



# Finance Department

City of Sheboygan  
2021 Annual Report

# Mission Statement

The Finance Department manages the financial information and safe guards 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**  
*Hired 6/1/21*
- **Deputy Finance Director**  
*Promoted 07/04/21*
- **Financial Reporting Analyst**  
*Resigned 11/8/21*
- **Grant Accountant/Internal Auditor**  
*Vacant*
- **Payroll Specialist**  
*Moved from Human Resources*
- **Accounts Receivable Specialist**
- **Accounts Payable Specialist**  
*Hired 11/1/20*
- **General Accountant**  
*Hired 6/28/21*
- **Purchasing Agent**

# 2021 Accomplishments

- Mapped all 13,800 Munis General Ledger accounts to proposed format
- Increased accounts receivable collection efforts and statement processing
- Collaborated with Planning Department to implement new loan tracking software
- Introduced check scanner to deposit checks from City Hall rather than going to the bank
- Increased Auto Insurance deductible from \$1,000 to \$2,500 (est. \$19,500 annual savings)
- Began 5-year revaluation process with Grota Appraisals – out of compliance since 2018
- Consolidated internal, monthly journal entries to annual entries (2,148 to 79 entries)
- Started working with new auditing firm, Baker Tilly
- Moved parking stall rental billing from AS400 system to Munis

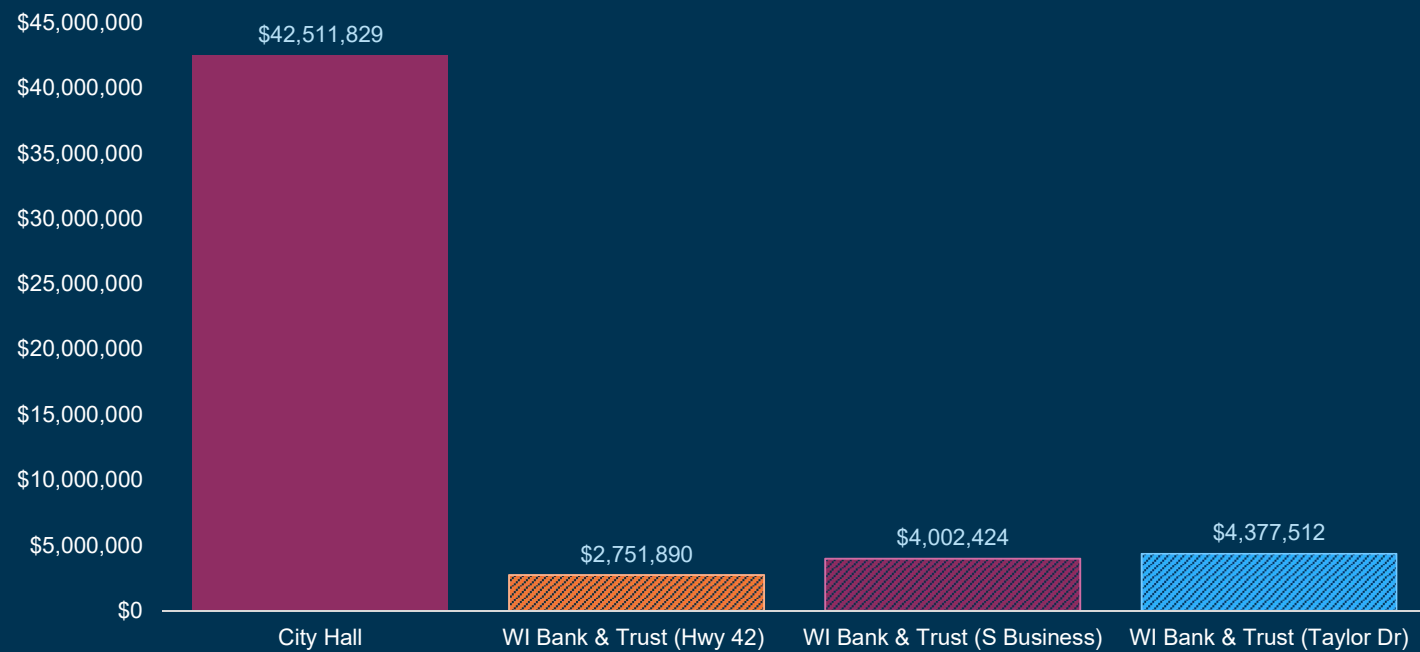
# 2021 Accomplishments

- Provided support to the Human Resources Department
- Adopted new financial policies
  - Long-Term Investment, Fund Balance and TIF Code of Ethics
- Accounts Payable Process Improvements:
  - Implemented ACH & ACH payment options for vendor payments
  - Check runs from weekly to semi-monthly
  - Created AP Vendor Information Package; posted online
- Began creating synergies between Finance and other departments
- Started working with Ehlers (Municipal Advisors) to complete Five-Year Financial Strategic Plan

## Key Metrics

	2020	2021
Accounts Payable Checks	5,999	4,452
Accounts Payable ACH/ACI	0	718
Credit Card Payments Processed	\$1,089,818	\$1,371,094
Taxes Collected by 1 <sup>st</sup> Instalment Due Date	\$53,877,576	\$53,643,655

## 2021 Tax Collection Volume



# 2022 Goals & Projects

- Munis System Process Improvements:
  - Complete Chart of Account redesign
  - Implement Project and Grant Ledger module
  - Special Assessment and Delinquent Tax billing
  - Implement Capital Asset module
  - Bank Reconciliation process
  - Retiree billing tracking
  - Tyler Payments for credit card processing
- Host Munis training for other departments to expand usage of the system
- Assist Sheboygan County with implementation of web-based property tax collection software
- Vendor Maintenance: encourage other payment methods, consolidate duplicates & update information
- Complete review and update on the Accounts Payable process for consistency throughout City depts



## 2022 Goals & Projects

- Complete 2021 audit and work with auditors to develop best practices
- Cross train to make sure all duties have a back up within the department
- Review investment broker options
- Implement municipal debt collector to assist with delinquent accounts receivables
- Finish Five-Year Strategic Financial Plan with Ehlers and implement strategies determined
- Begin reporting quarterly financial data to the Finance & Personnel Committee
- Update and adopt additional financial policies (Examples include: Purchasing, Donation & Credit Card)