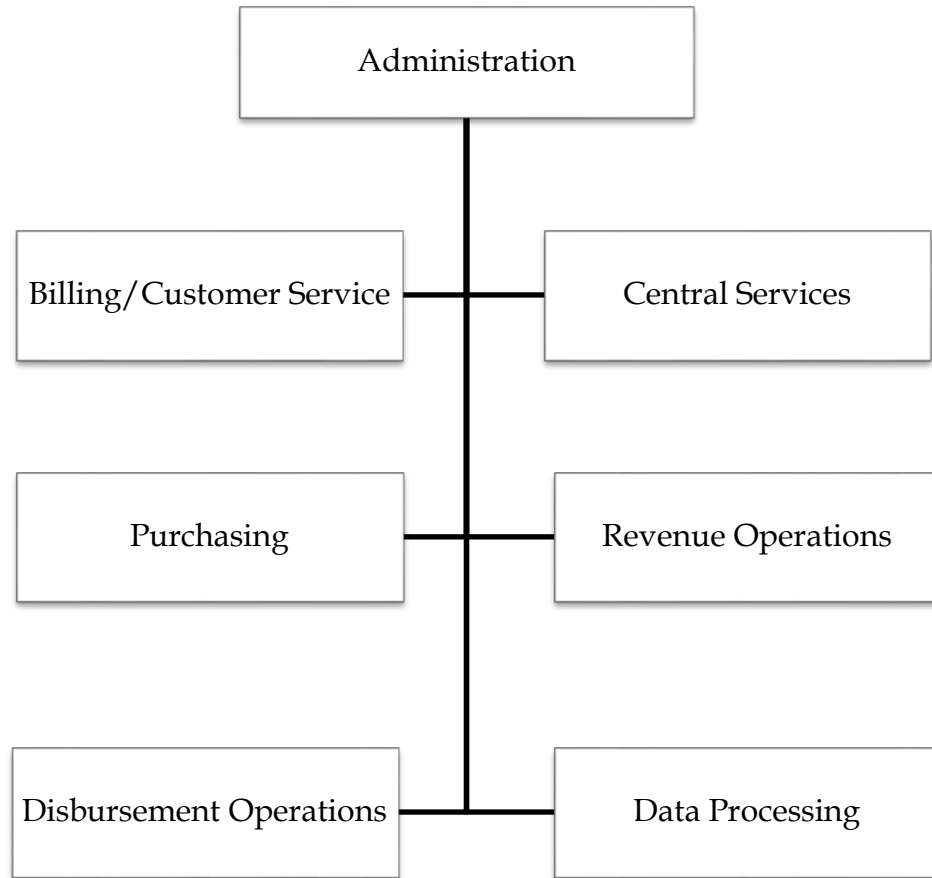


FINANCE

Mission

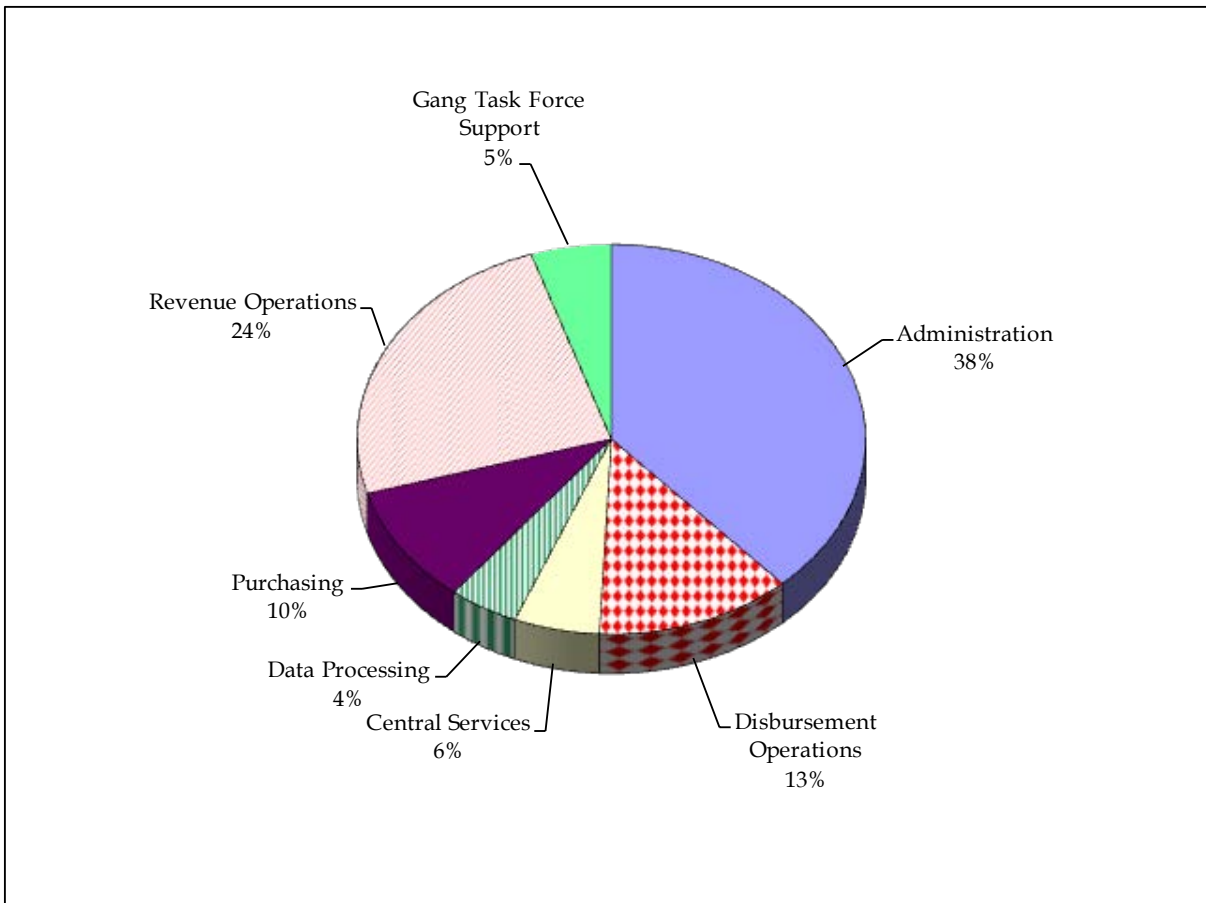
The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

FINANCE



FINANCE

	FY 12-13 Adopted	FY 12-13 Adjusted	FY 13-14 Adopted	Net Change
Administration	533,934	552,606	541,886	7,952
Disbursement Operations	155,067	156,294	176,695	21,628
Data Processing	62,500	62,500	62,500	0
Purchasing	139,997	138,622	140,070	73
Central Services	126,070	134,522	77,139	-48,931
Revenue Operations	333,322	335,814	345,199	11,877
Gang Task Force Support	0	0	72,441	72,441
Finance	1,350,890	1,380,358	1,415,930	65,040



ADMINISTRATION
10241

PURPOSE

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

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

FY 12-13 ACCOMPLISHMENTS

- Successfully obtained \$6.3 million in Bond financing and \$700k in Capital Lease financing at record low rates.
- Maintained AAA Bond rating during the bond financing process.
- Initiated investments in the State Non-Arbitrage Program for the new Bond Fund and Capital Lease to take advantage of arbitrage management and slightly higher interest rates.
- Was awarded the GFOA Distinguished Budget award for the first year that the process was run by the Finance Department.
- Was awarded the Certificate of Excellence in Financial Reporting for CAFR for the 25th consecutive year.
- Provided financial analysis and support for proposed Parking Garage and Follin Lane expansion projects outside of the bond funds.
- Completed an arbitrage study to determine the amount of any excess bond fund money for other projects.
- Managed implementation of direct payment collections for water and sewer bills.

ADMINISTRATION**10241**

- Directed the implementation of new requirements for water and sewer tenants, which included a complete re-write of the Water and Sewer portions of the Town's web site.
- Lead the five year forecast process. Developed model and completed analysis to give management and Council the first look at long-term operation needs.
- Prepared grant reimbursements for 22 open projects in conjunction with Public Works for over \$1 million in reimbursements from VDOT and other agencies.
- Managed implementation of VRS Modernization project which required significant training and process re-engineering.
- Initiated utility bill audit resulting in refunds of \$3,000 on gas, electric and phone charges.
- Led Time and Attendance Task Force that successfully evaluated and selected a time and attendance system offered by an approved partner of SunGard Public Sector.
- Led first phase of the overhaul of the Performance Evaluation system.
- Overhauled the Vehicle License fee process including amending the ordinance to bring the timing in sync with Fairfax County personal property tax collections.
- Revamped the Police delinquent ticket in-house program and increased collections by approximately \$500 per month.
- Began implementation of project to outsource all bill printing.
- Developed monthly reporting system for capital projects to keep Town Manager and Council apprised of the status of major projects.
- Coordinated move to temporary office space and had integral role in designing new Finance workspace and counter.
- Coordinated GABS 45 OBEP re-evaluation.
- Assisted in research for new Health Care stipend project.

FY 13-14 INITIATIVES

- Develop and refine monthly financial reporting system for the Town Manager.
- Convert accounting systems for business license, meal taxes and dog licenses to SunGard, including re-engineering processes, controls and procedures.
- Implement new cashiering system which will include employing computerized cash registers and re-engineering of the entire process.

ADMINISTRATION
10241

- Complete project to outsource bill printing for all revenue systems including water and sewer bill printing.
- Lead implementation of improvements to real estate tax cash processing by implementing direct payment and lockbox collections.
- Research implementation of DMV holds to collect delinquent Vehicle License fees.
- Obtain capital lease financing for the 2014 Vehicle Replacement Plan.
- Research options for alternatives to LGIP that meet State investment guidelines.
- Develop RFP for new banking services contract.
- Direct the implementation of the employee time and attendance tracking system.
- Provide Finance Department input to implement mid-level management training program.
- Identify other credit card processors for customer payments to expand credit card payment offerings.
- Spearhead research to implement purchase cards and the interface to SunGard systems.

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Percent of legal filing deadlines met on time	100%	100%	100%
Percent of information requests responded to within one business day	90%	90%	90%
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	24	25	26
Consecutive years awarded GFOA Distinguished Budget Presentation (2012 and prior in Administrative Services)		1	2

ADMINISTRATION
10241

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager (replaces Finance Technician, budgeted in Data Processing in FY 12-13)	0	1	1
Budget Manager	0	0.625	0.625
Total	2	3.625	3.625

FY 13-14 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE
ACTIVITY : ADMINISTRATION

FUND : GENERAL
NUMBER : 10241

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	232,396	232,985	325,780	325,780	307,810	333,088	7,308
41002	OVERTIME		-126					
41003	REG. P.T. WITH BENEFITS		176	43,944	43,944	43,950	44,534	590
41004	PART TIME W/O BENEFITS					7,500		
41006	ANNUAL LEAVE LIQUIDATION				12,000	82,665		
41008	ANNUAL LEAVE CASH-IN	606	1,930		6,672	6,672		
TOTAL	PERSONNEL SERVICES	233,002	234,965	369,724	388,396	448,597	377,622	7,898
42001	F.I.C.A.	17,778	15,948	28,284	28,284	33,645	29,000	716
42002	V.R.S.	34,395	34,343	40,625	40,625	37,970	41,536	911
42003	V.R.S. LIFE INS	781	650	1,726	1,726	3,625	3,964	2,238
42007	HEALTH INSURANCE	6,057	5,542	16,717	16,717	10,460	9,863	(6,854)
42012	CAFETERIA PLAN FEES	127	126	127	127	127	127	
42018	ER CONTRIBUTIONS:DC401A	9,296	9,381	13,031	13,031	12,740	13,324	293
TOTAL	EMPLOYEE BENEFITS	68,434	65,990	100,510	100,510	98,567	97,814	(2,696)
43103	ACCTG/AUDIT SVCS	55,000	49,296	55,000	53,000	55,000	55,000	
43308	CONTRACTS/SERVICES		9,900					
43501	PRINTING/BINDING SVCS		416	2,500	2,500	3,000	3,000	500
TOTAL	PURCHASED SERVICES	55,000	59,612	57,500	55,500	58,000	58,000	500
45202	LONG DIST SERVICE	525	525	500	500	500	500	
45501	MILEAGE REIMBURSEMENT						100	100
45503	SUBSISTENCE/LODGING						2,500	2,500
45504	CONVENTIONS/EDUCATION	3,500	2,705	4,000	4,000	4,000	2,400	(1,600)
<p style="text-align: center;">THE COST OF TRAINING, SEMINARS AND CONFERENCES REQUIRED FOR KEEPING CURRENT WITH PUBLIC FINANCIAL ISSUES AND MAINTAINING REQUIRED CPA CERTIFICATION OF THE FINANCE DIRECTOR AND DEPUTY FINANCE DIRECTOR. THIS INCLUDES VGFOA CONFERENCES, REGIONAL SEMINARS, AND USEFUL WEBEX TRAINING WHEN AVAILABLE.</p>								
45801	MEMBERSHIPS/DUES	600	249	700	700	700	700	
TOTAL	OTHER CHARGES	4,625	3,479	5,200		5,200	6,200	1,000
46012	BOOKS/SUBSCRIPTIONS	500	467	500	500	542	750	250
46015	OPERATIONAL SUPPLIES			500	2,500	1,000	1,500	1,000
TOTAL	MATERIALS AND SUPPLIES	500	467	1,000	3,000	1,542	2,250	1,250
48102	FURN/FIXTURE REPLACEMENT		2,019					
<p style="text-align: center;">NEW TASK CHAIRS FOR EMPLOYEES, GUEST CHAIRS FOR OFFICES AND FURNITURE FOR NEW POSITION - MOVED TO CAPITAL</p>								
TOTAL	CAPITAL OUTLAY		2,019					
TOTAL	ADMINISTRATION	361,561	366,531	533,934	552,606	611,906	541,886	7,952

DISBURSEMENT OPERATIONS
10242

PURPOSE

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

ACTIVITIES/PRODUCTS/SERVICES

- 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 including VRS, Colonial Insurance, United Healthcare, Dominion Dental, Legal Resources, Minnesota Life, Ameriflex flexible spending for medical and dependent care, garnishments and child support payments and three ICMA plans.
- 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.
- Provide support and payroll information for Public Safety grant reimbursements.
- Pay all vendor payments, ensuring proper support exists prior to payment.
- Research payment issues and respond to vendor and staff inquiries.
- Provide support to Finance staff by creating ad hoc reporting for audit and other analysis purposes.

FY 12-13 ACCOMPLISHMENTS

- Completed all payrolls representing over 7,800 payments accurately and on time.
- Refined electronic timesheet system and worked with departments to implement them.
- Completed significant training effort to complete the Town's part in the VRS Modernization project by the deadline.
- Completed all vendor payments representing over 13,000 invoices accurately and on time.
- Assisted Vehicle Licensing billing effort by responding to all voice mail requests.

DISBURSEMENT OPERATIONS
10242

- Took over retrieving and preparing all credit card receipts for input to various billing systems.
- Prepared ad hoc information requests for Administrative Services as needed.
- Continue to research and implement IRS payroll requirements.
- Assisted Deputy Finance Director with ad hoc reporting to meet audit requirements.

FY 13-14 INITIATIVES

- Develop programming to automate earnings statements.
- Assist with automated timekeeping system implementation.
- Implement positive pay system to eliminate chance of payment fraud.
- Initiate invoice scanning to attach invoices to check records in the General Ledger.
- Explore the use of ACH payments to vendors.
- Develop cross training between A/P and Payroll functions.
- Assist with implementation of purchasing cards.
- Assist with research for Fixed Asset tagging system.

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Percent of paychecks processed accurately and on time	99.9%	99.9%	99.9%
All Payroll Tax filings made on time	Yes	Yes	Yes
Average time for vendor payments	Less than 30 days	Less than 30 days	Less than 30 days
% Invoices disputed	Less than 1%	Less than 1%	Less than 1%

DISBURSEMENT OPERATIONS
10242

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Payroll Specialist	1	1	1
Finance Clerk II - Accounts Payable	.625	1	1
Total	1.625	2	2

FY 13-14 BUDGET CHANGES

- 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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	59,277	59,362	102,165	102,165	111,294	117,570	15,405
BUDGET IN FY 12-13 BASED ON CONVERSION OF ACCOUNTS PAYABLE CLERK TO FULL-TIME. EMPLOYEE TRANSFER SALARY SLIGHTLY HIGHER THAN BUDGETED.								
41002	OVERTIME	1,200	5,220	2,000	2,000	2,000	2,000	
41003	REG. P.T. WITH BENEFITS	29,370	25,163	2,142	2,142	3,445		(2,142)
41004	PART TIME W/O BENEFITS							
41006	ANNUAL LEAVE LIQUIDATION					1,915		
41008	ANNUAL LEAVE CASH-IN	347	1,104		1,227	1,226		
TOTAL	PERSONNEL SERVICES	90,194	90,849	106,307	107,534	119,880	119,570	13,263
42001	F.I.C.A.	6,874	6,232	7,816	7,816	8,514	9,200	1,384
42002	V.R.S.	8,773	8,633	12,677	12,677	13,878	14,661	1,984
42003	V.R.S. LIFE INS	199	163	515	515	1,324	1,399	884
42007	HEALTH INSURANCE	13,000	9,596	8,966	8,966	10,356	11,392	2,426
42012	CAFETERIA PLAN FEES	70	126	70	70	70	70	
42018	ER CONTRIBUTIONS:DC401A	2,391	2,374	4,066	4,066	2,634	4,703	637
TOTAL	EMPLOYEE BENEFITS	31,307	27,125	34,110	34,110	36,776	41,425	7,315
43301	EQUIPMT MICE CONTRACTS	100						
43308	CONTRACTS/SERVICES	7,000	11,239	8,000	8,000	7,950	8,800	800
EXTRA DAILY DEPOSIT WHILE IN TRAILER								
TOTAL	PURCHASED SERVICES	7,100	11,239	8,000	8,000	7,950	8,800	800
45203	POSTAL SERVICES	3,500	2,792	3,000	3,000	3,316	3,400	400
45501	MILEAGE REIMBURSEMENT						50	50
45504	CONVENTIONS/EDUCATION	400	485	400	900	500	450	50
TOTAL	OTHER CHARGES	3,900	3,277	3,400		3,816	3,900	500
46012	BOOKS/SUBSCRIPTIONS	250	219	250	250	438	500	250
46015	OPERATIONAL SUPPLIES	4,500	2,109	3,000	2,500	1,798	2,500	(500)
TOTAL	MATERIALS AND SUPPLIES	4,750	2,328	3,250	2,750	2,236	3,000	(250)
48102	FURN/FIXTURE REPLACEMENT							
TOTAL	CAPITAL OUTLAY							
TOTAL	DISBURSEMENT OPERATIONS	137,251	134,818	155,067	156,294	170,658	176,695	21,628

DATA PROCESSING
10243

PURPOSE

The purpose of the Data Processing Division is to account for the cost of financial software systems essential to the operations of the other finance departments and those of users in other departments

ACTIVITIES/PRODUCTS/SERVICES

- This department now houses the cost of systems maintenance only.

FY 12-13 ACCOMPLISHMENTS

- N/A

FY 13-14 INITIATIVES

- The Finance Administration Division will be implementing the conversion to new software for business licenses, meals taxes, dog licenses and cashiering in 2014.

PERSONNEL

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Finance Technician (moved to Finance Administration in FY 12-13)	1	0	0

FY 13-14 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE
ACTIVITY : DATA PROCESSING

FUND : GENERAL
NUMBER : 10243

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	57,733	58,660					
41002	OVERTIME	4,234	1,187					
TOTAL	PERSONNEL SERVICES	61,967	59,848					
42001	F.I.C.A.	4,741	4,086					
42002	V.R.S.	8,544	8,348					
42003	V.R.S. LIFE INS	194	158					
42007	HEALTH INSURANCE	13,100	12,351					
42012	CAFETERIA PLAN FEES	63						
42018	ER CONTRIBUTIONS:DC401A	2,309	2,347					
TOTAL	EMPLOYEE BENEFITS	28,951	27,289					
43101	CONSULTING SERVICES							
43302	FINANCIAL SYSTEM MICE	67,350	58,670	62,000	62,000	60,910	62,000	
THIS ACCOUNT INCLUDES ANNUAL PROCESSING FEES OF THE ASP FINANCIAL SYSTEM. IT ALSO INCLUDES MAINTENANCE OF SEVERAL LICENSE SOFTWARE SYSTEMS.								
TOTAL	PURCHASED SERVICES	67,350	58,670	62,000	62,000	60,910	62,000	
45504	CONVENTIONS/EDUCATION	700	589					
45801	MEMBERSHIPS/DUES	200	35					
TOTAL	OTHER CHARGES	900	624					
46015	OPERATIONAL SUPPLIES	2,500	1,350	500	500	500	500	
TOTAL	MATERIALS AND SUPPLIES	2,500	1,350	500	500	500	500	
TOTAL	DATA PROCESSING	161,668	147,781	62,500	62,500	61,410	62,500	

PURCHASING
10244

PURPOSE

The Purchasing Division 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

- 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.
- Reviews all contracts for renewal.
- Reviews all Council items for Purchasing-related issues and advises department management when necessary.

FY 12-13 ACCOMPLISHMENTS

- Hired Part-Time Buyer.
- Automated Purchase Order Logs to Excel, resulting in better reporting and tracking capabilities.
- Centralized Contract Renewals to Purchasing.
- Revised Purchasing Policy and Procedure Manual.

FY 13-14 INITIATIVES

- Develop purchasing card policy.
- Issue and process approximately 25 state and federally funded construction solicitations.
- Research software capability to automate requisition/purchase order process.
- Purchasing staff training.
- Training for Town staff in 30 minute sessions, twice a year.
 - Highlight new policies
 - Highlight problem areas

**PURCHASING
10244**

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Regular purchase orders processed within three business days of receipt of requisition	95%	86%	90%
Process competitive bid solicitations within 15 days of department request	95%	90%	90%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
Total	1.625	1.625	1.625

FY 13-14 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 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	67,359	68,297	73,620	73,620	73,627	74,364	744
41003	REG. P.T. WITH BENEFITS	29,400	29,413	30,107	30,107	25,320	32,130	2,023
TOTAL	PERSONNEL SERVICES	96,759	97,710	103,727	103,727	98,947	106,494	2,767
42001	F.I.C.A.	7,402	7,230	7,935	7,935	7,420	8,147	212
42002	V.R.S.	9,969	9,943	9,180	9,180	9,181	9,273	93
42003	V.R.S. LIFE INS	226	188	390	390	876	885	495
42007	HEALTH INSURANCE	9,400	9,868	9,220	9,220	5,178	5,696	(3,524)
42012	CAFETERIA PLAN FEES	12						
42018	ER CONTRIBUTIONS:DC401A	2,694	2,732	2,945	2,945	3,042	2,975	30
TOTAL	EMPLOYEE BENEFITS	29,703	29,961	29,670	29,670	25,697	26,976	(2,694)
43301	EQUIPMT MICE CONTRACTS							
43601	ADVERTISING	3,000	3,000	3,000	1,625	3,000	2,500	(500)
TOTAL	PURCHASED SERVICES	3,000	3,000	3,000	1,625	3,000	2,500	(500)
45404	CENTRAL COPIER CHARGES	600	694	600	600	600	600	
45501	MILEAGE REIMBURSEMENT						100	100
45504	CONVENTIONS/EDUCATION	1,000	130	1,000	1,000	1,000	1,400	400
45801	MEMBERSHIPS/DUES	500	365	500	500	365	500	
TOTAL	OTHER CHARGES	2,100	1,189	2,100		1,965	2,600	500
46012	BOOKS/SUBSCRIPTIONS							
46015	OPERATIONAL SUPPLIES	1,500	1,721	1,500	1,500	1,500	1,500	
TOTAL	MATERIALS AND SUPPLIES	1,500	1,721	1,500	1,500	1,500	1,500	
TOTAL	PURCHASING	133,062	133,581	139,997	138,622	131,109	140,070	73

CENTRAL SERVICES
10245

PURPOSE

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

- Answers phones and provides directions and information for walk-in customers and visitors to Town Hall.
- Sorts incoming mail, opens Finance Department mail and matches payments to stubs.
- Prepares approximately 85,000 annual payments for posting.
- Runs postage meter including departmental accounting for postage.
- Inputs payment data and address and status changes for dog licenses.

FY 12-13 ACCOMPLISHMENTS

- Ensured all bills were mailed on a timely basis; over 88,000 bills processed annually.
- Processed payments and updated licensing system for dog licenses.
- Assisted with dog license renewals and handled rabies notification requirements.
- Conducted clean-up of water and sewer account files to comply with State record retention policy. Close to 9,400 account files completed.
- Assisted with various projects as necessary for all Town Hall departments.
- Provided clerical support for all Town departments.

FY 13-14 INITIATIVES

- Assist with document scanning Accounts Payable invoices.
- Continue to improve communication with the public in the reception area.

**CENTRAL SERVICES
10245**

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
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%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Finance Clerk I	1	1	1
Total	1	1	1

FY 13-14 BUDGET CHANGES

- Transfer budget for the Local Phone Service from 10245-45201 to Information Technology 10217-45201.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE
ACTIVITY : CENTRAL SERVICES

FUND : GENERAL
NUMBER : 10245

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	45,939	46,585	49,272	49,272	50,900	50,987	1,715
41003	REG. P.T. WITH BENEFITS		2,594					
41004	PART TIME W/O BENEFITS							
TOTAL	PERSONNEL SERVICES	45,939	49,179	49,272	49,272	50,900	50,987	1,715
42001	F.I.C.A.	3,514	3,742	3,769	3,769	3,900	3,900	131
42002	V.R.S.	6,799	6,782	6,144	6,144	6,350	6,358	214
42003	V.R.S. LIFE INS	166	128	261	261	600	607	346
42004	LOCAL PENSION PLAN	3,299	3,587	3,823	3,823	5,037	5,498	1,675
42007	HEALTH INSURANCE	5,600	5,338	5,376	5,376	5,376	5,914	538
42012	CAFETERIA PLAN FEES	12						
TOTAL	EMPLOYEE BENEFITS	19,390	19,578	19,373	19,373	21,263	22,277	2,904
43301	EQUIPMT MICE CONTRACTS	2,300	1,199	1,500	1,500	1,950	2,150	650
43308	CONTRACTS/SERVICES	700		700	700	700		(700)
UTILITY AUDIT - PERFORMED DURING 2012								
TOTAL	PURCHASED SERVICES	3,000	1,199	2,200	2,200	2,650	2,150	(50)
45201	LOCAL PHONE SERVICE	60,000	52,923	54,000	61,077	60,700		(54,000)
TRANSFER OF BUDGET FOR LOCAL PHONE SERVICE TO IT-10217								
45203	POSTAL SERVICES	600	-58	500	500		100	(400)
45801	MEMBERSHIPS/DUES	715	1,495	125	1,500	110	125	
45809	REFUNDS							
TOTAL	OTHER CHARGES	61,315	54,360	54,625	63,077	60,810	225	(54,400)
46015	OPERATIONAL SUPPLIES	500	2,045	600	600	1,500	1,500	900
TOTAL	MATERIALS AND SUPPLIES	500	2,045	600	600	1,500	1,500	900
48103	COMMUN EQUIPT REPLACEMENT							
48203	COMMUNICATIONS EQT-ADDIT	37,300	693					
FUNDS MOVED TO RESERVE (10193) TO BE APPROPRIATED WHEN NEEDED.								
TOTAL	CAPITAL OUTLAY	37,300	693					
TOTAL	CENTRAL SERVICES	167,444	127,053	126,070	134,522	137,123	77,139	(48,931)

REVENUE OPERATIONS
10246

PURPOSE

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

ACTIVITIES/PRODUCTS/SERVICES

- Produce bills and collect real estate taxes. Approximately 12,000 bills totaling over \$9 million for FY 12-13 or 43% 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 totaling almost \$15 million.

FY 12-13 ACCOMPLISHMENTS

- Collected 99% of meals taxes on a timely basis as the number of restaurants increased during the year.
- Projected to collect a 7% increase in business license receipts.
- Administered Vehicle License billing and refined proration calculations in accordance with the ordinance. Improved customer communications by using voice mail message and an email box to respond to customers quickly.
- Implemented revised delinquent Police ticket system to improve collections.
- Conducted survey to determine level of interest in implementing direct payments of real estate bills.
- Implemented first billing to assist the Go Local web project.

FY 13-14 INITIATIVES

- Implement lockbox and direct payment processing for real estate billing.
- Assist with new system design and implementation for Business License, Meal Tax, Dog Licensing and Cashiering.
- Incorporate Go Local charges with the Business License bills.
- Launch changes to Vehicle License fee processing to improve billing and collections processes.

REVENUE OPERATIONS
10246

- Explore other credit card processing to utilize other vendors and include all payment types by credit card.
- Research methods of online bill presentation for real estate and vehicle license bills.
- Implement electronic bank deposits of Town funds.

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Percent of Real Estate Tax Collected on time	99.8%	99.7%	99.7%
Amount of formerly unreported BPOL tax collected as a percent of total	9%	10%	10%
Percent of vehicle license fees collected	82%	84%	84%
Number of days from meals tax payment deadline to delinquent notices	14	14	14

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Real Estate Clerk	1	1	1
Finance Clerk II - cashier	1	1	1
Business License Officer	1	1	1
Finance Clerk I - cashier (unfunded)	.5	.5	.5
Total	3.5	3.5	3.5

FY 13-14 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE
ACTIVITY : REVENUE OPERATIONS

FUND : GENERAL
NUMBER : 10246

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	181,677	183,327	193,765	193,765	194,845	198,413	4,648
41002	OVERTIME	3,939	9,882	4,000	4,000	5,415	4,000	
41003	REG. P.T. WITH BENEFITS	19,938	14,952					
41004	PART TIME W/O BENEFITS		31,267			4,000		
41008	ANNUAL LEAVE CASH-IN	722	2,297		2,492	2,491		
TOTAL	PERSONNEL SERVICES	206,276	241,725	197,765	200,257	206,751	202,413	4,648
42001	F.I.C.A.	15,725	17,840	14,823	14,823	15,140	15,500	677
42002	V.R.S.	26,888	26,714	24,163	24,163	24,300	24,742	579
42003	V.R.S. LIFE INS	610	506	1,027	1,027	2,320	2,361	1,334
42004	LOCAL PENSION PLAN	8,327	9,238	9,970	9,970	12,890	14,068	4,098
42007	HEALTH INSURANCE	28,200	27,489	25,683	25,683	20,505	22,556	(3,127)
42012	CAFETERIA PLAN FEES	132	63	132	132	132	132	
42018	ER CONTRIBUTIONS:DC401A	1,563	1,729	1,959	1,959	1,990	2,027	68
TOTAL	EMPLOYEE BENEFITS	81,445	83,579	77,757	77,757	77,277	81,386	3,629
43308	CONTRACTS/SERVICES	5,000	2,742	3,200	3,200	3,631	3,000	(200)
43601	ADVERTISING	1,600	1,512	1,600	1,600	1,850	1,900	300
TOTAL	PURCHASED SERVICES	6,600	4,254	4,800	4,800	5,481	4,900	100
45203	POSTAL SERVICES	8,200	8,211	9,000	9,000	9,492	10,000	1,000
45404	CENTRAL COPIER CHARGES	3,500	4,083	2,500	2,500	3,500	3,500	1,000
45501	MILEAGE REIMBURSEMENT						200	200
45504	CONVENTIONS/EDUCATION	700	35	500	500	400	1,800	1,300
ADDITIONAL EMPLOYEE TRAINING FOR OFFICE 2010 AND TRAINING ASSOCIATED WITH SYSTEM IMPROVEMENTS								
TOTAL	OTHER CHARGES	12,400	12,329	12,000	12,000	13,392	15,500	3,500
46015	OPERATIONAL SUPPLIES	9,000	8,245	9,000	9,000	9,000	9,000	
TOTAL	MATERIALS AND SUPPLIES	9,000	8,245	9,000	9,000	9,000	9,000	
47203	SERVICE AWARDS							
47225	VEH LIC FEE ADMIN COSTS	30,000	17,258	32,000	32,000	30,000	32,000	
TOTAL	PROGRAMS AND SERVICES	30,000	17,258	32,000	32,000	30,000	32,000	
48102	FURN/FIXTURE REPLACEMENT							
RETROFIT TO COUNTERS IF NEEDED - MOVED TO CAPITAL								
TOTAL	CAPITAL OUTLAY							
TOTAL	REVENUE OPERATIONS	345,721	367,391	333,322	335,814	341,901	345,199	11,877

GANG TASK FORCE
10247

PURPOSE

The purpose of the Grant Fiscal Agent is to provide professional and administrative work in support of the management of the Northern Virginia Regional Gang Task Force which Town of Vienna is the Fiscal Agent.

ACTIVITIES/PRODUCTS/SERVICES

- Intake and verification of reimbursable for 16 jurisdictions
- Checks, reviews, authorizes and updates accounts payable, general ledger and billing transactions as necessary for the Grant(s) and related accounts.
- Monitor and administer all aspects of grants to include; reimbursing participating agencies, ordering equipment/supplies, approving purchases, reviewing grant progress reports, audits and making on-site visits and audits.
- Data analysis of grant progress and completing complimentary reports.
- Search for and develop new grants to continue the work of the task force.
- Performs financial analysis, both self-directed and in response to inquiries from the Finance Director, Executive Director and Financial Liaison from other Jurisdictions.
- Interface with Budget, Human Resources, Town Administration, Purchasing, Executive Steering Team, Executive Director, Finance Director and the Jurisdictional Financial Liaison to ensure everyone is aware when a grant application is awarded and involves one of the above departments or jurisdictions.

FY 12-13 ACCOMPLISHMENTS

- New Division
- New Person

FY 13-14 INITIATIVES

- Timely and accurate basis of reimbursements to jurisdictions.
- Timely and accurate reporting to granting agency and Board.

**GANG TASK FORCE
10247**

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Process reimbursements within 30 days	N/A	N/A	95%
Reporting for grant agencies by deadline	N/A	N/A	100%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Grant Fiscal Agent	N/A	N/A	1
Total	N/A	N/A	1

FY 13-14 BUDGET CHANGES

- This is a new division created to track the expenses supporting the Gang Task Force.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE
ACTIVITY : GIF

FUND : GENERAL
NUMBER : 10247

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE	
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED			
41001	SALARIES AND WAGES						52,369	52,369	
	NEW REQUEST - HEADCOUNT NEEDED TO ACT AS FISCAL AGENT FOR THE GANG TASK FORCE. THE TOWN WILL BE RECEIVING \$62,711 TO OFFSET THE COST OF THE HEADCOUNT								
41002	OVERTIME								
41004	PART TIME W/O BENEFITS								
TOTAL	PERSONNEL SERVICES						52,369	52,369	
42001	F.I.C.A.						4,027	4,027	
42002	V.R.S.						6,564	6,564	
42003	V.R.S. LIFE INS						626	626	
42007	HEALTH INSURANCE						6,749	6,749	
42012	CAFETERIA PLAN FEES								
42018	ER CONTRIBUTIONS:DC401A						2,106	2,106	
TOTAL	EMPLOYEE BENEFITS						20,072	20,072	
45203	POSTAL SERVICES								
45404	CENTRAL COPIER CHARGES								
TOTAL	OTHER CHARGES								
46015	OPERATIONAL SUPPLIES								
TOTAL	MATERIALS AND SUPPLIES								
49221	TRANSFER TO GIF								
TOTAL	INTERFUND TRANSFERS								
TOTAL	GIF						72,441	72,441	