

FISCAL SERVICES

One South Huron Street, Ypsilanti, MI 48197
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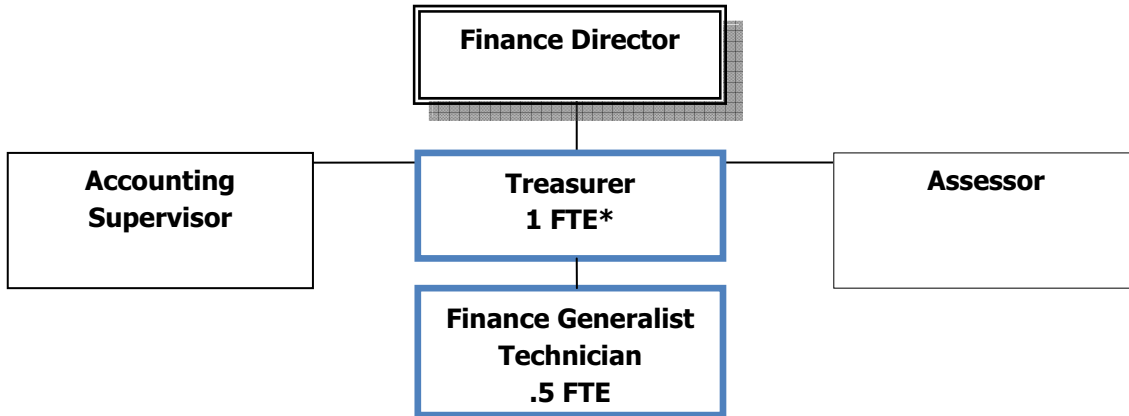
DEPARTMENT DESCRIPTION:

The Fiscal Services Department consists of the Accounting Division, Assessing Division, and Treasury Division. This Department is responsible for revenue collections, establishing assessed values for real and personal property, and all accounting and finance functions.

Treasurer Division

<p style="text-align: center;">Our Mission</p> <p>To offer the best customer service possible while providing collection, receipt, and deposit services for all funds due to and received by the City of Ypsilanti in a courteous, efficient, accurate, accountable and timely manner, and further to provide all other support services as required in a way that allows us to meet the combined needs of community, business and government while operating within the framework of the City's overall mission statement.</p>	<p style="text-align: center;">Our Vision</p> <p>To see the City of Ypsilanti as a national leader in the quality of life offered to all its citizens, and achieve effective partnerships between city government and its constituents.</p>
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How We Are Structured



* Full time Employees

TREASURY	SERVICES WE PROVIDE(PROGRAMS)
Tax information	Real and Personal Property Tax information
Customer Service	Answering telephones and counter
Residential Parking Permits	Sell permits for residential & downtown residence as well as downtown employees. Maintain keep the records for the permit program.
YCUA payments	Collect monthly water bill payments

What We Do - - - - - ▶ (Process and Activities)	What We Produce - - - - - ▶ (Outputs)
Answer telephones	Answers to customers
Customer Service	Happy satisfied customers
Prepare the City Tax Roll	Tax bills which brings in revenue
Sell Residential Parking Permits	Street parking for citizens
Reconcile G/L accounts	Bi-weekly checks to units
Collect & distribute current property tax	Accurate paid receipts and records for citizens/escrow companies
Reports for the state	Accurate information required by the state
Conduct daily banking	Banking transactions
Bankruptcies	Bankruptcy information to the Attorney's Office
Tenant Escrow Accounts	Funds set aside by tenant until disputes are settled
A/R	Funds in G/L accounts
A/P	Create vendors and invoices
Process mortgage tax request lists	Tax bills to be paid by mortgage/escrow companies
Special Assessment Roll	Tax liens on tax bills
Cover the Assessor's Office	Assessment Information
Quarterly Census Report	Tax Information
Collect YCUA payments	Water payments to YCUA
Collect delinquent PP payments	Revenue
Treasurer supervise and train the Finance Generalist	Accurate and informed employee
Issue delinquent tax notices	
Balance recorded receipts w/deposited cash	Daily cash out report and supporting schedules
Collect & distribute delinquent property tax	Accurate paid receipts and records for citizens/escrow companies
Make refunds & adjustments as directed	Refunds/billings completed
Receive and record revenue for all City departments & programs	Accurate receipts and records
Balance Trust & Agency accounts	Bi-weekly and Annually reconciliation reports
Ensure taxing jurisdictions receive levied revenue	Settlement reports and records
Maintain & prepare tax rate schedule	Up-to-date database and on-demand reports
Secure, update, adjust & maintain property tax roll records	Up-to-date database (Equalizer)
Assist in reconciling Citizens Bank checking account	Reconciled accounts

<u>Who We Serve</u> - - - - - ▶ (Customers)	<u>What We Are Accomplishing</u> (Outcomes)
YCUA	Collections and payouts of taxes
Cities, villages, and townships	Tax information
County Treasurer	Tax settlement and collections
County Equalization department	Accurate millage rate
Non-profit organizations	Helping the Seniors
Ypsilanti School District	Collections and payouts of taxes
State of Michigan	Reporting to State
WCC	Collections and payouts of taxes
WISD	Collections and payouts of taxes
Ypsilanti Credit Bureau	Delinquent Personal Property collections
City Attorney	All legal issues with Treasury Division
DDA Director	Parking permit program
Building Department	Special Assessments & cash receipts
Planning Department	Parking permit program
Accounting Department	Balanced G/L and bank accounts
Assessor	Balanced assessment and tax rolls

<u>Who we are working with</u> - - - - - ▶ (Partners)	
All other departments	To exchange accurate data
All employees	To obtain accurate personal information to enable correct payroll and benefit processing.
Banks/Financial Institutions	To obtain highest possible return on investments
Washtenaw County	Information Technology Services
Bond Counsel/Public Financial Consultants	To assure bond covenants are met.
City Attorney	To assure contract are compliant with City policy prior to submitting to City Counsel for approval.
Vendors	To correct address, invoices and federal ID
Contract Professionals	To complete Financial Audit, Actuarial Valuation

**CITY OF YPSILANTI
FISCAL SERVICES
GENERAL FUND - TREASURY DEPARTMENT 253
EXPENDITURE ANALYSIS**

FUND:	GENERAL FUND	Actual	Original	Amended	Requested	Requested
Dept:	253 TREASURY	2006/2007	Budget	Budget	Budget	Budget
Acct. No.	Acct. Description		2007/2008	2007/2008	2008/2009	2009/2010
706-00	PERMANENT WAGES - SALARIES	71,741	81,707	85,281	87,199	89,646
707-00	TEMPORARY WAGES	6,515				
714-00	FRINGE BENEFITS	16,020	20,994	21,461	22,289	23,339
	SUB-TOTAL SALARIES, WAGES & FRI	94,276	102,701	106,742	109,488	112,985

728-00	OFFICE SUPPLIES	1,388	1,650	1,350	1,381	1,422
730-00	POSTAGE	19,115	18,500	15,000	20,000	16,000
807-00	AUDIT FEES	6,317	6,830	6,830	6,036	5,427
853-00	TELEPHONE	1,260	1,500	1,300	1,330	1,370
900-00	PRINTING AND PUBLISHING	5,244	5,600	5,500	5,627	5,795
934-00	OFFICE EQUIPMENT RENTAL	2,373	2,373	2,373	2,428	2,500
958-00	MEMBERSHIPS AND DUES	10	20	20	20	20
960-00	PROFESSIONAL DEVELOPMENT	-	200	130	133	137
962-53	MTT SEV-TAX REVERTED SALES	40,771	38,090	111,960	53,000	53,000
	SUB-TOTAL ADMINISTRATIVE COSTS	76,478	74,763	144,463	89,955	85,671
	GRAND TOTAL	170,754	177,464	251,205	199,443	198,656

	FY 2006-07	FY 2007-08	FY 2007-08	FY 2008-09	FY 2009-10
STAFFING	Actual	Original	Amended	Requested	Requested
TREASURY	1.80	1.50	1.50	1.50	1.50
TOTAL-TREASURY	1.80	1.50	1.50	1.50	1.50

VARIANCE ANALYSIS:

MTT SEV-Tax Reverted sales: Change due to potential loss of taxes from tax tribunals.

**TREASURY EXPENSES
in (000)**

