

City of Hardeeville Finance Department Structure

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SUMMARY:

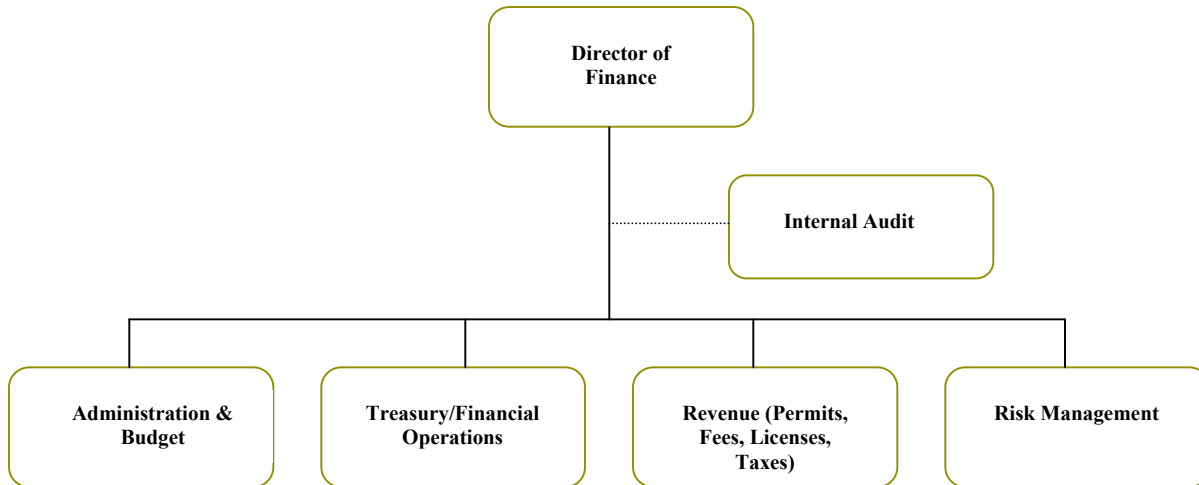
Terms and conditions under which the City will process a purchase order.

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Services Provided by the Finance Department

Administration & Budget

The Administration & Budget function manages the City's investment portfolio, provides long range financial projections and manages debt issuances. It is responsible for coordinating the development of and modifications to the annual budget and presenting finance workshops to the staff. The Finance Department also oversees the City purchasing function, internal auditing activities, and overall department administration.

Treasury/Financial Operations

The Financial Operations function provides financial support services to City departments through processing of bi-weekly payrolls, weekly payments to vendors and contractors, invoicing for services provided by City departments and accounting support to ensure that financial transactions are recorded in accordance with generally accepted accounting principles. This function works with the City's independent external auditing firm to conduct annual audits of the accounting records and prepares the year-end Comprehensive Annual Financial Report of the City's financial status.

Revenue

The Revenue function is responsible to ensure that City revenues are processed in a safe, efficient and effective manner. It processes the Business License Tax and other related City taxes from businesses and individuals within City limits, coordinates all collection and deposit activities, counts and prepares daily deposits for all City revenues.



Risk Management

The Risk Management function protects the City's assets and service capabilities against the financial consequences of accidental loss. The Division is responsible for providing advice and support to City Departments in hazard identification and mitigation activities as it relates to the areas of liability, occupational health and safety, and property loss risks. Appropriate loss prevention and reduction strategies are employed to reduce the potential frequency and severity of accidents and exposure to losses. Claims filed by both the public (liability) and employees (workers' compensation) are investigated and adjusted by Finance Department staff. Staff is also responsible for pursuing the recovery of damages to City property caused by responsible parties. The Division is responsible for all budgeting and selection of appropriate risk financing techniques for the City's insured and self-funded property and casualty insurance programs. All insurance requirements for outside contractors and service providers are established by the Division. Division staff is actively engaged in monitoring accident rates and costs of these programs and coordinates the City's entire risk management effort.