

**City of Saco, Maine**  
**Finance Department Narrative**  
**Fiscal Year 2003**

Per the City of Saco, Maine Code- § 4-14. Department of Finance.

A. Establishment. There shall be a Department of Finance, the head of which shall be the Finance Director. The Finance Director shall be appointed by the City Administrator, with final confirmation of the City Council.

B. Duties. The Department of Finance shall be responsible, under the City Administrator, for financial planning, budget reporting and control. The Department shall also, under the administrative direction of the City Administrator, supervise the lease, rental or use and the maintenance of all city property not used by other departments of the city.

C. Divisions of the Department of Finance. This Department shall be divided into the following divisions:

(1) Division of Purchasing and Accounting. The head of this Division shall be the Finance Director, who shall be responsible for the proper preaudit and recording of all financial transactions. The Finance Director shall keep informed and maintain records as to the sources of supply for all classes of purchases, price trends or other related matters and shall perform such additional duties as prescribed by the City Council.

(2) Treasury Division. The head of this Division shall be the City Treasurer, whose duties shall be prescribed by the Finance Director. The Treasurer may appoint a Deputy Treasurer to assist in his/her duties, subject to confirmation by the City Administrator.

(3) Division of Tax Collection. There shall be a Division of Tax Collection in the Office of Finance. The head of this Division shall be the Tax Collector, who shall be appointed by the City Administrator on the recommendation of the Finance Director and confirmed by the City Council. The Collector is not an agent of the city. He/she is a public officer, owing to the public and not the city. His/her authority comes from the statutes, and he/she cannot be controlled by the city in the execution of his/her authority. The city cannot, by vote, increase, diminish or vary the duties imposed on the Collector by statute. The Tax Collector is responsible for the sound fiscal management of his/her Department.

D. Insurance. The Director of Finance shall audit and provide for the safe storage of all policies of insurance placed on city property.

E. Economic Development Fund.

(1) There is established a nonlapsing fund, known as the "Economic Development Fund," which shall be used to provide for industrial development, expansion and growth within the City of Saco, as specified in Subsection E(4).

(2) Unless contrary to the terms of the loan or grant, all income received by the city through the repayment of public loan or grant funds identified in Subsection E(3) shall be deposited to the Economic Development Fund. All income received through the sale, lease or option of property at the Saco Industrial Park shall be deposited to the Economic Development Fund.

(3) The following public loan or grant programs fall within the scope of this Subsection E:

(a) Federal urban development action grants.

(b) Federal grants from the Economic Development Administration.

(4) The City Council may make allocations from the Economic Development Fund only to accomplish the following purposes:

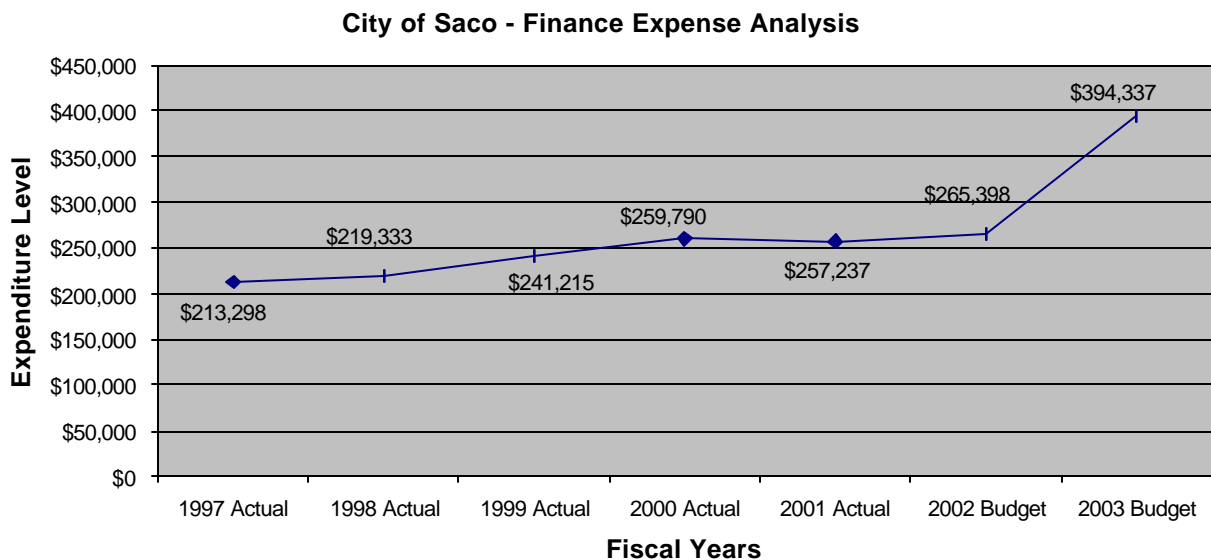
- (a) To further develop and expand the existing Industrial Park.
- (b) To develop new industrial parks within the City of Saco.
- (c) To develop new office parks or distribution parks.
- (5) The Director of Finance shall maintain records and prepare reports concerning the Economic Development Fund.
- (6) The Economic Development Advisory Board may make recommendations to the City Council regarding allocations from the Economic Development Fund. The Economic Development Director may request, in his/her annual budget request or at subsequent times, allocations from the Economic Development Fund.

**Expenditures:**

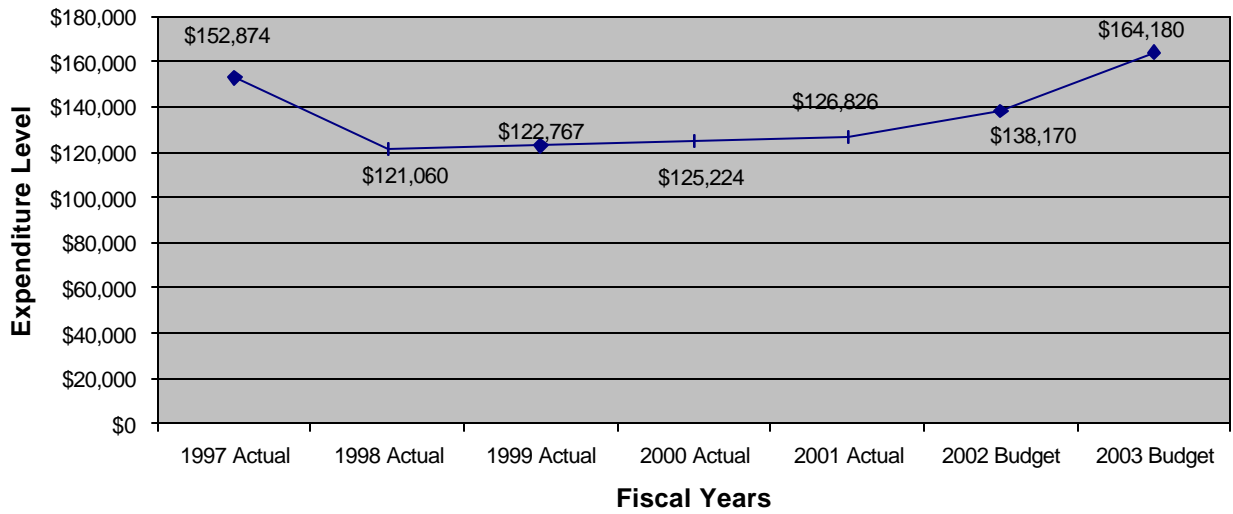
The expenditures within this department are related to the following activity centers:

- ✓ Finance
- ✓ Insurance

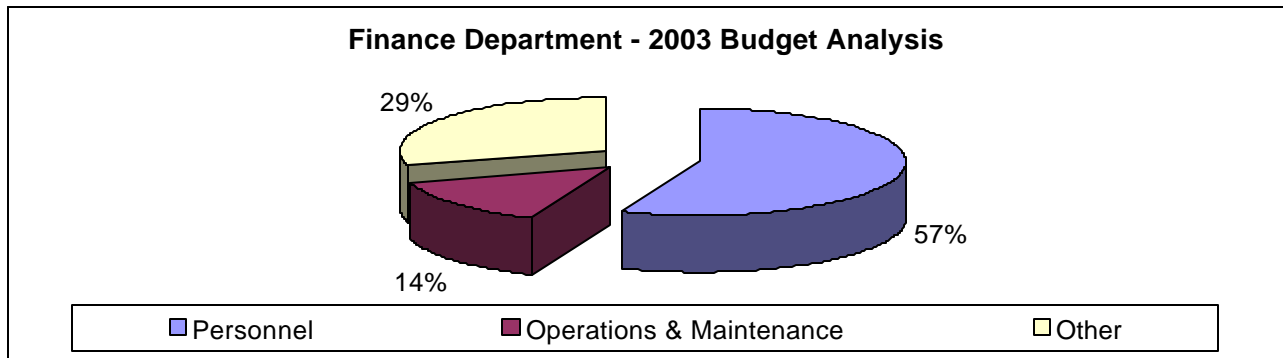
The following graphs depict the expenditure level of these activity centers over the last 6 years.



### City of Saco - Insurances Expense Analysis



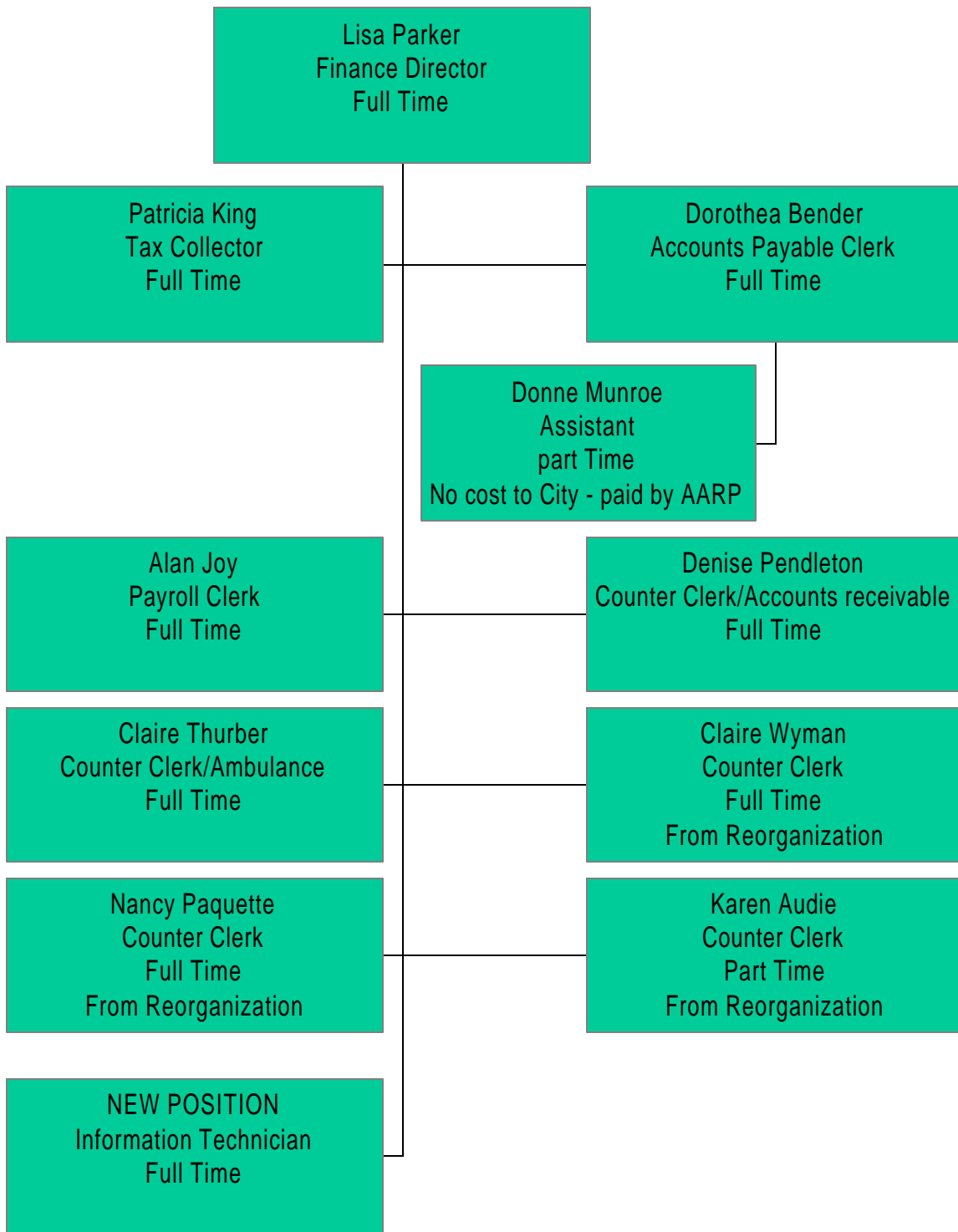
### Finance Department - 2003 Budget Analysis



### Finance Department Expenditure Analysis

	1997 Actual	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
Personnel	\$ 166,096	\$ 164,575	\$ 183,935	\$ 185,018	\$ 186,279	\$ 197,656	\$ 313,737
Operations & Maintenance	\$ 47,202	\$ 54,758	\$ 57,280	\$ 74,772	\$ 70,958	\$ 67,741	\$ 80,600
Other	\$ 152,874	\$ 121,060	\$ 122,767	\$ 125,224	\$ 126,826	\$ 138,170	\$ 164,180

# Fiscal Year 2003 Finance Department Organizational Chart





City of Saco, Maine - Fiscal Year 2003 Budget									
Account Number	Account Name	1997	1998	1999	2000	2001	2002	2003	% Change 2003 Budget Vs. 02 Budget
		Actual	Actual	Actual	Actual	Actual	Budget	Budget Department	
<b>INSURANCES</b>									
10100281	CITY INSURANCE	\$ 138,635	\$ 106,821	\$ 108,101	\$ 109,012	\$ 110,621	\$ 120,150	\$ 144,180	20.00%
10100291	PUBLIC OFFICIALS LIABILITY	\$ 14,239	\$ 14,239	\$ 14,666	\$ 16,212	\$ 16,205	\$ 18,020	\$ 20,000	10.99%
	<b>Subtotal Insurances:</b>	<b>\$152,874</b>	<b>\$121,060</b>	<b>\$122,767</b>	<b>\$125,224</b>	<b>\$126,826</b>	<b>\$138,170</b>	<b>\$164,180</b>	<b>18.82%</b>