

FINANCE DEPARTMENT

The Finance Department is responsible for overseeing the fiscal and technology operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of Village funds, payment of bills, billing and collection of revenue, risk management, payroll and retirement plan administration, and information technology services.

Many of the functions performed by the department represent an internal service to other departments. Additionally, the Department performs accounting and related administrative services for the Glen Ellyn Public Library and the Glenbard Wastewater Authority (GWA). A service charge representing the cost of services provided to other Village funds and these two external agencies is collected and recognized as a revenue in the General Fund.

The proposed staffing complement for FY09/10 includes 5 full-time and 10 part-time employees. Departmental staff are divided into two areas including Administration and Operations and the Cashiers Office.

Administration and Operations - This segment of the department is staffed by four full-time employees including a full-time Finance Director, Assistant Finance Director, Information Technology Manager, and Accounting Specialist. Primary responsibilities of this area include general administration, accounting services, accounts payable, payroll processing, and information technology services. New for FY09/10 will be the oversight and administration of a 3rd party contract paramedic billing service.

General administration of the department is the responsibility of the Finance Director. Primary duties include the coordination and management of staff resources, coordination of the Village's annual budget process, management of the Village's independent annual financial audit, cash management and investment of Village funds, planning for long-term capital project financing, oversight of information technology functions and risk management.

The accounting function records cash receipts and cash disbursements in accordance with established policies and procedures. The accounts payable function processes all disbursements for the Village, the Glenbard Wastewater Authority and the Glen Ellyn Public Library. Monthly financial statements are prepared and distributed to department managers for review of current spending against budgeted amounts.

Each year, in conformance with State statutes, the Village undergoes an audit of its financial statements and records by an independent audit firm for the purpose of

obtaining an opinion as to whether the Village's financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP). The department is responsible for the coordination and preparation of the Village's annual financial statements (Comprehensive Annual Financial Report or "CAFR") through its audit firm as well as preparing all documentation and records necessary to support the amounts and disclosures in the financial statements.

For the past twenty years, the Village has received recognition for its CAFR in the form of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This program requires preparation of financial statements in accordance with detailed program criteria which help ensure a financial report that is well organized and easily readable as well as ensuring a spirit of complete disclosure and comparability with other local government financial statements.

Cashier's Office - The Cashier's Office, located in the Civic Center lobby area, is staffed by a full-time Accounts Manager and eight part-time Fiscal Clerks. This segment of the department represents the main point of contact for many Village residents. The Cashier's Office collects and records all payments received via the mail or in person at the Civic Center as well as receiving utility bill payments electronically from an external financial institution which performs payment processing (lockbox) services for monthly Village utility bills.

The Cashier's Office manages all facets of the Village's monthly combined utility billing program for water/sanitary sewer and residential solid waste collection services. The Village presently services approximately 8,000 water/sewer and 7,000 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the cashier's office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program (which includes an annual fire inspection that is coordinated through the Planning and Development Department) and the parking permit renewal process which covers more than 800 customers in the Central Business District. Other transactions include the collection of building permit fees, real estate transfer tax transactions, dog licenses, parking citations and other miscellaneous fees.

Accomplishments for FY08/09

In addition to the array of services provided to other departments and the public on an ongoing basis, the department was involved in a number of significant activities and projects during the fiscal year as itemized below.

1. Excellence in Financial Reporting - For the twentieth consecutive year, the Village's Comprehensive Annual Financial Report (CAFR) was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). Glen Ellyn is included among the less than 10% of local governments in Illinois who receive an unqualified audit opinion and prepare a CAFR which meet GFOA's recognition criteria.
2. Employee Job Cross-Training – Cross-trained department staff in critical departmental functions.
3. Information Technology Initiatives – We continue to be very busy in areas concerning technology and our computer network to provide Village staff access to higher functioning work tools and to enhance the overall reliability and protection of network data. Highlights for the FY08/09 fiscal year include:
 - ✓ Migrated the Village's telecommunications service to a new vendor at substantial cost savings.
 - ✓ Upgraded back-up server to Windows 2003.
 - ✓ Implemented a new human resources module in the MUNIS financial system.
 - ✓ Migrated email server from Exchange 2000 to Exchange 2003.
 - ✓ Specified, ordered and installed a new SQL server to support the MUNIS Financial system.
 - ✓ Installed Windows Defender on all workstation PCs to limit spyware and adware.
4. Office Automation –Expanded access and training in the MUNIS information system to a greater population of users.
5. Human Resources Software – Implemented a new human resource software application which is compatible with our current suite of financial and information systems software (MUNIS). This resulted in the discontinuation of a service through a non-compatible vendor and resulted in lower overall operating costs and improved staff efficiency.
6. Banking Services- Completed a request for proposals process for the Village's core banking services and lockbox services. Migrated to two new service providers resulting in a reduction in total service costs.

7. Capital Planning – Worked with the Public Works Department and Capital Improvements Commission to develop a plan to preserve the 20 year street improvement program developed in 2000 in light of significant construction price increases and additional project scope. Prepared and presented the plan to the public through various written and public meeting presentations.
8. Health Insurance Program – Assisted in the transition from a self-insured plan to participation in a multi-jurisdictional insurance pool effective January 1, 2009.

Goals and Objectives for FY09/10

Activities of the department will continue a focus of improving and enhancing operational efficiency and effectiveness both within the department and throughout the larger organization. Some of these undertakings include:

1. Expand use and accessibility of the MUNIS financial system to other Village departments and employees, including development of customized reporting features to assist departments in providing improved service.
2. Conduct a competitive search process to reduce credit card processing fees.
3. Implement a parking citation database application in cooperation with the Police Department.
4. Look at improving and making more customer friendly, the process of renewing annual business registration information.
5. Look at improving and making more customer friendly, the process of obtaining and renewing quarterly and annual leased parking permits.
6. Work with an independent actuary to implement the requirements of GASB Statement 45, Accounting for Other Post-Employment Benefits (OPEB).