

2022 FINANCE DEPARTMENT BUDGET PRESENTATION

May 4, 2021

OVERVIEW

- Bill, collect and distribute borough and city property taxes, 65,000 + bills
- Administer, collect and distribute borough and 5 cities' sales tax, 33,000 + sales tax returns
- Process boroughwide payroll, 10,000 + checks/direct deposits
- Process boroughwide vendor payments, 21,000 + invoices
- Process grant reports for over \$37 million
- Special assessment accounts billed and maintained, 650 + assessments
- Annual Budget Document preparation
- Comprehensive Annual Financial Statement preparation

FY2021 ACCOMPLISHMENTS

- Completed the implementation of new Payroll and Human Resources software, creating efficiencies and less manual paper processes.
- Created and maintained a COVID-19 expenses and payroll tracking across 24 projects and multiple subprojects to provide required detailed grant and EFMLA tracking.
- Collaborated with departments across the borough to review and assess over 1,000 external applicants for Borough CARES Grants.
- Effectively transitioned entire property tax staff to new positions while continuing to provide excellent customer service and consistent service levels.
- Collaborated with the Alaska Remote Sellers Sales Tax Commission (ARSSTC) in identifying remote sellers and assisting with the conversion of users from filing with the KPB to the Commission.

FY2022 NEW INITIATIVES

- Implementation of 5 major GASB (Governmental Accounting Standards Board) pronouncements, due to COVID-19 several pronouncements were postponed as a result of the additional programs and changes during the pandemic.
- Complete historical formatting and imports for the new Finance and PR/HR systems, completing the projects.
- Complete initial migration from the in-house special assessment system to the property tax platform for existing special assessment, creating a more robust process with more efficiencies.
- Provide additional education and tools for the public on sales taxes, such a how-to and informative videos on the web site.

SIGNIFICANT BUDGETARY CHANGES

- \$300,000 increase to contract services to pay fees associated with the administration and collection of remote sales taxes.
- (\$4,000) decrease to transportation and subsistence, due to attending only alternating years and use of more web based training opportunities.
- (\$8,000) decrease in advertising as a result of a change to the publication preparation process, where the publication is completely formatted and prepared in-house prior publication.
- \$55,475 increase to the Equipment Replacement Fund Payment due to the proposed purchase of a sales tax software system that can provide for the more complex code requirements of the KPB.
- \$4,650 increase to replace two antiquated check scanning units and compatible software.

BUDGET SUMMARY

	FY2021 Original Budget	FY2021 Revised Budget	FY2022 Proposed Budget	Change between Original and proposed budget	% Change
Personnel	\$ 2,614,034	\$ 2,614,034	\$ 2,653,395	\$ 39,361	2%
Supplies	16,120	16,120	18,400	2,280	14%
Services	719,030	919,030	1,077,578	358,548	50%
Capital Outlay	6,619	6,619	13,335	6,716	101%
Interdepartmental Charges	(5,530)	(5,530)	(5,530)	-	0%
	\$ 3,350,273	\$ 3,550,273	\$ 3,757,178	\$ 406,905	12%