

Finance & Revenue Department

Fiscal Year 2018
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, non-profit funding, payroll, invoice billings, investments, treasury management

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,
Staff Analyst

Meet the Staff – Finance



Matt Egbert,
Accountant



Rachel Branch,
Accountant

Not Pictured:

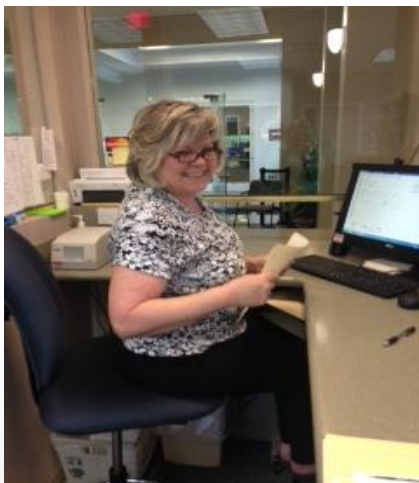
Wanda Morrison, Accounting
Manager

Pat Owens, Accounts Payable

Meet the Staff – Revenue



Becky Egner,
Revenue & Collections Supervisor



Eva Waynick,
Acct Support Spec



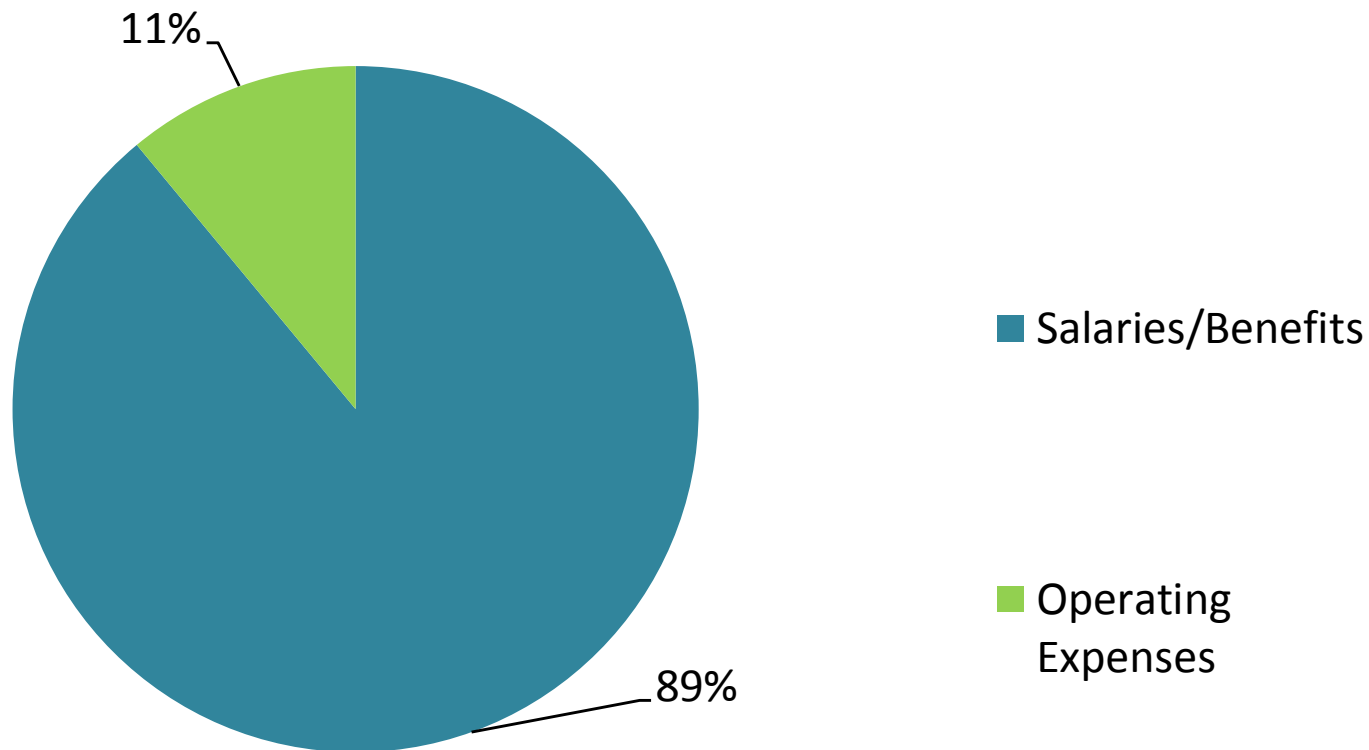
Tania English,
Acct Support Spec



Kayla Downey,
Acct Support Spec

Finance & Revenue FY 2018 Proposed Budget

FY 2018



Finance & Revenue

FY 2018 Proposed Budget

	Actual 2016	Original Budget 2017	Projected 2017	Proposed 2018
Salaries/Benefits	\$1,110,385	\$1,167,167	\$1,167,167	\$1,217,372
Operating Expenses	\$148,986	\$138,459	\$138,459	\$150,595
Capital Outlay	-	-	-	-
TOTAL	\$1,259,371	\$1,305,626	\$1,305,626	\$1,367,967

Finance & Revenue Employees

Full-time Equivalent	FY 2014	FY 2015	FY 2016	FY 2017	Proposed FY 2018
# of Full-time	13	13	14	15	15
# of Part-time	2	2	2	1	1
Full-time Equivalent	14.0	14.0	15.0	15.5	15.5

*Part-time includes seasonal employee/interns.

Accounts Receivable

- Weed Bills:
 - FY 2016– 456 weed bills billed, \$199,624 collected
 - FY 2017 YTD – 256 weed bills billed, \$97,415 collected YTD*
 - *May and June is not included, which is typically heavier volume.
- General Billing:
 - Includes retiree insurance, property damage, enterprise funds
 - FY 2016– 1,550 bills, \$2,386,700 collected (94% collection)
 - FY 2017 YTD – 1,058 bills, \$2,042,467 collected YTD (91% collection)

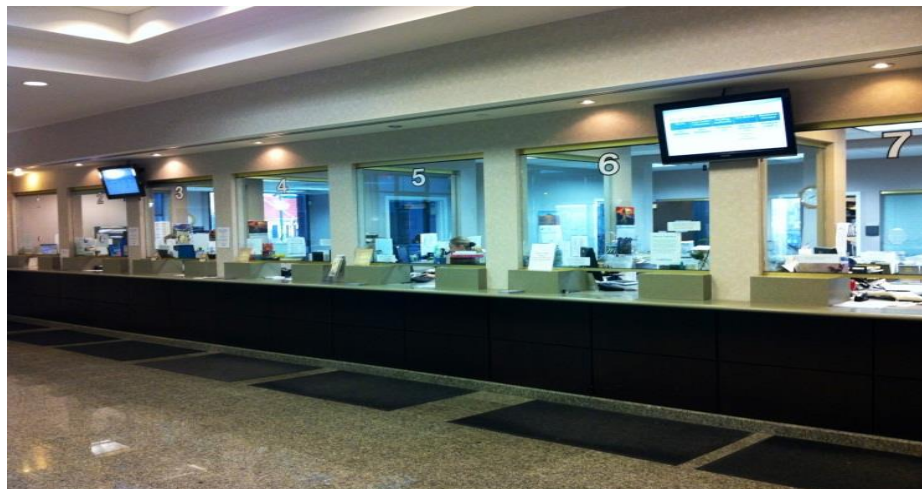
Property Tax Collections

Fiscal Year 2016

- 55,650 bills
- \$32,346,066 collected

Fiscal Year 2017

- 56,347
- \$ 32,748,441 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 2016, **3,518** business licenses were issued.
- YTD in FY 2017, **3,004** business licenses have been issued.

Accounts Payable

- Weekly processing
- Over 1,300 vendors
- Payments totaling over \$28.4 million year to date

Payroll

- Approximately 1,200 employees per payroll (bi-monthly) – includes part-time employees
- Excess of \$41.2 million
- Additionally, in 2016 we began processing payroll for Transit

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