

2018 Update

Finance Department

Board of Directors Meeting

September 18, 2018

Presented by Assistant Finance Officer
Michelle Strawson O'Hara



Finance Department

Assistant General Manager/CFO

Finance Secretary

Budgeting

Internal Audit

Accounting

Investment Management

Debt Administration

Field Audits

Annual Reports

Payroll

Accounts Payable

Budgeting

Revenue

Contract Review

Special Projects

Financial Reporting/GL

Accounts Receivable

Pensions

Fixed Assets




Finance Department



Debra Auker
Assistant General Manager/Chief
Financial Officer



Deborah Spaulding
Assistant Finance Officer
Budget, Investments, Bonds, Debt,
Pensions




Michelle Strawson O'Hara
Assistant Finance Officer
Accounts Payable, Payroll, Audit




David Sumner
Audit Manager
Internal audits, Fraud Prevention/
Detection, Contract/RFP review



Grace Mulvihill
Confidential
Secretary-Acting
Petty Cash




Linda Tubbs
Accounts Payable
Supervisor



Christine Webster
Payroll Accounting
Supervisor




Kim Balingit
Accounting Manager
Reporting, Banking,
Org Keys, Fixed
Assets



XGaoning Huang
Accountant
Supports Internal Audit




Pam Burnor
Budget Manager
District Budget,
Capital Projects




Erdem Durgunoglu
Admin Analyst I
JP Morgan P-
Cards




Tammy Arp
Account Clerk



Stacie Glaves
Account Clerk




Melissa Fish
Accountant II
Revenue reporting,
Invoicing, Bank
deposits




Nadine Vargas
Administrative
Analyst II
Capital Projects and
Reporting




Alex Kurylko
Account Clerk




Araceli Gaona
Account Clerk



Mary Brown
Account Clerk



Clarice Chinn
Account Clerk



Linda Randall
Account Clerk



John Lum
Account Clerk
Floater



John Lum
Account Clerk
Floater



New Team Members in Finance!

- ▶ Mary Brown, Account Clerk
- ▶ Erdem Durgunoglu, Administrative Analyst I
- ▶ Grace Mulvihill, Confidential Secretary (Acting)



Achievements

- ▶ GFOA "Certificate of Achievement for Excellence in Financial Reporting" for 17 consecutive years
- ▶ GFOA "Distinguished Budget Presentation Award" for 14 consecutive years
- ▶ CMTA Investment Policy certification



Innovations

- ▶ New supplemental pension trust; invested \$5M
- ▶ \$80M new Measure WW bonds, including Certified Green Bonds; refunded 2009 WW bonds to save taxpayers \$7.7M
- ▶ Online timecards, paperless accounts payable, electronic payments
- ▶ One Solution financial software upgrade
- ▶ Employee Online portal



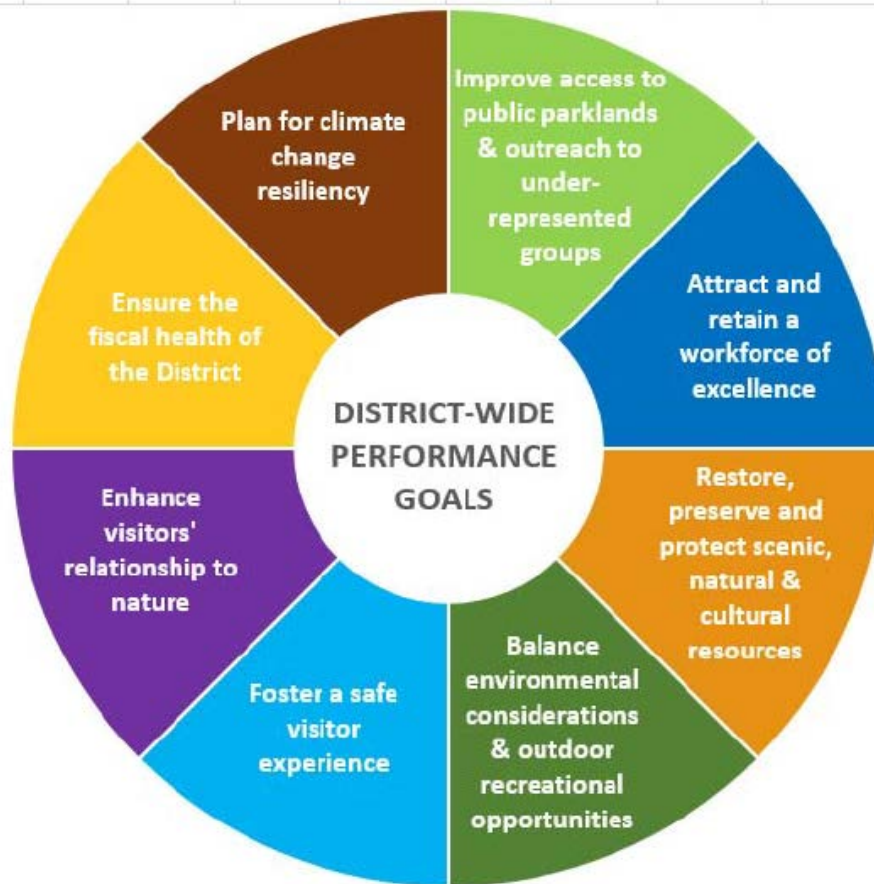
Interdivisional Collaboration

- ▶ Human Resources: payroll processing, HR/Finance system upgrades, MOU implementation, ICMA, retiree payments
- ▶ ASD: contract training, project budgeting
- ▶ Operations/Maintenance: vehicle & equipment replacement schedules, new construction maintenance & management software
- ▶ Regional Park Foundation: membership sales at parks and Foundation grant tracking



Budgeting For The Future: 2018 District-Wide Performance Measures

Finance provides support to the General Manager in the District-wide coordination to report on progress of 2018 goals.

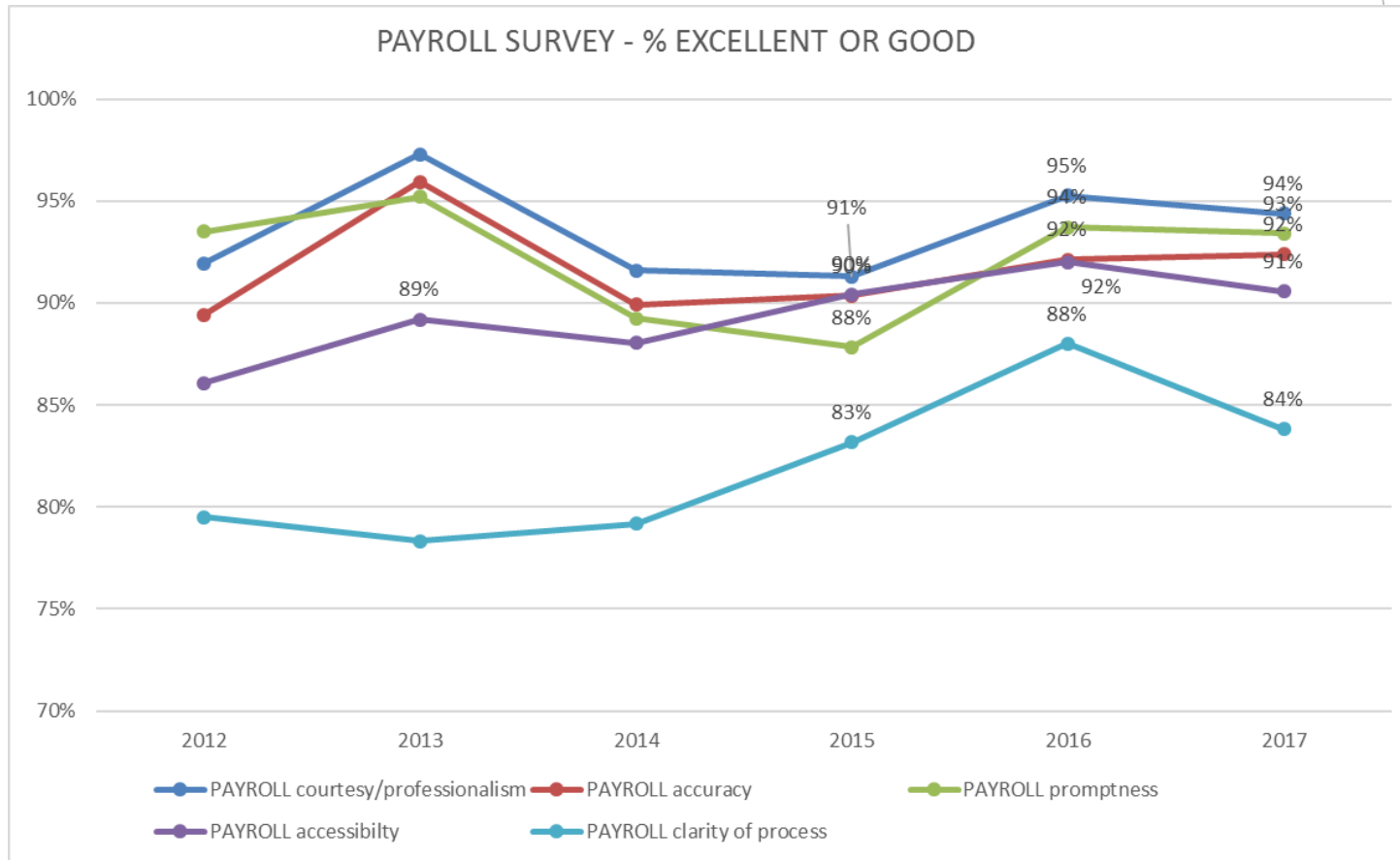


Finance's Focus on Customer Service

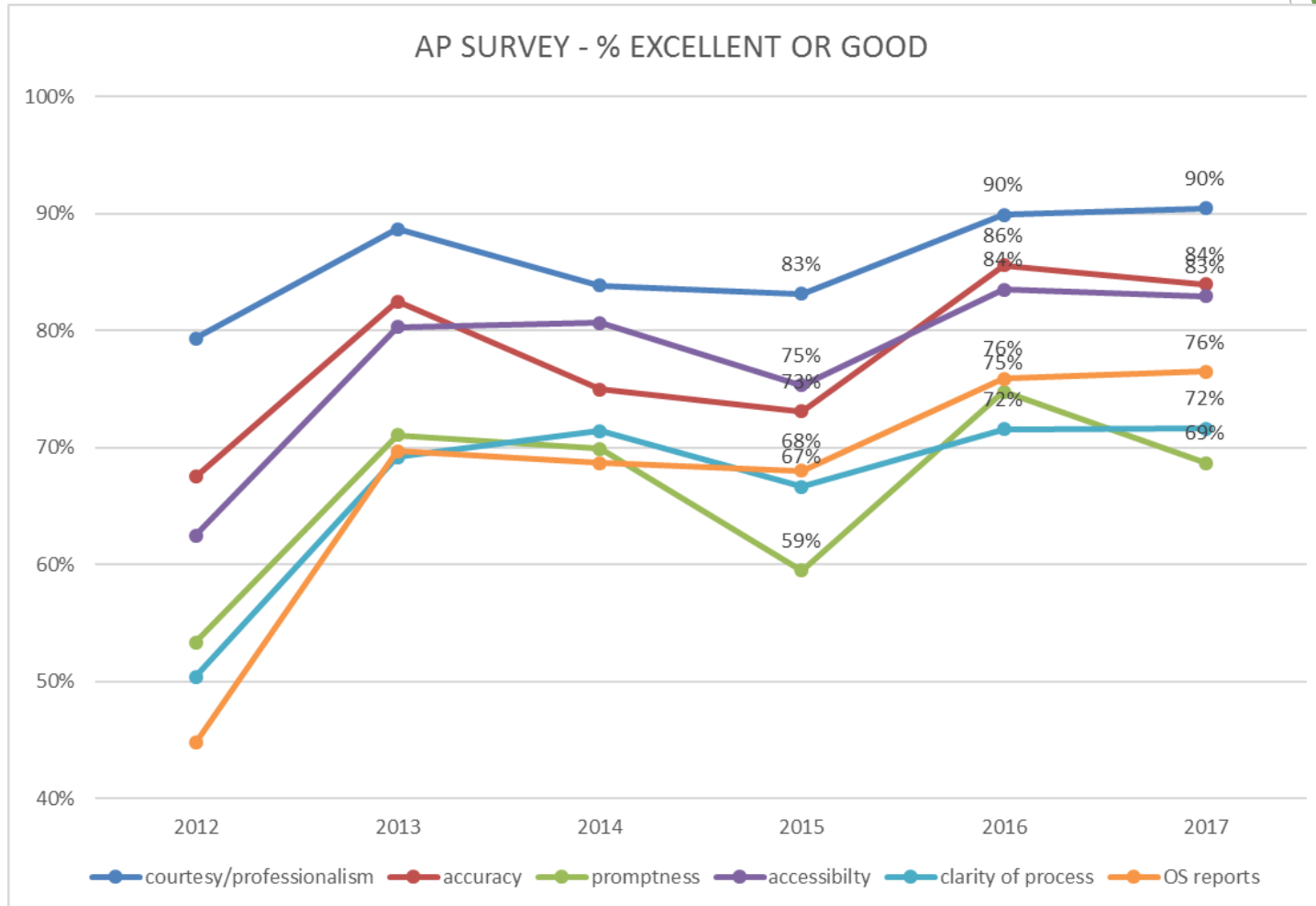
- ▶ Timely and accurate processing of payroll and accounts payable
- ▶ Helpful & friendly staff
- ▶ W-2's and pay stubs available online
- ▶ Payroll pay-cards available
- ▶ ICMA contract amendment
- ▶ District-wide Finance trainings
- ▶ Internal Audit unit
- ▶ Customer service surveys



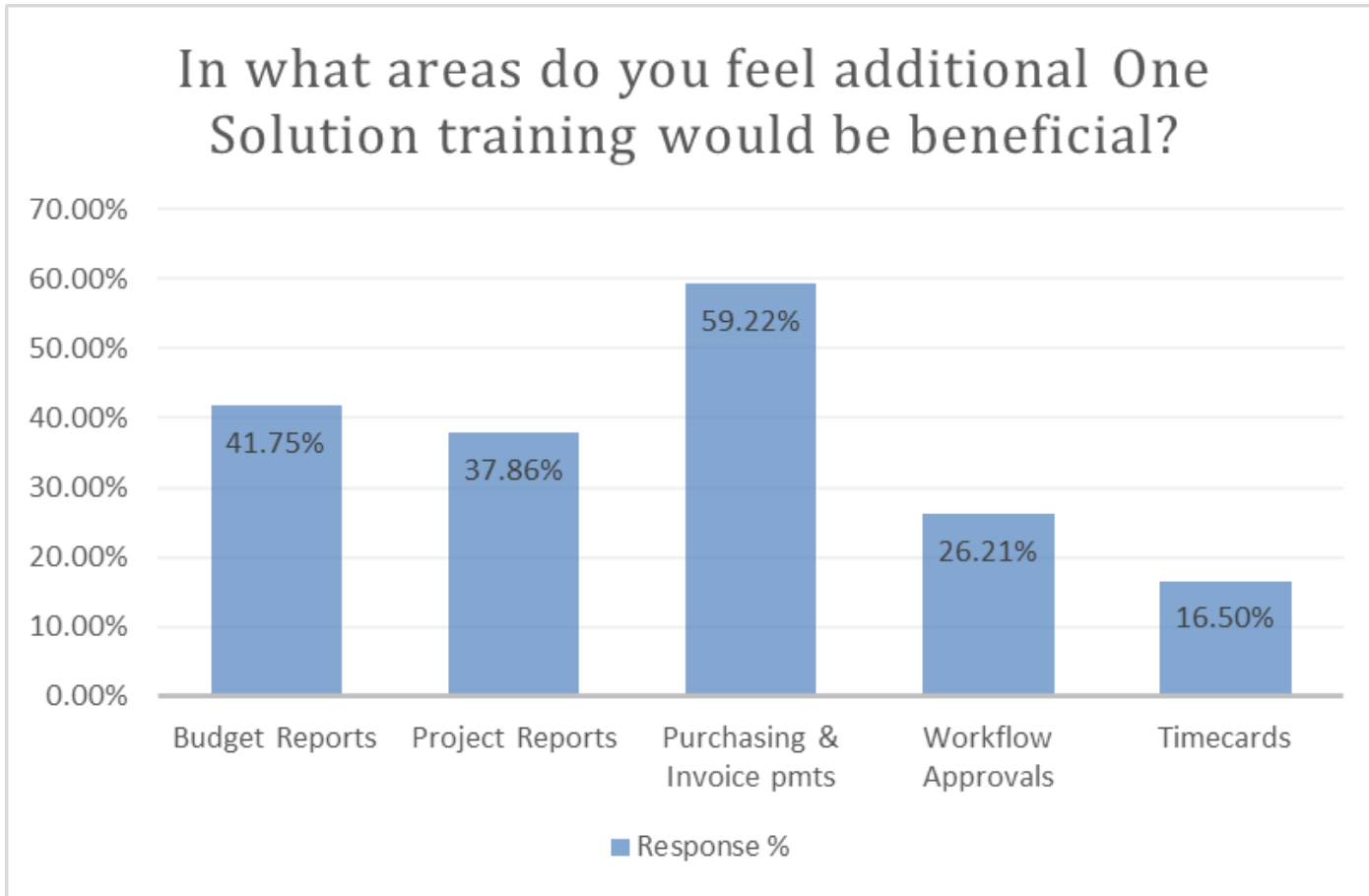
Customer Service Survey: Payroll - "excellent or good"



Customer Service Survey: Accounts Payable - "excellent or good"



Customer Service Survey Results: Demand for Park District Staff Training!



Training of Park District Staff

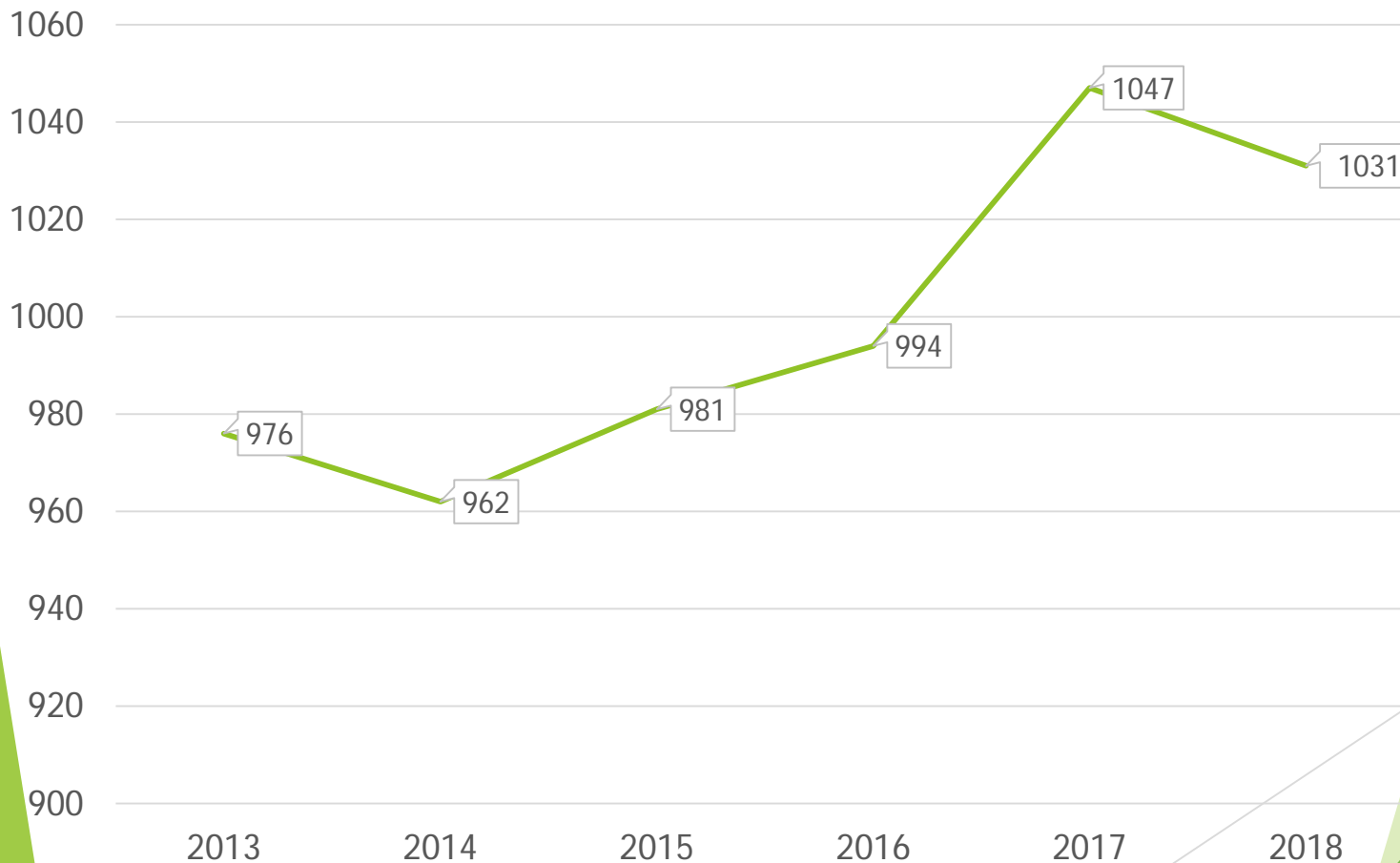
Offered in 2018:

- ▶ Overview of Finance Fundamentals for Supervisors
- ▶ Budget Planning Workshops
- ▶ “Budgeting with Projects”
- ▶ Purchasing in One Solution (Vendor Invoices, PO’s)
- ▶ “Cash Receipts & Revenue”
- ▶ Online trainings for purchase/credit cards



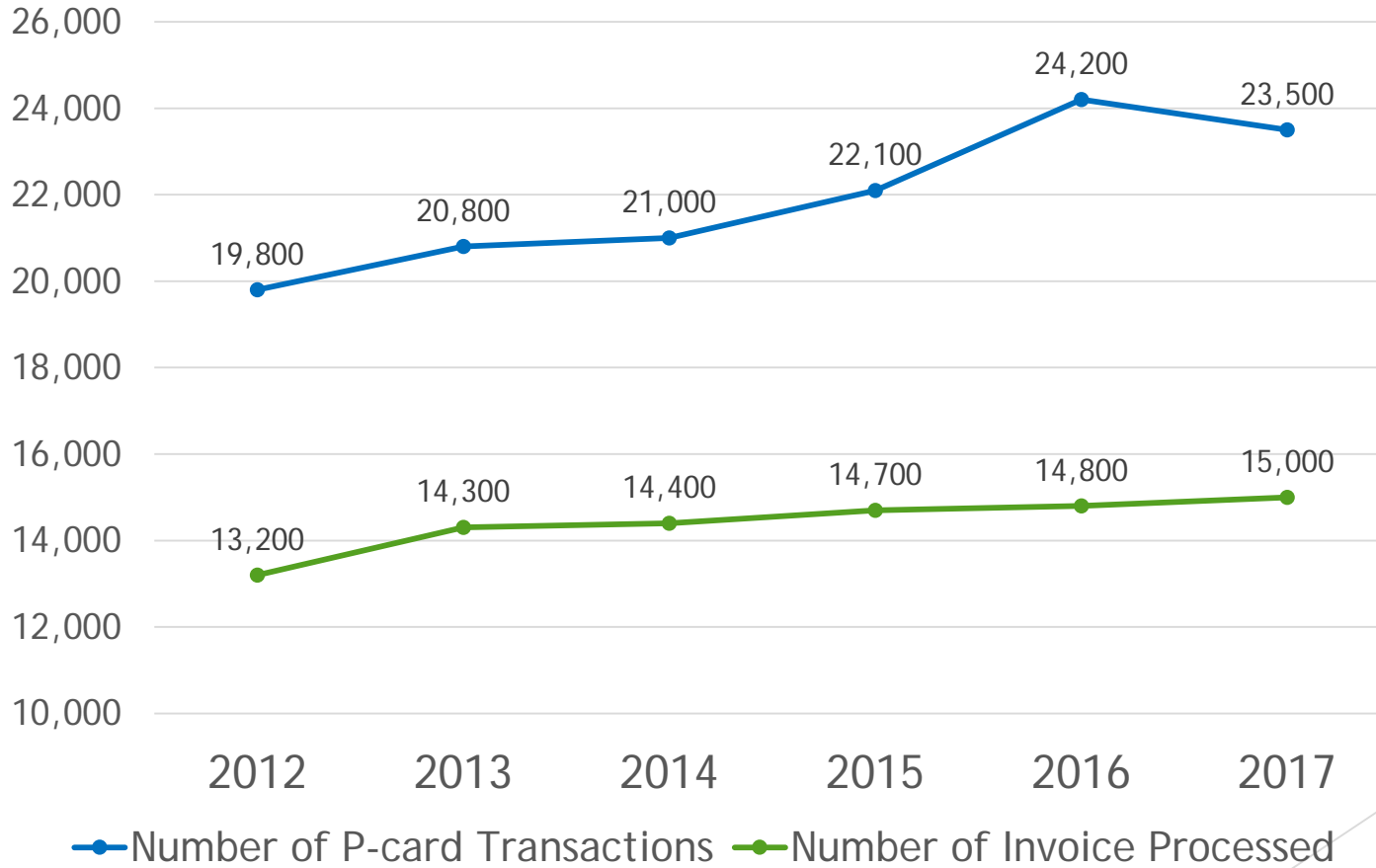
Growth in Park District Staff = More Timecards

of Employees in Peak of Summer



AP Transactions: P-Card and Invoices

AP Transactions



In Summary...

- ▶ Strong financial & budget reporting
- ▶ Technological innovations
- ▶ Positive results from employee survey - Finance is doing “excellent or good” in all areas
- ▶ Increase in Finance-led Park District training opportunities

It's looking like a great year so far!



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