

FINANCE & ADMINISTRATION DIVISION

Controller's Office/ Payroll/ Property Management / Purchasing/ Human Resources/ Information Systems

Mission Statement

The mission of the Finance & Administration Division is to ensure the proper fiscal management of the revenues received and expenses incurred by the City of Fort Wayne and serve as an administrative resource to all City Divisions as they execute their responsibilities for the citizens of Fort Wayne.

Goals and Objectives

- To safeguard the assets of the City of Fort Wayne through strong internal controls
- To ensure expense management through strong fiscal control
- To ensure adequate resources are available to ensure delivery of excellent services to citizens
- Provide goods & services at the lowest price with the highest quality to ensure the best use of taxpayer money
- To ensure the highest quality of recruitment, retention, development and recognition of City employees who demonstrate the values and behaviors that allow the City of Fort Wayne to achieve its strategic goals and objectives
- To ensure quality, reliable, available, recoverable and cost effect information systems and services to the City of Fort Wayne
- To ensure the highest quality of administrative support to all City Divisions
- To serve as resource to all City Divisions as they serve the taxpayers of Fort Wayne

FINANCE & ADMINISTRATION

Dept # 0002

2011 BUDGET COMPARISON

	2009	2010 ACTUAL	2010 REVISED	2011	\$ INC/(DEC)	% CHANGE
	ACTUAL	THRU	BUDGET	SUBMITTED	FROM 2010 APPR	FROM 2010 APPR
		30-Jun-10			TO 2011	TO 2011
5111 WAGES-REG	1,683,668		1,958,205	1,995,535	37,330	1.91%
5131 PERF	121,896		150,936	168,709	17,773	
5132 FICA	123,997		149,804	152,668	2,864	
5134 GROUP HEALTH INSUR	297,000		356,400	367,200	10,800	
5136 UNEMPLOYMENT	1,799		1,960	1,990	30	
5137 WORKERS COMP	3,032		2,897	3,215	318	
513A PERF/FRINGE	50,484		58,410	59,542	1,132	
513R RETIREE HEALTH INSUR	9,000		29,700	30,600	900	
5161 STLMT/SEVRNC	16,688		-	-	-	
Total 5100	\$ 2,307,564	\$ 1,323,622	\$ 2,708,312	\$ 2,779,459	\$ 71,147	2.63%
5212 STATIONARY/FORMS	25,749		27,277	36,241	8,964	
5213 COMPUTER SUPPL	16,628		21,283	18,580	(2,703)	
5219 OTHR OFFC SUPPL	25,300		19,064	24,131	5,067	
5231 GASOLINE	867		1,339	1,400	61	
5247 INSTRUCTIONAL SUPPL	485		3,000	3,000	-	
5263 OTHR REP PRT	215		816	895	79	
5299 OTHER MTLs	2,113		3,560	3,560	-	
Total 5200	\$ 71,357	\$ 23,851	\$ 76,339	\$ 87,807	\$ 11,468	15.02%
5314 CONSULT SRVCS	2,140,583		2,371,475	2,260,177	(111,298)	
5315 APPRAISAL/INSPECTION	9,000		8,000	8,000	-	
5317 INSTRUCTIONAL SVCS	12,109		57,100	17,100	(40,000)	
5318 ELECTION EXP	-		-	413,000	413,000	
531C AUDIT FEES	14,204		20,000	20,000	-	
531H BANK SERVICES	377		420	420	-	
531K SEMINAR FEES	8,030		15,000	16,400	1,400	
5322 POSTAGE	135,057		138,201	138,175	(26)	
5323 TELEPHONE	110,012		73,621	102,725	29,104	
5324 TRAVEL	7,203		6,000	10,250	4,250	
5326 MILEAGE	2,709		2,600	2,500	(100)	
532C CELL PHONE	10,199		12,618	3,442	(9,176)	
532L LONG DISTANCE	2,692		3,260	3,932	672	
5331 PRINTING	7,090		12,670	12,550	(120)	
5332 PUB LEGAL	1,683		4,313	4,084	(229)	
5342 LIABILITY INSUR	4,364		11,488	10,716	(772)	
5354 SEWAGE	26		372	372	-	
5363 CONT OTH REP	23,401		25,235	20,283	(4,952)	
5364 CONT SRF REP	19,623		39,648	38,763	(885)	
5367 MAINT SOFTWARE	623,710		774,608	637,504	(137,104)	
5369 CONT SRVCS	204,164		200,777	160,096	(40,681)	
536A MT. HARD WARE	140,280		39,711	146,354	106,643	
536M CONT SRVCS - MOWING	204,963		187,838	191,592	3,754	
536N GARAGE-NONTARGET	69		328	185	(143)	
536P CONT MNT & REP-HVAC	192,246		146,716	151,115	4,399	
536T GARAGE TARGET	4,758		3,953	3,898	(55)	
5371 BLDG RENT	943,877		936,096	-	(936,096)	
5373 COMPUTER RENT	247,050		327,000	267,000	(60,000)	
5374 OTHER EQ RENT	11,649		13,258	13,510	252	
5375 OTHER RENT	6,759		6,969	6,979	10	
5377 CC BLD PKG	1,325		1,350	450	(900)	
5383 AGT FEE BOND	350		250	250	-	
5391 SUBS & DUES	64,015		70,196	65,687	(4,509)	
5393 TAXES	-		1,000	1,000	-	
5398 MICRO FICHE	95		400	400	-	
5399 OTHR SRVCS	6,149		2,872	2,872	-	
539A OP TRANS OUT	700,000		-	-	-	
539B MASTER LEASE	223,017		177,234	88,617	(88,617)	
539D DRAINAGE ASSMT	350		1,440	1,440	-	
Total 5300	\$ 6,083,188	\$ 2,235,079	\$ 5,694,017	\$ 4,821,838	\$ (872,179)	-15.32%
5444 PUR OTHER EQUIP	42		-	-	-	
Total 5400	\$ 42	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 8,462,151	\$ 3,582,552	\$ 8,478,668	\$ 7,689,104	\$ (789,564)	-9.31%