



# KPB FINANCE DEPT. 2021 BUDGET PRESENTATION

May 5, 2020

## ADMINISTRATIVE DIVISION

- 3 FTE
- Administration of the overall Finance Department, management of investments, and advisor for Mayor and Assembly.
- Accomplishments:
  - Remote sales tax implementation (with the help of Legal, IT and others)
  - Team member on SPH operating agreement negotiations
  - Team member on the CBA negotiations
  - Transparency and strong reporting – received CAFR, Budget and PAFR awards

## FINANCIAL SERVICES DIVISION

- 7.5 FTE
- Provides accounting services for all departments and service areas of the borough. Accounts payable, payroll, grants, sales tax audits, budget and annual financial statement preparation assistance.
- Accomplishments:
  - Successfully implemented paperless Innoprise boroughwide financial system.
  - Began first phase of implementation for Payroll and HR Innoprise system
  - Team member on implementation of the short term rental compliance software

## PROPERTY TAX AND COLLECTION DIVISION

- 7 FTE
- Calculates the annual mill levies, bill, mail, collect and disburse annual property tax and related penalty and interest for all Borough taxing authorities, services areas and 6 cities located within the Borough
- Accomplishments:
  - Exploring enhancements of converting Special Assessments to *Aumentum Property tax system* to realize billing and payment process efficiencies.
  - Due to solid collection efforts, no liquor or marijuana license continuances had to be protested.
  - Team member on streamlining the procedures for issuing Tax Certificates.

## SALES TAX DIVISION

- 4 FTE
- Responsible for processing sales tax returns, registering new businesses, and issuing tax exempt cards, resale cards and owner/builder cards. Land escrows, land leases, USAD & RIAD billing
- Accomplishments:
  - Online sales tax remittance and filing!!!
  - Implemented software changes and processes related to 2 sales tax changes made by cities within the borough. (Rate changes & Marijuana sales tax)
  - Team member on implementation of the short term rental compliance software

## BUDGETARY CHANGES

By Category	FY2020 Original Budget	FY2021 Proposed Budget	Change
Personnel	\$ 2,590,099	\$ 2,614,034	\$ 23,935
Supplies	16,200	16,120	(80)
Services	701,547	719,030	17,483
Capital Outlay	7,396	6,619	(777)
Interdepartmental	(5,500)	(5,530)	(30)
Total	<b>\$ 3,309,742</b>	<b>\$ 3,350,273</b>	<b>\$ 40,531</b>
Increase			1.22%