

FINANCE

FINANCE

Office of the
Chief Fiscal Officer

Finance
Administration
1311

Public Finance
and Investments
1313

Controller

Controller
Administration
1321

Central
Accounting
1322

Accounts
Payable
1324

Treasury

Treasury
Administration
1341

Revenue
Management
1342

Tax Billing
1346

Remittance
Processing
1347

Property
Appraisal

Property Appraisal
1351

2004 Resource Plan

Department: Finance

Division	Financial Summary		Personnel Summary							
	2003	2004	2003 Revised				2004 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Finance Administration	200,590	0	2			2				0
Public Finance & Cash Mgmt	428,020	339,960	3			3	3			3
Controller	2,614,720	1,914,899	36			36	23			23
Risk Management	248,480	0	3			3				0
Safety	92,680	0	1			1				0
Treasury	1,738,690	2,279,756	21			21	26			26
Property Appraisal	2,704,990	3,937,075	35			35	51			51
Self Insurance	9,001,200	0			6	6				0
Operating Cost	17,029,370	8,471,690	101	0	6	107	103	0	0	103
Add Debt Service	0	0								
Direct Organization Cost	17,029,370	8,471,690								
Charges From/(To) Others	(8,350,920)	(663,120)								
Function Cost	8,678,450	7,808,570								
Less Program Revenues	(2,272,210)	(3,723,620)								
Net Program Cost	6,406,240	4,084,950								

2004 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Public Finance & Cash Mgmt	293,160	1,800	45,000	0	339,960
Controller	1,852,070	19,300	115,670	5,000	1,992,040
Treasury	1,693,180	22,620	628,300	550	2,344,650
Property Appraisal	3,711,840	26,380	286,510	40,310	4,065,040
Operating Cost	7,550,250	70,100	1,075,480	45,860	8,741,690
Less Vacancy Factor	(270,000)				(270,000)
Add Debt Service					0
Total Direct Organization Cost	7,280,250	70,100	1,075,480	45,860	8,471,690

* Travel budgeted by this department within the Other Services category is \$56,600

RECONCILIATION FROM 2003 REVISED BUDGET TO 2004 APPROVED BUDGET
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DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
2003 REVISED BUDGET:	\$ 17,029,370	101		6
2003 ONE-TIME REQUIREMENTS:				
- Arbitrage Database	(100,000)			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None	0			
DEBT SERVICE CHANGES:	0			
CHANGES IN EXISTING PROGRAMS FOR 2004:				
- Salaries and benefits adjustment	486,400			
- Self-insurance	(1,770,200)			
CONTINUATION LEVEL FOR 2004:	<u>\$ 15,645,570</u>	<u>101</u>	<u>0</u>	<u>6</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- Chief Fiscal Officer Administration to Office of the Chief Fiscal Officer	(208,220)	(2)		
- PeopleSoft Division to Office of the Chief Fiscal Officer	(268,670)	(3)		
- Risk Management to Municipal Manager's Department	(97,390)	(1)		
- Safety Division to Municipal Manager's Department	(7,488,540)	(3)		
2004 PROGRAMMATIC CHANGES:				
- Eliminate three positions in Controller Division due to increased use of current technology	(173,700)	(3)		
- Eliminate temporary positions in Property Appraisal	(143,200)			(6)
- Creation of four positions in Treasury to enhance collection of old and newly delinquent fines and fees	265,960	4		
- Creation of nine positions and upgrades of five positions in Property Appraisal to improve appraisal process	585,100	9		
- Add funding for increased collection agency fees, offset by additional collection revenues	337,500			
- Add funding in Property Appraisal for legal service, postage, computer, and a copier	146,320			
- Salaries and benefits adjustment	(214,040)			
2004 PROPOSED BUDGET:	<u>\$ 8,386,690</u>	<u>102</u>	<u>0</u>	<u>0</u>

RECONCILIATION FROM 2003 REVISED BUDGET TO 2004 APPROVED BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
2004 AMENDMENTS:				
- Add staff to Finance Department	85,000	1		
2004 APPROVED BUDGET:	<u>\$ 8,471,690</u>	<u>103</u>	<u>0</u>	<u>0</u>

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094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 1

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

1 1313-PUBLIC FINANCE & INVEST
0848-Debt and Investment Manag
SOURCE OF FUNDS, THIS SVC LEVEL:

1 Provide leadership and technical
OF expertise related to bond issuance
3 and management, cash management and
investment management.

IGC SUPPORT
PROGRAM REVENUES 496,320

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	108,770	1,800	45,000	0	0	155,570

2 1321-CONTROLLER ADMINISTRATION
0042-Controller Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Supervise and direct the compilation of
OF financial transactions for all Municipal
1 funds. Oversee the annual audit,
preparation of the Comprehensive
Annual Financial Report (CAFR),
Detail Statements and Schedules,
and Schedules of Federal and State
Financial Assistance.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	108,770	1,800	20,900	0	0	131,470

3 1341-TREASURY ADMINISTRATION
0047-Division Admin and Manage
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Ensure fiscal integrity of the
OF Municipality by meeting performance
1 objectives and administering the
functions of the Treasury Division in
compliance with applicable Municipal
policies, ordinances and State statutes.

TAX SUPPORT
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	140,120	900	5,900	0	300	147,220

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01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 2

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

4 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 1 Provide foundation level services to
OF meet State and Municipal mandated
7 property appraisal requirements for
92,000 commercial and residential
properties. Provide personnel and
program oversight and quality and
quantity review. Certify assessment
rolls. Provide assessment projections
to Office of Management and Budget.

PROGRAM REVENUES 229,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	70,945	16,380	146,010	0	8,620	241,955

5 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 2 Provide valuation estimates for
OF Anchorage's 92,000 improved residential
7 and commercial property utilizing mass
appraisal techniques. Resolves
valuation questions and brings cases
to the Board of Equalization to arrive
at a fair and equitable valuation at
full market value. Tracks ownership
transfers of real property and provides
property information to public.

PROGRAM REVENUES 500,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
16	0	0	1,177,400	1,080	26,960	0	0	1,205,440

6 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

1 Manage all Central Accounting and
OF financial reporting functions.
15 Coordinate annual audit, annual single
audit and financial statement
preparation. Oversee implementation of
new governmental accounting standards.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,249	10,000	70,940	0	5,000	144,189

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 3

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

7 1313-PUBLIC FINANCE & INVEST 2 Responsible for ongoing debt
0848-Debt and Investment Manag OF management and assistance with bond
SOURCE OF FUNDS, THIS SVC LEVEL: 3 issuance. Acts as backup to the Cash
Manager/Investment Officer.

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	97,170	0	0	0	0	97,170

8 1313-PUBLIC FINANCE & INVEST 3 Responsible for ongoing cash and
0848-Debt and Investment Manag OF investment management.
SOURCE OF FUNDS, THIS SVC LEVEL: 3

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	87,220	0	0	0	0	87,220

9 1346-TAX BILLING 1 Bill, collect and manage MOA property
0444-Tax Billing and Collectio OF tax receivables; receive and process
SOURCE OF FUNDS, THIS SVC LEVEL: 1 tax payments and requests for tax
TAX SUPPORT information. Balance tax receivable
system with G/L system daily; enter
adjustments and refunds into the tax
system; and provide information to the
public regarding property taxes.

PROGRAM REVENUES 10,800

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	182,280	7,300	102,250	0	250	292,080

10 1342-REVENUE MANAGEMENT CB 1 Analyze & audit city's revenue sources
0661-Revenue Management OF according to pre-established criteria.
SOURCE OF FUNDS, THIS SVC LEVEL: 3 Audit and administer tax revenues
TAX SUPPORT centralized within Treasury (i.e.,
hotel/motel, rental vehicle and tobacco)
as well as E911 surcharge. Promote best
practices city-wide related to billing,
collecting and cash handling through
regularly issued reports and general and
tailored training sessions with depts.

PROGRAM REVENUES 102,500

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 4

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	0	0	425,156	2,000	3,050	0	0	430,206

11 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Funding for overtime for annual audit
OF to meet Municipal Charter requirement
15 that the audit be completed within
90 days after year end. Overtime is
also required to issue the Comprehensive
Annual Financial Report by the
June 30 deadline requireby by bond
covenants.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	60,000	0	0	0	0	60,000

12 1342-REVENUE MANAGEMENT
0661-Revenue Management
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT
PROGRAM REVENUES 2,350,000

CB 2 Pursue collection of delinquent mobile
OF home and business property taxes and
3 delinquent leasehold taxes, as well as
delinquent criminal/civil fines & fees
and delinquent miscellaneous accounts
receivable. Administer outside
collections contract and monitor
performance relative to revenue recovery
and commission expense.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	370,700	2,200	449,700	0	0	822,600

13 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Supervise financial reporting activities
OF including monthly financial reports,
15 annual financial statements and audit
work paper preparation. Implement
pronouncements of the Governmental
Accounting Standards Board and ensure
Municipal compliance with regulatory
requirements.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	91,990	0	0	0	0	91,990

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 5

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

14 1322-CENTRAL ACCOUNTING 4 Supervise financial record keeping and
0837-Central Accounting OF reporting of all infrastructure and
SOURCE OF FUNDS, THIS SVC LEVEL: 15 capital projects. Oversee monitoring
and recording of capital project and
IGC SUPPORT infrastructure activity in accordance
with governmental accounting standards.
Review and monitor all bank account
and PeopleSoft subsystem reconciliations

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	100,390	0	0	0	0	100,390

15 1324-ACCOUNTS PAYABLE 1 Responsible for supervision of central
0044-Accounts Payable OF accounts payable functions including
SOURCE OF FUNDS, THIS SVC LEVEL: 7 printing checks. Responsible for
ensuring year end training of over 100
Municipal accounts payable clerks.
IGC SUPPORT Responsible for overseeing 1099
reporting and Municipal compliance with
IRS 1099 regulations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	48,620	7,500	23,830	0	0	79,950

16 1322-CENTRAL ACCOUNTING 13 Oversee financial record keeping and
0837-Central Accounting OF reporting for all Municipal grants.
SOURCE OF FUNDS, THIS SVC LEVEL: 15 Coordinate and oversee preparation of
the Municipality's annual single audit.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	91,240	0	0	0	0	91,240

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 6

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

17 1327-Remittance Processing cb 1 Receive, open and separate AWWU, SWS and
0839-Remittance Processing OF ML&P bills into batches required for
SOURCE OF FUNDS, THIS SVC LEVEL: 1 remittance processing. Input manual
batches. Process utility and tax
IGC SUPPORT payments into the remittance processing
system. Transmit data to utilities.
Ensure proper posting to customer
accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	0	0

18 1322-CENTRAL ACCOUNTING 7 Responsible for financial reporting for
0837-Central Accounting OF all Federal and State grants received by
SOURCE OF FUNDS, THIS SVC LEVEL: 15 the Municipality. Coordinate with and
train department grant managers and
IGC SUPPORT fiscal personnel on grant reporting
requirements. Assist in preparation of
the annual single audit. Prepare annual
audit workpapers for State and Federal
grants funds.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	164,610	0	0	0	0	164,610

19 1322-CENTRAL ACCOUNTING 5 Responsible for financial accounting,
0837-Central Accounting OF reporting and audit work paper
SOURCE OF FUNDS, THIS SVC LEVEL: 15 preparation for 34 general funds.
Initiate and review transactions for all
IGC SUPPORT general funds in accordance with
governmental accounting standards.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	75,730	0	0	0	0	75,730

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 7

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

20 1322-CENTRAL ACCOUNTING 6 Responsible for financial accounting,
0837-Central Accounting OF reporting and audit workpaper
SOURCE OF FUNDS, THIS SVC LEVEL: 15 preparation for all Municipal capital
IGC SUPPORT projects funds. Responsible for
accounting and reporting all Municipal
infrastructure in accordance with
governmental accounting standards.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	169,100	0	0	0	0	169,100

21 1322-CENTRAL ACCOUNTING 8 Perform maintenance and setups on People
0837-Central Accounting OF Soft chartfields. Run labor
SOURCE OF FUNDS, THIS SVC LEVEL: 15 distribution processes. Responsible for
IGC SUPPORT running monthly allocations and closing
processes. Monitor and ensure that all
transactions post to the general ledger.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	136,160	0	0	0	0	136,160

22 1324-ACCOUNTS PAYABLE 2 Responsible for researching and
0044-Accounts Payable OF resolving PeopleSoft accounts payable
SOURCE OF FUNDS, THIS SVC LEVEL: 7 system and user problems. Assist
IGC SUPPORT accounts payable clerks with PeopleSoft
accounts payable issues. Assist with
system testing for PeopleSoft accounts
payable upgrades and fixes and patches.
Responsible for issuing IRS 1099-Misc.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,920	0	0	0	0	66,920

23 1351-PROPERTY APPRAISAL 6 Responsible for assessment of business
0822-Property Appraisal OF inventory and equipment and valuation
SOURCE OF FUNDS, THIS SVC LEVEL: 7 of all taxable personal property.
TAX SUPPORT

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 8

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
8	0	0	544,520	3,800	71,600	0	1,050	620,970

24	1322-CENTRAL ACCOUNTING					9	Perform monthly reconciliations of all
	0837-Central Accounting					OF	major Municipal bank accounts.
	SOURCE OF FUNDS, THIS SVC LEVEL:					15	Responsible for PeopleSoft subsystem to
	IGC SUPPORT						general ledger reconciliations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	133,370	0	0	0	0	133,370

25	1322-CENTRAL ACCOUNTING					10	Monitor and maintain PeopleSoft fixed
	0837-Central Accounting					OF	asset module. Responsible for general
	SOURCE OF FUNDS, THIS SVC LEVEL:					15	government fixed asset reporting. Train
	IGC SUPPORT						all Municipal fixed asset custodians on
							PeopleSoft fixed asset module and
							Municipal fixed assets policy and
							procedures. Responsible for all
							accounting and reporting for Municipal
							self insurance funds.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	84,340	0	0	0	0	84,340

26	1324-ACCOUNTS PAYABLE					3	Responsible for daily printing of
	0044-Accounts Payable					OF	accounts payable checks. Perform annual
	SOURCE OF FUNDS, THIS SVC LEVEL:					7	training for approximately 100 Municipal
	IGC SUPPORT						accounts payable clerks. Perform
							centralized accounts payable functions
							such as deletions, voids, refunds and
							processing of returned checks.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,730	0	0	0	0	61,730

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 9

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

27 1322-CENTRAL ACCOUNTING 11 Responsible for financial reporting for
0837-Central Accounting OF all capital grants received by the
SOURCE OF FUNDS, THIS SVC LEVEL: 15 Municipality. Coordinate with and train
department personnel on capital grant
IGC SUPPORT reporting requirements. Assist in
preparation of the annual single audit.
Assist with preparation of annual audit
work papers for capital projects funds.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	78,120	0	0	0	0	78,120

28 1324-ACCOUNTS PAYABLE 4 Responsible for utility vendor payments.
0044-Accounts Payable OF Reconcile various utility payment
SOURCE OF FUNDS, THIS SVC LEVEL: 7 accounts. Assist accounts receivable
personnel with bill for collection
IGC SUPPORT entry.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	61,730	0	0	0	0	61,730

29 1322-CENTRAL ACCOUNTING 14 Responsible for coordinating with
0837-Central Accounting OF utility and enterprise activity
SOURCE OF FUNDS, THIS SVC LEVEL: 15 accountants on preparation of annual
audit work papers. Prepare and record
debt service payments. Record and
reconcile special assessments activity.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	73,960	0	0	0	0	73,960

30 1351-PROPERTY APPRAISAL CB 3 Meets mandates under statute and
0822-Property Appraisal OF ordinance to review inventory on a
SOURCE OF FUNDS, THIS SVC LEVEL: 7 cyclical basis. Discovers and lists
TAX SUPPORT new construction. Provides mass
appraisal value estimates for land
parcels.

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 10

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
9	0	0	763,500	5,120	41,940	0	30,640	841,200

31 1342-REVENUE MANAGEMENT
0661-Revenue Management
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 3 Centrally manage misc. accounts receiv-
OF able module within PeopleSoft environ-
3 ment. Mail original invoices & monthly
statements; post all payments and ad-
justments. Perform centralized input of
general government cash receipts. Audit
cash receipts on selective basis for
timeliness, accuracy and general compli-
ance with policies and procedures;
provide constructive feedback to depts.

IGC SUPPORT
PROGRAM REVENUES 35,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	409,110	4,770	11,500	0	0	425,380

32 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

12 Responsible for maintaining files and
OF providing support for accountants.
15 Maintains all grant files, ensuring that
all required documentation and
agreements are properly on file for
each grant.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	54,390	0	0	0	0	54,390

33 1324-ACCOUNTS PAYABLE
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

5 Process all Municipal travel expense
OF reports. Review all travel reports for
7 compliance with Municipal travel policy
and procedures. Process travel payments
Reconcile travel advance accounts.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,510	0	0	0	0	55,510

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL	SVC
CODE	LVL

34	1351-PROPERTY APPRAISAL	cb	5	Perform reinventory on a six-year cycle
	0822-Property Appraisal		OF	for commercial and residential property
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	in compliance with State regulatory
	TAX SUPPORT			requirements.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	429,590	0	0	0	0	429,590

35	1351-PROPERTY APPRAISAL	CB	4	Interfaces with the public and provides
	0049-Customer Service		OF	exceptional customer service for the
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	combined functions of tax collection,
	TAX SUPPORT			property appraisal, tax exemptions and
				CAMA processing.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
10	0	0	597,920	0	0	0	0	597,920

36	1347-REMITTANCE PROCESSING	1	Receive, open and separate AWWU, Solid
	0893-Remittance Processing	OF	Waste Services and ML&P bills into
	SOURCE OF FUNDS, THIS SVC LEVEL:	1	batches required for remittance
	IGC SUPPORT		processing. Input manual batches.
			Process utility and tax payments into
			the remittance processing system.
			Transmit data to utilities. Ensure
			proper posting to customer accounts.

PERSONNEL			PERSONAL	OTHER	DEBT	CAPITAL		
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	100,920	5,450	55,900	0	0	162,270

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
103	0	0	7,280,250	70,100	1,075,480	0	45,860	8,471,690

----- DEPARTMENT OF FINANCE	FUNDING LINE	-----
.....		8,471,690

37	1324-ACCOUNTS PAYABLE	6	Perform vendor setup and maintenance.
	0044-Accounts Payable	OF	Responsible for requesting, receiving
	SOURCE OF FUNDS, THIS SVC LEVEL:	7	and updating vendor taxpayer information

IGC SUPPORT

Assist with cash receipts entry and
audit.

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 12

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	58,760	0	0	0	0	58,760

38 1324-ACCOUNTS PAYABLE
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

7 Verify that all accounts payable
OF payments have appropriate department
7 approval prior to Controller's review
of accounts payable checks. Open, stamp
and distribute incoming accounts
payable invoices to appropriate
Municipal departments for
processing.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	52,930	0	5,000	0	0	57,930

39 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

15 Responsible for monthly reconciliation
OF of 14 deposit and refund bank accounts.
15 Responsible for recording monthly
activity in these bank accounts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	59,240	0	10,000	0	0	69,240

40 1351-PROPERTY APPRAISAL
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:

7 Temporary Appraisal Staff
OF
7

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	6	140,340	0	0	0	0	140,340

BPAB010R
01/27/04
094300

M U N I C I P A L I T Y O F A N C H O R A G E
2004 DEPARTMENT RANKING

PAGE 13

DEPT: 12 -FINANCE
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
106	0	6	7,591,520	70,100	1,090,480	0	45,860	8,797,960