenses	10	150	150	150	150
Purchased Services Total	\$ 886,654	\$ 1,095,903	\$ 1,135,587	\$ 1,159,318	\$ 1,178,996
Inter Depart Charges					
ID Charge From Insurance	7,384	7,384	7,384	644	8,060
ID Charge From Workers Comp	2,127	2,127	2,127	2,151	2,151
Inter Depart Charges Total	\$ 9,511	\$ 9,511	\$ 9,511	\$ 2,795	\$ 10,211
Inter Depart Billing					
ID Billing to Capital	-	-	-	-	(370,000)
ID Billing To Landfill	(13,738)	(10,240)	(10,240)	(9,994)	(9,994)
ID Billing To Monona Terrace	(71,753)	(59,417)	(59,417)	(63,664)	(63,664)
ID Billing To Golf Courses	(35,403)	(42,994)	(42,994)	(40,676)	(40,676)
ID Billing To Parking	(265,252)	(215,903)	(215,903)	(257,150)	(257,150)
ID Billing To Sewer	(148,315)	(136,686)	(136,686)	(116,633)	(116,633)
ID Billing To Stormwater	(146,762)	(128,296)	(128,296)	(99,533)	(99,533)
ID Billing To Transit	(237,027)	(210,024)	(210,024)	(248,889)	(248,889)
ID Billing To Water	(237,084)	(225,955)	(225,955)	(229,802)	(229,802)
Inter Depart Billing Total	\$ (1,155,334)	\$ (1,029,515)	\$ (1,029,515)	\$ (1,066,341)	\$ (1,436,341)

Position Summary

Classification	CG	2022 Budget Adopted		2023 Budget			
				Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT 2-18	18	2.00	147,395	2.00	151,842	3.00	218,823
ACCOUNTANT 3-18	18	5.00	375,938	5.00	403,462	5.00	403,462
ACCOUNTANT 4-18	18	6.00	529,187	6.00	555,253	6.00	555,253
ACCT CLERK 3-20	20	3.00	182,018	2.00	107,957	2.00	107,957
ACCT SERVICES MGR-18	18	1.00	133,924	1.00	137,062	1.00	137,062
ACCT TECH 3-20	20	3.00	206,682	5.00	326,541	5.00	326,541
ADMIN ANAL 3-18	18	1.00	77,120	1.00	81,082	1.00	81,082
ADMIN ANAL 4-18	18	2.00	192,915	2.00	194,857	2.00	194,857
ADMIN ASST-20	20	1.00	66,018	1.00	67,599	1.00	67,599
ADMIN CLK 1-20	20	2.00	98,422	2.00	100,610	2.00	100,610
ADMIN SUPPORT CLK 2-20	20	2.00	110,521	2.00	105,694	2.00	105,694
BUDGET/PROG EVAL MGR-18	18	1.00	101,879	1.00	117,965	1.00	117,965
BUYER 2-16	16	3.00	213,673	2.00	139,361	2.00	139,361
BUYER 3-16	16	-	-	1.00	83,218	1.00	83,218
DATA ANALYST 3	18	2.00	147,604	2.00	132,390	2.00	132,390
DATA ANALYST 4	18	1.00	97,400	1.00	97,887	1.00	97,887
DOC SERVS LDWKR-20	20	1.00	68,207	1.00	68,548	1.00	68,548
DOC SERVS SPEC 2-20	20	1.00	62,326	1.00	53,348	1.00	53,348
FIN OPER LDWKR-20	20	1.00	66,322	1.00	66,653	1.00	66,653
FINANCE DIR-21	21	1.00	180,226	1.00	182,079	1.00	182,079
GRANT WRITER	18	-	-	-	-	1.00	66,981
INTERNAL AUDIT MANAGER	18	1.00	99,050	1.00	93,396	1.00	93,396
PRINCIPAL ACCOUNTANT-18	18	3.00	312,068	3.00	334,178	3.00	334,178
PROGRAM ASST 1-20	20	2.00	116,918	2.00	114,402	2.00	114,402
RISK MANAGER-18	18	1.00	119,725	1.00	121,448	1.00	121,448
SAFETY COORDINATOR-18	18	1.00	70,728	1.00	74,170	1.00	74,170
TREASURY REV MGR-18	18	1.00	130,290	1.00	132,121	1.00	132,121
TOTAL		48.00	3,906,556	49.00	4,043,121	51.00	4,177,083

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.