

## AUDIT & CONTROL

### COMPTROLLER

### FUNCTION

1041

APPROPRIATIONS	\$	778,577
FRINGES	\$	147,811
TOTAL APPROPRIATIONS	\$	<u>926,388</u>
REVENUE	\$	<u>72,555</u>
NET	\$	<u><u>(853,833)</u></u>

## **DEPARTMENT OF AUDIT & CONTROL**

**Division of Comptroller**

**04-1041**

### **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 and Debt Management functions of the City, Buffalo Sewer Authority, and the Buffalo Municipal Water Finance Authority.
2. To advise and make recommendations related to the fiscal matters of 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.
4. To issue a single audit report in accordance with the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133 and file such report in accordance with such requirements.

### **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 and Board of Education cash on hand.
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.
8. To oversee management of the fraud hotline, investigate complaints, and resolve such complaints in accordance with Established policies.

### WORK PROGRAM STATISTICS

	Actual 2007-2008	Estimate 2008-2009	Estimate 2009-2010
Bond Sales	3	3	3
Pension Board meetings	11	11	11
Board of Review meetings	1	1	1
Joint School Construction Board meetings	12	12	12
Community Action Organization meetings	12	12	12
Comprehensive Annual Financial Reports Issued	1	1	1
Basic Financial Statements Issued	3	3	3
Issue Quarterly Reports to the Buffalo Fiscal Stability Authority	16	16	16
Issue Quarterly Response to GAP	3	3	3
Personal Service – man years	6	6	6

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
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04 AUDIT & CONTROL						
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1041 COMPTROLLER						
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PERSONAL SERVICES						
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411001 ANNUAL SALARY	339,636.87	333,317.55	364,078.76	364,078.76	272,295.55	384,655.00
413003 ACTING TIME	.00	380.87	400.00	400.00	456.57	800.00
414001 LONGEVITY	.00	1,525.00	1,925.00	1,925.00	1,525.00	2,250.00
414007 PERFECT ATTENDANCE INCENTIVE	.00	.00	425.00	425.00	.00	490.00
415001 AUTOMOBILE ALLOWANCE	1,095.00	780.00	1,200.00	1,200.00	450.00	1,200.00
TOTAL PERSONAL SERVICES	340,731.87	336,003.42	368,028.76	368,028.76	274,727.12	389,395.00
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TRAVEL						
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458001 TRANSPORTATION	575.92	1,116.00	2,250.00	2,250.00	698.66	4,240.00
458002 MEALS & LODGING	2,317.08	2,733.30	4,075.00	4,075.00	1,617.57	7,191.00
458003 REGISTRATION & MEMBERSHIP FE	34,708.00	22,543.73	60,315.00	60,315.00	21,864.00	44,965.00
TOTAL TRAVEL	37,601.00	26,393.03	66,640.00	66,640.00	24,180.23	56,396.00
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SUPPLIES						
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461001 OFFICE SUPPLIES	251.13	390.85	400.00	400.00	395.44	500.00
461002 CONTRACT VENDOR SUPPLIES	1,734.38	290.44	300.00	300.00	209.02	300.00
464000 PERIODICALS	.00	.00	1,526.00	1,526.00	312.00	1,526.00
TOTAL SUPPLIES	1,985.51	681.29	2,226.00	2,226.00	916.46	2,326.00
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SERVICES						
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432001 AUDITING SERVICES	259,875.00	287,658.55	312,555.00	317,555.00	304,600.00	323,555.00
443400 EQUIP MAINTENANCE CONTRACTS	2,002.00	2,634.90	2,537.00	2,537.00	1,880.00	2,655.00
455100 INTERNAL PRINT SHOP	49.82	85.50	100.00	100.00	93.67	250.00
TOTAL SERVICES	261,926.82	290,378.95	315,192.00	320,192.00	306,573.67	326,460.00
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CAPITAL OUTLAY						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
----- 474100 EQUIPMENT	.00	1,426.12	1,500.00	1,500.00	100.00	4,000.00
TOTAL CAPITAL OUTLAY	.00	1,426.12	1,500.00	1,500.00	100.00	4,000.00
TOTAL 1041 COMPROLLER	642,245.20	654,882.81	753,586.76	758,586.76	606,497.48	778,577.00

BUDGET PROJECTION 20910 2009-2010 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10441001411001		COMPTR PS ANNUAL SAL	364,078.76	.00	384,655.00	5.65
	1000-04-1041-0000-1-00-0-40-411001-	COMPTR				
		GRADE H005 - STEP 5	1.00	88,412.00	88,412.00	
		DEPUTY COMPTR	1.00	84,675.00	84,675.00	
		GRADE I086 - STEP 5				
		EXECUTIVE ASSISTANT TO THE COMPTR	1.00	75,402.00	75,402.00	
		FOR COMMUNICATIONS AND				
		INTERGOVERNMENTAL AFFAIRS				
		SPECIAL ASSIST TO THE COMPTR FOR	1.00	61,821.00	61,821.00	
		POLICY AND RESEARCH				
		ACCOUNT CLERK-TYPIST	1.00	34,104.00	34,104.00	
		GRADE A005 - STEP 5				
		CONFIDENTIAL ASSISTANT TO THE	1.00	40,241.00	40,241.00	
		COMPTR				
		BUDGET CEILING:			.00	
		TOTALS:	364,078.76	.00	384,655.00	5.65

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## AUDIT & CONTROL

AUDIT	FUNCTION	1042
APPROPRIATIONS	\$	1,074,316
FRINGES	\$	398,297
TOTAL APPROPRIATIONS	\$	<u>1,472,613</u>
REVENUE	\$	214,800
NET	\$	<u><u>(1,257,813)</u></u>

## **DEPARTMENT OF AUDIT & CONTROL**

### **Division of Audit**

**04-1042**

### **GOALS**

1. To aid the Comptroller in supervising the fiscal affairs of the City of Buffalo, the Buffalo Sewer Authority, and the Buffalo City School District
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
5. To maintain the fraud hotline, investigate complaints, and resolve such complaints in accordance with established policies.

### **ACTIVITIES**

1. Audit expenditures of all City of Buffalo departments and its boards and agencies, the Buffalo Sewer Authority, the Buffalo Municipal Water Authority & the Buffalo Water Board
2. Audit the expenditures of the Board of Education's 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 & Buffalo Sewer Authority 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 Reinforce sound internal control policies and procedures in departments
14. Investigate fraud, waste and abuse of City resources through the use of confidential phone and internet tools

**WORK PROGRAM STATISTICS**

	Actual 2007-2008	Estimate 2008-2009	Estimate 2009-2010
Orders and Contracts Reviewed			
City	12,693	13,450	13,600
Buffalo Sewer Authority	1,848	1,885	1,922
Buffalo Board of Education	89	90	90
Payroll Checks Processed			
City	100,000	100,000	100,000
Buffalo Sewer Authority	7,000	7,000	7,000
Audits and Review Conducted			
Audits & Review	7	9	10
Other reports & requests	2	2	3
Fraud, Waste & Abuse Hotline			
Phone	17	18	15
Web Site	24	35	35

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
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1042 AUDIT DIVISION						
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PERSONAL SERVICES						
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411001 ANNUAL SALARY	609,018.58	707,028.61	877,249.00	876,249.00	628,018.24	1,013,432.00
413001 OVERTIME	3,577.56	5,771.80	6,000.00	6,000.00	8,853.04	6,500.00
413003 ACTING TIME	4,355.44	539.81	.00	.00	.00	.00
414001 LONGEVITY	15,972.76	13,250.00	15,275.00	15,275.00	11,725.00	15,750.00
414007 PERFECT ATTENDANCE INCENTIVE	8,232.37	11,434.88	10,165.00	10,165.00	.00	13,351.57
415001 AUTOMOBILE ALLOWANCE	132.00	48.00	480.00	480.00	270.00	960.00
TOTAL PERSONAL SERVICES	641,288.71	738,073.10	909,169.00	908,169.00	648,866.28	1,049,993.57
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TRAVEL						
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458001 TRANSPORTATION	318.36	197.71	800.00	1,692.00	1,102.09	1,730.00
458002 MEALS & LODGING	942.72	965.31	1,110.00	1,818.00	1,804.87	1,554.00
458003 REGISTRATION & MEMBERSHIP FE	1,070.00	940.00	1,400.00	800.00	750.00	1,025.00
TOTAL TRAVEL	2,331.08	2,103.02	3,310.00	4,310.00	3,656.96	4,309.00
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SUPPLIES						
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461001 OFFICE SUPPLIES	485.05	791.57	792.55	792.55	779.78	895.20
461002 CONTRACT VENDOR SUPPLIES	1,391.40	1,429.95	1,577.75	1,577.75	910.79	1,442.79
464000 PERIODICALS	306.95	312.95	900.00	900.00	320.95	900.00
TOTAL SUPPLIES	2,183.40	2,534.47	3,270.30	3,270.30	2,011.52	3,237.99
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SERVICES						
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432001 AUDITING SERVICES	.00	.00	15,000.00	15,000.00	.00	15,000.00
443301 MACHINERY & EQUIP REPAIRS	.00	.00	50.00	50.00	.00	50.00
443400 EQUIP MAINTENANCE CONTRACTS	1,139.00	1,361.50	1,276.00	1,233.50	232.45	100.00
455100 INTERNAL PRINT SHOP	.00	.00	75.00	75.00	40.00	75.00
TOTAL SERVICES	1,139.00	1,361.50	16,401.00	16,358.50	272.45	15,225.00
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CAPITAL OUTLAY						
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CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
----- 474100 EQUIPMENT	665.99	850.54	1,172.00	1,172.00	739.86	1,550.00
TOTAL CAPITAL OUTLAY	665.99	850.54	1,172.00	1,172.00	739.86	1,550.00
TOTAL 1042 AUDIT DIVISION	647,608.18	744,922.63	933,322.30	933,279.80	655,547.07	1,074,315.56

BUDGET PROJECTION 20910 2009-2010 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10442001411001		AUDIT PS ANNUAL SAL	876,249.00	915,572.00	1,013,432.00	15.66
	1000-04-1042-0000-1-00-0-40-411001-	PRINCIPAL AUDITOR	1.00	63,495.00	63,495.00	
		GRADE A081 - STEP 5 LOA-1 STEP 5				
		SUPERVISING AUDITOR	1.00	58,070.00	58,070.00	
		GRADE A073 - STEP 5				
		SUPERVISING AUDITOR	1.00	58,070.00	58,070.00	
		GRADE A073 - STEP 5				
		ASSOCIATE AUDITOR TEMP LOA STEP 5	1.00	51,052.00	51,052.00	
		GRADE A062 - STEP 5				
		SENIOR AUDITOR	3.00	48,930.00	146,790.00	
		GRADE A056 - STEP 5 - PERM				
		SENIOR AUDITOR	1.00	46,190.00	46,190.00	
		GRADE A056 - STEP 3 PROV				
		SENIOR AUDITOR - TEMP LOA STEP 5	1.00	47,542.00	47,542.00	
		GRADE A056 - STEP 4				
		ASSISTANT AUDITOR - LOA STEP 5	1.00	40,319.00	40,319.00	
		GRADE A035 - STEP 3 TEMP				
		JUNIOR AUDITOR STEP 1 GRADE 017	1.00	33,561.00	33,561.00	
		CITY AUDITOR	1.00	84,160.00	84,160.00	
		GRADE I086 - EXEMPT STEP 5				
		PRINCIPAL AUDITOR STEP 5 GRADE 081	1.00	63,495.00	63,495.00	
		ADMINISTRATIVE ASSISTANT GRADE 041	1.00	42,899.00	42,899.00	
		STEP 4				
		SUPERVISING AUDITOR GRADE A073	1.00	56,023.00	56,023.00	
		STEP 4 - TEMPORARY				
		PROMOTION DUE TO LOA STEP 1				
		SENIOR AUDITOR FISCAL COMPLIANCE	1.00	48,930.00	48,930.00	
		(HOMELAND SECURITY) - LOA GRADE A056 -				
		STEP 5				
		SENIOR AUDITOR GRADE A056 STEP 5	1.00	48,930.00	48,930.00	
		JUNIOR ACCOUNTANT LOA VAC	1.00	37,397.00	37,397.00	
		GRADE A017 - STEP 5				
		ASSISTANT AUDITOR - GRADE A035	1.00	40,319.00	40,319.00	
		STEP 3 - LOA STEP 4				
		SENIOR AUDITOR - PROVISIONAL STEP 3	1.00	46,190.00	46,190.00	
10442001411001	10250	AUDIT UASI 3 PS ANNUAL SAL	.00	.00	.00	.00
	1000-04-1042-0000-1-00-0-40-411001-10250					
10442001411001	10312	AUDIT UASI 4 PS ANNUAL SAL	.00	.00	.00	.00
	1000-04-1042-0000-1-00-0-40-411001-10312					
10442001411001	10333	AUDIT MMR6 PS ANNUAL SAL	.00	.00	.00	.00
	1000-04-1042-0000-1-00-0-40-411001-10333					
10442001411001	10369	AUDIT UASIS5 PS ANNUAL SAL	.00	.00	.00	.00
	1000-04-1042-0000-1-00-0-40-411001-10369					
		BUDGET CEILING:			.00	
		TOTALS:	876,249.00	915,572.00	1,013,432.00	15.66

## AUDIT & CONTROL

### ACCOUNTING

### FUNCTION

1043

APPROPRIATIONS  
FRINGES  
TOTAL APPROPRIATIONS  
REVENUE  
NET

\$	747,043
\$	276,727
\$	<u>1,023,770</u>
\$	96,820
\$	<u>(926,950)</u>

## **DEPARTMENT OF AUDIT & CONTROL**

### **Division of Accounting**

**04-2-001**

### **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.

### **DESCRIPTION OF ACTIVITIES**

#### **GENERAL ACCOUNTING**

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.

**WORK PROGRAM STATISTICS**

	Actual 2006-07	Estimate 2007-08	Estimate 2008-09
General Accounting:			
Checks processed:			
Accounts Payable	20,017	20,000	22,500
Bank accounts reconciled:			
City	410	458	456
Accounts Payable:			
Invoices processed	49,209	50,500	48,550
Accounts receivable invoices issued	2,982	3,200	3,980
Grants monitoring	40	38	43
Personal service – man years	14	14	14

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
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1043 ACCOUNTING DIVISION						
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PERSONAL SERVICES						
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411001 ANNUAL SALARY	587,229.33	619,916.03	620,580.00	620,580.00	442,225.12	690,860.00
413001 OVERTIME	5,561.73	6,599.78	5,000.00	5,000.00	4,256.03	7,000.00
413003 ACTING TIME	721.07	324.71	500.00	500.00	95.27	400.00
414001 LONGEVITY	15,151.85	16,557.90	17,300.00	17,300.00	5,900.00	15,125.00
414007 PERFECT ATTENDANCE INCENTIVE	8,469.56	8,546.43	7,771.00	7,771.00	.00	9,298.00
415001 AUTOMOBILE ALLOWANCE	.00	18.00	.00	.00	.00	.00
TOTAL PERSONAL SERVICES	617,133.54	651,962.85	651,151.00	651,151.00	452,476.42	722,683.00
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TRAVEL						
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458001 TRANSPORTATION	279.24	117.30	800.00	800.00	383.50	830.00
458002 MEALS & LODGING	708.82	935.33	1,050.00	1,050.00	961.16	1,254.00
458003 REGISTRATION & MEMBERSHIP FE	1,155.00	1,380.00	1,435.00	1,435.00	1,215.00	1,460.00
TOTAL TRAVEL	2,143.06	2,432.63	3,285.00	3,285.00	2,559.66	3,544.00
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SUPPLIES						
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461001 OFFICE SUPPLIES	2,904.52	13,346.94	17,425.50	17,401.83	6,331.04	16,774.80
461002 CONTRACT VENDOR SUPPLIES	1,842.11	1,930.81	1,964.00	1,961.99	1,312.54	2,010.84
464000 PERIODICALS	720.95	325.95	524.00	524.00	346.95	830.00
TOTAL SUPPLIES	5,467.58	15,603.70	19,913.50	19,887.82	7,990.53	19,615.64
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SERVICES						
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432004 ENGINEER & TECHNICAL SERVICE	.00	.00	.00	.00	.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	1,225.00	95.00	1,390.00	1,390.00	202.95	100.00
455000 PRINTING & BINDING	682.50	676.75	900.00	900.00	648.00	900.00
455100 INTERNAL PRINT SHOP	50.00	100.00	100.00	100.00	50.00	200.00
TOTAL SERVICES	1,957.50	871.75	2,390.00	2,390.00	900.95	1,200.00
TOTAL 1043 ACCOUNTING DIVISION	626,701.68	670,870.93	676,739.50	676,713.82	463,927.56	747,042.64

BUDGET PROJECTION 20910 2009-2010 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10443001411001		ACCTG PS ANNUAL SAL	620,580.00	.00	690,860.00	11.32
	1000-04-1043-0000-1-00-0-40-411001-	CITY ACCOUNTANT	1.00	84,160.00	84,160.00	
		GRADE I086 - STEP 5				
		PRINCIPAL ACCOUNTANT - TEMP	1.00	63,495.00	63,495.00	
		A081 - STEP 5				
		SUPERVISING ACCOUNTANT - TEMP	1.00	56,023.00	56,023.00	
		A073 - STEP 4				
		SUPERVISING ACCOUNTANT - TEMP	1.00	58,070.00	58,070.00	
		A073 - STEP 5				
		ASSOCIATE ACCOUNTANT -	1.00	51,052.00	51,052.00	
		CONTINGEN-PERMANENT A062 -				
		STEP 5				
		ASSOCIATE AUDITOR - PERM	1.00	51,052.00	51,052.00	
		A062 - STEP 5				
		ASSOCIATE ACCOUNTANT - TEMP	1.00	44,036.00	44,036.00	
		A062 - STEP 1 VACANT LOA				
		SENIOR ACCOUNTANT - PERM	2.00	48,930.00	97,860.00	
		A056 - STEP 5				
		JUNIOR ACCOUNTANT - TEMP	1.00	34,557.00	34,557.00	
		A017 - STEP 2				
		ADMINISTRATIVE ASSISTANT - PERM	1.00	44,284.00	44,284.00	
		A041 - STEP 5				
		ASSOCIATE ACCOUNT CLERK - PERM	1.00	39,161.00	39,161.00	
		A022 - STEP 5				
		DATA CONTROL CLERK - TEMP	1.00	36,164.00	36,164.00	
		A013 - STEP 5				
		JUNIOR DATA CONTROL CLERK - TEMP	1.00	30,946.00	30,946.00	
		A004 - STEP2				

BUDGET CEILING: .00  
 TOTALS: 620,580.00 .00 690,860.00 11.32

\*\* END OF REPORT - Generated by bartosik joe \*\*



## AUDIT & CONTROL

<b>ACCOUNTING - CASH &amp; DEBT MGM'T.</b>	<b>FUNCTION</b>	<b>1049</b>
APPROPRIATIONS	\$	296,612
FRINGES	\$	109,294
TOTAL APPROPRIATIONS	\$	<u>405,906</u>
REVENUE	\$	<u>1,100,000</u>
NET	\$	<u><u>694,094</u></u>

**DEPARTMENT OF AUDIT AND CONTROL**  
**Division of Investment And Debt Management**  
**Work Program Statistics**

	<u>Actual</u> <u>2007-2008</u>	<u>Estimate</u> <u>2008-2009</u>	<u>Estimate</u> <u>2009-2010</u>
<b>Cash Management</b>			
<b>Investment:</b>			
Average Interest Rate	3.62%	2.25%	0.62%
Total Interest Income	4,308,000	3,200,000	1,100,000
<b>Issuance and Retirement of Debt</b>			
Bond Resolutions Processed	18	20	40
Bonds and Notes Issued (millions \$)	31.2	30.9	22.0
Mirror Bonds Issued w/BFSA (millions \$)	0	0	0
Personal Service - man years	5	5	5

CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2009-2010 ADOPTED BUDGET

1000 GENERAL FUND	2006-2007 ACTUAL AMOUNT	2007-2008 ACTUAL AMOUNT	2008-2009 ADOPTED BUDGET	2008-2009 REVISED BUDGET	2008-2009 YTD 06/02/2009	2009-2010 ADOPTED BUDGET
-----						
1049 ACCOUNTING-CASH & DEBT MANGT						
-----						
PERSONAL SERVICES						
-----						
411001 ANNUAL SALARY	214,805.05	241,455.57	251,255.00	251,255.00	196,801.15	282,403.00
413001 OVERTIME	1,440.12	1,532.30	1,500.00	1,500.00	1,587.54	1,500.00
414001 LONGEVITY	2,825.00	2,825.00	3,475.00	3,475.00	1,450.00	3,875.00
414007 PERFECT ATTENDANCE INCENTIVE	645.88	1,190.30	2,393.44	2,393.44	.00	2,848.27
415001 AUTOMOBILE ALLOWANCE	.00	.00	.00	.00	18.00	.00
TOTAL PERSONAL SERVICES	219,716.05	247,003.17	258,623.44	258,623.44	199,856.69	290,626.27
-----						
TRAVEL						
-----						
458001 TRANSPORTATION	.00	194.80	250.00	480.00	475.41	1,020.00
458002 MEALS & LODGING	.00	706.15	270.00	260.00	229.00	1,254.00
458003 REGISTRATION & MEMBERSHIP FE	295.00	920.00	770.00	600.00	530.00	1,300.00
TOTAL TRAVEL	295.00	1,820.95	1,290.00	1,340.00	1,234.41	3,574.00
-----						
SUPPLIES						
-----						
461001 OFFICE SUPPLIES	15.20	149.12	150.00	150.00	.00	150.00
461002 CONTRACT VENDOR SUPPLIES	2,845.47	1,467.69	1,390.00	1,390.00	785.13	2,111.84
464000 PERIODICALS	76.95	.00	.00	.00	.00	.00
TOTAL SUPPLIES	2,937.62	1,616.81	1,540.00	1,540.00	785.13	2,261.84
-----						
SERVICES						
-----						
443400 EQUIP MAINTENANCE CONTRACTS	816.50	396.00	198.00	198.00	150.00	.00
455000 PRINTING & BINDING	.00	.00	.00	.00	.00	.00
455100 INTERNAL PRINT SHOP	45.00	.00	50.00	.00	.00	150.00
480000 OTHER SERVICES	.00	.00	.00	.00	.00	.00
TOTAL SERVICES	861.50	396.00	248.00	198.00	150.00	150.00
TOTAL 1049 ACCOUNTING-CASH & DEBT MANGT	223,810.17	250,836.93	261,701.44	261,701.44	202,026.23	296,612.11
TOTAL 04 AUDIT & CONTROL	2,140,365.23	2,321,513.30	2,625,350.00	2,630,281.82	1,927,998.34	2,896,547.31

BUDGET PROJECTION 20910 2009-2010 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10449001411001		CASH & DEBT PS ANNUAL SALARY	251,255.00	.00	282,403.00	12.40
	1000-04-1049-0000-1-00-0-40-411001-					
		INVESTMENT DEBT MANAGEMENT OFFICER	1.00	84,160.00	84,160.00	
		GRADE I086				
		ASSISTANT AUDITOR	1.00	43,083.00	43,083.00	
		A035 STEP 5				
		JUNIOR AUDITOR	1.00	36,475.00	36,475.00	
		A017 STEP 4				
		RESOURCES DEVELOPMENT TECHNICI	1.00	55,190.00	55,190.00	
		A067 STEP 5				
		PRINCIPAL ACCOUNTANT	1.00	63,495.00	63,495.00	
		A081 STEP 5				
		BUDGET CEILING:			.00	
		TOTALS:	251,255.00	.00	282,403.00	12.40

\*\* END OF REPORT - Generated by bartosik joe \*\*