

Finance Department 2001 Annual Report

The Finance Department is responsible for the general supervision and management of the accounting, financial reporting, billing, cash management and parking enforcement functions of the Town of Normal. Finance employees include the Finance Director, Fiscal Supervisor, two Town Accountants, Office Associate, one full-time Fiscal Clerk, one part-time Fiscal Clerk and two Parking Enforcement Officers. Listed below are the Finance Department highlights from 2001.

Investment Committee

The Town Investment Committee, which generally meets three times a year, completed its thirteenth year of service. During 2001, the Investment Committee helped to solve several banking issues with Firststar Bank. The established goal of this committee is to provide guidance in safeguarding investment assets and to provide guidance in investing funds.



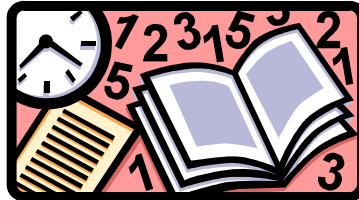
Trend Evaluation of Financial Condition

The thirteenth annual “Trend Evaluation of Financial Condition” was presented to Council in September, during the same meeting in which the Comprehensive Annual Financial Report was presented. Twenty-eight financial indicators were included in the report. The report highlighted community growth trends, which were all positive except for one that was unclassified. Revenues increased at a rate sufficient to support operational needs. Revenue and expenditure trends in general included mixed positive and negative ratings.



Annual Budget Receives Recognition

The Town of Normal's annual budget document for the year ending March 31, 2001 received the Government Finance Officers Association's "Distinguished Budget Presentation Award" for the tenth consecutive year. The Government Finance Officers Association (GFOA) is a non-profit professional association serving 13,000 government finance professionals throughout North America. Last year, 574 municipalities received this award.



Finance Involvement with Professional Organizations

For the past ten years, the Finance Director has served as a Budget Reviewer for GFOA (Government Finance Officers Association). This type of service to the national organization provides Normal with numerous ideas and examples from distinguished budget presentations supplied by other cities. Mid 2001 the Finance Director temporarily ended service as a budget reviewer as a result of the computer conversion. The Finance Director on December 31, 2001, completed his sixth year as the National GFOA representative with the Illinois GFOA. One Town Accountant belongs to Toastmasters International, a public speaking group. One Town Accountant is currently serving as the Downstate IGFOA Vice President.



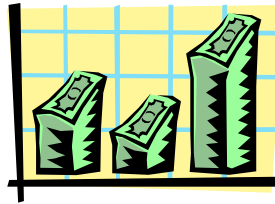
Comprehensive Annual Financial Report Receives Recognition

The Town of Normal received the "Certificate of Achievement for Excellence in Financial Reporting" from GFOA for the fifteenth consecutive year. Sikich Gardner & Company, Ltd., performed the first year of auditing services for the Town. This firm will assist the Town during their implementation of the new reporting model as defined by Government Accounting Standards Board (GASB).



Local Tax Collection

The Finance Department completed its eleventh full year of administration and collection of the Local Use Tax on all titled items for the Town of Normal and City of Bloomington. This tax was implemented September 1, 1990 as a replacement tax when the State of Illinois removed the ½% tax on the purchase of titled items. This tax is projected to generate \$773,000 in fiscal year 2001-02 for the Town of Normal and City of Bloomington. Finance began collection of a local 4% liquor tax in April, 1994. This tax is expected to generate \$410,000 during FY 2001-02.



Internal Auditing

The Finance Department completed its eleventh year of formal internal audits of other Town departments. The internal audit generally involves reviewing all procedures and policies relating to the receipt and expenditure of funds. Once the review has been completed, a report is prepared and submitted to the department with copies addressed to the City Manager and the Town's auditors. The report summarizes the findings and makes recommendations for improvement.



Parking Tickets

During fiscal year 2000-01 \$153,000 was collected. Fiscal year 2001-02 which ends March 31, 2002 is expected to generate \$185,000. As a result of an increase in parking fines in 2001 that was intended to reduce the number of parking violations, fine revenue is expected to generate \$255,000 in fine revenue.



Electronic Customer Payments

Beginning in September of 1997, an automated electronic water bill payment system was offered to the residents of Normal. Approximately 800 residents signed up for this service during its first year of inception. In 2000, the total number of customers on E-Z Pay billing grew to 1,100, that number has not changed significantly in 2001. Finance will continue work toward expansion of electronic programs where applicable. In January 2001, Town wide acceptance of credit card payments was offered to customers of the Town.



Other Accomplishments

- ◆ Between January and March of 2001, the Finance Department participated in training and prepared financial records for a major computer conversion that occurred the first day of the Town's fiscal year, which was April 1, 2001. Between April and December, Finance was involved in many other related computer conversions, all of which impacted the department. Approximately six months of conversion activity remains as of December 2001.

- ◆ The Finance Department and Town Planner, in conjunction with the Development committee, continued to refine the cost benefit analysis model, which is intended for use with future subdivision developments. This model is currently being tested with historical data.

