

**FINANCE**

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**Mission**

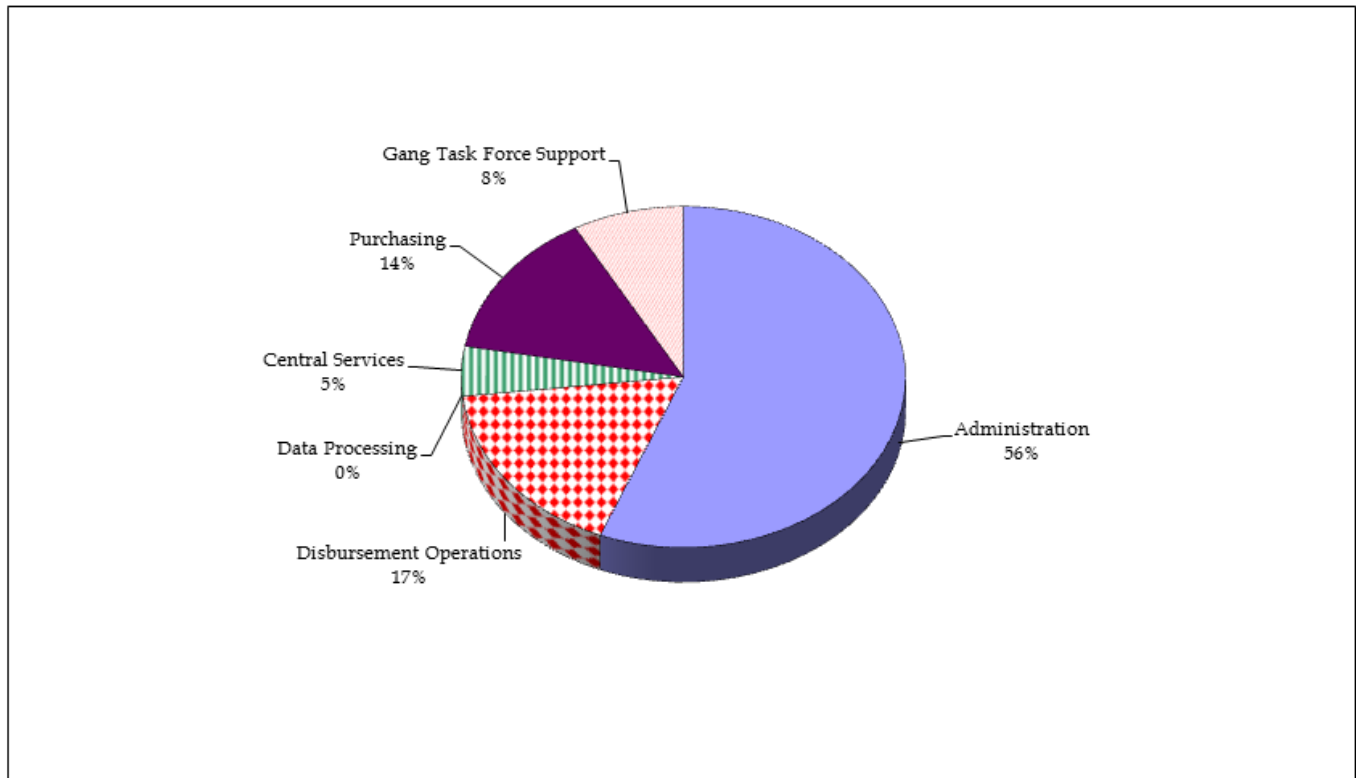
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The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

FINANCE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Revenue Operations	470,015	502,280	502,280	425,730	437,540	-64,740
Administration	558,840	645,510	703,410	729,030	642,820	-2,690
Disbursement Operations	213,878	192,760	194,260	205,370	195,720	2,960
Purchasing	150,555	153,840	153,840	152,770	160,690	6,850
Data Processing	61,863	0	0	0	0	0
Central Services	87,372	59,930	59,930	53,810	53,810	-6,120
Gang Task Force Support	75,509	85,440	85,440	91,300	92,770	7,330
<b>Finance</b>	<b>1,618,032</b>	<b>1,639,760</b>	<b>1,699,160</b>	<b>1,658,010</b>	<b>1,583,350</b>	<b>-56,410</b>



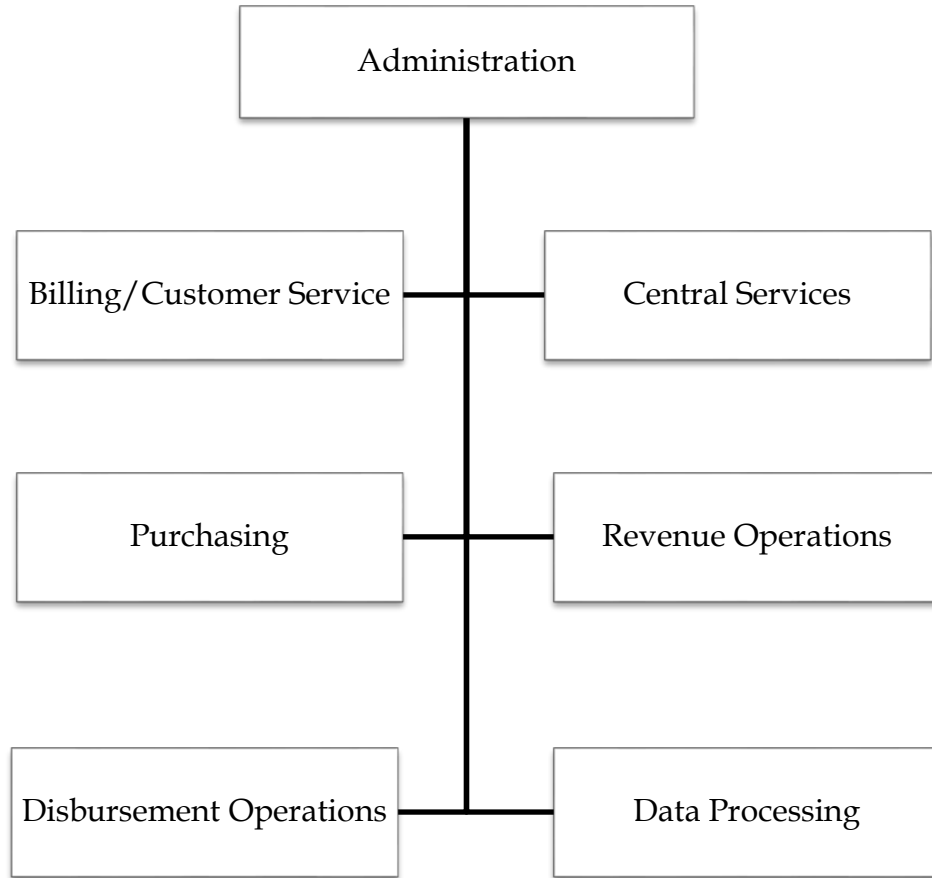
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FINANCE

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**REVENUE OPERATIONS**  
**11231**

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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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- Calculate and produce semi-annual real estate bills and collect real estate taxes.
- Maintain database for real estate owner changes; calculate and bill supplemental tax bills and abatement tax bills throughout the year.
- Answer all questions from residents and title companies.
- Calculate and produce monthly delinquent real estate tax bills. This effort has led to over 99.5% collected annually.
- Real estate billed approximately 12,000 bills totaling over \$9.7 million for FY 16-17 or 45% of General Fund revenue.
- Bill and collect business license tax. Audit existing businesses to identify non-reporting and under-reporting businesses.
- Bill and collect meals tax and animal license fees.
- Bill vehicle license fees in two cycles and four collection cycles. Work with the County and leasing companies to ensure accuracy of the data. Staff a billing questions hotline.
- Prepare appropriate letters and follow-up to ensure collections.
- Process approximately 85,000 annual counter cash/check payments totaling almost \$15 million.
- Provide tax estimates for title companies.

**FY 15-16 ACCOMPLISHMENTS**

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- Hired and trained new Fiscal Technician in cashiering and vehicle licensing.
- Reconfigured the Finance Department public counter to provide two cashier positions at the counter to streamline and improve customer service.
- Setup and implemented Tyler Cashiering POS system to replace current cashiering system. Tyler Cashiering works in conjunction with the new Munis financial software. Set up acceptance of credit cards at the front counter.
- Trained all back-up cashiers on the new Tyler Cashiering POS system.

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**REVENUE OPERATIONS**  
**11231**

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- Trained new Water and Sewer Customer Service Representative to be a back-up cashier for front counter.
- Implement Munis Real Estate and Vehicle License billing systems.
- Collected 99.2% of real estate taxes. This is the 22<sup>nd</sup> consecutive year collections have exceeded 99%.
- Issued 1,743 Business Licenses, a slight decrease from 2015 of 1,754, generating \$2.3 million in revenue.

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**FY 16-17 INITIATIVES**

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- Transition parking ticket delinquent notices over to the new financial system billing module.
- Determine the feasibility of outsourcing real estate tax bill printing and mailing once real estate is live on the new financial system.
- Explore the acceptance of debit payments for Real Estate taxes and Vehicle License fee payments.
- In conjunction with the new financial system go-live, implement electronic bill presentation methods for real estate and vehicle licensing.
- Assist with the implementation of DMV holds to collect delinquent Vehicle License fee and parking ticket payments.
- Train Real Estate Specialist on Munis General Billing to take over Miscellaneous Billing function from Finance Operations Manager.
- Implement document scanning of hard copy paper files of daily cash receipt documents in an effort to become more environmentally friendly.

**REVENUE OPERATIONS**  
**11231**

**PERFORMANCE MEASURES***Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Percent of Real Estate Tax Collected on time	99.8%	99.8%	99.8%
Amount of formerly unreported BPOL tax collected as a percent of total	3%	3.5%	1%
Percent of vehicle license fees collected	91%	80%	90%
Number of mid-year estimates for escrow agents	N/A	N/A	500
Supplemental real estate bills issued	103	137	140
Real estate abatements processed	131	121	130
Number of monthly delinquent real estate bills issued	1,052	1,117	1,100
Telephone call inquiries received by the Real Estate Department	2,958	2,749	2,800
Vehicle License annual and prorated bills issued	12,658	12,930	12,900
Vehicle License delinquent bills issued	3,587	4,764	4,500
Total revenue handled and deposited by Finance Counter Cashiers	N/A	\$25,572,000	\$30,000,000

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**REVENUE OPERATIONS**  
**11231**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Real Estate Tax Specialist	1	1	1
Head Cashier	1	1	1
Business License Officer	1	1	1
Revenue Auditor (temporary)	1	.5	-
Sr. Accountant - VDOT Grants	-	-	1
Fiscal Assistant - cashier (unfunded in FY14-15)	.5	1	1
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>5</b>

**FY 16-17 BUDGET CHANGES**

- Added a Senior Accountant to manage the accounting of VDOT Grant reimbursements. This position will be funded by CIP including the State and Federal portion or projects.
- Decrease in personal costs due to the removal of expenses for the temporary Revenue Auditor approved in the FY 15-16 budget.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11231  
NAME REVENUE OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	207,570	208,825	266,740	266,740	255,600	355,290	88,550
41002	OVERTIME	4,000	5,404	4,000	4,000	6,000	4,000	-
41004	PART TIME W/O BENEFITS	104,000	35,840	51,070	-	-	-	(51,070)
41008	ANNUAL LEAVE CASH-IN	-	2,572	-	2,670	2,670	-	-
TOTAL	PERSONAL SERVICES	315,570	252,641	321,810	273,410	264,270	359,290	37,480
42001	F.I.C.A.	25,110	19,029	24,620	24,620	19,760	27,490	2,870
42002	V.R.S.	25,570	25,572	32,860	32,860	31,490	43,900	11,040
42003	V.R.S. LIFE INS	2,740	2,470	3,520	3,520	3,370	4,220	700
42004	LOCAL PENSION PLAN	18,480	21,216	23,340	23,340	23,340	23,340	-
42007	HEALTH INSURANCE	30,200	28,857	31,430	31,430	33,270	42,090	10,660
42012	CAFETERIA PLAN FEES	130	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	2,080	2,071	3,740	3,740	3,740	5,600	1,860
TOTAL	EMPLOYEE BENEFITS	104,310	99,278	119,570	119,570	115,030	146,700	27,130
43308	CONTRACTS/SERVICES	9,290	7,191	4,100	10,530	10,900	21,000	16,900
43601	ADVERTISING	530	529	600	600	530	600	-
TOTAL	PURCHASED SERVICES	9,820	7,720	4,700	11,130	11,430	21,600	16,900
45203	POSTAL SERVICES	14,000	14,141	14,000	14,000	12,900	13,000	(1,000)
45404	CENTRAL COPIER CHARGES	2,000	4,022	3,800	3,800	3,800	4,500	700
45501	MILEAGE REIMBURSEMENT	100	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	1,000	179	1,000	1,000	1,000	2,050	1,050
45803	BAD DEBT WRITE-OFF	-	69,562	-	-	-	-	-
TOTAL	OTHER CHARGES	17,100	87,904	18,900	18,900	17,800	19,650	750
46015	OPERATIONAL SUPPLIES	4,970	3,839	5,300	5,300	5,300	5,300	-
TOTAL	MATERIALS AND SUPPLIES	4,970	3,839	5,300	5,300	5,300	5,300	-
47225	VEH LIC FEE ADMIN COSTS	23,300	18,632	32,000	25,570	11,900	-	(32,000)
TOTAL	PROGRAM AND SERVICES	23,300	18,632	32,000	25,570	11,900	-	(32,000)
49207	TRANSFER TO CAP PROJ FUND	-	-	-	-	-	(115,000)	(115,000)
TOTAL	INTERFUND TRANSFERS	-	-	-	-	-	(115,000)	(115,000)
TOTAL	REVENUE OPERATIONS	475,070	470,015	502,280	453,880	425,730	437,540	(64,740)



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**ADMINISTRATION****11241**

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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.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- 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.

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**FY 15-16 ACCOMPLISHMENTS**

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- Became the first local government in Virginia to sell Green Bonds for \$652 million dollars at a \$482,000 premium. Green bonds are issued for qualified projects that in some way protect or enhance the environment.
- Prepared a rating agency review where the Town's AAA bond rating was reaffirmed by the two largest rating agencies after extensive interviews with staff after extensive interviews with staff.
- Served as the project manager and triumphantly managed the conversion of thirteen accounting systems from two software providers to the Munis system. The segments are General Ledger, Accounts Payable, Purchasing, Budget, Fixed Assets, Inventory, Payroll, Animal License, Business License, Meals Taxes, Vehicle License Fees, Real Estate Taxes and Point of Sale system. With minimal outside help, current staff created all conversion data, successfully tested and implemented the systems and trained users on the new system.
- Other accomplishments related to the system conversion included: kicking off the Munis Real Estate and Vehicle License system implementation, setup and implementation of Munis General Billing Module for miscellaneous billing and miscellaneous cash receipts to be used in conjunctions with Tyler Cashiering, setup and implementation of Tyler

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**ADMINISTRATION****11241**

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- Cashiering POS system, and setup of new dog license system and renewal form in Munis database.
- Selected vendor to accept credit and debit card payments at front counter. This is a new function available through the new Point of Sale software.
  - Implemented electronic time sheets for all Town Hall employees and Police department employees. Developed phased approach to incorporate the remaining employees in the next 18 months.
  - Designed and managed the implementation of the new point of sale cashiering system which includes bar code scanning of real estate and vehicle license bills and improves internal controls over cash processing.
  - Converted the fixed asset system to Munis from Excel spreadsheets. Calculated depreciation on the new system for inclusion in the financial statement audit.
  - Successfully completed the annual financial statement audit on the new accounting system. Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 28<sup>th</sup> year in a row for the prior year audit.
  - Successfully completed the annual budget within GFOA deadlines. Received the Distinguished Budget Presentation award for the prior year budget. This award has been achieved for each of the five years the budget has been prepared by the Finance Department.
  - Prepared a bid and awarded a \$700,000 capital lease for equipment purchases.
  - Worked with the actuarial firm to recalculate the liability for the Other Post-Benefit Employment liability and to value the local and sworn pension liabilities to implement the new requirements of GASB 68.
  - Provided reports and analysis to the Local Pension committee.
  - Monitored, reviewed and submitted reimbursement requests for 20 grants with the Virginia Department of Transportation and the Federal Highway Administration. Requested almost \$2 million in reimbursements.
  - Managed the conversion to online employee time and attendance tracking in conjunction with the new financial system.
  - Researched and wrote RFP's for deferred compensation and third party administration for employees.
  - Updated the Water and Sewer rate study with internal resources.

**ADMINISTRATION  
11241**

**FY 16-17 INITIATIVES**

- Execute new investment strategy to maximize return on the Town’s funds in compliance with State investment requirements in an environment of low interest rates.
- Analyze existing banking services to create a contract for new banking services, integrating the new financial software system and the most recent technology in banking, including pooled cash.
- Determine how best to implement e-bills to cut paper costs and meet customer expectations.
- Obtain capital lease financing for the 2017 Vehicle Replacement Plan.
- Identify the correct resource to implement purchasing cards in conjunction with the new financial system.
- Research and implement ACH bill payment with the new financial system.
- Manage the implementation of DMV holds for vehicle license fee and parking ticket bills.
- Assist in implementation of Munis permitting module.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Percent of legal filing deadlines met on time for the SEC and the Government Finance Officers’ Association (GFOA)	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	27	28	29
Consecutive years awarded GFOA Distinguished Budget Presentation	20	21	22

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**ADMINISTRATION**  
**11241**

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Manager	0.625	0.625	0.625
Unfunded Intern	0.25	0.25	0.25
<b>Total</b>	<b>3.875</b>	<b>3.875</b>	<b>3.875</b>

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**FY 16-17 BUDGET CHANGES**

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- There are no significant changes to this budget.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11241  
NAME FINANCE ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	328,460	318,991	362,810	362,810	355,560	363,100	290
41003	REG. P.T. WITH BENEFITS	46,190	46,764	47,460	47,460	47,460	48,850	1,390
41004	PART TIME W/O BENEFITS	-	26,457	-	-	15,000	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	2,500	25,930	-	-
41008	ANNUAL LEAVE CASH-IN	-	3,249	-	5,500	8,200	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	374,650	395,460	410,270	419,770	453,650	411,950	1,680
42001	F.I.C.A.	29,800	27,656	31,770	31,770	32,720	28,390	(3,380)
42002	V.R.S.	42,300	39,172	43,470	43,470	43,800	44,730	1,260
42003	V.R.S. LIFE INS	4,530	3,784	4,660	4,660	4,690	4,310	(350)
42007	HEALTH INSURANCE	11,720	12,377	10,110	10,110	9,090	10,430	320
42012	CAFETERIA PLAN FEES	130	110	60	60	120	120	60
42018	ER CONTRIBUTIONS:DC401A	13,730	12,760	14,110	14,110	14,110	14,520	410
TOTAL	EMPLOYEE BENEFITS	102,210	95,858	104,180	104,180	104,530	102,500	(1,680)
43103	ACCTG/AUDIT SVCES	52,000	49,255	55,000	55,000	55,000	55,000	-
43302	FINANCIAL SYSTEM MTCE	-	-	63,610	63,610	70,000	61,820	(1,790)
43308	CONTRACTS/SERVICES	7,650	7,644	-	48,400	33,400	-	-
43309	CELL PHONE EXPENSE	-	-	770	770	770	770	-
43501	PRINTING/BINDING SVCES	2,500	1,786	2,000	2,000	2,000	2,000	-
TOTAL	PURCHASED SERVICES	62,150	58,685	121,380	169,780	161,170	119,590	(1,790)
45202	LONG DIST SERVICE	400	397	400	400	400	400	-
45501	MILEAGE REIMBURSEMENT	100	82	100	100	100	100	-
45503	SUBSISTENCE/LODGING	2,500	1,024	2,500	2,500	2,500	2,000	(500)
45504	CONVENTIONS/EDUCATION	2,400	2,657	2,400	2,400	2,400	2,000	-
45801	MEMBERSHIPS/DUES	2,480	1,225	2,480	2,480	2,480	2,480	-
TOTAL	OTHER CHARGES	7,880	5,385	7,880	7,880	7,880	6,980	(500)
46012	BOOKS/SUBSCRIPTIONS	300	2,297	300	300	300	300	-
46015	OPERATIONAL SUPPLIES	1,200	1,155	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	1,500	3,452	1,800	1,800	1,800	1,800	-
TOTAL	FINANCE ADMINISTRATION	548,390	558,840	645,510	703,410	729,030	642,820	(2,290)

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**DISBURSEMENT OPERATIONS**  
**11243**

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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.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Prepare bi-weekly and monthly payroll.
- Makes all payroll tax payments and prepare and file all payroll tax returns.
- Calculates, files and remits all benefits to outside benefit providers including VRS, Colonial Insurance, United Healthcare, Dominion Dental, Legal Resources, Minnesota Life, Genworth LTC Insurance, Ameriflex flexible spending for medical and dependent care, garnishments and child support payments and five ICMA plans including funds for the new hybrid VRS plan.
- Prepares and distributes W-2 tax forms and 1099 forms accurately and on time.
- Responds to special information requests regarding payroll on a myriad of topics annually both for administration and for employees.
- Provides support and payroll information for Public Safety and Northern Virginia Regional Grant Task Force grant reimbursements.
- Pays all vendor payments, ensuring proper support exists prior to payment.
- Audits invoices submitted for payment to ensure purchasing and other policies following with regards to vendor payments. Follows up with department staff to correct issues.
- Trains and assists department staff in inputting invoices.
- Responds to vendor and staff inquiries.
- Researches any payment misapplication by vendors.
- Provides support to Finance and Human Resource staff by creating ad hoc reporting for audit and other analysis purposes.
- Provides documentation and support for the annual State Worker's Compensation audit, Virginia Employment Commission multi-worksite report and other reports as necessary.
- Prepares funding request by funding source to correspond to payments.

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**DISBURSEMENT OPERATIONS**  
**11243**

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**FY 15-16 ACCOMPLISHMENTS**

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- Successfully converted Accounts Payable to the new Munis system. Created training materials and trained department AP users. Provided support and follow up as necessary.
- The new Munis system included paperless routing of purchase requisitions, AP invoicing and AP approvals.
- Successfully converted Payroll to the new Munis system. Converted time sheet entry to online entry. Trained users, trouble-shot problems and retrained as necessary.
- Implemented new benefits program for health insurance on the payroll system.
- Completed successful workers comp audit in the middle of the Payroll Systems conversion.
- Prepared 1099 Misc, 1099 R and W-2's on the new system.
- Prepared first and last form 1095 C's on the new system. All data had to be created and imported. First year of IRS requirement with short notice to accomplish. This was the first year of the IRS requirement with short notice to accomplish.
- Learned Munis report writing system to augment the system reports and to streamline the payroll process.
- Hired and trained new Payroll Specialist.

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**FY 16-17 INITIATIVES**

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- Cross train payroll and accounts payable to ensure each function has a backup.
- Implement positive pay for both payroll and accounts payable to eliminate the possibility of check fraud.
- Identify opportunities to automate processing of special purpose State payroll reports.
- Implement electronic Accounts Payable vendor payment to reduce the number of physical checks processed by December, 2016.

**DISBURSEMENT OPERATIONS**  
**11243**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Average time for vendor payments once approved by departments (net 30 is industry standard)	Less than 20 days once approved	Less than 15 days once approved	Less than 20 days once approved
Number of paychecks and direct deposits processed	7,652	6,946	7,200
Percent of payroll checks issued to direct deposit	91.5%	92.8%	95%
Number of Invoices processed	8,001	6,674	7,000
Number of active vendors paid during the year	752	695	700

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Payroll Specialist	1	1	1
Fiscal Technician - Accounts Payable	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 16-17 BUDGET CHANGES**

- There are no significant changes to this budget.



**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11243  
NAME DISBURSEMENT OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	106,690	110,755	121,360	111,560	118,160	121,440	80
41002	OVERTIME	2,000	10,217	2,000	2,000	10,000	4,000	2,000
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	7,895	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	1,251	-	-	-	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	3,752	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	108,690	133,870	123,360	115,060	129,660	125,440	2,080
42001	F.I.C.A.	9,200	9,774	9,440	8,740	9,920	9,600	160
42002	V.R.S.	14,550	13,140	14,950	13,750	14,560	14,310	(640)
42003	V.R.S. LIFE INS	1,560	1,274	1,600	1,600	1,560	1,440	(160)
42007	HEALTH INSURANCE	18,480	15,977	17,250	15,850	11,120	12,200	(5,050)
42012	CAFETERIA PLAN FEES	70	79	70	70	70	70	-
42018	ER CONTRIBUTIONS:DC401A	4,720	3,905	4,850	4,850	4,720	4,860	10
42021	VRS HYBRID 401A MATCH	-	53	-	-	-	650	650
42025	VRS HYBRID DISABILITY	-	-	-	-	-	390	390
TOTAL	EMPLOYEE BENEFITS	48,580	44,202	48,160	44,860	41,950	43,520	(4,640)
43308	CONTRACTS/SERVICES	30,850	28,716	13,250	23,850	23,850	19,030	5,780
TOTAL	PURCHASED SERVICES	30,850	28,716	13,250	23,850	23,850	19,030	5,780
45203	POSTAL SERVICES	3,260	3,525	4,300	4,300	4,260	4,300	-
45501	MILEAGE REIMBURSEMENT	-	10	100	100	50	100	-
45504	CONVENTIONS/EDUCATION	1,000	699	1,000	1,000	1,000	1,240	240
45801	MEMBERSHIPS/DUES	-	-	500	500	-	-	(500)
TOTAL	OTHER CHARGES	4,260	4,234	5,900	5,900	5,310	5,640	(260)
46012	BOOKS/SUBSCRIPTIONS	100	-	90	90	100	90	-
46015	OPERATIONAL SUPPLIES	3,800	2,856	2,000	4,500	4,500	2,000	-
TOTAL	MATERIALS AND SUPPLIES	3,900	2,856	2,090	4,590	4,600	2,090	-
TOTAL	DISBURSEMENT OPERATIONS	196,280	213,878	192,760	194,260	205,370	195,720	2,960

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**PURCHASING**  
**11253**

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**PURPOSE**

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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**

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- Process requisitions into 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.
- Promote efficient, cost effective business practices by negotiating pricing and reviewing renewals for contracts.
- Reviews all Council items for Purchasing-related issues and advises department management when necessary.

**FY 15-16 ACCOMPLISHMENTS**

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- Facilitated negotiations and the award of the IFB for the Community Center Renovation and Expansion project.
- Implemented the MUNIS Purchasing Module.
- Trained MUNIS users on Requisition Entry and various reports in the MUNIS Purchasing Module.
- Created MUNIS Purchasing Reference Documents as part of the electronic tools umbrella on the employee intranet.
- Partnered with the Grant Fiscal Agent to establish Project Accounting parameters in order to easily identify and report on CIP and Grant Funded projects.
- Successfully transitioned standard paper Requisitions to a paperless process.

**PURCHASING**  
**11253**

**FY 16-17 INITIATIVES**

- Ongoing training for current and new users of the MUNIS Purchasing Module.
- Explore the MUNIS Contract Module as a potential electronic library for Purchasing Contracts solicited and awarded by the Town.
- Become Subject Matter Experts on the Purchasing reporting capabilities of MUNIS.
- Ensure the policies are followed to start the inclusion of fixed assets from the beginning of contract/purchase order.

**PERFORMANCE STATISTICS**

*Based on Fiscal Year data*

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Projected
Purchase Orders Issued	406	432	550
Blanket Purchase Orders Issued	178	199	180
Change to Purchase Orders or Blankets	<u>93</u>	<u>153</u>	<u>135</u>
<b>Total</b>	<b>677</b>	<b>784</b>	<b>865</b>
Invitation for Bids Issued	25	9	24
Request for Proposals Issued	<u>5</u>	<u>4</u>	<u>5</u>
<b>Total</b>	<b>30</b>	<b>14</b>	<b>29</b>

Dollar Amounts Processed	FY 2014 Actual	FY 2015 Actual	FY 2016 Projected
Operating Budget Purchase Orders	\$4,548,843	\$6,205,709	\$4,500,000
Blanket Purchase Orders	\$2,180,736	\$2,483,986	\$2,260,000
Change to Purchase Orders or Blankets	-\$36,950	\$558,299	\$1,500,000
CIP & Grants through IFBs & RFPs	<u>\$2,381,270</u>	<u>\$3,286,595</u>	<u>\$12,900,000</u>
<b>Total</b>	<b>\$9,073,899</b>	<b>\$12,534,589</b>	<b>\$21,160,000</b>

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**PURCHASING**  
**11253**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
<b>Total</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>

**FY 16-17 BUDGET CHANGES**

- Add \$525 to Memberships/Dues for the annual license of the NIGP Codes for MUNIS and \$160 for VEGPA Membership Dues transferred from Central Services.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11253  
NAME PURCHASING

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	83,000	83,339	85,300	85,300	85,300	87,790	2,490
41003	REG. P.T. WITH BENEFITS	32,240	32,371	33,130	33,130	33,130	34,090	960
41008	ANNUAL LEAVE CASH-IN	-	1,596	-	-	-	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>115,240</b>	<b>117,306</b>	<b>118,430</b>	<b>118,430</b>	<b>118,430</b>	<b>121,880</b>	<b>3,450</b>
42001	F.I.C.A.	8,820	8,763	9,060	9,060	9,060	9,150	90
42002	V.R.S.	10,230	10,226	10,510	10,510	10,510	10,820	310
42003	V.R.S. LIFE INS	1,100	988	1,130	1,130	1,130	1,040	(90)
42007	HEALTH INSURANCE	6,770	7,110	5,840	5,840	5,390	6,190	350
42012	CAFETERIA PLAN FEES	-	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	3,320	3,307	3,410	3,410	3,410	3,510	100
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>30,240</b>	<b>30,458</b>	<b>30,010</b>	<b>30,010</b>	<b>29,560</b>	<b>30,770</b>	<b>760</b>
43308	CONTRACTS/SERVICES	-	-	-	-	-	530	530
43601	ADVERTISING	500	314	500	1,000	1,000	500	
<b>TOTAL</b>	<b>PURCHASED SERVICES</b>	<b>500</b>	<b>314</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,030</b>	<b>530</b>
45404	CENTRAL COPIER CHARGES	600	773	600	600	1,000	600	-
45504	CONVENTIONS/EDUCATION	1,400	-	2,300	1,800	1,400	2,990	690
45801	MEMBERSHIPS/DUES	500	380	500	500	380	1,920	1,420
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>2,500</b>	<b>1,153</b>	<b>3,400</b>	<b>2,900</b>	<b>2,780</b>	<b>5,510</b>	<b>2,110</b>
46015	OPERATIONAL SUPPLIES	1,500	1,324	1,500	1,500	1,000	1,500	-
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>1,500</b>	<b>1,324</b>	<b>1,500</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>-</b>
<b>TOTAL</b>	<b>PURCHASING</b>	<b>149,980</b>	<b>150,555</b>	<b>153,840</b>	<b>153,840</b>	<b>152,770</b>	<b>160,690</b>	<b>6,850</b>

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**DATA PROCESSING**  
**11270**

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**PURPOSE**

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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**

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- The costs in this department were transferred to 11241 - Finance Administration in FY 15-16.

**FY 16-17 BUDGET CHANGES**

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- As noted above, transferred to Finance Administration.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11270  
NAME DATA PROCESSING

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
43302	FINANCIAL SYSTEM MTCE	62,380	61,568	-	-	-	-	-
TOTAL	PURCHASED SERVICES	62,380	61,568	-	-	-	-	-
46015	OPERATIONAL SUPPLIES	500	295	-	-	-	-	-
TOTAL	MATERIALS AND SUPPLIES	500	295	-	-	-	-	-
TOTAL	DATA PROCESSING	62,880	61,863	-	-	-	-	-

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**CENTRAL SERVICES**  
**11271**

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**PURPOSE**

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The purpose of the Central Services Division is to provide receptionist, switchboard, administrative support and basic accounting duties for the Town of Vienna. Prepares and performs various data entry and data analysis projects for the Finance Department.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Answers phones and provides directions and information for walk-in customers and visitors to Town Hall.
- Sorts and distributes incoming mail for town departments.
- Prepares approximately 85,000 annual payments for posting to POS system.
- Runs postage meter for all Town Hall staff including departmental accounting for postage.
- Inputs payment data and address and status changes for dog licenses.
- Regularly scans documents to document management system for Finance.
- Coordinates and prepares various large-scale correspondence projects for the Finance Department.
- Prepares various journal entries and performs light account reconciliations.
- Enters journal entries into the financial accounting system.
- Performs other projects and analysis as required.

**FY 15-16 ACCOMPLISHMENTS**

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- Created mail merge document for use in Munis dog license module that will serve as our standard renewal dog license bill.
- Scanned significant number of water/sewer historical street files into document management system.
- Provided vehicle licensing and general ledger administrative support.
- Assisted with Munis Business License conversion file preparation. Files were used to load our legacy system data into the new revenue database.
- Provided ongoing administrative support for the Finance Director.
- Completed Excel training class.
- Performed multiple, light account reconciliations for the Deputy Director and Finance Operations Manager.
- Ensured outgoing mail is sent out on a timely basis.



**CENTRAL SERVICES  
11271**

- Provided clerical support for all town departments.
- Answered and directed all incoming calls to Town of Vienna main line. Greeted and directed all visitors to Town Hall.
- Learned new journal entry posting procedures in the Munis financial system.

**FY 16-17 INITIATIVES**

- Continue to scan water and sewer historical files to document management system.
- Continue to learn to how use the Munis financial system for report generation and research to be able to provide further project assistance.
- Provide assistance with Munis data conversion activities.
- Continue to schedule department wide staff meetings.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Approximate number of incoming calls to the Town’s main telephone line	N/A	N/A	11,200
Approximate number of internal calls handled by the switchboard operator	N/A	N/A	1,800
Percent of Water and Sewer files electronically available	20%	42%	80%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Fiscal Assistant	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

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CENTRAL SERVICES

11271

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FY 16-17 BUDGET CHANGES

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- Additional funds for leasing costs of new postage machine.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11271  
NAME CENTRAL SERVICES

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	37,040	39,434	39,560	39,560	39,560	39,920	360
41002	OVERTIME	-	194	-	-	440	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	14,680	-	-	-	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>37,040</b>	<b>54,308</b>	<b>39,560</b>	<b>39,560</b>	<b>40,000</b>	<b>39,920</b>	<b>360</b>
42001	F.I.C.A.	4,150	4,196	3,030	3,030	3,060	3,030	-
42002	V.R.S.	6,680	4,405	4,870	4,870	4,870	4,520	(350)
42003	V.R.S. LIFE INS	720	444	520	520	520	470	(50)
42004	LOCAL PENSION PLAN	7,240	2,448	-	-	-	-	-
42007	HEALTH INSURANCE	6,510	2,205	5,840	5,840	-	-	(5,840)
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	-	59	1,580	1,580	1,580	1,600	20
42021	VRS HYBRID 401A MATCH	-	192	-	-	-	400	400
42025	VRS HYBRID DISABILITY	-	114	-	-	-	240	240
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>25,300</b>	<b>14,063</b>	<b>15,840</b>	<b>15,840</b>	<b>10,030</b>	<b>10,260</b>	<b>(5,580)</b>
43301	EQUIPMT MTCE CONTRACTS	1,350	599	1,350	1,350	600	-	(1,350)
43308	CONTRACTS/SERVICES	17,160	15,778	-	-	-	2,000	2,000
<b>TOTAL</b>	<b>PURCHASED SERVICES</b>	<b>18,510</b>	<b>16,377</b>	<b>1,350</b>	<b>1,350</b>	<b>600</b>	<b>2,000</b>	<b>650</b>
45203	POSTAL SERVICES	-	103	-	-	-	-	-
45504	CONVENTIONS/EDUCATION	180	-	500	500	500	500	-
45801	MEMBERSHIPS/DUES	1,500	1,485	1,680	1,680	1,680	130	(1,550)
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>1,680</b>	<b>1,588</b>	<b>2,180</b>	<b>2,180</b>	<b>2,180</b>	<b>630</b>	<b>(1,550)</b>
46015	OPERATIONAL SUPPLIES	800	1,035	1,000	1,000	1,000	1,000	-
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>800</b>	<b>1,035</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>TOTAL</b>	<b>CENTRAL SERVICES</b>	<b>83,330</b>	<b>87,372</b>	<b>59,930</b>	<b>59,930</b>	<b>53,810</b>	<b>53,810</b>	<b>(6,120)</b>

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**GANG TASK FORCE**  
**11275**

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**PURPOSE**

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Thirteen Northern Virginia jurisdictions formed the Northern Virginia Regional Gang Task Force (NVRGTF) to combat regional gang activity in 2003. The Task Force collaborates with Federal and state agencies and shares enforcement resources and the administration of community-based anti-gang intervention and prevention programs to reduce recidivism and the influence of gangs in the region. The Town of Vienna is the Fiscal Agent for the NVRGTF, responsible for the fiduciary oversight of the funds provided by Federal, state and local agencies. The purpose of the Grant Fiscal Agent II is to provide professional and administrative support for the management and operations of NVRGTF.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Grant & Equitable Seizure Fund Management: Administer all fiscal aspects of grants in accordance with grant terms and conditions to include:
  - Analyze grant fiscal and operational progress vs performance measures and budget limits; complete required reports for Federal and State granting agencies and Task Force management within deadlines.
  - Prepare and process reimbursement requests to State and Federal agencies.
  - Review invoices and process reimbursements for 13 member jurisdictions, grant sub-recipients, and 3 non-profit partners.
  - Determine funding source for program expenses. Maintain records to show sources and uses of grant funds.
  - Purchasing: approve and order equipment/supplies in accordance with Purchasing Procedures and grant terms.
  - Assess operational status of programs through on-site visits and audits.
  - Maintain protocols for online federal and state grant management system access.
  - Familiarity with changing federal and state regulations is required.
- Grant Applications: Search for and develop new grants to continue the work of the task force. Participate in the analytical support, program design, and coordination required to develop grant applications along with NVRGTF partners, including research groups, and community service groups. Interface with Town of Vienna staff, Executive Steering Team, Executive Director, Finance Director and the Jurisdictional Financial Liaisons to ensure everyone is aware when a grant application is awarded and involves one of the above departments or jurisdictions.
- Budget: Work with Executive Director and Finance Director to develop annual budgets. Prepare comparisons of actual expenses vs budgeted

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**GANG TASK FORCE**  
**11275**

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amounts and other financial analyses to assist in decision-making. Answer questions from jurisdictions regarding budget availability. Oversee process to make changes to budgets and reallocations within budget.

- Administrative cost oversight: prepare billing for fiscal agent's salary and benefits, audit reimbursement requests for the Executive Director and his staff, and monitor and audit cell phone, vehicle rental, credit card, and travel expense accounts. Expenses are reconciled and paid on a timely basis.
- Member contributions administration: Prepare annual invoices. Record receipts correctly and in a timely manner.
- Accounting: Check, review, authorize and update accounts for Grants and related accounts. Respond to questions from outside auditors as required.
- Cash Management: Prepare approval requests for disbursements of funds. Ensure that funds are disbursed only as prescribed by the funding agency. Maintain records to show sources and uses of funds. Perform secondary bank reconciliations to ensure that funds are available for Task Force purposes as needed. Monitor bank accounts for fees, interest, and correctness
- Financial analysis: As required, both self-directed and in response to inquiries from the Finance Director, Executive Director and Financial Liaisons from other Jurisdictions.

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**FY 15-16 ACCOMPLISHMENTS**

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- Prepared and presented annual budget to Chief's Board.
- Reviewed, enforced federal grant requirement for the partners reimbursement request for each quarter.

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**FY 16-17 INITIATIVES**

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- Prepared invoices for all jurisdictions.
- Received remittances from jurisdictions.
- Prepared reimbursement request in TOV system and ensured payment remittances to appropriate jurisdiction.

**GANG TASK FORCE  
11275**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Process reimbursements within 30 days	95%	95%	95%
Reporting for grant agencies by deadline	100%	95%	100%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Grant Fiscal Agent II	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

*Note: 85% of Salary and Benefits are reimbursed by NVRGTF. GFA is assigned to Town of Vienna grant administration (Finance) for 15% of time.*

**FY 16-17 BUDGET CHANGES**

- No significant changes to this budget.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 11275  
NAME GANG TASK FORCE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	62,000	49,774	63,710	63,710	68,910	68,440	4,730
41003	REG. P.T. WITH BENEFITS	-	5,380	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	179	-	-	-	-	-
<b>TOTAL</b>	<b>PERSONAL SERVICES</b>	<b>62,000</b>	<b>55,333</b>	<b>63,710</b>	<b>63,710</b>	<b>68,910</b>	<b>68,440</b>	<b>4,730</b>
42001	F.I.C.A.	4,740	3,959	4,870	4,870	5,270	5,130	260
42002	V.R.S.	7,640	5,886	7,850	7,850	8,490	6,040	(1,810)
42003	V.R.S. LIFE INS	820	619	840	840	910	810	(30)
42007	HEALTH INSURANCE	6,770	7,532	5,840	5,840	5,390	6,190	350
42018	ER CONTRIBUTIONS:DC401A	1,860	930	1,910	1,910	1,910	2,740	830
42021	VRS HYBRID 401A MATCH	-	520	-	-	-	2,400	2,400
42025	VRS HYBRID DISABILITY	-	211	-	-	-	400	400
<b>TOTAL</b>	<b>EMPLOYEE BENEFITS</b>	<b>21,830</b>	<b>19,658</b>	<b>21,310</b>	<b>21,310</b>	<b>21,970</b>	<b>23,710</b>	<b>2,400</b>
45203	POSTAL SERVICES	200	79	120	120	120	120	-
45404	CENTRAL COPIER CHARGES	50	156	300	300	300	300	-
<b>TOTAL</b>	<b>OTHER CHARGES</b>	<b>250</b>	<b>234</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>-</b>
46015	OPERATIONAL SUPPLIES	500	283	-	-	-	200	200
<b>TOTAL</b>	<b>MATERIALS AND SUPPLIES</b>	<b>500</b>	<b>283</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>200</b>
<b>TOTAL</b>	<b>GANG TASK FORCE</b>	<b>84,580</b>	<b>75,509</b>	<b>85,440</b>	<b>85,440</b>	<b>91,300</b>	<b>92,770</b>	<b>7,330</b>