

## 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 FY10/11 includes 5 full-time and 13 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 and one part-time Fiscal Clerk. Primary responsibilities of this area include general administration, accounting services, accounts payable, payroll processing, and information technology services.

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, and oversight of information technology functions.

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.

The Village received for the first time a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its Annual Budget for the fiscal year beginning May 1, 2009.

Cashier's Office - The Cashier's Office, located in the Civic Center lobby area, is staffed by a full-time Accounts Manager, eight part-time Fiscal Clerks and four meter readers. 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 FY09/10**

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 twenty-first 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. Distinguished Budget Presentation Award – Received the Village's very first Distinguished Budget Presentation Award from the Government Finance Officers Association for the adopted Village Budget for the fiscal year beginning May 1, 2009.
3. Popular Annual Financial Report – Prepared the Village's very first Popular Annual Financial Report (PAFR) which is a highly summarized layperson's synopsis of the Village's financial performance and position for the year ended April 30, 2009.
4. 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 FY09/10 fiscal year include:
  - ✓ Worked with various consultant to identify reception problems with the Village's AM1620 radio station. Relocated the radio station and antenna to the Civic Center for improved coverage and emergency communications.
  - ✓ Assisted the Public Works Department in migrating forestry database information into a new product.
  - ✓ Worked with a new credit card clearing house to implement internet based credit card machines. Installed three machines in the Cashier's Office, Planning & Development and Police Department to enhance customer service.
  - ✓ Installed new Mobile Crash Reporting (MCR) software in all squad cars and linked to in squad printers. Officers can now print the drivers exchange in the squad car instead of requiring the involved parties to pick it up at the police station.
  - ✓ Built a new document imaging system and migrated all existing documents from our existing document imaging server to a new server and new software (OnBase).
5. Special Service Areas - Completed the statutory renewal process for five

- commercial economic development special service areas (SSAs) and assisted in the creation of two additional SSAs in unincorporated areas to the north and south of the Village limits to ensure equitable assessment of taxes for fire and emergency services provided through the Glen Ellyn Volunteer Fire Company.
6. Finance Commission – Began work with a newly formed Finance Commission to address Village long-range financial and policy issues.
  7. Development Escrow Deposits – Worked with the Planning and Development Department to improve the process for collecting and monitoring developer escrow deposits.

### **Goals and Objectives for FY10/11**

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. Develop a comprehensive capital planning document as a supplement to the annual Village budget.
2. Integrate three year operating revenue and expenditure projections into the annual budget document to expand longer term planning horizon.
3. Prepare multi-year trend analysis of key Village revenues and expenditures and integrate into financial planning tools.
4. Review and make recommendations for improvement of Village financial policies.
5. Investigate opportunities to improve the annual business registration process.
6. Work jointly with the Village Clerk, Administration and Planning and Development departments to update and modify outdated sections of the Village Code.
7. Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting.