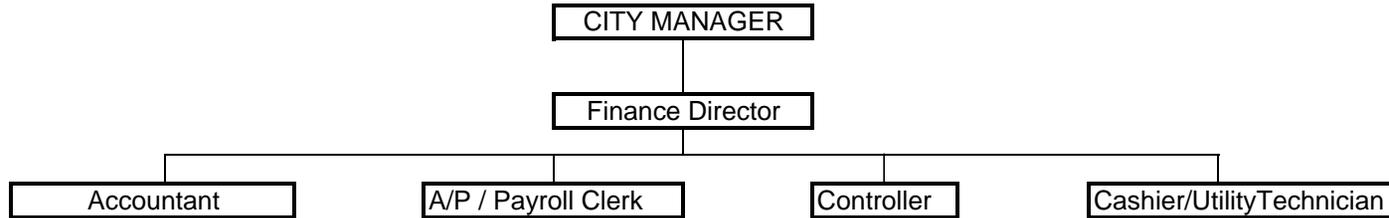


FINANCE DEPARTMENT ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES CHART



A/P, A/R, & Utility Support		Payroll	Finance, Accounting, Budget	
Monthly Billing & Collection Process	Process A/P & A/R Check Transactions	Payroll Processing	Long-Term Debt and Financing Mgt.	Long-Term Financial Analysis & Reporting
Customer Account Maintenance	Budget Account Coding	Retirement & Insurance Payments	General Ledger Maintenance	Financial Information Technology Infrastructure Mgt.
Data Base Information System Maintenance	Maintain Payment Transaction Records	Fed. Tax Programs	Grant Mgt. (Financial) & Reporting/Invoicing	Regulatory Compliance (GASB, Fed, State, County)
Ordinance Review & Compliance	Reconcile Credit Card Transactions	Employee Deductions	Oversight- Pension Funds & Insurance Programs	Staff Supervision, Mgt. & Evaluation
Meter Read Audit / Cut-on/off Actions	Maintain Revenue Transaction Records	Employee Info & Change Services	Banking & Treasury Management	Asset & Depreciation Database Management
Coordination w/ Water Service Providers	Insure Purchasing Procedures	Employee Federal 1099 Compliance	Budget Management- Amendments, Transfers, & Appropriations	Coordination w/ Officials, Committees, and Citizen Groups
Default Account Mgt. -- Lien Issuance / Collections	Vendor Federal 1099 Compliance	Coordination w/ Human Resouces	Financial Reporting (Monthly & Annual Financial Statements)	Special Projects
Receive and Process Cash Payments	Process Daily Bank Deposits	Direct Deposit Programs	Budget Development (incl. TRIM Compliance)	Customer Service
	Customer Service		Audit Program Mgt.	