

Finance & Revenue Department

Fiscal Year 2019
Proposed Budget

Finance and Revenue

- Mission: To support and facilitate municipal operations by the use of an effective and efficient expenditure and revenue management accounting and reporting system.
- Two Divisions:
 - **Revenue** (City Hall 1st Floor)
 - Accounts receivable - property tax, business license, parking ticket, general billing collection
 - **Finance** (City Hall 3rd Floor)
 - Accounting, grants management, accounts payable, payroll, invoice billings, investments, treasury management & debt administration.

Meet the Staff - Finance



Debbie Frazier,
Finance Director



Deborah Johnson,
Senior Accountant



Regina Hampton,
Senior Accountant



Sharon Seay,
Payroll Administrator



Debbie Smith,
Grants Analyst



Lauren Winters,
Analyst

Meet the Staff – Finance



Matt Egbert,
Accountant



Rachel Branch,
Accountant



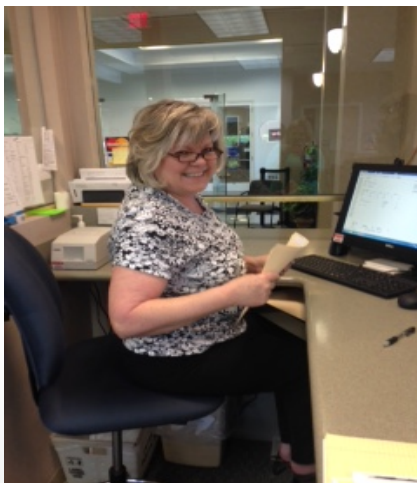
Kayla Downey,
Accounts Payable

Not Pictured:
Wanda Morrison, Accounting
Manager

Meet the Staff – Revenue



Becky Egner,
Revenue & Collections Supervisor



Eva Waynick,
Acct Support Spec



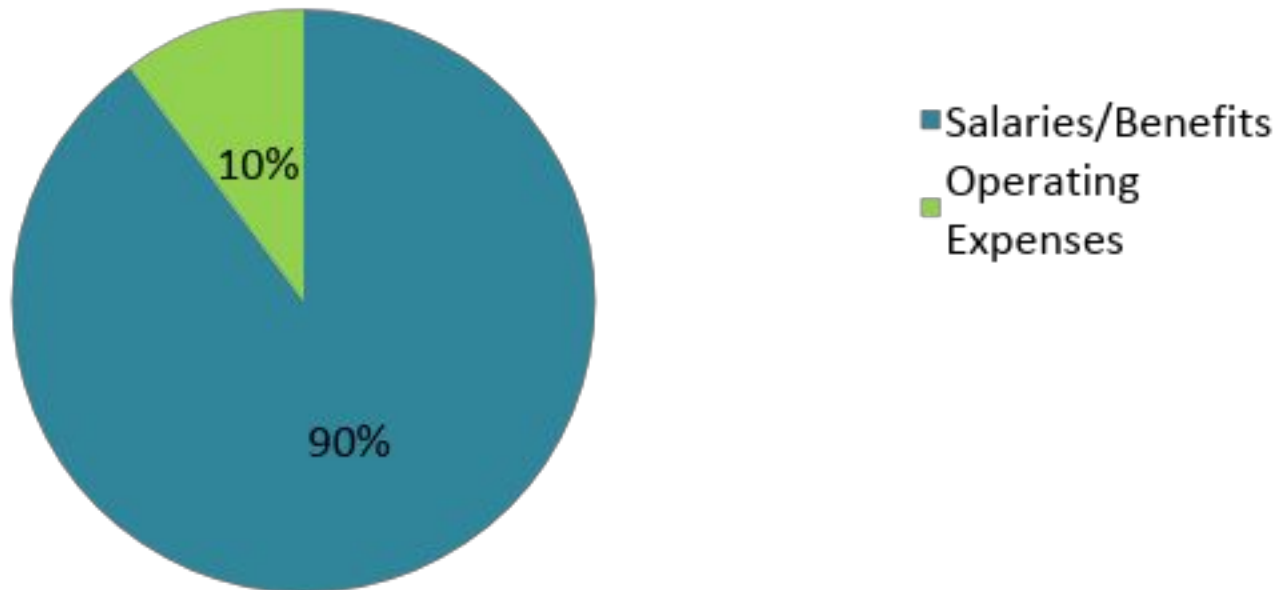
Tania English,
Acct Support Spec



Kari Bishop,
Acct Support Spec

Finance & Revenue FY 2019 Proposed Budget

FY 2019



Finance & Revenue

FY 2019 Proposed Budget

	Actual 2017	Original 2018	Projected 2018	Proposed 2019
Salaries/Benefits	\$1,162,334	\$1,221,662	\$1,221,662	\$1,237,649
Operating Expenses	\$127,551	\$150,595	\$150,595	\$140,157
Capital Outlay	-	-	-	-
TOTAL	\$1,289,885	\$1,372,257	\$1,372,257	\$1,377,806

Finance & Revenue Employees

Full-time Equivalent	FY 2015	FY 2016	FY 2017	FY 2018	Proposed FY 2019
# of Full-time	13	14	15	15	15
# of Part-time	2	2	1	1	1
Full-time Equivalent	14.0	15.0	15.5	15.5	15.5

*Part-time includes seasonal employee/interns.

Accounts Receivable

- Weed Bills:
 - FY 2017– 347 weed bills billed, \$114,110 collected
 - FY 2018 YTD – 208 weed bills billed, \$90,424 collected YTD*
 - *May and June is not included, which is typically heavier volume.
- General Billing:
 - Includes rents, retirees, property damage, enterprise funds
 - FY 2017 – 804 bills, \$2,777,067 collected
 - FY 2018 YTD – 518 bills, \$1,765,992 collected YTD*
 - *Decrease in number of bills is due to more than half of Retirees signing up for monthly ACH vs receiving a paper invoice.
- In addition to billings, our office also tracks multiple restitution payments monthly which do not have invoices created.

Property Tax Collections

Fiscal Year 2017

- 56,347 bills
- \$33,201,831 collected

Fiscal Year 2018

- 56,972 bills
- \$33,646,387 collected YTD



Business Licenses

- All business license renewals are done through the TN Department of Revenue. When a business pays the State, the City tax office then issues the renewed license.
- New businesses still apply for a business license in the City tax office.
- In FY 2017, 719 business licenses were issued.
- YTD in FY 2018, 552 business licenses have been issued.

Accounts Payable

- Weekly processing – includes paper checks as well as wire transfers
- 1,781 vendors paid YTD
- Payments totaling over \$28.5 million year to date

Payroll

- Approximately 1,100+ employees per payroll (bi-monthly) – includes part-time employees
- Fiscal YTD we have paid out \$35 million through payroll
- We also conduct Transit's payroll, but they're not included in the above City General total.

Finance & Revenue Department