

## **Accounting-What We Do**

### **General Ledger**

- Prepare, review, authorize, and post all general ledger journal entries.
- Review and post budget amendments
- Balance all banks accounts and fund balances (pooled checking, pooled savings, investments) (monthly)
  - This includes tracking all non sufficient checks
  - Bank charges
  - Identify and correcting any errors (bank or city)
- Prepare interest allocation to all funds (monthly)
- Journal entries-prepare and post (monthly)
  - Vehicle rental and maintenance adjustment (monthly)
  - Postage (monthly)
  - Record SAD payments-Deferred Revenue (monthly)
  - Record all deferred revenue (delinq.taxes, fire inspections etc.)
  - Record any delinquent tax activity to each fund
  - Balance and adjust accrued interest
  - Balance and adjust all inter-company transactions
  - Monitor and adjust inventory accounts (roads and meter)
- Interfund Receivables, Payables and Transfers (quarterly)
  - Supply Treasury (beginning of each year) with amounts of quarterly transfers
  - Transfers in/out
  - Interfund-Administration Overhead
  - Interfund-Occupancy/Facility Charges
  - Interfund-MIS Charges
  - Interfund-Insurance
  - Interfund-Dispatch
  - Interfund-Cross Connection
- Guarantee all transactions posted
- Review month end financial reports
- Notify monthly and/or provide departments with financial reports
- Analyze and balance all balance sheet accounts (guarantee all accounts have current balances)(cash, postage, due to/due froms, accrued accounts, accounts payable, received not vouchers, assets, depreciation, long term receivables, deferred revenue...)
- Record and track all long term debt obligations (refunding bonds, new bonds (road, construction and special assessment bonds)
- Track all grants (except CDBG)
- Prepare analytical verification of water and sewer billing for auditors
- Prepare incurred but not reported-insurance
- Prepare year confirmations at year end to attorneys, new grant issues, MDOT, Oakland County Drain, W/S Construction, CDBG, Grants....)
- Prepare journal entry for balance at MMRMA of yearly activity in Insurance Fund and determine amount to record the Incurred But Not Recorded

- Yearly determine major funds for audit
- Verify and prepare statement of direct and overlapping debt (not to exceed) amounts
- Prepare all year end accruals and reversals/clearing of accruals
- Cash flow statements for CAFR
- Prepare, calculate, and post all GASB 34 entries (examples: elimination of all internal funds, accrue bond and interest payments, general fixed asset group and infrastructure asset group, depreciation for the asset groups, elimination of expense (general fixed and infrastructure), donated infrastructure, revenue sharing, compensated annual leave and vacation (current and long term portion...))
- Verify and monitor inventory accounts (meters/stock items)
- Every audit year prepare for interim testing, complete auditors planning questionnaire, complete auditors general understanding questionnaire, review and update all system narrative and internal controls

**Escrow – Approximately 400 open accounts**

- Escrow activity-Track developers money deposited at the city and record revenue for services rendered.
  - Prepare, notify developers, and record Engineering Division Inspection activity on a biweekly basis.
  - Prepare, notify developers, and record Consultant Fees (not city staff) for professional services-monthly.
  - Prepare, notify developers, and record for internal reviews for Building Dept, Planning Dept, and Engineering. (Site Plan)

## **Accounts Payable**

- Review and post all receivers (every purchase order requires a match to the receiver by department) (daily)
- Match invoice, receiver and purchase order
- Verify authenticity of invoices, accounts numbers coded to and amounts (daily)
- Data entry of vouchers
- Guarantee all vouchers have proper authorization (daily)
- Match checks to invoices and verify amount paid (bi-weekly)
- Reconcile vendor statements
- Processing accounts payable invoice and prepare checks to vendors (bi-weekly)
- Prepare and generate positive pay file for Treasury to transmit to bank (with every check issuance)
- Prepare manual checks (bi-weekly)
- Guarantee all seminar and travel requests have proper authorization
- Verify that all credit card purchases have appropriate receipts and verify amounts prior to it being deducted automatically from bank account (monthly) (+200 cards)
- Utility bills-gather all utility bills, prepare a spreadsheet for Treasury to verify that the appropriate amounts are being deducted automatically from bank account (monthly cycles – approximately 200 accounts)
- Maintain tax information for 1099 (once a year mailing, plus any new vendors)
- Gather subcontractors information for Workers Compensation Audit (yearly)
- Prepare year-end accounts payable accruals
- Prepare 1099's and reports to IRS (year-end)
- Assist with year end audit as required
- Monitor and prepare entry for all prepaid expenditures
- Work with departmental employees that process payables (all departments)
- Review and track all open commitments (purchases/contracts/projects) approved by city council and follow up with all departments at year end to update the status

## **Payroll**

- Maintain employee master file (wages, deductions and accruals)
- Process payroll (bi-weekly)
  - Review all time entry (50 pay types), calculate earnings, vacation and leave accruals, generate reports, verify and analyze payroll reports, print checks, transfer direct deposit (3 day time frame).
  - Manually enter RARA and OPC time – same process at city generate reports, verify, print checks, transfer direct deposit
- Transfer funds to cover payroll, process federal taxes withholding and process all other deductions that have mandated and specified time frames
- Analyze payroll journal entries and update payroll to general ledger
- Provide the positive pay file to Treasury to forward to our bank

## **Payroll Deductions**

- Balance, allocate, and reconcile all deduction accounts and liability and disburse all funds every month
  - Deductions – currently 127 different deductions codes
    - Deductions are a wide range of items such as court ordered (child support, garnishments), loans, cost sharing, purchase/reimbursement of additional benefits, 457 deductions, mandatory deductions (RHS/Pension) etc.
  - Balance flex benefit plan (submit deductions, record distributions from flex plan, and balance bank account)

## **Payroll-Reporting**

- New hire reporting--Report to federal government (all new hire information, federal tax withholding, social security and medicare)
- Report to the State of Michigan (Sales and withholding taxes)-monthly
- Report to the State of Michigan (Annual sales and withholding tax report)
- Quarterly reporting for IRS (941's)
- Prepare and reports W-2 earnings (yearly)
- Quarterly reporting for State (unemployment)

## **Payroll Accruals**

## **Benefits-Payroll**

- Balance, allocate, reconcile all benefit liability accounts with benefit providers and disburse funds every month
  - Benefits – currently 131 different benefits codes
    - Benefits typically are provided by the city but there is some cost sharing. Monthly by due date prepare checks and wires to pay insurance carriers. (Health care, dental, visions, long and short term disability, life insurance)
- Verify, audit, and track insurance coverage changes (amounts) of all benefits (Several insurance companies require that we pay the amount billed. Often we must track funds owed back to the city)

- Verify, monitor and track retiree health benefits to guarantee reimbursement to the city (A/R, Supplemental, RHS payments)
- Prepare, allocate, and submit pension contributions (biweekly for employee deductions and monthly for employer contributions)
- Prepare, allocate, and submit retiree health savings contributions-monthly

### **Miscellaneous-Payroll**

- Work closely with and train all timekeepers (all departments)
- Implement all negotiated union contract changes and all changes employee groups coverage (increase in life insurance, premium taxable, and all the differences for each employee group, different RHS plans, pension plan etc.) Every coverage difference impacts the automated payroll and financial system.

### **Pension administration**

- Submit all contributions
- Add, maintain, and update employee information
- Maintain and update employee election option (Trustee vs. Self-Directed)
- Work with employees and pension company on transfers from trustee plan to self directed plans
- Request forfeitures for employees terminate and are not vested.
- Contact vested terminated employees and make them aware of distribution options
- Process all distributions
- Handle and process qualified domestic relation per court orders (work with employees, attorneys, pension/457 plan)
- Plan and coordinate all employee pension education sessions as well as one-on-one meetings with a pension consultant (fiscal took over in 2008).

## **Water and Sewer Customer Billing**

- Bill approximately 22,000 customers
- Customer service – counter and phone
- Process w/s billings (2 cycles per month)
- Process w/s final bills (weekly)
- Schedule and enter work orders
- Process special bills
- Release, approve and make deductions for new construction bonds
- Prepare month end water and sewer report by cycles and balance with general ledger
- Set up new billing accounts
- Set up commercial accounts
- Monitor new construction accounts to make active billing accounts
- Maintain water and sewer billing master file (address changes...)
- Review and process consumption (daily)
- Prepare voucher refunds for overpayments
- Enter adjustments to accounts and prepare general ledger journal entries
- Process before and after billing functions
- Resolve problems – back bill, account set up and charges
- Upload and download meter guns (daily)
- Process penalties (every billing)
- Process and post water and sewer payments to billing system (daily)
- Set up work orders for service requests (turn-on/off, meter change outs, check meters...)
- Process water and sewer debt payoffs
- Process meter repair letters (50 to 100 per billing)
- Process subordination of liens
- Maintain and track all mxu's (automatic reading device) installed (box number and for battery life)
- GIS-mapping w/s account to sidwells
- GIS-mapping longitude and latitude to w/s accounts
- Balance month end w/s receivable accounts (general ledger) to w/s billing system

## **Capital Assets**

- Record all capital asset purchases (purchase over \$3,000)
  - Land, land improvements, right of way, pathways, building, building improvements, machinery, equipment, vehicles, office equipment and furniture, water and sewer mains
- Maintain assets by location, asset owner
- Track construction in progress
- Record retainage on construction projects and monitor
- Maintain asset records
- Provide listing to Fiscal for insurance purposes
  - Maintain a replacement cost for Fiscal
- Calculate all depreciation-monthly
- Records transfers and disposals
- Maintain and prepare entries for GASB 34 reporting
  - Infrastructure, drains, roads, donated assets and depreciation on nondepreciable capital assets

## **Accounts Receivable**

- Record tax tribunals and delinquent taxes (Treasury)
- Billing and monitoring for payment of mini-contracts (as needed)
- Billing and monitoring for payment of federal and state grants (as needed)
- Billing and monitoring for payment of street lighting (quarterly 54 associations)
- Record, track, and monitor financial activity of City funds at Oakland County
  - County projects - Water and sewer construction and/or drain projects (bond sales and unspent funds)
  - When project completed request funds returned to city or if a bond was sold make sure the funds get applied to future debt principal payments
- Track and monitor payments to health carriers for Retired Employees
  - Work with retiree payments and RHS Plan
- Record, track and monitor payments for COBRA
- Bill and monitor Police Liaison Program



## **Miscellaneous**

- All required and requested year end audit preparation
- Maintain Go-System (audit reporting system)(map all accounts, program expenses, revenues, general revenues...)
- Work with GIS (to identify every street light billed by DTE, w/s accounts locations, mxu, longitude/latitude)
- Determine major fund calculation
- Act 51 analysis for audit
- Water and sewer analysis for audit
- Responsible for audit preparation and coordinate
- Prepare work papers and schedules as required for audit
- Prepare CAFR (Comprehensive Annual Financial Reports)
- Prepare and submit the Act 51 Local Transportation Report
- Prepare the State of Michigan F-65 Annual Local Government Report
- Prepare Management's Discussion and Analysis
- Statistical section of audits
- Prepare the schedule of Federal Awards (Single Audit)
- Prepare notes and disclosures for audit
- Maintain detailed debt schedule
- Maintain accounting records
- Responsible for workers compensation audit (yearly-reports all wages by class code)
- Maintain records and record retention schedules
- Prepare Accounting Division budget