

**CITY OF JONESBORO**  
Finance Department

**TOP 5 ACCOMPLISHMENTS FOR 2009**

1. Prepared 2008 financial statement on time, before the stated deadline of March 1 and September. In the previous year's this was not accomplished.
2. Established daily review of all city bank accounts and reconcile daily booked receipts to the bank statement activity.
3. Drafted and Council approved official financial policies for the City.
4. Completed input of all fixed assets over \$1,500 into the Springbrook system.
5. Reduced budget by \$502K in capital improvements, \$597K in operations for a total of \$1.099 million, as a prudent response to the flattening of sales tax and privilege license revenues.

**TOP 5 GOALS & OBJECTIVES FOR 2010**

1. Fully implement and utilize Springbrook software:
  - a. Revise the Chart of Accounts.
  - b. Complete automation of the requisition and purchasing process.
  - c. Upgrade to newer version of Springbrook.
2. Establish internal control & compliance function to correct weaknesses identified in previous audits.
3. Improve efficiency and accuracy of accounting by:
  - a. Drafting and implementing formal written accounting manual.
  - b. Centralize accounting for all of the City's grant activity.
4. Improve the City's Expense management.
  - a. Plan the timing of major cash disbursements with major receipts.
  - b. Negotiate volume discounts for purchasing of supplies and other small but frequently purchased items.
  - c. Conduct cost-Benefit Analysis before all major decisions.
  - d. Process all bills daily and input into the system to generate flexibility in deciding when to spend money.
5. Improve the City's Income management.
  - a. Review all fees annually and recommend repricing as needed to keep up with inflation
  - b. Identify new potential revenue resources



**City of Jonesboro Operating Budget FY 2010**

**Fund: General Fund**

**Department: Finance**

<b>Account Name</b>	<b>2008 Actual</b>	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>Difference</b>
Salaries- Finance	411,438	453,038	376,208	(76,830)
Holiday Pay	5,765	0	5,788	5,788
Group Insurance		25,000	21,500	(3,500)
Pension Contribution-City		20,790	38,500	17,710
Payroll Taxes	21,870	29,240	23,987	(5,253)
Expenses(Travel & Training)	7,201	3,512	0	(3,512)
Part-Time Salaries	2,895	14,832	0	(14,832)
Overtime Salaries	3,005	2,771	500	(2,271)
Insurance		1,264	0	(1,264)
Professional Services	101,723	164	0	(164)
Office Exp./Postage/Printing	10,276	6,895	6,000	(895)
Advertising	2,315	6,007	6,500	493
Supplies	6,758	325	1,120	795
Office Supplies		5,574	7,000	1,426
Dues & Subscriptions	930	1,292	350	(942)
Miscellaneous	791	75	75	0
Fixed Assets		0	0	0
Minor Furniture & Equipment		255	0	(255)
Rentals/ Contracts	480	747	975	228
Unemployment/Wkms.Comp.		9,915	2,519	(7,396)
Medicare Contributions	5,882	7,284	5,610	(1,674)
Budget Control		10,992	0	(10,992)
<b>TOTAL</b>	<b>581,328</b>	<b>599,972</b>	<b>496,631</b>	<b>(103,341)</b>

**City of Jonesboro Authorized Position FY 2010**

**Fund: General Fund**

**Finance Department Total Staff of 9 Employees**

- 1 Asst Finance Director
- 1 Purchasing Agent
- 1 City Accountant
- 1 City Collector
- 1 Accounts Payable Spe
- 1 Accounting Specialist
- 1 Payroll Spec/Budget Coor
- 2 Accounting Tech

<b>Job Title</b>	<b>Salary</b>
Asst Finance Director	54,565.72
Purchasing Agent	60,230.39
City Accountant	50,669.76
Accounting Tech	34,132.32
City Collector	43,692.23
Accounts Payable Spe	40,572.73
Accounting Specialist	29,432.24
Payroll Spec/Budget Coor	35,860.30
Accounting Tech	27,052.00
<b>TOTAL</b>	<b>376,207.69</b>
<b>PART-TIME</b>	4,800.00
<b>OVERTIME</b>	500.00
<b>TOTAL</b>	<b>5,300.00</b>