

# Office of the Chief Financial Officer



## Department Description

The Office of the Chief Financial Officer (CFO) Department includes the Chief Financial Officer, the Director of Strategic Partnerships, and an Executive Secretary.

The CFO is responsible for the City's internal controls over financial reporting and oversees the development and implementation of the internal control policies and procedures in all City departments. In addition, the CFO also manages and administers the Citywide Program Expenditures and the General Fund Appropriated Reserve.

The Department's mission is:

*To provide the City of San Diego with the highest quality public services in the areas of financial management, budgeting, fiscal planning, financial reporting, and enterprise resource planning support to ensure financial integrity, maintain public interest, and promote accountability in government*



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# Office of the Chief Financial Officer

## Department Summary

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Positions	3.00	3.00	0.00
Personnel Expenses	\$ 438,529	\$ 497,747	\$ 59,218
Non-Personnel Expenses	440,944	415,886	(25,058)
<b>Total Department Expenses</b>	<b>\$ 879,473</b>	<b>\$ 913,633</b>	<b>\$ 34,160</b>
<b>Total Department Revenue</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Office of the Chief Financial Officer	\$ 879,473	\$ 913,633	\$ 34,160
<b>Total</b>	<b>\$ 879,473</b>	<b>\$ 913,633</b>	<b>\$ 34,160</b>

### Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Office of the Chief Financial Officer	3.00	3.00	0.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 361,000	\$ -
<b>Non-personnel Expenditure Adjustment</b> Adjustment to travel expenditures.	0.00	(15,000)	-
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	-	-
<b>Total</b>	<b>0.00</b>	<b>\$ 346,000</b>	<b>\$ -</b>

### Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
<b>PERSONNEL</b>			
Salaries and Wages	\$ 308,231	\$ 307,355	\$ (876)
Fringe Benefits	130,298	190,392	60,094
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 438,529</b>	<b>\$ 497,747</b>	<b>\$ 59,218</b>
<b>NON-PERSONNEL</b>			
Supplies	\$ 5,041	\$ 5,041	\$ -
Contracts	414,409	392,268	(22,141)
Information Technology	5,674	4,889	(785)
Energy and Utilities	5,820	4,688	(1,132)
Other	8,000	8,000	-
Capital Expenditures	2,000	1,000	(1,000)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 440,944</b>	<b>\$ 415,886</b>	<b>\$ (25,058)</b>

# Office of the Chief Financial Officer

## Expenditures by Category (Cont'd)

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
<b>Total</b>	\$	<b>879,473</b>	\$	<b>913,633</b>	\$	<b>34,160</b>

## Revenues by Category

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
Other Financial Sources (Uses)	\$	500,000	\$	<b>500,000</b>	\$	-
<b>Total</b>	\$	<b>500,000</b>	\$	<b>500,000</b>	\$	-

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20001099	2130	Chief Financial Officer	1.00	<b>1.00</b>	\$59,155 - \$224,099	\$ 175,198
20000924	1876	Executive Secretary	1.00	<b>1.00</b>	43,555 - 52,666	49,462
20001127	2164	Management Assistant to the City Manager	1.00	<b>0.00</b>	26,395 - 160,430	-
20001195	2243	Resource Development Officer	0.00	<b>1.00</b>	23,005 - 137,904	82,695
<b>Salaries and Wages Subtotal</b>			<b>3.00</b>	<b>3.00</b>		<b>\$ 307,355</b>
		Employee Offset Savings				\$ 8,484
		Flexible Benefits				18,276
		Long-Term Disability				2,850
		Medicare				4,591
		Other Post-Employment Benefits				18,990
		Retirement ARC				110,874
		Retirement Offset Contribution				2,788
		Risk Management Administration				2,940
		Supplemental Pension Savings Plan				17,633
		Unemployment Insurance				665
		Unused Sick Leave				253
		Workers' Compensation				2,048
<b>Fringe Benefits Subtotal</b>						<b>\$ 190,392</b>
<b>Total Personnel Expenses</b>						<b>\$ 497,747</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
General Administration/Management	2.00	\$ 658,451	\$ -
IT Non-Discretionary	0.00	4,889	-
Strategic Partnerships	1.00	250,293	500,000
<b>Total</b>	<b>3.00</b>	<b>\$ 913,633</b>	<b>\$ 500,000</b>