

FINANCE & ADMINISTRATION DIVISION

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

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 a 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 for 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 quality, reliable, available, recoverable and cost effect information systems and services to the City of Fort Wayne
- To ensure the highest quality of support to all City Divisions
- To serve as resource to all City Divisions as they serve the taxpayers of Fort Wayne

FINANCE ADMIN
 Dept # 0002
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5111 TOTAL WAGES	1,503,742		1,554,284	1,554,756	472	0.03%
5131 PERF - EMPLOYERS SHARE	150,418		163,029	173,204	10,175	
5132 FICA	111,125		124,709	118,965	(5,744)	
5134 LIFE MEDICAL & HEALTH INSURAN	330,400		330,400	306,800	(23,600)	
5136 UNEMPLOYMENT COMPENSATION	1,590		1,629	1,550	(79)	
5137 WORKERS COMP INSURANCE	2,725		1,740	3,494	1,754	
513A PERF - EMPLOYEES/PD BY CITY	45,125		48,921	46,371	(2,550)	
513R RETIREES HEALTH INSURANCE	11,800		23,600	11,800	(11,800)	
5161 WAGE SETTLEMENT/SEVERANCE PAY	15,415		-	-	-	
Total 5100	\$2,172,340	\$1,051,275	\$2,248,312	\$2,216,940	(\$31,372)	- 1.40%
5212 STATIONERY & PRINTED FORMS	20,400		30,979	28,237	(2,742)	
5213 COMPUTER SUPPLIES	4,943		4,080	4,080	-	
5219 OTHER OFFICE SUPPLIES	15,122		22,146	20,146	(2,000)	
5231 GASOLINE	807		891	1,383	492	
5232 DIESEL FUEL / FUEL OIL	1,087		-	-	-	
5263 OTHER EQUIPMENT REPAIR PARTS	186		300	300	-	
5299 OTHER MATERIALS & SUPPLIES	89,371		97,160	133,160	36,000	
Total 5200	\$131,916	\$41,572	\$155,556	\$187,306	\$31,750	20.41%
5310 JOINT TASK FORCE	152,062		372,939	-	(372,939)	
5314 CONSULTANT SERVICES	2,051,156		2,025,416	2,044,326	18,910	
5315 APPRAISALS & INSPECTIONS	-		5,000	5,000	-	
531C AUDIT FEES	15,492		20,000	20,000	-	
531H BANK SERVICE CHARGES	23,081		420	23,000	22,580	
531K SEMINAR FEES	6,425		11,374	15,728	4,354	
531M SECURITY SERVICES	156,553		170,000	181,040	11,040	
5322 POSTAGE	9,877		15,451	15,451	-	
5323 TELEPHONE & TELEGRAPH	510,976		436,000	447,439	11,439	
5324 TRAVEL EXPENSES	5,747		4,750	7,050	2,300	
5326 MILEAGE	1,125		1,500	1,500	-	
532C CELL PHONE	2,855		2,218	3,458	1,240	
532L LONG DISTANCE CHARGES	6,788		5,000	9,060	4,060	
5331 PRINTING OTHER THAN OFFC SUPPL	6,747		9,000	6,000	(3,000)	
5332 PUBLIC OF LEGAL NOTICES/ADVTER	1,385		2,461	2,311	(150)	
5342 LIABILITY INSURANCE	38,882		36,211	38,889	2,678	
5351 ELECTRICITY	198,932		220,540	232,815	12,275	
5352 NATURAL GAS	34,347		55,000	39,501	(15,499)	
5353 WATER	28,187		10,000	16,696	6,696	
5354 SEWAGE	140		10,372	372	(10,000)	
5361 CONTRACTED BLDG & STRUCT REPAI	40,707		-	-	-	
5363 CONTRACTED OTHER EQUIPMT REPAI	58,522		20,350	17,090	(3,260)	
5364 CONTRACTED GROUND & SURFC RPR	64,835		38,763	38,763	-	
5365 JANITORIAL & LAUNDRY SERVICE	212,083		307,638	244,400	(63,238)	

FINANCE ADMIN
 Dept # 0002
 2014 BUDGET COMPARISON

	2012 ACTUAL	2013 ACTUAL THRU 30-Jun-2013	2013 REVISED BUDGET	2014 SUBMITTED	\$ INCREASE (DECREASE) FROM 2013 REVISED	% CHANGE FROM 2013 REV TO 2014
5367 MAINT. AGREEMENT - SOFTWARE	903,667		1,083,633	1,250,790	167,157	
5368 CONTRACTS - ELEVATOR SERVICE	3,375		-	5,000	5,000	
5369 CONTRACTED SERVICE	406,343		705,896	709,528	3,632	
536A MAINT. AGREEMENT - HARDWARE	106,376		102,459	102,652	193	
536K REPAIRS AND MAINTENANCE - CSQ	-		170,000	-	(170,000)	
536M MOWING SERVICES	177,652		186,012	-	(186,012)	
536N GARAGE CONTRACT - NONTARGET	10		96	56	(40)	
536P HVAC SERVICES	289,487		176,714	176,714	-	
536T GARAGE CONTRACT - TARGET	3,450		2,905	2,933	28	
5373 COMPUTER EQUIPMENT RENTAL	331,422		331,428	325,000	(6,428)	
5374 OTHER EQUIPMENT RENTAL	12,639		9,012	9,708	696	
5375 OTHER RENT	125		6,969	6,969	-	
5377 CC BUILDING PARKING	14		-	-	-	
5383 PAYMENT OF AGENT FEES - BONDS	250		250	250	-	
5391 SUBSCRIPTIONS AND DUES	78,847		66,283	71,464	5,181	
5393 TAXES	45		1,000	1,000	-	
5398 MICRO FICHE CHARGES	-		400	-	(400)	
5399 OTHER SERVICES AND CHARGES	50,116		25,425	29,425	4,000	
539D DRAINAGE ASSESSMENTS	1,786		1,440	1,440	-	
Total 5300	\$5,992,505	\$2,974,499	\$6,650,325	\$6,102,818	(\$547,507)	-8.23%
5444 PURCHASE OF OTHER EQUIPMENT	338,971		148,647	-	(148,647)	
5454 BETTERMENTS & ADDITIONS	506,259		114,947	210,000	95,053	
Total 5400	\$845,230	\$131,173	\$263,594	\$210,000	(\$53,594)	- 20.33%
Total	\$9,141,990	\$4,198,518	\$9,317,787	\$8,717,064	(\$600,723)	-6.45%