

## AUDIT & CONTROL

COMPTROLLER	FUNCTION	1041
APPROPRIATIONS	\$	674,306
FRINGES	\$	125,017
TOTAL APPROPRIATIONS	\$	<u>799,323</u>
REVENUE	\$	72,500
NET	\$	<u><u>(726,823)</u></u>

**DEPARTMENT OF AUDIT & CONTROL**

**Division of Comptroller**

**Division#05-1041**

**GOALS**

1. To superintend the fiscal affairs of the City in accordance with the requirements set forth in the Charter, Ordinances and other legal mandates as they relate to the Audit, Accounting and Cash/Debt Management functions of the City, the Buffalo Sewer Authority, and the Buffalo Municipal Water Finance Authority.
2. To advise and recommend on the fiscal matters for the department and the administration of the City.
3. To issue financial statements for the City of Buffalo, the Buffalo Water Board, and Buffalo Municipal Water Finance Authority.

**ACTIVITIES**

1. Designates depositories.
2. Conducts bond sales.
3. Comptroller of the Sewer Authority and Buffalo Municipal Water Finance Authority.
4. Supervises investment of idle City money.
5. Serves on the Pension Board with the Mayor and President of the Council, which administers the City Police and Fire Pension System.
6. Serves on the Board of Review with the Mayor and President of the Council that hears contract bid disputes.
7. Serves as Chief Fiscal Officer of the City and, as head of the Audit and Control, administers the various functions of that Department to include the Divisions of Accounting, Audit and Cash/Debt Management.

**WORK PROGRAM STATISTICS**

	<b>Actual 2005-2006</b>	<b>Estimate 2006-2007</b>	<b>Estimate 2007-2008</b>
<b>Bond Sales</b>	1	1	1
<b>Pension Board meetings</b>	11	11	11
<b>Board of Review meetings</b>	1	1	1
<b>Joint School Construction Board meetings</b>	12	12	12
<b>Community Action Organization meetings</b>	12	12	12
<b>Comprehensive Annual Financial Reports Issued</b>	1	1	1
<b>Basic Financial Statements Issued</b>	3	3	3
<b>Issue Quarterly Reports to the Buffalo Fiscal Stability Authority</b>	8	8	12
<b>Issue Quarterly Response to GAP</b>	3	3	3
<b>Personal Service – man years</b>	6	6	6

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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04 AUDIT & CONTROL						
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1041 COMPTROLLER						
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10441001 COMPTROLLER PS						
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411001 ANNUAL SALARY	241,049.49	271,463.39	326,922.67	339,664.00	261,279.61	339,664.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	.00	.00	399.00	.00	399.00
415001 AUTOMOBILE ALLOWANCE	660.00	1,200.00	1,200.00	1,200.00	480.00	1,200.00
TOTAL 10441001 COMPTROLLER PS	241,709.49	272,663.39	328,122.67	341,263.00	261,759.61	341,263.00
10441004 COMPTROLLER TR						
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458001 TRANSPORTATION	1,249.28	124.41	104.30	1,100.00	575.92	1,150.00
458002 MEALS & LODGING	290.00	598.07	775.43	1,842.00	2,317.08	2,725.00
458003 REGISTRATION & MEMBERSHIP FE	1,380.00	1,720.00	1,535.00	62,955.00	40,440.00	22,840.00
TOTAL 10441004 COMPTROLLER TR	2,919.28	2,442.48	2,414.73	65,897.00	43,333.00	26,715.00
10441005 COMPTROLLER SP						
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461001 OFFICE SUPPLIES	.00	71.31	62.74	250.00	251.13	400.00
461002 CONTRACT VENDOR SUPPLIES	536.39	441.45	486.48	300.00	1,681.90	300.00
464000 PERIODICALS	.00	.00	.00	.00	.00	1,526.00
TOTAL 10441005 COMPTROLLER SP	536.39	512.76	549.22	550.00	1,933.03	2,226.00
10441006 COMPTROLLER SV						
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432001 AUDITING SERVICES	213,100.00	224,100.00	258,025.00	292,100.00	304,675.00	300,500.00
443400 EQUIP MAINTENANCE CONTRACTS	690.00	1,056.95	1,990.00	1,990.00	2,002.00	2,002.00
455100 INTERNAL PRINT SHOP	.00	48.70	45.00	50.00	49.82	100.00
TOTAL 10441006 COMPTROLLER SV	213,790.00	225,205.65	260,060.00	294,140.00	306,726.82	302,602.00
10441007 COMPTROLLER CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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474100 EQUIPMENT	24,672.50	.00	.00	.00	.00	1,500.00
TOTAL 10441007 COMPTROLLER CO	24,672.50	.00	.00	.00	.00	1,500.00
TOTAL 1041 COMPTROLLER	483,627.66	500,824.28	591,146.62	701,850.00	613,752.46	674,306.00

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CITY OF BUFFALO  
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
10441001411001		COMPTR PS ANNUAL SAL	.00	339,664.00	339,664.00	.00
	1000-04-1041-0000-1-00-0-40-411-001-	COMPTR				
		COMPTROLLER	1.00	88,412.00	88,412.00	
		GRADE H005 - STEP 5				
		DEPUTY COMPTROLLER	1.00	73,209.00	73,209.00	
		GRADE I086 - STEP 5				
		EXECUTIVE ASSISTANT TO THE COMPTROLLER	1.00	65,706.00	65,706.00	
		GRADE I032 - STEP 5				
		SPECIAL ASSIST TO THE COMPTROLLER	1.00	52,020.00	52,020.00	
		GRADE I100 - STEP 5				
		ACCOUNT CLERK-TYPIST	1.00	27,748.00	27,748.00	
		GRADE A005 - STEP 3				
		SECRETARY TO THE COMPTROLLER	1.00	32,569.00	32,569.00	
		GRADE I093 - STEP 5				
		BUDGET CEILING:			.00	
		TOTALS:	.00	339,664.00	339,664.00	.00

## AUDIT & CONTROL

<b>AUDIT</b>	<b>FUNCTION</b>	<b>1042</b>
APPROPRIATIONS	\$	907,096
FRINGES	\$	331,378
TOTAL APPROPRIATIONS	\$	<u>1,238,474</u>
REVENUE	\$	207,100
NET	\$	<u><u>(1,031,374)</u></u>

## **DEPARTMENT OF AUDIT & CONTROL**

**Division of Audit**

**Division#04-1042**

### **GOALS**

1. To aid the Comptroller in supervising the fiscal affairs of the City of Buffalo, Buffalo Sewer Authority, Buffalo Board of Education, specific funds
2. To determine the reliability and accuracy of data and integrity of all fiscal matters
3. To audit and examine all relevant accounts invoices and claims
4. To audit various departments, agencies, authorities and corporations

### **ACTIVITIES**

1. Audit expenditures of all City departments, Boards, Agencies Buffalo Sewer Authority, Water Authority & Water Board
2. Audit the expenditures of the Board of Educations Capital Projects Fund
3. Audit purchase orders, service orders contracts and related claims for propriety, legality quantity, price, account charged and mathematical accuracy
4. Reconcile invoice to delivery and receipt of material, supplies and services
5. Audit City & BSA payrolls and various Federal, State and County grant payrolls to include time reports, payroll deductions, payroll registers, payroll checks and wage garnishments or attachments, for clerical accuracy and compliance with Federal and State ordinances
6. Prepare Annual Audit Plan for submission to Council and updates during the fiscal year
7. Perform audits of revenue producing sources to include grants & Buffalo Municipal Housing Authority (Audit reports are listed on The Comptroller Web Site)
8. Perform control and compliance audits and reviews
9. Perform audits of the economy, efficiency and effectiveness of the various City governmental operations
10. Maintain record of compensation awards and payments, public official bonds and liability insurance for contracts
11. Maintain a perpetual inventory of bonds held in lieu of retention monies, for incomplete city Capital Projects and Buffalo Sewer Authority Construction Funds Projects
12. Review new and existing computer systems utilized for revenue, expenditure and managerial reporting and recommend improvements
13. Review contracts for approval by the Buffalo Fiscal Stability Authority (BFSA) and Living Wage Commission
14. Reinforce sound internal control policies and procedures in departments.

**DEPARTMENT OF AUDIT & CONTROL**  
**WORK PROGRAM STATISTICS**

	<b>Actual 2005-2006</b>	<b>Actual 2006-2007</b>	<b>Estimate 2007-2008</b>
<b>Orders and Contracts Reviewed</b>			
<b>City</b>	10637	10962	11000
<b>Buffalo Sewer Authority</b>	1740	1848	1900
<b>Buffalo Board of Education</b>	108	59	70
<b>Payroll Checks Processed</b>			
<b>City</b>	95000	95000	95000
<b>Buffalo Sewer Authority</b>	7000	7000	7000
<b>Audits and Review Conducted</b>			
<b>Audits &amp; Review</b>	9	9	10
<b>Other reports &amp; requests</b>	2	2	3

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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1042 AUDIT DIVISION						
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10442001 AUDIT DIVISION PS						
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411001 ANNUAL SALARY	782,155.77	732,360.96	690,116.44	777,917.00	518,398.36	849,043.00
413001 OVERTIME	5,428.69	3,901.93	3,364.52	6,000.00	2,299.86	6,000.00
413003 ACTING TIME	.00	.00	.00	.00	4,355.44	.00
414001 LONGEVITY	19,948.90	18,675.00	16,280.89	15,925.00	11,303.71	16,000.00
414007 PERFECT ATTENDANCE INCENTIVE	8,038.12	5,799.24	6,781.60	8,200.00	.00	11,171.55
415001 AUTOMOBILE ALLOWANCE	114.00	126.00	36.00	480.00	84.00	480.00
TOTAL 10442001 AUDIT DIVISION PS	815,685.48	760,863.13	716,579.45	808,522.00	536,441.37	882,694.55
10442004 AUDIT DIVISION TR						
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458001 TRANSPORTATION	191.50	535.35	355.93	350.00	313.86	800.00
458002 MEALS & LODGING	406.00	700.25	612.03	770.00	942.72	2,143.00
458003 REGISTRATION & MEMBERSHIP FE	525.00	550.00	610.00	825.00	1,005.00	1,080.00
TOTAL 10442004 AUDIT DIVISION TR	1,122.50	1,785.60	1,577.96	1,945.00	2,261.58	4,023.00
10442005 AUDIT DIVISION SP						
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461001 OFFICE SUPPLIES	92.34	406.28	383.01	529.03	305.04	792.51
461002 CONTRACT VENDOR SUPPLIES	1,336.71	1,703.40	10,639.17	1,503.03	1,065.78	1,500.00
464000 PERIODICALS	230.00	270.00	195.50	650.00	306.95	900.00
TOTAL 10442005 AUDIT DIVISION SP	1,659.05	2,379.68	11,217.68	2,682.06	1,677.77	3,192.51
10442006 AUDIT DIVISION SV						
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432001 AUDITING SERVICES	.00	.00	.00	15,000.00	.00	15,000.00
443301 MACHINERY & EQUIP REPAIRS	.00	.00	.00	50.00	.00	50.00
443400 EQUIP MAINTENANCE CONTRACTS	1,229.00	1,266.00	1,234.00	1,266.00	1,139.00	1,276.00
455100 INTERNAL PRINT SHOP	45.00	27.74	45.00	45.00	.00	75.00
TOTAL 10442006 AUDIT DIVISION SV	1,274.00	1,293.74	1,279.00	16,361.00	1,139.00	16,401.00
10442007 AUDIT DIVISION CO						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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474100 EQUIPMENT	.00	.00	.00	900.00	3,085.87	785.00
TOTAL 10442007 AUDIT DIVISION CO	.00	.00	.00	900.00	3,085.87	785.00
TOTAL 1042 AUDIT DIVISION	819,741.03	766,322.15	730,654.09	830,410.06	544,605.59	907,096.06

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CITY OF BUFFALO  
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
10442001411001		AUDIT PS ANNUAL SAL	.00	777,917.00	849,043.00	.00
	1000-04-1042-0000-1-00-0-40-411-001-					
		PRINCIPAL AUDITOR	1.00	51,824.00	51,824.00	
		GRADE A081 - STEP 5 LOA-1 STEP 3				
		SUPERVISING AUDITOR	1.00	49,327.00	49,327.00	
		GRADE A073 - STEP 4				
		SUPERVISING AUDITOR	1.00	45,590.00	45,590.00	
		GRADE A073 - STEP 2				
		ASSOCIATE AUDITOR	1.00	44,779.00	44,779.00	
		GRADE A062 - STEP 5				
		SENIOR AUDITOR	2.00	42,836.00	85,672.00	
		GRADE A056 - STEP 5 LOA-1 PERM				
		SENIOR AUDITOR	1.00	41,566.00	41,566.00	
		GRADE A056 - STEP 4 PERM				
		SENIOR AUDITOR	3.00	37,852.00	113,556.00	
		GRADE A056 - STEP 1				
		ASSISTANT AUDITOR	2.00	37,485.00	74,970.00	
		GRADE A035 - STEP 5 PERM				
		JUNIOR AUDITOR STEP 1	1.00	28,772.00	28,772.00	
		CITY AUDITOR	1.00	73,209.00	73,209.00	
		GRADE I086 - EXEMPT				
		PRINCIPAL AUDITOR STEP 3	1.00	51,824.00	51,824.00	
		ADMINISTRATIVE ASSISTANT;	1.00	33,545.00	33,545.00	
		STEP I @33,545				
		SUPERVISING AUDITOR GRADE A073	1.00	47,456.00	47,456.00	
		STEP 3- TEMPORARY				
		PROMOTION DUE TO LOA STEP 1				
		SENIOR AUDITOR FISCAL COMPLIANCE (FIRE)	1.00	37,852.00	37,852.00	
		GRADE A056 - STEP 1				
		SENIOR AUDITOR GRADE A056 STEP 3	1.00	40,329.00	40,329.00	
		TEMPORARY APPT IMMEDIATE DUE TO RETIREMENT				
		JUNIOR AUDITOR	1.00	28,772.00	28,772.00	
		GRADE A017 - STEP 1				
10442001411001	10250	AUDIT UASI 3 PS ANNUAL SAL	1.00	.00	.00	-100.00
	1000-04-1042-0000-1-00-0-40-411-001-10250					
		BUDGET CEILING:			1.00	
		TOTALS:	1.00	777,917.00	849,043.00	.00

## AUDIT & CONTROL

### ACCOUNTING

### FUNCTION

1043

APPROPRIATIONS	\$	645,835
FRINGES	\$	233,801
TOTAL APPROPRIATIONS	\$	<u>879,636</u>
REVENUE	\$	<u>96,820</u>
NET	\$	<u><u>(782,816)</u></u>

## DEPARTMENT OF AUDIT & CONTROL

### **Division of Accounting**

**Division#04-1043**

### GOALS

1. To maintain accounting records of all financial transactions of the City, the Buffalo Municipal Water Finance Authority and Buffalo Water Board on a fund basis.
2. To issue periodic financial statements in accordance with generally accepted accounting principles and standards to legislative, executive and other government officials, as well as non-government business units, and furnish the reports required by the Charter and Code of the City.
3. To account for the proceeds, expenditure and retirement of bonded indebtedness in accordance with legal requirements.
4. To implement a new financial and accounting system utilizing state of the art computer software and the City's Local Area Network of personal computer workstations.

### ACTIVITIES

1. Maintain general ledger accounts on a fund basis, and prepare financial statements for funds of the City of Buffalo and the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
2. Supervise the collection of utility taxes.
3. Maintain accounts receivable system to facilitate collection of monies owing to the City and the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
4. Maintain an inventory of the City and Buffalo Municipal Water Finance Authority/Buffalo Water Board fixed assets and equipment.
5. Deposit payroll withholdings as required by law, prepare social security and other Federal and State reports, including IRS Forms W-2 and 1099.
6. Receive and enter into the City computer system, all vendor billings to the City and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
7. Issue checks for non salary disbursements.
8. Prepares the Comprehensive Annual Financial Report of the Comptroller and Annual Financial Reports for the Buffalo Municipal Water Finance Authority/Buffalo Water Board.
9. Approve "As to Sufficiency" underwriters of all surety bonds and certificates of insurance posted with the City, Buffalo Sewer Authority, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
10. Supervise the installation of new financial and accounting software and the related transfer of accounting and financial records; implement training to facilitate city-wide use of new systems.

**DEPARTMENT OF AUDIT & CONTROL**

**Division of Accounting**

**WORK PROGRAM STATISTICS**

	<b>Actual 2005-2006</b>	<b>Actual 2006-2007</b>	<b>Estimate 2007-2008</b>
<b>General Accounting:</b>			
<b>Checks processed:</b>			
<b>Accounts Payable</b>	20,053	20,000	21,000
<b>Bank accounts reconciled:</b>			
<b>City</b>	396	410	458
<b>Accounts Payable:</b>			
<b>Invoices processed</b>	51,273	52,000	53,000
<b>Accounts receivable invoices issued</b>	4,825	3,300	3,000
<b>Grants monitoring</b>	47	46	50
<b>Personal service – man years</b>	14	14	14

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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1043 ACCOUNTING DIVISION						
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10443001 ACCOUNTING DIVISION PS						
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411001 ANNUAL SALARY	628,623.38	578,860.72	584,375.62	598,675.00	452,806.23	595,925.00
413001 OVERTIME	2,411.47	4,463.97	4,804.98	5,000.00	2,333.52	5,000.00
413003 ACTING TIME	156.53	.00	440.71	300.00	180.26	500.00
414001 LONGEVITY	13,575.00	12,525.00	13,500.00	13,900.00	10,350.00	13,900.00
414007 PERFECT ATTENDANCE INCENTIVE	5,572.43	6,142.99	7,468.13	6,557.00	.00	7,510.00
415001 AUTOMOBILE ALLOWANCE	.00	.00	168.00	.00	36.00	.00
TOTAL 10443001 ACCOUNTING DIVISION PS	650,338.81	601,992.68	610,757.44	624,432.00	465,706.01	622,835.00
10443004 ACCOUNTING DIVISION TR						
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458001 TRANSPORTATION	305.08	505.85	224.30	350.00	279.24	450.00
458002 MEALS & LODGING	700.00	708.87	639.89	770.00	708.82	1,098.00
458003 REGISTRATION & MEMBERSHIP FE	833.26	784.00	960.00	1,085.00	1,090.00	1,650.00
TOTAL 10443004 ACCOUNTING DIVISION TR	1,838.34	1,998.72	1,824.19	2,205.00	2,078.06	3,198.00
10443005 ACCOUNTING DIVISION SP						
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461001 OFFICE SUPPLIES	10,000.61	9,076.44	10,321.88	9,449.24	3,623.75	14,224.24
461002 CONTRACT VENDOR SUPPLIES	1,734.81	1,801.05	1,698.48	2,473.28	1,766.17	2,473.28
464000 PERIODICALS	130.95	564.71	139.95	320.00	253.95	514.00
TOTAL 10443005 ACCOUNTING DIVISION SP	11,866.37	11,442.20	12,160.31	12,242.52	5,643.87	17,211.52
10443006 ACCOUNTING DIVISION SV						
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432004 ENGINEER & TECHNICAL SERVICE	.00	.00	.00	5,000.00	5,000.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	1,170.33	1,386.00	1,431.00	1,390.00	1,130.00	1,390.00
455000 PRINTING & BINDING	2,440.01	681.55	681.45	1,000.00	682.50	1,000.00
455100 INTERNAL PRINT SHOP	100.00	.00	71.00	100.00	50.00	200.00
TOTAL 10443006 ACCOUNTING DIVISION SV	3,710.34	2,067.55	2,183.45	7,490.00	6,862.50	2,590.00
TOTAL 1043 ACCOUNTING DIVISION	667,753.86	617,501.15	626,925.39	646,369.52	480,290.44	645,834.52

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CITY OF BUFFALO  
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
10443001411001		ACCTG PS ANNUAL SAL	.00	598,675.00	595,925.00	.00
	1000-04-1043-0000-1-00-0-40-411-001-					
		CITY ACCOUNTANT	1.00	73,209.00	73,209.00	
		GRADE I086 - STEP 5				
		PRINCIPAL ACCOUNTANT	1.00	56,164.00	56,164.00	
		A081 - STEP 5				
		SUPERVISING ACCOUNTANT - TEMP	1.00	47,456.00	47,456.00	
		A073 - STEP 3				
		SUPERVISING ACCOUNTANT -	1.00	43,723.00	43,723.00	
		CONTINGENT-PERM				
		A073 - STEP 1				
		ASSOCIATE ACCOUNTANT - PERM	1.00	44,779.00	44,779.00	
		A062 - STEP 5				
		ASSOCIATE AUDITOR - TEMP	1.00	44,779.00	44,779.00	
		A062 - STEP 5				
		ASSOCIATE ACCOUNTANT - TEMP	1.00	41,516.00	41,516.00	
		A062 - STEP 3				
		SENIOR ACCOUNTANT - PERM	2.00	42,836.00	85,672.00	
		A056 - STEP 5				
		JUNIOR ACCOUNTANT -	1.00	29,682.00	29,682.00	
		CONTINGENT-PERMANENT				
		A017 - STEP 2				
		ADMINISTRATIVE ASSISTANT - PERM	1.00	38,584.00	38,584.00	
		A041 - STEP 5				
		ASSOCIATE ACCOUNT CLERK - PERM	1.00	33,897.00	33,897.00	
		A022 - STEP 5				
		DATA CONTROL CLERK - TEMP	1.00	29,384.00	29,384.00	
		A013 - STEP 3				
		JUNIOR DATA CONTROL CLERK - PERM	1.00	27,080.00	27,080.00	
		A004 - STEP 3				
		BUDGET CEILING:			.00	
		TOTALS:	.00	598,675.00	595,925.00	.00

## AUDIT & CONTROL

<b>ACCOUNTING - CASH &amp; DEBT MGM'T.</b>	<b>FUNCTION</b>	<b>1049</b>
APPROPRIATIONS	\$	242,259
FRINGES	\$	89,579
TOTAL APPROPRIATIONS	\$	<u>331,838</u>
REVENUE	\$	2,500,000
NET	\$	<u><u>2,168,162</u></u>

**DEPARTMENT OF AUDIT AND CONTROL**  
**Division of Investment and Debt Management**  
Division#04-1049

**GOALS**

The Investment and Debt Management Division is responsible for the investment of all funds pursuant to the City of Buffalo's Investment Policy; coordination and oversight of banking relationships; administration of Capital Debt Service obligations and Trustee relationship as mandated by New York State Law Chapter 12; timely preparation of Cash Flow analysis; organization of all aspects of Bond Issuance; and management of all fiscal affairs in compliance with City, State and Federal Regulations. The Division of Investment and Debt Management also coordinates with other City Departments and Divisions to facilitate a consistent method of financial management.

**DESCRIPTION OF ACTIVITIES**

A. Cash Management

1. Control the daily flow of revenues and disbursements for the City, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
2. Prepare and monitor a cash flow forecast that determines the City and Board of Education short-term borrowing needs as well as the investment of surplus funds.
3. Process the receipt and disbursement of all funds associated with Capital Debt Service obligations. Direct the Capital Debt Service Trustees for repayment of City, Board of Education and Buffalo Municipal Water Finance Authority bond and notes.
4. Administer and review the custodial aspects of collateral pledged against the investments and bank accounts.
5. Invest operating and capital improvement funds for the City, Board of Education, Buffalo Sewer Authority and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
6. Track the receipt and expenditure of bond proceeds for arbitrage purposes.
7. Prepare annual departmental budget.

B. Issuance and Retirement of Bonds

8. Prepare bond and note resolutions, official notices of sales, official statements, and documents for the authorization, issuance, and sale of bonds and notes for the City, Board of Education and the Buffalo Municipal Water Finance Authority.
9. Coordinate and schedule engraving, printing, signing and delivery of bonds and notes.
10. Prepare/maintain records for authorization and issuance of bonds and notes, payments of principle and interest, reconciliation of paid and outstanding bonds, coupons and notes for the City and Board of Education.
11. Compile financial data and prepare reports relative to issuance and retirement of debt for the City, Board of Education and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
12. Review Capital Improvement budget and program relative to authorization and issuance of debt and expenditure of funds for the City, Board of Education, and Buffalo Municipal Water Finance Authority/Buffalo Water Board.
13. Prepare annual budget for Capital Debt Service Fund.
14. Review Capital Budget Expenditures for compliance with bond resolutions.
15. Analyze Capital Project Accounts for closeout upon completion of the project.

**DEPARTMENT OF AUDIT AND CONTROL**  
**Division of Investment and Debt Management**

**WORK PROGRAM STATISTICS**

	<b>Actual 2005-2006</b>	<b>Actual 2006-2007</b>	<b>Estimate 2007-2008</b>
<b>Cash Management</b>			
Investments:			
Average Interest Rate	3.95%	4.85%	4.900%
Total Interest Income	3,614,314	4,0054,443	2,500,0004
Personal service - man years	2	2	2
<b>Issuance and Retirement of Debt</b>			
Bond Resolutions Processed	19	17	32
Bonds and Notes Issued (Millions \$)	0	0	0
Mirror Bonds Issued w/ BFSA	165	87	99
Personal service - man years	2	2	2

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2007-2008 MAYOR RECOMMENDED

	2003-2004 ACTUAL AMOUNT	2004-2005 ACTUAL AMOUNT	2005-2006 ACTUAL AMOUNT	2006-2007 ADOPTED BUDGET	2006-2007 YEAR TO DATE APRIL 2007	2007-2008 MAYOR RECOMMENDED
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1049 ACCOUNTING-CASH & DEBT MANGT						
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10449001 CASH & DEBT MANAGEMENT						
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411001 ANNUAL SALARY	83,413.43	161,045.01	158,771.21	231,726.00	161,329.81	231,726.00
413001 OVERTIME	5,666.86	646.05	2,482.72	1,500.00	1,277.99	1,500.00
414001 LONGEVITY	3,475.00	1,700.00	2,425.00	2,425.00	1,125.00	2,825.00
414007 PERFECT ATTENDANCE INCENTIVE	695.57	813.36	648.36	813.00	.00	2,277.54
TOTAL 10449001 CASH & DEBT MANAGEMENT	93,250.86	164,204.42	164,327.29	236,464.00	163,732.80	238,328.54
10449004 CASH & DEBT MANAGEMENT						
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458001 TRANSPORTATION	.00	.00	.00	50.00	.00	350.00
458002 MEALS & LODGING	.00	.00	.00	250.00	.00	770.00
458003 REGISTRATION & MEMBERSHIP FE	.00	310.00	395.00	400.00	230.00	1,290.00
TOTAL 10449004 CASH & DEBT MANAGEMENT	.00	310.00	395.00	700.00	230.00	2,410.00
10449005 CASH & DEBT MANAGEMENT						
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461001 OFFICE SUPPLIES	.00	.00	23.74	25.00	14.47	150.00
461002 CONTRACT VENDOR SUPPLIES	.00	414.06	3,518.72	425.00	2,845.47	925.00
464000 PERIODICALS	.00	.00	.00	.00	76.95	.00
TOTAL 10449005 CASH & DEBT MANAGEMENT	.00	414.06	3,542.46	450.00	2,936.89	1,075.00
10449006 CASH & DEBT MANAGEMENT						
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443400 EQUIP MAINTENANCE CONTRACTS	.00	.00	.00	396.00	816.50	396.00
455000 PRINTING & BINDING	.00	32.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	.00	6.00	21.02	50.00	45.00	50.00
480000 OTHER SERVICES	.00	.00	1,500.00	5,000.00	.00	.00
TOTAL 10449006 CASH & DEBT MANAGEMENT	.00	38.00	1,521.02	5,446.00	861.50	446.00
TOTAL 1049 ACCOUNTING-CASH & DEBT MANGT	93,250.86	164,966.48	169,785.77	243,060.00	167,761.19	242,259.54
TOTAL 04 AUDIT & CONTROL	2,064,373.41	2,049,614.06	2,118,511.87	2,421,689.58	1,805,689.07	2,467,970.12

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CITY OF BUFFALO  
MAYOR RECBUDGET REQUESTS

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BUDGET PROJECTION 20708 2007-2008 CITY OF BUFFALO - BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR REC	PERCENT CHANGE
10449001411001		CASH & DEBT PS ANNUAL SALARY	.00	231,726.00	231,726.00	.00
	1000-04-1049-0000-1-00-0-40-411-001-	INVESTMENT DEBT MANAGEMENT OFFICER	1.00	73,209.00	73,209.00	
		GRADE I086				
		SUPERVISING ACCOUNTANT	1.00	51,200.00	51,200.00	
		A073 STEP 5				
		ASSISTANT AUDITOR	1.00	33,715.00	33,715.00	
		A035 STEP 2				
		JUNIOR AUDITOR	1.00	28,772.00	28,772.00	
		A017 STEP 1				
		RESOURCES DEVELOPMENT TECHNICI	1.00	44,830.00	44,830.00	
		Step 3				
		BUDGET CEILING:			.00	
		TOTALS:	.00	231,726.00	231,726.00	.00