

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 service to City agencies and facilitate processes that contribute to quality financial information for internal and external stakeholders. The Finance Department will advance this goal by continuing to support for the implementation of an updated Water Utility billing system, along with implementing the reporting requirements of updated Governmental Accounting Standards Board (GASB) standards pertaining to leases, continuing to support the Clerk's Office with election administration, completing the transition to a new service structure in the City's operating budget with a focus on increasing transparency surrounding the budget, continuing work on data visualization and analysis as it pertains to COVID response and recovery, continuing efforts to mitigate citywide risk and focusing on ways to ensure the safety of City employees during COVID, and replacing the City's legacy tax system to improve the efficiency of generating tax bills while also improving the data access and managing of the tax roll file.

2022 Budget Highlights

The 2022 Executive Budget:

- Includes the new Internal Audit service and funding for the Internal Audit Manager position created in June 2021.
- Reclasses a vacant Document Services Specialist 2 position to a Document Services Specialist 1. (Ongoing reduction: \$19,000)

The Executive Budget includes \$4,000 for the Town of Madison Final Attachment on October 31, 2022.

- Ongoing: Printing services for tax bills.

Budget Overview

Agency Budget by Fund

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	4,091,039	3,744,979	3,721,129	4,000,091	4,086,385
TOTAL	\$ 4,091,039	\$ 3,744,979	\$ 3,721,129	\$ 4,000,091	\$ 4,086,385

Agency Budget by Service

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Accounting	2,092,038	2,024,497	2,087,043	2,202,524	2,243,089
Administrative Support	477,661	498,408	429,187	427,162	417,716
Budget & Program Evaluation	798,822	547,381	500,772	625,995	629,912
Internal Audit	-	-	-	58,400	58,400
Risk Management	7,714	-	294	-	-
Treasury	714,805	674,694	703,833	686,011	737,268
TOTAL	\$ 4,091,039	\$ 3,744,979	\$ 3,721,129	\$ 4,000,091	\$ 4,086,385

Agency Budget by Major-Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Misc Revenue	(15,000)	(31,500)	(31,500)	(31,500)	(31,500)
Transfer In	(53,306)	(370,000)	(370,000)	(370,000)	(370,000)
TOTAL	\$ (68,306)	\$ (401,500)	\$ (401,500)	\$ (401,500)	\$ (401,500)

Agency Budget by Major-Expenses

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Salaries	3,103,924	3,270,102	3,259,884	3,372,538	3,325,364
Benefits	864,402	936,784	969,047	993,298	996,947
Supplies	127,990	123,675	115,819	123,675	123,675
Purchased Services	884,217	961,741	923,702	1,057,903	1,061,903
Inter Depart Charges	10,987	9,511	9,511	9,511	9,511
Inter Depart Billing	(832,175)	(1,155,334)	(1,155,334)	(1,155,334)	(1,029,515)
TOTAL	\$ 4,159,346	\$ 4,146,479	\$ 4,122,629	\$ 4,401,591	\$ 4,487,885

Service Overview

Service: Accounting

Citywide Element: Effective Government

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 and Governmental Accounting Standards Board Statements.

Major Budget Changes

- The Executive Budget maintains the current level of service.

Activities Performed by this Service

- Accounting: Responsible for overseeing, approving, and processing financial transactions according to GAAP and GASB reporting standards. Prepares the Comprehensive Annual 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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	2,092,038	2,024,497	2,087,043	2,202,524	2,243,089
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,092,038	\$ 2,024,497	\$ 2,087,043	\$ 2,202,524	\$ 2,243,089

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(35,463)	(144,365)	(144,365)	(144,365)	(144,365)
Personnel	2,068,360	2,154,526	2,268,819	2,236,429	2,239,040
Non-Personnel	584,146	604,454	552,707	700,578	700,578
Agency Charges	(525,006)	(590,119)	(590,119)	(590,119)	(552,164)
TOTAL	\$ 2,092,038	\$ 2,024,497	\$ 2,087,043	\$ 2,202,524	\$ 2,243,089

Service Overview

Service: Administrative Support

Citywide Element: Effective Government

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.

Major Budget Changes

- Resolution RES-21-00405 adopted June 1, 2021 reclassified a vacant Administrative Support Clerk 1 position as an Internal Audit Manager. The Executive Budget reflects the transfer of this position to the new service.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	477,661	498,408	429,187	427,162	417,716
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 477,661	\$ 498,408	\$ 429,187	\$ 427,162	\$ 417,716

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(8,580)	-	-	-	-
Personnel	459,730	483,812	411,693	412,566	393,938
Non-Personnel	31,022	27,367	30,265	27,367	27,367
Agency Charges	(4,511)	(12,771)	(12,771)	(12,771)	(3,589)
TOTAL	\$ 477,661	\$ 498,408	\$ 429,187	\$ 427,162	\$ 417,716

Service Overview

Service: Budget & Program Evaluation

Citywide Element: Effective Government

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 the development of the 2022 budget, execute projects as part of the Data Management work plan, and execute data projects as part of an annual research agenda.

Major Budget Changes

- The Executive Budget maintains the current level of service.

Activities Performed by this Service

- **Operating & Capital Budget Development:** Facilitate all phases of the budget planning process including: forecasting budget trends for the upcoming year, facilitating the agency proposal process, establishing Finance Recommendations for the Executive Budget, and drafting amendments to Executive Budget.
- **Budget Monitoring:** Conduct quarterly 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. This work also ensures the City remains compliant with the State Expenditure Restraint program.
- **Legislative 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. In 2020, this work has been focused on completing the following projects: Transit Operator Staffing Analysis, Recycling Special Fee Feasibility Study, and participation in the Bloomberg Innovation Team.

Service Budget by Fund

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	798,822	547,381	500,772	625,995	629,912
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 798,822	\$ 547,381	\$ 500,772	\$ 625,995	\$ 629,912

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(22,599)	(257,135)	(257,135)	(257,135)	(257,135)
Personnel	823,738	940,436	895,256	1,019,050	991,299
Non-Personnel	54,088	55,459	54,030	55,459	55,459
Agency Charges	(56,406)	(191,380)	(191,380)	(191,380)	(159,711)
TOTAL	\$ 798,822	\$ 547,381	\$ 500,772	\$ 625,995	\$ 629,912

Service Overview

Service: Internal Audit

Citywide Element: Effective Government

Service Description

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

Major Budget Changes

- Resolution RES-21-00405, adopted June 1, 2021, reclassified a vacant Administrative Support Clerk 1 position as an Internal Audit Manager. The Executive Budget includes funding for a mid-year start date for the position.

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.

Service Budget by Fund

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	-	-	-	58,400	58,400
Other-Expenditures	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ 58,400	\$ 58,400

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	-	-	-	-	-
Personnel	-	-	-	58,400	58,400
Non-Personnel	-	-	-	-	-
Agency Charges	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ 58,400	\$ 58,400

Service Overview

Service: Risk Management

Citywide Element: Effective Government

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.

Major Budget Changes

- Expenditures for this service are shown in the Worker's Compensation and Insurance funds. Miscellaneous expenditures in the 2020 Actual and the 2021 Projected columns reflect Risk Management's share of Finance Department costs that are spread across all services.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	7,714	-	294	-	-
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 7,714	\$ -	\$ 294	\$ -	\$ -

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(885)	-	-	-	-
Personnel	1,250	-	-	-	-
Non-Personnel	7,349	-	294	-	-
Agency Charges	-	-	-	-	-
TOTAL	\$ 7,714	\$ -	\$ 294	\$ -	\$ -

Service Overview

Service: Treasury

Citywide Element: Effective Government

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, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continued development and expansion of Electronic Bill Presentment and Payment.

Major Budget Changes

- The Executive Budget maintains the current level of service.

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

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
General	714,805	674,694	703,833	686,011	737,268
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 714,805	\$ 674,694	\$ 703,833	\$ 686,011	\$ 737,268

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(779)	-	-	-	-
Personnel	615,248	628,112	653,162	639,391	639,634
Non-Personnel	335,602	398,136	402,225	398,174	402,174
Agency Charges	(235,265)	(351,554)	(351,554)	(351,554)	(304,540)
TOTAL	\$ 714,805	\$ 674,694	\$ 703,833	\$ 686,011	\$ 737,268

Finance**Function: Administration***Line Item Detail***Agency Primary Fund: General**

Misc Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Miscellaneous Revenue	(15,000)	(31,500)	(31,500)	(31,500)	(31,500)
TOTAL	\$ (15,000)	\$ (31,500)	\$ (31,500)	\$ (31,500)	\$ (31,500)

Transfer In

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Transfer In From Grants	(53,306)	-	-	-	-
Transfer In From Capital	-	(370,000)	(370,000)	(370,000)	(370,000)
TOTAL	\$ (53,306)	\$ (370,000)	\$ (370,000)	\$ (370,000)	\$ (370,000)

Salaries

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Permanent Wages	3,013,559	3,395,629	3,195,800	3,401,905	3,401,905
Salary Savings	-	(164,160)	-	(126,400)	(173,574)
Pending Personnel	-	-	-	58,400	58,400
Premium Pay	47	5,133	100	5,133	5,133
Compensated Absence	31,929	-	25,000	-	-
Hourly Wages	43,403	25,000	30,300	25,000	25,000
Overtime Wages Permanent	13,361	8,500	8,500	8,500	8,500
Overtime Wages Hourly	340	-	-	-	-
Election Officials Wages	1,284	-	184	-	-
TOTAL	\$ 3,103,924	\$ 3,270,102	\$ 3,259,884	\$ 3,372,538	\$ 3,325,364

Benefits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Comp Absence Escrow	39,850	-	-	-	-
Health Insurance Benefit	366,341	428,052	475,885	486,376	500,113
Wage Insurance Benefit	12,125	11,913	12,776	12,732	12,732
WRS	205,734	229,202	217,997	229,626	221,124
FICA Medicare Benefits	227,681	254,266	249,381	251,213	249,627
Post Employment Health Plans	12,671	13,351	13,008	13,351	13,351
TOTAL	\$ 864,402	\$ 936,784	\$ 969,047	\$ 993,298	\$ 996,947

Supplies

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Office Supplies	5,482	7,580	4,800	7,580	7,580
Copy Printing Supplies	15,707	12,375	14,329	12,375	12,375
Furniture	-	5,300	3,100	5,300	5,300
Hardware Supplies	13,064	3,745	3,530	3,745	3,745
Software Lic & Supplies	10,464	600	800	600	600
Postage	81,672	86,105	85,905	86,105	86,105
Books & Subscriptions	604	3,225	1,300	3,225	3,225
Work Supplies	997	4,745	2,055	4,745	4,745
TOTAL	\$ 127,990	\$ 123,675	\$ 115,819	\$ 123,675	\$ 123,675

Finance**Function: Administration***Line Item Detail***Agency Primary Fund: General**

Purchased Services

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Telephone	6,560	3,178	2,519	3,150	3,150
Custodial Bldg Use Charges	102,425	118,180	118,180	118,180	118,180
Comm Device Mntc	192	1,221	600	1,221	1,221
Equipment Mntc	-	1,200	500	1,200	1,200
System & Software Mntc	37,869	29,750	32,225	81,210	81,210
Recruitment	1,653	1,550	1,522	1,550	1,550
Mileage	-	300	-	300	300
Conferences & Training	20,529	35,790	11,500	35,790	35,790
Memberships	6,362	5,133	7,540	5,133	5,133
Financial Actuary Services	4,000	11,000	9,250	5,000	5,000
Audit Services	97,668	99,590	86,975	104,570	104,570
Bank Services	57,368	85,000	75,000	85,000	85,000
Credit Card Services	102,997	120,000	110,000	120,000	120,000
Collection Services	90,783	78,000	88,680	90,000	90,000
Armored Car Services	8,453	8,000	9,500	8,000	8,000
Delivery Freight Charges	-	150	-	150	150
Storage Services	4,612	10,135	3,998	10,135	10,135
Management Services	288,642	296,250	262,225	330,000	330,000
Consulting Services	28,611	20,000	68,889	20,000	20,000
Advertising Services	-	200	-	200	200
Printing Services	20,101	34,520	34,400	34,520	38,520
Other Services & Expenses	5,382	2,444	200	2,444	2,444
Permits & Licenses	10	150	-	150	150
TOTAL	\$ 884,217	\$ 961,741	\$ 923,702	\$ 1,057,903	\$ 1,061,903

Inter-Departmental Charges

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Charge From Insurance	9,210	7,384	7,384	7,384	7,384
ID Charge From Workers Comp	1,777	2,127	2,127	2,127	2,127
TOTAL	\$ 10,987	\$ 9,511	\$ 9,511	\$ 9,511	\$ 9,511

Inter-Departmental Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Billing To Landfill	(21,967)	(13,738)	(13,738)	(13,738)	(10,240)
ID Billing To Monona Terrace	(86,837)	(71,753)	(71,753)	(71,753)	(59,417)
ID Billing To Golf Courses	(51,056)	(35,403)	(35,403)	(35,403)	(42,994)
ID Billing To Parking	(185,983)	(265,253)	(265,253)	(265,253)	(215,903)
ID Billing To Sewer	(56,854)	(148,315)	(148,315)	(148,315)	(136,686)
ID Billing To Stormwater	(102,804)	(146,762)	(146,762)	(146,762)	(128,296)
ID Billing To Transit	(121,326)	(237,027)	(237,027)	(237,027)	(210,024)
ID Billing To Water	(205,348)	(237,083)	(237,083)	(237,083)	(225,955)
TOTAL	\$ (832,175)	\$ (1,155,334)	\$ (1,155,334)	\$ (1,155,334)	\$ (1,029,515)

Position Summary

Classification	CG	2021 Budget Adopted		2022 Budget			
				Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT 2-18	18	3.00	229,609	2.00	145,935	2.00	145,935
ACCOUNTANT 3-18	18	4.00	277,631	5.00	372,215	5.00	372,215
ACCOUNTANT 4-18	18	6.00	515,662	6.00	523,947	6.00	523,947
ACCT CLERK 3-20	20	3.00	180,331	3.00	180,215	3.00	180,215
ACCT SERVICES MGR-18	18	1.00	133,615	1.00	132,598	1.00	132,598
ACCT TECH 3-20	20	3.00	204,159	3.00	204,635	3.00	204,635
ADMIN ANAL 3-18	18	1.00	62,536	1.00	76,356	1.00	76,356
ADMIN ANAL 4-18	18	2.00	187,501	2.00	191,005	2.00	191,005
ADMIN ASST-20	20	-	-	1.00	65,364	1.00	65,364
ADMIN CLK 1-20	20	2.00	96,926	2.00	97,447	2.00	97,447
ADMIN SUPPORT CLK 1-20	20	1.00	55,698	-	-	-	-
ADMIN SUPPORT CLK 2-20	20	2.00	103,836	2.00	109,427	2.00	109,427
BUDGET/PROG EVAL MGR-18	18	1.00	126,262	1.00	100,870	1.00	100,870
BUYER 2-16	16	3.00	210,961	3.00	211,558	3.00	211,558
DATA ANALYST 1	18	2.00	162,124	2.00	146,142	2.00	146,142
DATA ANALYST 4	18	1.00	80,493	1.00	96,436	1.00	96,436
DOC SERVS LDWKR-20	17	1.00	68,524	-	-	-	-
DOC SERVS LDWKR-20	20	-	-	1.00	67,532	1.00	67,532
DOC SERVS SPEC 2-20	17	1.00	62,164	-	-	-	-
DOC SERVS SPEC 2-20	20	-	-	1.00	61,709	1.00	61,709
FIN OPER LDWKR-20	20	1.00	66,169	1.00	65,665	1.00	65,665
FINANCE DIR-21	21	1.00	174,158	1.00	178,442	1.00	178,442
INTERNAL AUDIT MANAGER	18	-	-	1.00	44,608	1.00	44,608
PRINCIPAL ACCOUNTANT-18	18	3.00	314,268	3.00	308,978	3.00	308,978
PROGRAM ASST 1-20	20	3.00	174,691	2.00	115,760	2.00	115,760
RISK MANAGER-18	18	1.00	117,217	1.00	118,540	1.00	118,540
SAFETY COORDINATOR-18	18	1.00	67,831	1.00	70,028	1.00	70,028
TREASURY REV MGR-18	18	1.00	128,820	1.00	129,000	1.00	129,000
TOTAL		48.00	3,801,186	48.00	3,814,412	48.00	3,814,412

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.