

Finance Financial Update

Fiscal Year End 2024-25

LONG TERM FINANCIAL POLICY
AUDIT SUBCOMMITTEE

OCTOBER 30, 2025

SCOTT WAGNER,
INTERIM CHIEF FINANCIAL OFFICER

GF Finance FY 2024-25 Spending

Category	2024-25 Budget	2024-25 Actuals	(Over) Under Budget
Salaries & Benefits	\$5,961,727	\$5,459,076	\$502,651
Services & Supplies	\$1,927,660	\$2,086,896	(\$159,236)
Total	\$7,889,387	\$7,545,972	\$343,415

Finance GF Services & Supplies Detail

Expenditure Detail	FY 2024-25 Actuals
IT Cost	\$708,086
HDL Business tax contract	\$349,397
Credit card transaction fees	\$220,045
Auditor – Annual ACFR	\$239,585
SOCO Mail Service	\$168,636
Zero Based Budgeting Consultant	\$97,325
Revenue Measure Consulting	\$91,216
Rapid Express Courier (Interoffice contract)	\$36,378
Monthly Banking Fees	\$35,944
Cost Allocation Plan contract	\$16,000

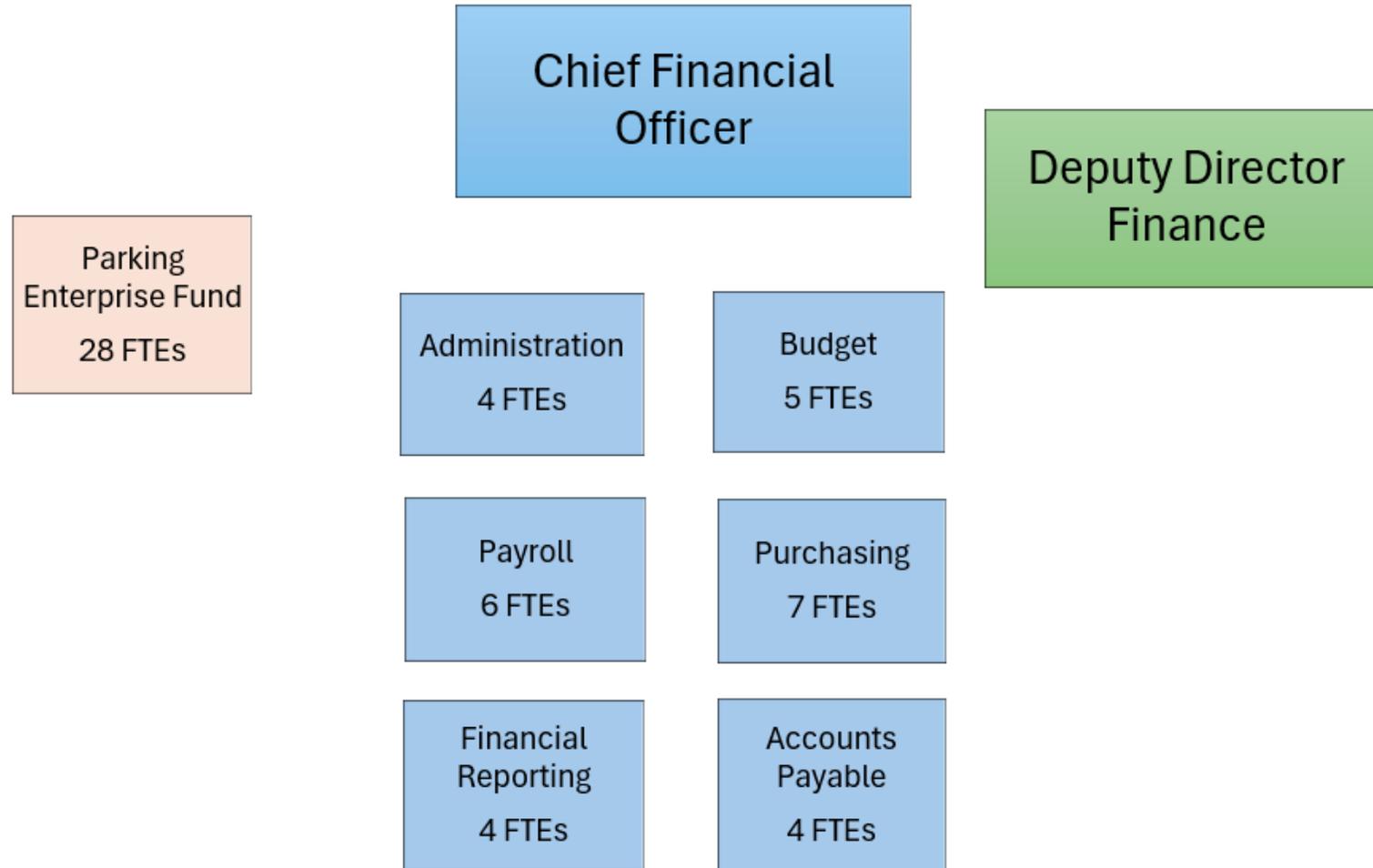
Finance GF Revenue

Revenue	FY 2024-25 Actuals
Cost Allocation Plan Recovery from Enterprise Funds	
Finance Services Cost Recovered	\$2,095,393

Finance GF Position Summary Detail

Job Title	FTE Count
Chief Finacial Officer	1.00
Depury Director - Finance	1.00
Administrative Service Officer	1.00
Administrative Technician	1.00
Administrative Secretary	1.00
Customer Service Representative	1.00
Purchasing Agent	1.00
Senior Buyer	1.00
Buyer	2.00
Purchasing Technician	1.00
Budget & Financial Analysis Manager	1.00
Store Specialist	2.00
Financial Analyst	4.00
Supervising Accountant	1.00
Accountant	2.00
Accounting Services Supervisor	1.00
Accounting Assistant	3.60
Payroll Manager	1.00
Payroll Supervisor	1.00
Accounting Tech	2.00
Payroll Specialist	3.00
Total GF Finance	32.60

Finance Organization Chart



GF Finance Services

Administration	Accounts Payable
Department Leadership	Process accounts payable
Labor Group Financial Mgmt.	Reconcile accounts
Personnel Recruitment	Ensure proper invoice documentation
Retention & management	Process 39,000 checks annually
Employee benefit coordination	Audit employee travel expenses
Process department PAFs	Setup & review contract files
Payment receipting	Encumber contracts & POs
PSAP Recording secretary	Year end closing guidelines
LTFPA Recording secretary	Monitor insurance compliance
Assist Finance Goals	

GF Finance Services

Budget	Financial Reporting
Citywide budget preparation	Maintain General Ledger
Prepare citywide reports	Prepare financial statements
Develop Annual Budget Book	Review Grant Contracts
Develop Annual CIP Book	Prepare Fund balance reports
Revenue & Expenditure analysis	Analyze citywide transactions
Project spending analysis	Manage Annual Financial Audit
Manage Investment portfolio	Finalize Mandated State & Federal reports
City Cost Allocation Plan	Balance daily banking
Reconcile bank cash flow	Ensure internal controls
Prepare PSAP Annual Report	Audit and process payments
LTFPA quarterly update review	Monthly bank reconciliation
Long range forecast	Review journal vouchers

GF Finance Services

Payroll	Purchasing
Prepares bi-weekly payroll	Confer with departments
Ran 36,623 payroll checks	Examine department requisitions
Manage deferred comp program	Prepared 72 bid requisitions
Administration of CalPERS	Solicit bids from vendors
Compliance of labor agreements	Analyze bids
Ensure compliance for 17 MOU groups	Create contracts & bids
Maintains employee master file	Manage 865 city contracts
Reviews personnel action forms	Expedite delivery of goods
FSLA reviews	Manage P card program
Calculates separation payouts	Maintain citywide records
Annual W2 prep & recon	Maintain city surplus stock
Tracks personnel leave	Warehouse management

Questions?