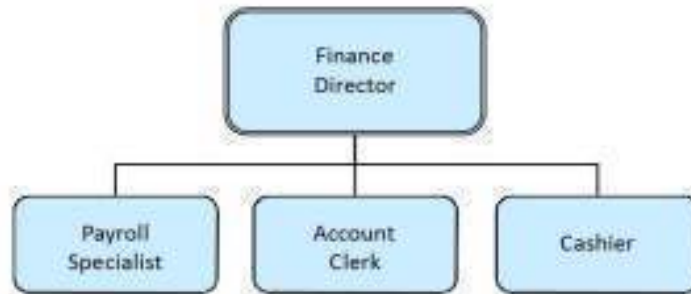


## GENERAL GOVERNMENT ~ Accounting

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### **MISSION:**

The City Finance Department's mission is to provide financial information useful for making economic decisions; to provide information useful for evaluating managerial and organizational fiscal performance; and to exercise stewardship and accountability over all resources belong to the City of Hartford.

### **COMMUNITY VISION:**

Management of all accounting functions and audit supervision are managed through the General Accounting division, including payroll, accounts receivable, accounts payable, fixed assets, and financial reporting. Maintenance of utility accounts and records, as well as Community Development Authority financial transactions, are included within the sphere of general accounting activities.

**Finance Department**  
**10 Things Our Elected Officials Should Know**

1. The Finance Department collects and receipts tax payments for parcels located in Washington and Dodge County through January 31<sup>st</sup> of each year. As of December 2018, Washington County had a total of 5,942 real estate and 384 personal property tax parcels and Dodge County consisted of 27 real estate and 18 personal property tax parcels. On January 2, 2019 the Finance Department receipted and processed over 2.9 million in tax payments alone.
2. In July 2016, the Finance Department implemented the option to pay invoices by credit card to those vendors that accept this method of payment. The credit card program offers an annual rebate to the cardholder based upon dollars spent. On a monthly basis, the City averages credit card payments to 182 vendors with a monthly spend of \$109,349. The City has earned \$49,000 in rebates since the inception of the program which is extra revenue in the General Fund.
3. Each month over 7,400 utility bills are calculated and mailed out to residents. Customers who do not pay their utility bill timely are sent a past due reminder 10 days after the due date. If payment is still not received, the disconnection process begins. On a typical month we mail out over 1,000 past due reminders and ultimately end up disconnecting around 50 to 60 customers due to non-payment.
4. The Finance Department also processes payroll bi-weekly for all City employees. This consists of 109 full time, 45 part-time, and approximately 110 seasonal/Fire/Rescue employees each payroll cycle. This number increases by as many as 65 seasonal employees during the summer months.
5. The Finance Department prepares audit work papers for all City, CDA, and Utility Funds in preparation for the annual external audit performed in April for the previous year.
6. In preparation for the annual budget, labor and benefit numbers are calculated for all departments. Once received, each department's budget is entered into the Financial Software System and balanced prior to presenting to Council for approval.
7. City payables are also processed by the Finance Department. This consists of over 500 payments to vendors on a monthly basis.
8. All invoicing for the City is processed through the Finance Department. Payments are receipted in the Accounts Receivable System and balanced on a monthly basis.
9. Data Processing is also part of the Finance Department's Budget. The department is responsible for maintaining the financial and utility billing software for the City.
10. The Finance Department staff currently has over 87.5 years of experience combined.

GENERAL GOVERNMENT ~ Accounting

2020 Department Detail Information

GENERAL ACCOUNTING ~ Revenue

	2017 Actual	2018 Actual	2019 Budget	2020
410000.41500 Room Tax	\$ 17,475	\$ 20,356	\$ 34,000	\$ 10,000
412200.4122 Retained Sales Tax	\$ 102	\$ 118	\$ 60	\$ 100
418000.41810 Interest & Penalties On Tax	\$ 1,255	\$ 593	\$ 1,000	\$ 800
442200.44261 Dog Licenses	\$ 4,813	\$ 4,834	\$ 4,500	\$ 4,500
442200.44262 Cat Licenses	\$ 433	\$ 423	\$ 350	\$ 420
461200.46121 NSF Check Charge	\$ 2,100	\$ 825	\$ 1,250	\$ 500
480000.48110 Interest On Investments	\$ 58,774	\$ 131,471	\$ 80,000	\$ 95,000
480000.48111 Interest Revenues	\$ 706	\$ -	\$ 500	\$ 250
480000.48121 Credit Card Cash Back	\$ 26,797	\$ 13,229	\$ 15,000	\$ 13,000
480100.48890 Other Misc. Revenues	\$ 5,446	\$ 2,790	\$ 500	\$ 500
<b>TOTAL REVENUES</b>	<b>\$ 117,901</b>	<b>\$ 174,639</b>	<b>\$ 137,160</b>	<b>\$ 125,070</b>

**GENERAL GOVERNMENT ~ Accounting**

**2020 Department Detail Information**

**GENERAL ACCOUNTING ~ Summary**

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Gen. Fund</b>	<b>Water</b>	<b>Sewer</b>	<b>TIF</b>	<b>Cable</b>
<b>Labor</b>	\$ 54,125	\$ 56,217	\$ 55,912	55,912	-	-	-	-
<b>Operations And Maintenance</b>	\$ 55,899	\$ 62,438	\$ 63,037	\$ 63,037	-	-	-	-
<b>Treasury - Labor</b>	\$ 19,705	\$ 23,784	\$ 20,504	\$ 20,504	-	-	-	-
<b>Operations And Maintenance</b>	\$ 48,177	\$ 36,891	\$ 34,688	\$ 34,688	-	-	-	-
<b>Grand Total</b>	<b>\$ 177,906</b>	<b>\$ 179,330</b>	<b>\$ 174,141</b>	<b>174,141</b>	-	-	-	-
<b>Total Sal/FB</b>	\$ 73,830	\$ 80,001	\$ 76,416	\$ 76,416	-	-	-	-
<b>Total Other Exp.</b>	\$ 104,076	\$ 99,329	\$ 97,725	\$ 97,725	-	-	-	-
<b>Grand Total</b>	<b>\$ 177,906</b>	<b>\$ 179,330</b>	<b>\$ 174,141</b>	<b>174,141</b>	-	-	-	-



**MISSION:**

The primary mission is to provide central data processing through the use of the City's mid-range network as well as other computer-based information system networks, to maintain efficient telecommunication service through an in-house PBX telephone system, and to accurately allocate information costs to users. The Information Systems Internal Service Fund accounts for two of the three Information Systems functions: data processing and telecommunications. The third function (Cable Television) appears in the Enterprise Fund section of the budget. A decentralized data processing environment with some centralized financial, appraisal, and clerical services, is managed by the division, with technical support provided to departments upon request. Mid-range computer system networking is accomplished through T-1 cabling shared with the City's personal computers. The City also operates a PBX telecommunications system. Both functions charge costs to user departments on the basis of usage and equipment cost.

- Install upgrades to computer systems as needed.
- Continue telecommunications updates as necessary.

**GENERAL GOVERNMENT ~ Data Processing****2020 Department Detail Information****DATA PROCESSING ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>
474000.47404 Interfund Telephone Revenue	\$ 59,380	\$ 58,300	\$ 59,135	\$ 59,135
474100.47417 D.P. Charges	\$ 92,397	\$ 95,171	\$ 95,169	\$ 97,072
474110.47417 D.P. Charges	\$ 25,300	\$ 26,059	\$ 26,059	\$ 26,580
474111.47417 D.P. Charges	\$ 18,100	\$ 18,643	\$ 18,643	\$ 19,016
474120.47417 D.P. Charges	\$ 10,929	\$ 11,257	\$ 11,257	\$ 11,482
474130.47417 D.P. Charges	\$ 7,419	\$ 7,730	\$ 7,787	\$ 7,943
474131.47417 D.P. Charges	\$ 4,776	\$ 4,739	\$ 4,774	\$ 4,869
474140.47417 D.P. Charges	\$ 1,165	\$ 1,200	\$ 1,200	\$ 1,224
474150.47417 D.P. Charges	\$ 579	\$ 596	\$ 596	\$ 608
474155.47417 D.P. Charges	\$ 476	\$ 490	\$ 490	\$ 500
474160.47417 D.P. Charges	\$ 2,787	\$ 2,871	\$ 2,871	\$ 2,928
474167.47417 D.P. Charges	\$ 232	\$ 239	\$ 239	\$ 244
474168.47417 D.P. Charges	\$ 696	\$ 717	\$ 717	\$ 731
474199.47417 D.P. Charges	\$ 4,311	\$ 4,440	\$ 4,440	\$ 4,529
480000.48110 Interest On Investments	\$ 920	\$ 1,939	\$ 1,000	\$ 1,500
493000.49997 Fund Balance Appropriated	\$ -	\$ -	\$ 17,377	\$ 15,743
<b>TOTAL</b>	<b>\$ 229,467</b>	<b>\$ 234,391</b>	<b>\$ 251,754</b>	<b>\$ 254,104</b>

2020 Department Detail Information

DATA PROCESSING ~ Summary

	2018 Actual	2019 Budget	2020	Gen. Fund	Water	Sewer	TIF
Labor	\$ 91,815	\$ 96,042	\$ 96,795	96,795	-	-	-
Operations And Maintenance	\$ 98,209	\$ 105,819	\$ 106,623	106,623	-	-	-
Capital Outlays	\$ -	\$ -	\$ -	-	-	-	-
Transfers To Other Funds	\$ 5,779	\$ 5,893	\$ 5,846	5,846	-	-	-
Networking	\$ -	\$ 2,000	\$ 2,840	2,840	-	-	-
Security	\$ 1,342	\$ 2,000	\$ 2,000	2,000	-	-	-
Operations And Maintenance	\$ 33,228	\$ 40,000	\$ 40,000	40,000	-	-	-
<b>Grand Total</b>	<b>\$ 230,373</b>	<b>\$ 251,754</b>	<b>\$ 254,104</b>	<b>254,104</b>	-	-	-
Total Sal/FB	\$ 91,815	\$ 96,042	\$ 96,795	96,795	-	-	-
Total Other Exp	\$ 138,558	\$ 155,712	\$ 157,309	157,309	-	-	-
<b>Grand Total</b>	<b>\$ 230,373</b>	<b>\$ 251,754</b>	<b>\$ 254,104</b>	<b>254,104</b>	-	-	-



**MISSION:**

The Property Assessment division's mission is to assess all real and personal property in the City of Hartford, and to compile and prepare the annual real and personal property tax rolls.

- Review and generate values of each parcel in the City.
- Measure and value new construction in the City.
- Discover, list, and value all personal property to update records.
- Maintain all records and files in both hard copy and computer.
- Introduction of systematic revaluations of non-manufacturing property.

**COMMUNITY VISION:**

The City of Hartford maintains the Office of the City Assessor through a contractual arrangement with a national assessment firm. The division is responsible for the valuation of all non-manufacturing real estate within the City, as well as the development of the annual assessment roll for the City. The division is also responsible for revaluation of all City parcels, currently conducted on a contractual basis with the same national assessment firm.



**GENERAL GOVERNMENT ~ Property Assessment**

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**2020 Department Detail Information**

**PROPERTY ASSESSMENT ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>
<b>443900.44390 Building Misc. Permits</b>	\$ 24,271	\$ 19,240	\$ 25,000	\$ 20,000
<b>TOTAL REVENUES</b>	<b>\$ 24,271</b>	<b>\$ 19,240</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>

GENERAL GOVERNMENT ~ Property Assessment

2020 Department Detail Information

PROPERTY ASSESSMENT ~ Summary

	2018 Actual	2019 Budget	2020	Gen. Fund	Water	Sewer	TIF	Cable
Labor	\$ 2,598	\$ 3,077	\$ 2,461	2,461	-	-	-	-
Operations And Maintenance	\$ 74,247	\$ 79,030	\$ 79,624	79,624	-	-	-	-
Board of Review - Labor	\$ 31	\$ 163	\$ 163	163	-	-	-	-
<b>Grand Total</b>	<b>\$ 76,876</b>	<b>\$ 82,270</b>	<b>\$ 82,248</b>	<b>82,248</b>	-	-	-	-
Total Sal/FB	\$ 2,629	\$ 3,240	\$ 2,624	2,624	-	-	-	-
Total Other Exp.	\$ 74,247	\$ 79,030	\$ 79,624	79,624	-	-	-	-
<b>Grand Total</b>	<b>\$ 76,876</b>	<b>\$ 82,270</b>	<b>\$ 82,248</b>	<b>82,248</b>	-	-	-	-