

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 Proposed			
	Revised	Proposed	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	1,869,559	36			36	23			23
Risk Management	248,480	0	3			3				0
Safety	92,680	0	1			1				0
Treasury	1,738,690	2,240,096	21			21	25			25
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	8,386,690	101	0	6	107	102	0	0	102
Add Debt Service	0	0								
Direct Organization Cost	17,029,370	8,386,690								
Charges From/(To) Others	(8,350,920)	(101,040)								
Function Cost	8,678,450	8,285,650								
Less Program Revenues	(2,272,210)	(3,034,620)								
Net Program Cost	6,406,240	5,251,030								

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	70,330	5,000	1,946,700
Treasury	1,653,520	22,620	628,300	550	2,304,990
Property Appraisal	3,711,840	26,380	286,510	40,310	4,065,040
Operating Cost	7,510,590	70,100	1,030,140	45,860	8,656,690
Less Vacancy Factor	(270,000)				(270,000)
Add Debt Service					0
Total Direct Organization Cost	7,240,590	70,100	1,030,140	45,860	8,386,690

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

RECONCILIATION FROM 2003 REVISED BUDGET TO 2004 PROPOSED 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	26,600	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	25,320			
2004 PROPOSED BUDGET:	<u>\$ 8,386,690</u>	<u>102</u>	<u>0</u>	<u>0</u>

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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

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:
TAX SUPPORT
IGC SUPPORT

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.

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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09/30/03
195845

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

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.

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.

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:
IGC SUPPORT

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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,249	10,000	25,600	0	5,000	98,849

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09/30/03
195845

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

7 1313-PUBLIC FINANCE & INVEST
0848-Debt and Investment Manag
SOURCE OF FUNDS, THIS SVC LEVEL:

2 Responsible for ongoing debt
OF management and assistance with bond
3 issuance. Acts as backup to the Cash
Manager/Investment Officer.

IGC SUPPORT
PROGRAM REVENUES 0

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

8 1313-PUBLIC FINANCE & INVEST
0848-Debt and Investment Manag
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Responsible for ongoing cash and
OF investment management.
3

IGC SUPPORT
PROGRAM REVENUES 0

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

9 1346-TAX BILLING
0444-Tax Billing and Collectio
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

1 Bill, collect and manage MOA property
OF tax receivables; receive and process
1 tax payments and requests for tax
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 SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T	SERVICE					
3	0	0	182,280	7,300	102,250	0	250	292,080

10 1342-REVENUE MANAGEMENT
0661-Revenue Management
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB

1 Analyze & audit city's revenue sources
OF according to pre-established criteria.
3 Audit and administer tax revenues
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

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09/30/03
195845

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	385,496	2,000	3,050	0	0	390,546

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

BPAB010R
09/30/03
195845

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

14 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 Supervise financial record keeping and
OF reporting of all infrastructure and
15 capital projects. Oversee monitoring
and recording of capital project and
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
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Responsible for supervision of central
OF accounts payable functions including
7 printing checks. Responsible for
ensuring year end training of over 100
Municipal accounts payable clerks.
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
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

13 Oversee financial record keeping and
OF reporting for all Municipal grants.
15 Coordinate and oversee preparation of
the Municipality's annual single audit.

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
09/30/03
195845

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

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
09/30/03
195845

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

20 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

6 Responsible for financial accounting,
OF reporting and audit workpaper
15 preparation for all Municipal capital
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
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

8 Perform maintenance and setups on People
OF Soft chartfields. Run labor
15 distribution processes. Responsible for
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
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Responsible for researching and
OF resolving PeopleSoft accounts payable
7 system and user problems. Assist
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
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

6 Responsible for assessment of business
OF inventory and equipment and valuation
7 of all taxable personal property.

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09/30/03
195845

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

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

24 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

9 Perform monthly reconciliations of all
OF major Municipal bank accounts.
15 Responsible for PeopleSoft subsystem to
general ledger reconciliations.

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

25 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

10 Monitor and maintain PeopleSoft fixed
OF asset module. Responsible for general
15 government fixed asset reporting. Train
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		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	84,340	0	0	0	0	84,340

26 1324-ACCOUNTS PAYABLE
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Responsible for daily printing of
OF accounts payable checks. Perform annual
7 training for approximately 100 Municipal
accounts payable clerks. Perform
centralized accounts payable functions
such as deletions, voids, refunds and
processing of returned checks.

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

BPAB010R
09/30/03
195845

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

27 1322-CENTRAL ACCOUNTING
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

11 Responsible for financial reporting for
OF all capital grants received by the
15 Municipality. Coordinate with and train
department personnel on capital grant
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
0044-Accounts Payable
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 Responsible for utility vendor payments.
OF Reconcile various utility payment
7 accounts. Assist accounts receivable
personnel with bill for collection
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
0837-Central Accounting
SOURCE OF FUNDS, THIS SVC LEVEL:

14 Responsible for coordinating with
OF utility and enterprise activity
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
0822-Property Appraisal
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT

CB 3 Meets mandates under statute and
OF ordinance to review inventory on a
7 cyclical basis. Discovers and lists
new construction. Provides mass
appraisal value estimates for land
parcels.

BPAB010R
09/30/03
195845

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

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

SL	SVC
CODE	LVL

cb 5 Perform reinventory on a six-year cycle
OF for commercial and residential property
7 in compliance with State regulatory
requirements.

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

1 Receive, open and separate AWWU, Solid
OF Waste Services and ML&P bills into
1 batches required for remittance
processing. Input manual batches.
Process utility and tax payments into
the remittance processing system.
Transmit data to utilities. Ensure
proper posting to customer accounts.

SUBTOTAL OF FUNDED SERVICE LEVELS, FINANCE

----- DEPARTMENT OF FINANCE	FUNDING LINE	-----
.	.	8,386,690

6 Perform vendor setup and maintenance.
OF Responsible for requesting, receiving
7 and updating vendor taxpayer information
Assist with cash receipts entry and
audit.

BPAB010R
09/30/03
195845

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

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

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09/30/03
195845

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

TOTALS FOR DEPARTMENT OF FINANCE

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
105	0	6	7,551,860	70,100	1,045,140	0	45,860	8,712,960