

Budget & Finance Department KPI's

FY 2013				
KEY PERFORMANCE INDICATOR (KPI)	1st Q	2nd Q	3rd Q	4th Q
GENERAL ACCOUNTING:				
Maintain or improvement of the Town's current bond ratings	Yes			
Maintaining Current Certification/State Licenses and Professional Memberships	Yes			
Maintain General Fund Reserves at 25% of Budgeted Expenditures – Per Approved Council Resolution	Yes			
Maintain ongoing profile of investments and cash balances.	Yes			
BUDGET:				
Adopting Annual Budget in compliance with all TRIM requirements	100%			
Produce Monthly Financial Statements;	100%			
Number of Budget Transfer Requests – Under \$1,000;	5			
Number of Budget Transfer/Amendment Requests – Over \$1,000	20			
Conduct annual budget training	N/A			
PROCUREMENT:				
Council ratifying 99% of bid selection committee recommendations.	100%			
Employees are educated annually on the Procurement Process	Yes			
PAYROLL:				
Percentage of Payroll Corrections Due to Payroll Errors	1%			
Employees are educated annually on the Payroll Process	Yes			
UTILITIES CUSTOMER				
Adjustments made to customers accounts due to billing errors.	36			