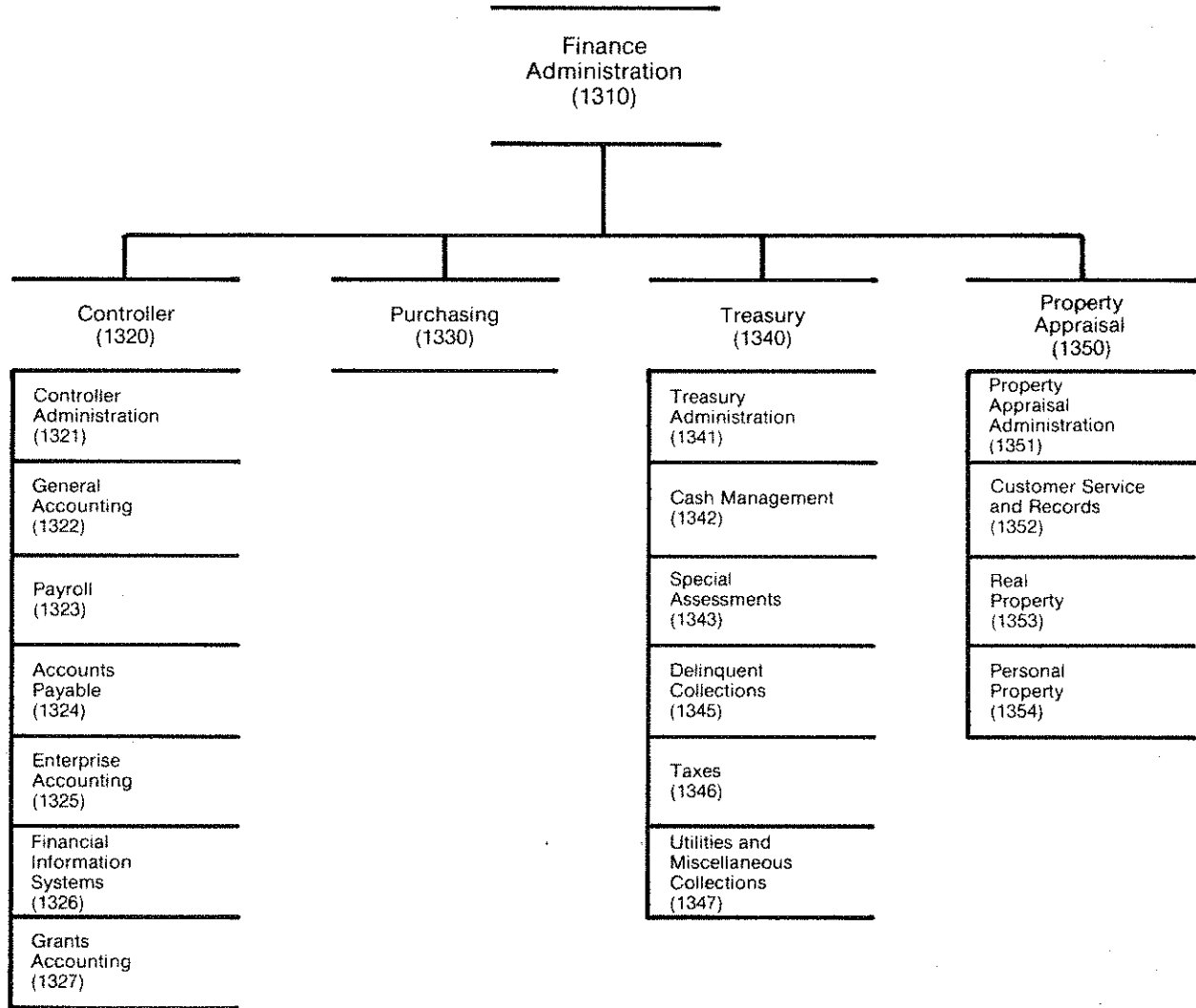


# **FINANCE**

# FINANCE



# DEPARTMENT SUMMARY



Department

FINANCE

Mission

To ensure the fiscal integrity of the Municipality and to provide quality support services to the public and to the municipal agencies within the statutory provisions of the Anchorage Municipal Charter and the Anchorage Municipal Code.

## Major Program Highlights

- Provide accounting support to general government, utilities, and grants; process an estimated 200,000 invoices; and pay personnel, vendors, and payroll taxes in a timely manner.
- Add two additional buyers to support purchasing requirements for the individual utilities (Anchorage Water and Wastewater, Anchorage Telephone Utility, and Municipal Light and Power).
- Automate manual purchasing functions, provide more accurate tracking of requisitions and bids, and prepare a computerized vendor source list for the buying staff.
- Develop and implement a municipal-wide consolidated freight program to reduce freight costs.
- Process 140,000 tax payments and 65,000 cash receipts; bill, collect, and maintain accounts receivable for special assessments; collect hotel-motel tax; reduce delinquent accounts receivable; and process 4,400 utility payments.
- Provide fair market value appraisals on 86,000 real property parcels; maintain 113,000 customer service records for real and personal property; update 71,000 records to keep a valid tax roll; and operate a public service counter to answer an estimated 29,000 requests.
- Refine the newly installed Computer Assisted Mass Appraisal System used in property appraisal.

## Resources

	1984	1985
Direct Costs	\$ 7,471,400	\$ 7,794,170
Program Revenues	\$ 48,460	\$ 47,170
Personnel	161FT + 1PT - 1T	162FT + 1PT +1T

**PROGRAM PLAN  
1985 APPROVED BUDGET**

**DEPARTMENT: FINANCE**

DIVISION/PROGRAM	DIRECT COSTS	POSITIONS
<p><b>ADMINISTRATION</b></p> <p>— Administer the financial affairs of the Municipality, provide direction and support to all finance divisions, and provide for financing of capital improvement projects.</p>	\$ 423,910	6FT
<p><b>CONTROLLER</b></p> <p>— Maintain financial records for the Municipality, issue payroll checks, pay invoices, request grant reimbursements, verify fund availability, and prepare financial reports in accordance with legal and accounting requirements.</p>	2,224,390	46FT
<p><b>PURCHASING</b></p> <p>— Provide centralized purchasing and contracting services for all municipal agencies and dispose of surplus property.</p>	1,024,850	22FT
<p><b>TREASURY</b></p> <p>— Bill for taxes and special assessments, collect and account for all monies received by the Municipality, and invest funds to obtain maximum interest earnings.</p>	1,671,880	39FT/1PT
<p><b>PROPERTY APPRAISAL</b></p> <p>— Appraise annually all property within the limits of the Municipality and provide services to customers on appraisal related matters and record information.</p>	2,449,140	49FT/ 1T
	\$ 7,794,170	162FT/1PT/1T

**RESOURCE PLAN  
1985 APPROVED BUDGET**

**DEPARTMENT: FINANCE**

**1984/1985 RESOURCE COMPARISON**

Division/Title	FINANCIAL RESOURCES		PERSONNEL RESOURCES							
	1984 REVISED	1985 APPROVED	1984 REVISED				1985 APPROVED			
			FT	PT	TEMP	TOTAL	FT	PT	TEMP	TOTAL
Administration	394,260	423,910	6	0	0	6	6	0	0	6
Controller	2,138,040	2,224,390	46	0	0	46	46	0	0	46
Purchasing	1,032,720	1,024,850	20	0	0	20	22	0	0	22
Treasury	1,569,130	1,671,880	40	1	0	41	39	1	0	40
Property Appraisal	2,337,250	2,449,140	49	0	1	50	49	0	1	50
<b>Direct Organizational Cost</b>	<b>7,471,400</b>	<b>7,794,170</b>	<b>161</b>	<b>1</b>	<b>1</b>	<b>163</b>	<b>162</b>	<b>1</b>	<b>1</b>	<b>164</b>
Add Intragovernmental Charges	6,759,430	6,330,470								
<b>Total Department Cost</b>	<b>14,230,830</b>	<b>14,124,640</b>								
Less Intragovernmental Charges	9,549,240	9,211,000								
<b>Function Cost</b>	<b>4,681,590</b>	<b>4,913,640</b>								
Less Program Revenues	48,460	47,170								
<b>Net Program Cost</b>	<b>4,633,130</b>	<b>4,866,470</b>								

**1985 APPROVED RESOURCES BY CATEGORY OF EXPENSE**

Division/Title	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	DIRECT COST TOTAL
Administration	406,070	1,700	16,140	0	0	423,910
Controller	2,119,210	23,560	77,270	0	4,350	2,224,390
Purchasing	941,930	18,670	61,210	0	3,040	1,024,850
Treasury	1,504,210	27,610	132,000	0	8,060	1,671,880
Property Appraisal	2,269,360	64,660	102,570	0	12,550	2,449,140
<b>Department Total</b>	<b>7,240,780</b>	<b>136,200</b>	<b>389,190</b>	<b>0</b>	<b>28,000</b>	<b>7,794,170</b>

## RECONCILIATION FROM 1984 REVISED TO 1985 APPROVED BUDGET

DEPARTMENT: FINANCE

	DIRECT COSTS	POSITIONS
<b>1984 REVISED BUDGET:</b>	\$7,471,400	161FT/1PT/1T
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1985:</b>	255,080	
<b>REDUCTIONS IN EXISTING PROGRAMS:</b>		
— Transfer cashier position in Treasury to the Parking Authority.	(33,590)	(1FT)
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>		
— Two additional buyer positions to support increased purchasing requirements of the municipal utilities.	95,670	2FT
<b>NEW PROGRAMS:</b>		
— None		
<b>OTHER (MISCELLANEOUS INCREASES/DECREASES):</b>		
— Additional travel and dues expense.	5,610	
 <b>1985 APPROVED BUDGET:</b>	 <u><u>\$7,794,170</u></u>	 <u><u>162FT/1PT/1T</u></u>