



FINANCE DEPARTMENT

Submitted by Ben Barylske, Chief Financial Officer

Accomplishments for 2011:

1. Received annual audit report from the Division of Legislative Audit for 2010 with no formal findings for the first time in several years.
2. Anticipate ending the year with excess reserves for the second successive year.
3. Implemented and fully utilized the new version 7 Springbrook Software in all departments.
4. Streamlined purchasing procedures for a more efficient and effective process for all departments.
5. Revised process to reduce manual journal entries.
6. All bank accounts are reconciled monthly to general ledger.
7. Setup controls and procedures for billing and collections of incinerator fees.
8. Setup controls and procedures for recording activities and collections for the softball sports program.
9. Successfully consolidated Federal Grants and Community Development Block Grants departments to improve operations, accountability and fiscal oversight.

Goals for 2012:

1. To receive annual audit report from the Division of Legislative Audit for 2011 with no formal findings.
2. Continue to reconcile all accounts and funds for the City.
3. Draft and implement 401(a) Defined Contribution Retirement Plan and 457(b) Retirement Savings Plan and Trust for Non-Uniformed employees.
4. Further revise the City's chart of accounts to reduce the number of accounts in the General Ledger without reducing accountability of the City.
5. Successfully draft and approve a balanced budget.
6. Properly record and manage funding for the various building projects throughout the City.



City of Jonesboro Operating Budget FY 2012

Fund: General Fund		Department: Finance			
Account Name	2010 Actual	2011 Budget	2012 Budget	Difference	
Salaries- Finance	\$ 388,966	\$ 415,942	\$ 369,755	\$ (46,187)	
Holiday Pay	6,255	6,302	5,689	(614)	
Group Insurance	21,587	25,000	25,000	0	
Payroll Taxes	23,847	25,789	23,278	(2,511)	
Uniforms	0	350	350	0	
Expenses(Travel & Training)	2,383	7,500	7,500	0	
Insurance and Licenses	1,468	1,100	748	(352)	
Professional Services	3,468	22,500	54,000	31,500	
Postage	6,705	6,094	6,100	6	
Advertising and Printing	3,032	3,450	3,400	(50)	
Supplies	419	1,000	1,000	0	
Office Supplies	4,117	4,775	4,600	(175)	
Dues & Subscriptions	863	605	600	(5)	
Minor Equipment & Furniture	437	500	3,000	2,500	
Rentals/ Contracts	712	712	750	38	
Unemployment/Wkms.Comp.	2,519	0	0	0	
Medicare Contributions	5,577	6,031	5,632	(400)	
Maintenance Contracts	0	1,200	1,200	0	
TOTAL	\$ 472,353	\$ 528,849	\$ 512,601	\$ (16,248)	

City of Jonesboro Authorized Position FY 2012

Fund: General Fund

Finance Department Total Staff of 8 Employees

- 1 Chief Financial Officer
- 1 Purchasing Agent
- 1 City Collector
- 1 Accounts Payable Specialist
- 1 Accounting Specialist
- 1 Payroll Specialist/Budget Coordinator
- 2 Accounting Tech

Job Title	Salary
Chief Financial Officer	\$ 90,643.33
Purchasing Agent	62,039.70
City Collector	45,004.74
Accounts Payable Specialist	41,791.62
Payroll Specialist/Budget Coordinator	36,937.56
Accounting Tech	35,157.64
Accounting Specialist	30,316.29
Accounting Tech	27,864.70
TOTAL	\$ 369,755.58