



City of Evanston

Finance Department

<p>Department Overview</p>	<p>Purpose: The Finance Department is responsible for the central financial functions of the City. Duties include providing technical support on financial matters including payroll, accounts payable, revenue collection and participating in the formulation and execution of the City’s financial policies. The main switchboard and mailroom functions, adjudication hearings, and budget preparation and monitoring are also a functions of the Finance Department.</p> <p>Primary Services/Divisions: The primary services of the department are:</p> <ul style="list-style-type: none"> • Finance Administration (3 FTE) • Accounting & Accounts Payable (6 FTE) • Collections (9 FTE) • Purchasing (3.5 FTE) • Payroll (2.0 FTE) • Budget (2.0 FTE) • Administrative Adjudication (3.0 FTE) <p>Number of Full-time Positions: 27</p> <p>Number of Part-time Positions: 3</p> <p>List of Committees/Boards that require staff assistance:</p> <p>Police Pension Board, Fire Pension Board, Administration & Public Works Committee, and Board of Local Improvements</p>
<p>Mandated vs. Non-Mandated Services</p> <p>(Required by Federal/State/ or Local Legislation)</p>	<p>Mandated Services:</p> <ul style="list-style-type: none"> ▪ Annual budget (adopt resolution) ▪ Comprehensive Annual Financial Report ▪ Annual revenue certification report ▪ Annual treasurer’s report ▪ Annual police/fire certification reports ▪ Annual property tax levy ▪ Annual TIF comptroller reports ▪ Quarterly Financial Reports ▪ Monthly expense and revenue tracking ▪ Administer and maintain purchasing policies and procedures ▪ Payroll tax returns to Fed and State ▪ W2s/1099s ▪ Arbitrage rebate analysis and debt administration ▪ Weights & measures inspections ▪ Minority Women Evanston Business Enterprise and Local Improvement Programs



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	<ul style="list-style-type: none"> ▪ Contractual payment processing (debt, Econ. Development agreements) ▪ Grant proceeds audit/oversight (single audit) ▪ Paycheck processing ▪ Accounts payable processing ▪ Revenue collections ▪ Adjudication hearings <p>Non-Mandated Services:</p> <p>Nearly all finance functions are mandated by federal state or local statute.</p>												
Financial Summary	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 60%;">FY 09-10 Department Specific Revenues</td> <td style="text-align: right;">\$2,850,000</td> </tr> <tr> <td>FY 09-10 Budgeted Expenses:</td> <td style="text-align: right;">\$3,044,000</td> </tr> <tr> <td style="text-align: right;">Variance:</td> <td style="text-align: right;">\$(194,000)</td> </tr> </table> <p><u>Department Specific Revenues:</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Revenue Type</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Licenses: Vehicle Sticker Licenses</td> <td style="text-align: right;">\$2,700,000</td> </tr> <tr> <td>Fines: Administrative Adjudication Collections (Non-parking ordinance violations)</td> <td style="text-align: right;">\$ 150,000</td> </tr> </tbody> </table> <p>% of Budget that is allocated for mandated services: 100% Balance of expenses funded from General Fund Revenues: \$194,000</p>	FY 09-10 Department Specific Revenues	\$2,850,000	FY 09-10 Budgeted Expenses:	\$3,044,000	Variance:	\$(194,000)	Revenue Type	Amount	Licenses: Vehicle Sticker Licenses	\$2,700,000	Fines: Administrative Adjudication Collections (Non-parking ordinance violations)	\$ 150,000
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