

# Finance Department

City of Sheboygan  
2022 Annual Report

## Mission Statement

The Finance Department manages the financial information and safeguards the assets for the City of Sheboygan according to accounting guidelines and current laws. This information provides answers to the various governmental agencies and departments along with the taxpaying public.

## Vision Statement

Our vision is to transition the City of Sheboygan into a more efficient government by enhancing financial reporting and budget analysis.

## Finance Team

- **Finance Director**
- **Deputy Finance Director**  
*Resigned 12/1/22; Hired 2/20/23*
- **Financial Reporting Analyst**  
*Hired 2/14/22*
- **Grant Accountant/Internal Auditor**  
*Hired 5/23/22*
- **Payroll Specialist**  
*Resigned 10/27/22; Hired 12/24/22*
- **Accounts Receivable Specialist**
- **Accounts Payable Specialist**
- **General Accountant**
- **Purchasing Agent**

## 2022 Accomplishments

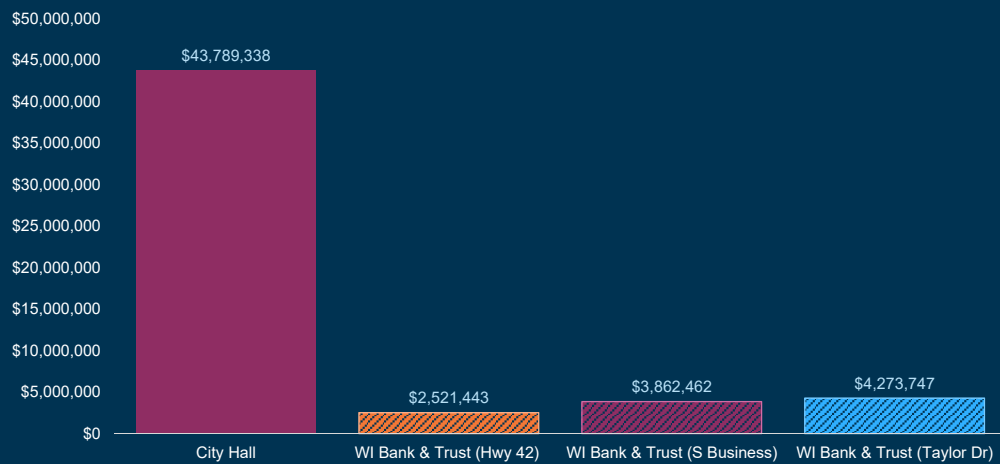
- Munis chart of account/general ledger conversion
- Reconfirmed Aa2 rating with Moody's Investors Service
- Completed first annual audit with new firm, Baker Tilly
- Aligned job tasks for additional segregation of duties and best practice standards
- Presented Five-Year Financial Strategic Plan with the assistance of Ehlers Public Finance Advisors
- Worked through State FEMA program for reimbursement related to June wind storm damage
- Implemented new debt and lease tracking software, DebtBook, for accounting compliance
- Contracted with a municipal debt collector to assist with delinquent bill collections
- Compiled robust capital asset listing in preparation for Munis integration
- Completed the implementation of Host Compliance software for room tax permitting and collections
- Provided assistance to Human Resources Department through staffing changes

## Key Metrics

	2021	2022
Accounts Payable Checks	4,452	3,435
Accounts Payable ACH/ACI	718	2,001
Credit Card Payments Processed	\$1,371,094	\$1,717,397
Taxes Collected by 1 <sup>st</sup> Installment Due Date	\$53,643,655	\$54,446,990

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## 2022 Tax Collection Volume



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## 2023 Goals & Projects

- Munis System Process Improvements:
  - Implement Project Ledger module
  - Import Capital Asset Listing and Depreciation after audit verification
  - Bank Reconciliation process
  - Import of City credit card transactions
  - Move Special Assessment and Delinquent Personal Property taxes out of AS400
- Assist Sheboygan County with implementation of web-based property tax collection software
- Complete 2022 audit and work with auditors to further develop best practices
- Update and adopt financial policies (Examples include: Purchasing, Donation & Credit Card)
- Develop new budget process for increased transparency to include additional Council & taxpayer input