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**FINANCE**

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**MISSION**

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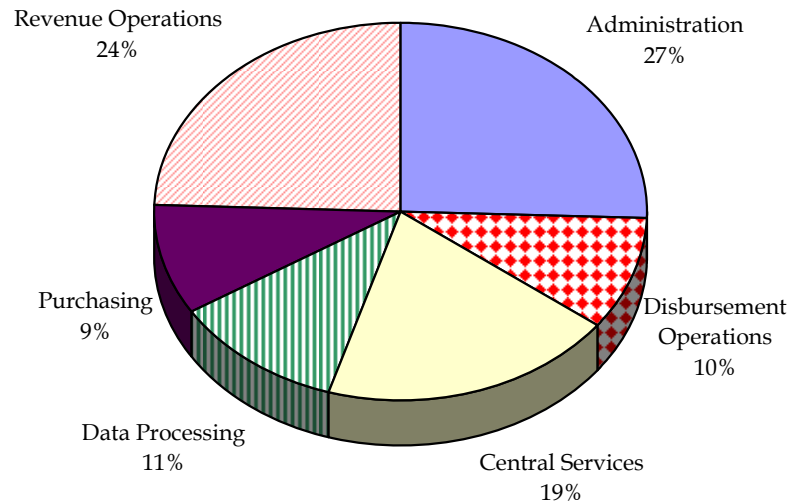
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The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

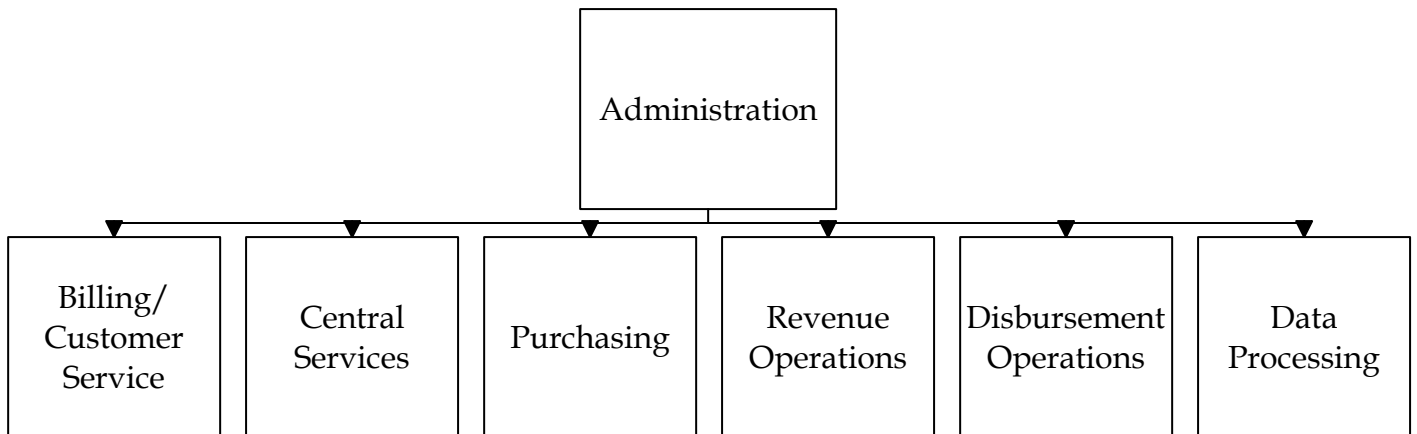
**TOWN OF VIENNA  
FISCAL YEAR 11-12 BUDGET**

**FINANCE: EXPENDITURES BY DIVISION**

	FY 10-11 Budget	FY 10-11 Adjusted	FY 11-12 Adopted	Net Change
Administration	434,303	459,361	359,998	-74,305
Disbursement Operations	136,196	136,196	135,904	-292
Data Processing	47,500	47,500	159,668	112,168
Purchasing	135,197	135,197	132,062	-3,135
Central Services	276,519	276,519	272,529	-3,990
Revenue Operations	343,264	363,264	340,999	-2,265
<b>Finance</b>	<b>1,372,979</b>	<b>1,418,037</b>	<b>1,401,160</b>	<b>28,181</b>



**TOWN OF VIENNA**  
**Finance**



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**ADMINISTRATION**  
**10241**

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**PURPOSE**

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The purpose of the Finance Administration division is to provide overall management of departmental staff and operations to ensure the department mission is accomplished.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide financial policy recommendations to Town Council and Town Manager.
- Coordinate improvements to financial systems and processes.
- Provide general accounting and financial reporting services.
- Prepare the Comprehensive Financial Report and filings.
- Provide cash management and other treasury functions.
- Coordinate capital financing and debt management.
- Provide special research to Council, Manager and Departments.

**FY 10-11 ACCOMPLISHMENTS**

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- Assisted financial advisor in bond rating upgrade.
- Coordinated sale for \$4.99 million general obligation bond issue.
- Provided management and oversight in planning and/or implementation of the:
  - New software system for budget preparation operation
  - New software system for property tax operation
  - New software and lockbox collection systems for vehicle license fee operations
  - Parking ticket enforcement improvements
  - Animal license enforcement improvements
  - Correction of major Washington Gas billing problems
  - Credit card payment option for vehicle license fees
  - Compliance with new requirements for filing the Comprehensive Annual Report.
  - Financial Report with the Securities and Exchange Commission
  - Water and sewer fund indirect cost study
  - Water and sewer fund valuation study

**ADMINISTRATION  
10241**

**FY 11-12 INITIATIVES**

- Provide management and oversight in planning and/or implementation of the
  - New software system for Business and Professional Occupation License operations.
  - New software system for meals and lodging tax operations.
  - New software systems for animal license operations.
  - Online time sheet entry by departments.
  - Online requisition entry by departments.
  - Division of Motor Vehicles stop payment to enforce collection of vehicle license fees and parking tickets.
  - Document imaging to streamline retention and retrieval of records.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of legal filing deadlines met on time	100%	100%	100%
Percent of information requests responded to within one business day	85%	85%	90%
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	22	23	24

**ADMINISTRATION  
10241**

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Finance Technician (transferred to Data Processing 10243)	1	1	0

**FY 11-12 BUDGET CHANGES**

- Salary and fringe benefit costs of the Finance Technician have been moved to the data processing division to accurately reflect change in position duties to Financial Systems Administrator causing decreases in salary and fringe benefit accounts in this division.
- Conventions/Education account number 45504 has been increased to cover the cost of training conferences and seminars to stay current with public financial issues and to maintain required Certified Public Accountant certification of the Deputy Finance Director.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : ADMINISTRATION

FUND : GENERAL  
NUMBER : 10241

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	280,732	281,759	284,170	284,170	284,190	232,396	(51,774)
<p style="text-align: center;">THE REDUCTIONS IN THIS ACCOUNT AND FRINGE BENEFIT ACCOUNTS IN THIS DIVISION ARE DUE TO THE TRANSFER OF THE ACCOUNTING TECHNICIAN POSITION BUDGET TO THE DATA PROCESSING DIVISION (10243). THIS IS DUE TO THE SIGNIFICANT INCREASE IN DEMAND FOR SYSTEM ADMINISTRATIVE SUPPORT AND SERVICES TO THE USERS OF THE FINANCIAL SYSTEM.</p>								
41002	OVERTIME							
41003	REG. P.T. WITH BENEFITS							
41008	ANNUAL LEAVE CASH-IN	2,492	2,492					
TOTAL	PERSONAL SERVICES	283,224	284,250	284,170	284,170	284,190	232,396	(51,774)
42001	F.I.C.A.	21,476	19,297	21,739	21,739	18,419	17,778	(3,961)
42002	V.R.S.	42,447	42,416	42,057	42,057	42,055	34,395	(7,662)
42003	V.R.S. LIFE INS	2,998	1,661	955	955	796	781	(174)
42007	HEALTH INSURANCE	14,768	14,618	16,200	16,200	16,808	5,100	(11,100)
42012	CAFETERIA PLAN FEES	190	126	190	190	127	127	(63)
42018	ER CONTRIBUTIONS:DC401A	11,229	11,271	11,367	11,367	11,367	9,296	(2,071)
TOTAL	EMPLOYEE BENEFITS	93,108	89,390	92,508	92,508	89,572	67,477	(25,031)
43103	ACCTG/AUDIT SVCS	69,950	49,354	54,950	80,008	58,603	55,000	50
TOTAL	PURCHASED SERVICES	69,950	49,354	54,950	80,008	58,603	55,000	50
45202	LONG DIST SERVICE	800	507	800	800	518	525	(275)
45504	CONVENTIONS/EDUCATION	625	1,849	625	625	3,286	3,500	2,875
<p style="text-align: center;">THE REQUESTED INCREASE IN THIS ACCOUNT REFLECTS MORE ACCURATE BUDGETING FOR THE COST OF TRAINING SEMINARS AND CONFERENCES REQUIRED FOR KEEPING CURRENT WITH PUBLIC FINANCIAL ISSUES AND MAINTAINING REQUIRED CPA CERTIFICATION OF THE DEPUTY FINANCE DIRECTOR. THIS INCLUDES VGFOA CONFERENCES, REGIONAL SEMINARS, AND USEFUL WEBEX TRAINING WHEN AVAILABLE.</p>								
45801	MEMBERSHIPS/DUES	550	249	550	550	400	600	50
TOTAL	OTHER CHARGES	1,975	2,605	1,975	1,975	4,204	4,625	2,650
46012	BOOKS/SUBSCRIPTIONS	700	444	700	700	500	500	(200)
TOTAL	MATERIALS AND SUPPLIES	700	444	700	700	500	500	(200)
TOTAL	ADMINISTRATION	448,957	426,043	434,303	459,361	437,069	359,998	(74,305)

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**DISBURSEMENT OPERATIONS**  
**10242**

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**PURPOSE**

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The purpose of the Disbursement Operations Division is to provide timely and accurate payments to employees and vendors.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Prepare bi-weekly and monthly payroll.
- Make all payroll tax payments and prepare and file all payroll tax returns.
- Calculate, file and remit all benefits to outside benefit providers.
- Provide W-2 tax forms and 1099 forms accurately and on time.
- Respond to special information requests regarding payroll on a myriad of topics annually both for administration and for employees
- Pay all vendor payments, ensuring proper support exists prior to payment.
- Research payment issues and respond to vendor and staff inquiries.

**FY 10-11 ACCOMPLISHMENTS**

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- Completed all payrolls, representing over 7,800 payroll checks annually, accurately and on time.
- Completed all tax and benefit filings and payments on time.
- Completed all vendor payments, representing over 13,000 invoices accurately and on time.
- Prepared analysis for payout of Local Pension and completed payout to retirees.
- Implemented use of electronic timesheets in several major departments.
- Successfully converted W-2 and 1099 processing to the new software system.

**FY 11-12 INITIATIVES**

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- Implement remote timesheet entry for other departments on the new system.
- Explore use of electronic check listing verification with the bank for vendor payments to minimize chance of fraudulent payments.
- Implement online departmental purchase requisition entry to reduce the possibility of fraudulent payments.
- Explore use of other vendor payment methods, such as electronic funds transfer.



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**DISBURSEMENT OPERATIONS**  
**10242**

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- Implement invoice approval changes to require receiving verification to be made by originating departments.

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**PERFORMANCE MEASURES**

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*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of paychecks processed accurately and on time	99.9%	99.9%	99.9%
Percent of tax filings processed accurately and on time	100%	100%	100%
Average time for vendor payments	Less than 30 days	Less than 30 days	Less than 30 days

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Payroll Specialist	1	1	1
Finance Clerk II	.625	.625	.625

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**FY 11-12 BUDGET CHANGES**

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- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : DISBURSEMENT OPERATIONS

FUND : GENERAL  
NUMBER : 10242

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	57,382	57,608	57,382	57,382	56,615	59,277	1,895
41002	OVERTIME	4,800	7,131	1,200	1,200	2,500	1,200	
41003	REG. P.T. WITH BENEFITS	28,431	28,480	28,431	28,431	29,772	29,370	939
41004	PART TIME W/O BENEFITS							
41006	ANNUAL LEAVE LIQUIDATION							
41008	ANNUAL LEAVE CASH-IN							
TOTAL	PERSONAL SERVICES	90,613	93,219	87,013	87,013	88,887	89,847	2,834
42001	F.I.C.A.	6,657	6,175	6,657	6,657	6,308	6,874	217
42002	V.R.S.	8,676	8,677	8,493	8,493	8,494	8,773	280
42003	V.R.S. LIFE INS	613	340	193	193	160	199	6
42007	HEALTH INSURANCE	11,824	10,828	12,000	12,000	12,518	12,000	
42012	CAFETERIA PLAN FEES	70	126	70	70	126	70	
42018	ER CONTRIBUTIONS:DC401A	2,295	2,305	2,295	2,295	2,296	2,391	96
TOTAL	EMPLOYEE BENEFITS	30,135	28,451	29,708	29,708	29,902	30,307	599
43301	EQUIPMT MICE CONTRACTS	425	105	425	425	95	100	(325)
43308	CONTRACTS/SERVICES	8,000	9,154	8,000	8,000	7,000	7,000	(1,000)
TOTAL	PURCHASED SERVICES	8,425	9,259	8,425	8,425	7,095	7,100	(1,325)
45203	POSTAL SERVICES	4,000	2,954	4,000	4,000	3,300	3,500	(500)
45504	CONVENTIONS/EDUCATION	150	412	150	150	150	400	250
TOTAL	OTHER CHARGES	4,150	3,366	4,150	4,150	3,450	3,900	(250)
46012	BOOKS/SUBSCRIPTIONS	800	195	800	800	250	250	(550)
46015	OPERATIONAL SUPPLIES	6,100	4,530	6,100	6,100	4,000	4,500	(1,600)
TOTAL	MATERIALS AND SUPPLIES	6,900	4,725	6,900	6,900	4,250	4,750	(2,150)
TOTAL	DISBURSEMENT OPERATIONS	140,223	139,020	136,196	136,196	133,584	135,904	(292)



# **Town of Vienna, Virginia**

## **Adopted Budget**

**July 1, 2011 – June 30, 2012**

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**DATA PROCESSING**  
**10243**

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**PURPOSE**

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The purpose of the Data Processing division is to support the departmental mission by maintaining and improving financial software systems essential to the operations of the other finance departments and those of users in other departments

**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide system administration for Sungard/Pentamation Financial Systems.
- Serve as conduit between Town users and software vendor.
- Provide on-site maintenance, security functions and employee training.
- Identify, analyze and resolve system issues with software vendor.
- Identify needs for systems re-engineering and consult with software vendor regarding design and implementation solutions.
- Provide system administration and supervision for credit card payment system.
- Provide operational planning and policy development.
- Analyze and audit operations.

**FY 10-11 ACCOMPLISHMENTS**

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- Implemented new vehicle licensing system.
- Implemented lockbox system to improve cash collections and streamline processing of vehicle license fee operations.
- Implemented online credit and debit card payment option for vehicle license tax.
- Implemented the conversion of budget preparation operations to the new software system and trained users in the new operational requirements.
- Implemented conversion of property tax operations to the new software system.
- Coordinated software modifications required to implement the new employee access center software system for Town employees.
- Identified needs for each department and trained Town employees to access departmental financial information based on analysis of their needs.

**DATA PROCESSING  
10243**

**FY 11-12 INITIATIVES**

- Install and complete training for new business license system which will enable us to increase productivity and produce better information to management.
- Complete installation of meals tax system.
- Install and complete training for new animal license system.
- Evaluate and coordinate additional system modifications as needed.
- Redesign front counter space for the new cash register terminals and implement the cash receipting module of the new software system.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of users trained on new systems within a three month window	n/a	n/a	100%
Percent of modification requests responded to within seven business days	n/a	n/a	100%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Finance Technician	n/a	n/a	1

**DATA PROCESSING**  
**10243**

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**FY 11-12 BUDGET CHANGES**

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- \$73,391 worth of increases in salary and fringe benefit accounts reflect transfer of the Finance Technician position from the finance administrative division 10241 to this division.
- New software system application hosting fees are now funded in this departmental budget rather than by the new financial system reserve as was the case during its implementation. This accounts for the \$37,350 increase in account 43302.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : DATA PROCESSING

FUND : GENERAL  
NUMBER : 10243

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES						57,733	57,733
	THIS BUDGET REQUEST REFLECTS THE TRANSFER OF THE ACCOUNTING TECHNICIAN POSITION FROM THE FINANCE ADMINISTRATION DIVISION (10241) TO THIS DIVISION DUE TO SIGNIFICANT INCREASE IN DEMAND FOR SYSTEM ADMINSTRATIVE SUPPORT AND SERVICES TO THE FINANCIAL SYSTEM USERS IN ALL DEPARIMENTS.							
41002	OVERTIME						4,234	4,234
TOTAL	PERSONAL SERVICES						61,967	61,967
42001	F.I.C.A.						4,741	4,741
42002	V.R.S.						8,544	8,544
42003	V.R.S. LIFE INS						194	194
42007	HEALTH INSURANCE						11,100	11,100
42012	CAFETERIA PLAN FEES						63	63
42018	ER CONTRIBUTIONS:DC401A						2,309	2,309
TOTAL	EMPLOYEE BENEFITS						26,951	26,951
43101	CONSULTING SERVICES	28,900	563	15,000	15,000			(15,000)
43302	FINANCIAL SYSTEM MICE	48,000	43,378	30,000	30,000	19,000	67,350	37,350
	THIS ACCOUNT NOW INCLUDES ANNUAL PROCESSING FEES OF THE ASP FINANCIAL SYSTEM. IT ALSO INCLUDES MAINTENANCE OF SEVERAL LICENSE SOFTWARE SYSTEMS AND THE OLD COMPUTER HARDWARE ON WHICH PRIOR YEAR'S FINANCIAL DATA RESIDES.							
TOTAL	PURCHASED SERVICES	76,900	43,940	45,000	45,000	19,000	67,350	22,350
45504	CONVENTIONS/EDUCATION						700	700
45801	MEMBERSHIPS/DUES						200	200
TOTAL	OTHER CHARGES						900	900
46015	OPERATIONAL SUPPLIES	2,500		2,500	2,500	2,000	2,500	
TOTAL	MATERIALS AND SUPPLIES	2,500		2,500	2,500	2,000	2,500	
TOTAL	DATA PROCESSING	79,400	43,940	47,500	47,500	21,000	159,668	112,168

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**PURCHASING**  
**10244**

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**PURPOSE**

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Purchasing supports the safeguarding of assets by ensuring the Town buys its goods and services at competitive prices while complying with state and local procurement laws.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Process purchase orders.
- Issue Blanket Purchase Orders for Maintenance Agreements.
- Issue and process solicitations for competitive sealed bidding.
- Provide guidance and ensure compliance with Commonwealth and local procurement laws.

**FY 10-11 ACCOMPLISHMENTS**

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- Reduced advertising costs.
- Revised Blanket Purchase Order procedures.
- Transitioned the Town to a new office supply company.

**FY 11-12 INITIATIVES**

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- Implement new Blanket Purchase Order process.
- Assist the Departments in the transition of entering requisitions directly into Pentamation.
- Implement emailing Purchase Orders from Pentamation.



**PURCHASING  
10244**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Regular purchase orders processed within two days of receipt of requisition	95%	95%	95%
Process competitive bid solicitations within 15 days of department request	95%	95%	95%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Buyer	.625	.625	.625
Purchasing Agent	1	1	1

**FY 11-12 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : PURCHASING

FUND : GENERAL  
NUMBER : 10244

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	63,629	65,964	66,266	66,266	66,266	67,359	1,093
41003	REG. P.T. WITH BENEFITS	28,304	28,728	28,304	28,304	28,304	29,400	1,096
TOTAL	PERSONAL SERVICES	91,933	94,692	94,570	94,570	94,570	96,759	2,189
42001	F.I.C.A.	7,033	6,977	7,234	7,234	7,100	7,402	168
42002	V.R.S.	9,621	9,924	9,807	9,807	9,808	9,969	162
42003	V.R.S. LIFE INS	680	388	223	223	186	226	3
42007	HEALTH INSURANCE	8,598	7,599	8,400	8,400	8,710	8,400	
42012	CAFETERIA PLAN FEES	12		12	12	12	12	
42018	ER CONTRIBUTIONS:DC401A	2,545	2,639	2,651	2,651	2,651	2,694	43
TOTAL	EMPLOYEE BENEFITS	28,489	27,527	28,327	28,327	28,467	28,703	376
43301	EQUIPMT MICE CONTRACTS	550		550	550	550		(550)
43601	ADVERTISING	4,000	1,039	4,000	4,000	900	3,000	(1,000)
TOTAL	PURCHASED SERVICES	4,550	1,039	4,550	4,550	1,450	3,000	(1,550)
45404	CENTRAL COPIER CHARGES	600	415	600	600	600	600	
45504	CONVENTIONS/EDUCATION	1,850	210	1,850	1,850	300	1,000	(850)
45801	MEMBERSHIPS/DUES	2,000	1,740	2,000	2,000	1,800	500	(1,500)
COG DUES BUDGET TRANSFERRED TO CENTRAL SERVICES DIVISION (10245).								
TOTAL	OTHER CHARGES	4,450	2,365	4,450	4,450	2,700	2,100	(2,350)
46012	BOOKS/SUBSCRIPTIONS	1,300		1,300	1,300			(1,300)
46015	OPERATIONAL SUPPLIES	2,000	1,516	2,000	2,000	1,500	1,500	(500)
TOTAL	MATERIALS AND SUPPLIES	3,300	1,516	3,300	3,300	1,500	1,500	(1,800)
TOTAL	PURCHASING	132,722	127,139	135,197	135,197	128,687	132,062	(3,135)



# **Town of Vienna, Virginia**

## **Adopted Budget**

**July 1, 2011 – June 30, 2012**

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**CENTRAL SERVICES**  
**10245**

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**PURPOSE**

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The purpose of the Central Services Division is to provide receptionist and switchboard services to the Town of Vienna and to assist in various data entry projects for the Finance Department.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Answer phones and provide directions and information for walk-in residents at Town Hall.
- Sort incoming mail, open Finance Department mail and match payments to stubs.
- Input payment data for dog licenses and vehicle license fee payments.
- Process approximately 85,000 annual counter cash / check payments.

**FY 10-11 ACCOMPLISHMENTS**

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- Ensured all bills mailed on a timely basis; over 88,000 bills from the Finance Department annually.
- Processed payments for dog licenses and vehicle license fee payments.
- Replaced postage machine to provide better service and reporting on postage.

**FY 11-12 INITIATIVES**

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- Determine ways receptionist can assist in Town's new social media policy.

**CENTRAL SERVICES  
10245**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of incoming mail sorted, processed and distributed on same day received	100%	100%	100%
Percent of outgoing mail processed on the same business day	100%	100%	100%
Referrals to the Town's facebook page as a percent of calls for information			75%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Finance Clerk I	1	1	1

**FY 11-12 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : CENTRAL SERVICES

FUND : GENERAL  
NUMBER : 10245

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	45,132	45,290	45,813	45,813		45,939	126
41003	REG. P.T. WITH BENEFITS		2,544					
41004	PART TIME W/O BENEFITS							
TOTAL	PERSONAL SERVICES	45,132	47,835	45,813	45,813		45,939	126
42001	F.I.C.A.	3,453	3,650	3,505	3,505	3,642	3,514	9
42002	V.R.S.	6,824	6,815	6,780	6,780	6,782	6,799	19
42003	V.R.S. LIFE INS	482	267	154	154	128	166	12
42004	LOCAL PENSION PLAN	3,231	3,479	3,555	3,555	3,576	3,299	(256)
42007	HEALTH INSURANCE	4,617	4,613	5,100	5,100	5,206	5,100	
42012	CAFETERIA PLAN FEES	12		12	12		12	
TOTAL	EMPLOYEE BENEFITS	18,619	18,824	19,106	19,106	19,334	18,890	(216)
43301	EQUIPMT MICE CONTRACTS	5,000	2,387	5,000	5,000	2,300	2,300	(2,700)
43308	CONTRACTS/SERVICES	6,700	569	6,700	6,700	600	700	(6,000)
TOTAL	PURCHASED SERVICES	11,700	2,956	11,700	11,700	2,900	3,000	(8,700)
45201	LOCAL PHONE SERVICE	89,000	68,813	60,000	60,000	59,700	60,000	
45203	POSTAL SERVICES		1,449			600	600	600
45801	MEMBERSHIPS/DUES	1,600	220	1,600	1,600	200	1,600	
INCLUDES COG DUES TRANSFERRED FROM PURCHASING DIVISION (10244)								
45809	REFUNDS		181					
TOTAL	OTHER CHARGES	90,600	70,663	61,600	61,600	60,500	62,200	600
46015	OPERATIONAL SUPPLIES	2,000	504	2,000	2,000	500	500	(1,500)
TOTAL	MATERIALS AND SUPPLIES	2,000	504	2,000	2,000	500	500	(1,500)
48103	COMMUN EQUIPT REPLACEMENT	9,000	6,755	9,000	9,000	9,000		(9,000)
48203	COMMUNICATIONS EQT-ADDIT	106,700		127,300	127,300	142,000	142,000	14,700
P.E.G. REVENUES USED FOR THE TOWN'S FIBER-OPTIC NETWORK AND OTHER TELECOMMUNICATION PROJECTS. REVENUES ARE SHOWN IN 10-31214.								
TOTAL	CAPITAL OUTLAY	115,700	6,755	136,300	136,300	151,000	142,000	5,700
TOTAL	CENTRAL SERVICES	283,751	147,537	276,519	276,519	234,234	272,529	(3,990)



# **Town of Vienna, Virginia**

## **Adopted Budget**

**July 1, 2011 – June 30, 2012**

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**REVENUE OPERATIONS**  
**10246**

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**PURPOSE**

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The purpose of the Revenue Operations division is to produce bills, process receipts and enforce revenue collection to support Town programs.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Produce bills and collect real estate taxes. Approximately 12,000 bills totaling over \$8.7 million for FY 10/11 or over 40% of General Fund revenue.
- Bill and collect business license tax. Audit existing businesses to identify non-reporting businesses.
- Bill and collect meals tax, vehicle license and animal license fees.
- Process approximately 85,000 annual counter cash / check payments.

**FY 10-11 ACCOMPLISHMENTS**

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- Assisted with implementation of new vehicle licensing system.
- Identified, billed and collected over \$50,000 worth of delinquent Business and Professional Occupation License taxes.
- Worked with Animal Warden to improve dog license collection. Improved amount collected by 12% in 2010.
- Collected 95% of meals tax on a timely basis.
- Worked with Police Department to improve parking ticket collections.

**FY 11-12 INITIATIVES**

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- Assist with conversion of all front counter transactions to lockbox or new cash receipting system.
- Implement conversion to new revenue systems under the direction of Data Processing and Administration.
- Develop new bills and forms to streamline processing and as part of new systems conversion.
- Implement Treasurer's summons and other processes to aid in Business and Professional Occupation License enforcement.
- Increase delinquent notice processing for vehicle license fees in conjunction with DMV stop process.



**REVENUE OPERATIONS**  
**10246**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Projected</b>
Percent of Real Estate Tax Collected on time	99.93%	99.72%	99.8%
Amount of formerly unreported BPOL tax collected as a percent of total	3.4%	7.6%	9%
Percent of vehicle license fees collected within two months of bill	n/a	n/a	82%
Percent of DMV stops placed for vehicle license fees as a percent of total	n/a	n/a	10%
Number of days from meals tax payment deadline to delinquent notices	14	14	14

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 09-10</b>	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
Real Estate Clerk	1	1	1
Finance Clerk II	1	1	1
Business License Officer	1	1	1
Finance Clerk I	.5	.5	.5

**FY 11-12 BUDGET CHANGES**

- Cost of Water and Sewer systems maintenance (\$6,000) transferred to division 50113 in the water and sewer fund.
- Cost of postage expected to increase 4% or \$2,200.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : REVENUE OPERATIONS

FUND : GENERAL  
NUMBER : 10246

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	176,107	176,679	176,346	176,346	177,156	181,677	5,331
41002	OVERTIME	3,939	6,693	3,939	3,939	7,878	3,939	
41003	REG. P.T. WITH BENEFITS	19,301	76	19,301	19,301	24,944	19,938	637
41004	PART TIME W/O BENEFITS		20,272			8,000		
41008	ANNUAL LEAVE CASH-IN	2,262	2,261					
TOTAL	PERSONAL SERVICES	201,609	205,981	199,586	199,586	217,978	205,554	5,968
42001	F.I.C.A.	15,251	14,956	15,264	15,264	17,016	15,725	461
42002	V.R.S.	26,627	26,602	26,100	26,100	26,100	26,888	788
42003	V.R.S. LIFE INS	1,881	1,042	593	593	494	610	17
42004	LOCAL PENSION PLAN	8,380	8,920	8,974	8,974	9,168	8,327	(647)
42007	HEALTH INSURANCE	21,830	21,829	24,200	24,200	25,106	24,200	
42012	CAFETERIA PLAN FEES	132	63	132	132	94	132	
42018	ER CONTRIBUTIONS:DC401A	1,515	1,520	1,518	1,518	1,518	1,563	45
TOTAL	EMPLOYEE BENEFITS	75,616	74,931	76,781	76,781	79,496	77,445	664
43308	CONTRACTS/SERVICES	14,486	3,410	14,486	14,486	3,000	5,000	(9,486)
43601	ADVERTISING	2,800	1,092	2,800	2,800	1,600	1,600	(1,200)
TOTAL	PURCHASED SERVICES	17,286	4,502	17,286	17,286	4,600	6,600	(10,686)
45203	POSTAL SERVICES	5,971	7,907	5,971	5,971	8,160	8,200	2,229
45404	CENTRAL COPIER CHARGES	3,500	2,778	3,500	3,500	3,500	3,500	
45504	CONVENTIONS/EDUCATION	300		300	300	700	700	400
TOTAL	OTHER CHARGES	9,771	10,684	9,771	9,771	12,360	12,400	2,629
46015	OPERATIONAL SUPPLIES	9,840	7,836	9,840	9,840	9,000	9,000	(840)
TOTAL	MATERIALS AND SUPPLIES	9,840	7,836	9,840	9,840	9,000	9,000	(840)
47203	SERVICE AWARDS							
47225	VEH LIC FEE ADMIN COSTS			30,000	30,000	36,000	30,000	
TOTAL	PROGRAMS AND SERVICES			30,000	30,000	36,000	30,000	
TOTAL	REVENUE OPERATIONS	314,122	303,935	343,264	343,264	359,434	340,999	(2,265)