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## Controller Division Finance Department

*Anchorage: Performance. Value. Results.*

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### Mission

The Controller Division serves as a steward of taxpayer resources. We are entrusted with guiding and supporting departments across the Municipality in all matters of accounting and grant reporting—ensuring strong internal controls are in place to safeguard the Municipality's financial integrity.

**The Controller Division** is responsible for managing all municipal accounting functions. Key responsibilities include:

- Approving Fund Certifications for Assembly review and approval
- Reviewing and approving Municipality-wide journal entry workflows across all funds
- Managing, monitoring, and reporting on grant funds to ensure compliance
- Overseeing Capital Projects, Construction Work in Progress (CWIP), and Fixed Asset accounting
- Performing fund reconciliations, including twelve municipal bank and credit card accounts
- Administering Municipality-wide Accounts Payable, including travel reimbursements
- Preparing the Annual Comprehensive Financial Report (ACFR), including reports for MOA's Component Units and the Single Audit

### Accomplishment Goals

- Report fairly, without material misstatement, the financial results of the Municipality of Anchorage on an annual basis.
- Maintain a system of internal controls such that transactions are accurately recorded on a timely basis to reduce the risk of fraud and error.
- Record transactions accurately and timely.
- Pay vendors accurately and timely.

### Performance Measures

Progress in achieving goals shall be measured by:

<b>Measure #1: Maintain the number of external audit findings at or near zero.</b>
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For Audit Year:	2018	2019	2020	2021	2022	2023*
# Audit Findings for Annual External Audit	1	0	1	3	15	8

\*Not Final Single Audit Remains

**Measure #2: Ensure audit findings from internal and external auditors are addressed within 90 days of receipt of comment.**

2019 – No Internal Audit findings

2020 – External Audit concluded, one finding addressed by Management within 90 days

2021 – Corrective action plans have been created

2022 – External Audit concluded, 15 of control deficiencies (10 of material weaknesses and 5 of significant deficiencies) have been identified

2023 – ACFR Findings concluded, 8

**Measure #3: Reduce overtime costs associated with annual audit.**

<b>Year:</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>1Q 2025</b>	<b>2Q 2025</b>	<b>3Q 2025</b>
Total Division Overtime Cost:	\$96,670	\$105,443	\$212,075	\$203,898	\$39,527	\$29,404	\$26,785

Note: 2023 – 2024 overtime includes Cost Centers 132100, 132200, 132400, and costs for vacant position support.

2025 1Q totals include OT broken down as follows:

\$ 2,346.91 for OT costs for vacant position support;

\$ 23,023.07 for OT costs for Grant Reporting;

\$ 690.06 OT costs for audit;

\$ 8,464.17 for Accounts Payable costs.

2025 2Q totals include OT broken down as follows:

\$ 3,103.98 for OT costs for vacant position support;

\$ 21,245 for OT costs for Grant Reporting;

\$ 2,725.25 OT costs for audit;

\$ 2,329.48 for Accounts Payable costs.

2025 3Q totals include OT broken down as follows:

\$ 1,664.19 for OT costs for vacant position support;

\$ 13,689.87 for OT costs for Grant Reporting;

\$ 9,472.83 OT costs for audit;

\$ 1,957.83 for Accounts Payable costs.

**Measure #4: Cost to produce vendor checks.**

<b>Accounts Payable Division</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>1Q 2025</b>	<b>2Q 2025</b>	<b>3Q 2025</b>
\$ cost per transaction	\$13.17	\$14.72	\$11.90	\$12.12	\$15.40	\$12.86	\$13.07
# invoices processed for departments	28,720	27,609	26,835	28,277	6,890	7,375	7,577

### **Measure WC: Managing Workers' Compensation Claims**

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

