CITY TREASURER

Full Time Employees	
City Treasurer	2.25
City Treasurer Total	**2.25**

City Treasurer Department

Business Plan – Overview

Mission Statement:	The mission of the City Treasurer Department is to provide cash and investment management services in accordance with City's adopted investment policy and the safeguarding of the City of San Bernardino's cash and investment assets. Its mission is to provide excellent customer service to the citizens of San Bernardino and to provide excellent support and banking liaison services to city departments and the San Bernardino Municipal Water Department. Our mission includes the promotion of accurate and reliable deposit and investment accounting records and the timely preparation of reliable financial information.

About The Department

1. The City Treasurer is a part-time position elected at large to a four-year term. The City Treasurer is responsible for overseeing City and Water Dept. investments and related policies as established by the Common Council and derived from Resolution No. 91-212 of the City of San Bernardino and the Charter of the City of San Bernardino. Investments are made in conformity to the California Gov Code, Sections 53601 through 53659 and the Investment Policy of the City of San Bernardino

2. The City Treasurer is also responsible for verification of cash and check collections which are processed through the Water Department Cashiers for the City and Water Department, their physical preparation for bank deposit, and reconcilement of bank deposits, ACH credits, and wire receipts.

Top Accomplishments for FY 2009/10

1. Maintained full compliance with Investment Policy.

2. Prepared the annual review of dealer/ investor relationships and compliance to internal controls.

3. Reviewed and updated the Investment Policy for FY 09/10 and filed the revised FY10/11 Investment Policy with the Mayor and Common Council

4. Implemented cross training program

5. Completed implementation of paperless Treasurer's Receipt program

6. Updated investment tracking system

7. Maintained full compliance to GASB 31

8. Manage daily banking for the City.

9. Complete investment policy review and update.

Major Issues for FY 2010/11

1. Maintain a favorable rate of return on the City's investments while ensuring investments meet policies for risk

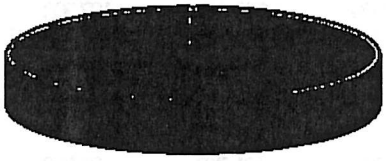
City Treasurer
Budget Summary

	[A]2007/08 Actual	[A]2008/09 Actual	[A]2009/10 Budget	2010/11 Proposed	Percent Change 2009/10-2010/11
A. Expenditures by Programs					
City Treasurer	188,950	209,461	197,700	202,400	2%
Total	188,950	209,461	197,700	202,400	2%
B. Expenditures by Classification					
Personnel Services	168,817	191,768	176,800	179,200	1%
Maintenance & Operations	7,521	7,245	11,300	11,300	0%
Contractual Services	4,665	4,156	4,400	4,400	0%
Internal Services[B]	7,947	6,292	5,200	7,500	44%
Capital Outlay					
Debt Service					
Credits / Billables					
Total	188,950	209,461	197,700	202,400	2%
C. Funding Sources					
General Fund	188,950	209,461	197,700	202,400	2%
Total	188,950	209,461	197,700	202,400	2%

[A]For comparison purposes prior fiscal year actual expenditure are allocated to the current program

[B]Workers Compensation and Liability charges have been added to each Department's Internal Service Charges.

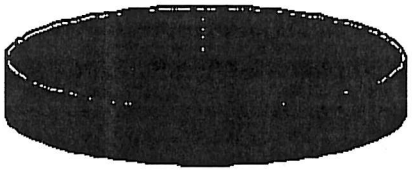
2010/11 Proposed Budget



City Treasurer
100%

2010/11 FTE Distribution

City Treasurer
100%



City Treasurer Department

Program: City Treasurer

Program Summary

Program Code:	0017
Program Purpose:	Provision of cash and investment management services in accordance with City's adopted investment policy. Management of banking services and deposit services in a timely manner. Preparation of accurate and reliable deposit and investment accounting records and the timely preparation of reliable financial information. Provision of support to other City departments.
Strategic Goals Addressed:	Responsive Government

5 – Year Program Goals

1. None

Program Budget Summary

	2007/08 Actual	2008/09 Actual	2009/10 Proposed	2010/11 Proposed
Funding Level	$188,950	$209,461	$197,700	$202,400
Full Time Employees		2.25	2.25	2.25
Funding Sources				

Program Changes

1. None.

FY 2010/11 Program Objectives

1. Complete the review of on-going bond disclosure process.
2. Complete implementation of remote deposit system
3. Complete the review of investor/broker relationship and compliance to internal controls.
4. Review and update the employee staff manual.

Ongoing Program Objectives

1. Maintain full compliance with Investment Policy

2. Continue cross training.

3. Maintain full compliance to GASB 31.

Performance Measures

	2007/08 Actual	2008/09 Actual	2009/10 Target	2009/10 Mid-Year	2010/11 Target
Submit monthly report on investment activities on time and complete Bond Measure Disclosure Process.	Yes	Yes	Yes	Yes	Yes

Performance Measure: Notes

1. None.