

Finance Team

BRISBANE 101

Carolina Yuen, Finance Director



Purpose – Fiscal Stewardship



Financial Analytical Support

Strategic Financial Planning

Compliance

Treasury Management

Asset Management

Information Technology
Management

Products and Functions



Products:

- Budget
- Annual Audited Financial Stmts
- Regulatory Reports

Billing

- Utility Billing
- Developer Billing
- Fiduciary Support Billing

Cashiering

Payroll

Purchasing & Payables

Business Licenses

Supporting Other Departments



Finance Staff & Roles



Carolina Yuen
Finance Director

Tran Nguyen
Financial Services Manager

Lyn Jay
Management Analyst

- Payroll Supervisor
- Cashiering Supervisor

Lori Pierce
Senior Accounting Asst

- Payroll Processing
- Accounts Payable

Grace Campbell (Part-time)
Special Projects Technician

Ligia Ferreira
Senior Accounting Asst

- Utility Billing
- Cashiering

Tricia Vaccaro Gitchuway
Administrative Asst

- Cashiering
- Business Licenses
- Accounts Payable

Other Accounting Areas

- Budgeting, reporting, Shuttle Passes, Miscellaneous Receivables

Albert Duro
Information Technology & Systems
Administrator



Revenue Streams



General Fund (Main Operating)

- Sales Taxes
- Property Taxes
- Transient Occupancy Taxes
- Business Licenses
- Permits and Fees
- Grants

Utility Fund

- Water Sales
- Fees

Marina Fund

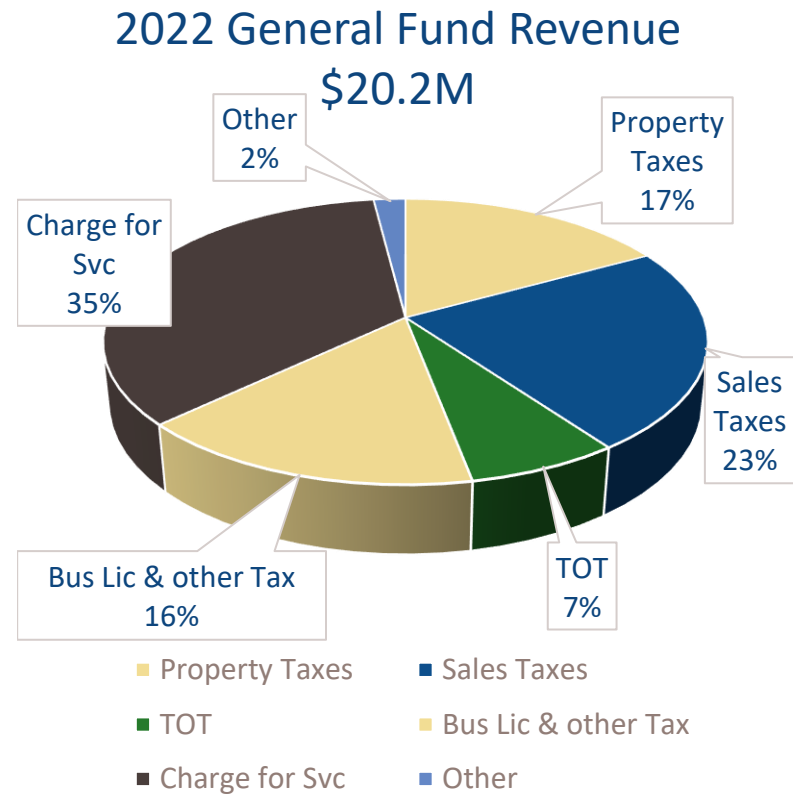
- Berth Rentals

Budget Breakdown

Biannual budget

- General Fund & governmental
- Utility Fund
- Marina Fund
- Debt Funds

Capital Projects in off-years



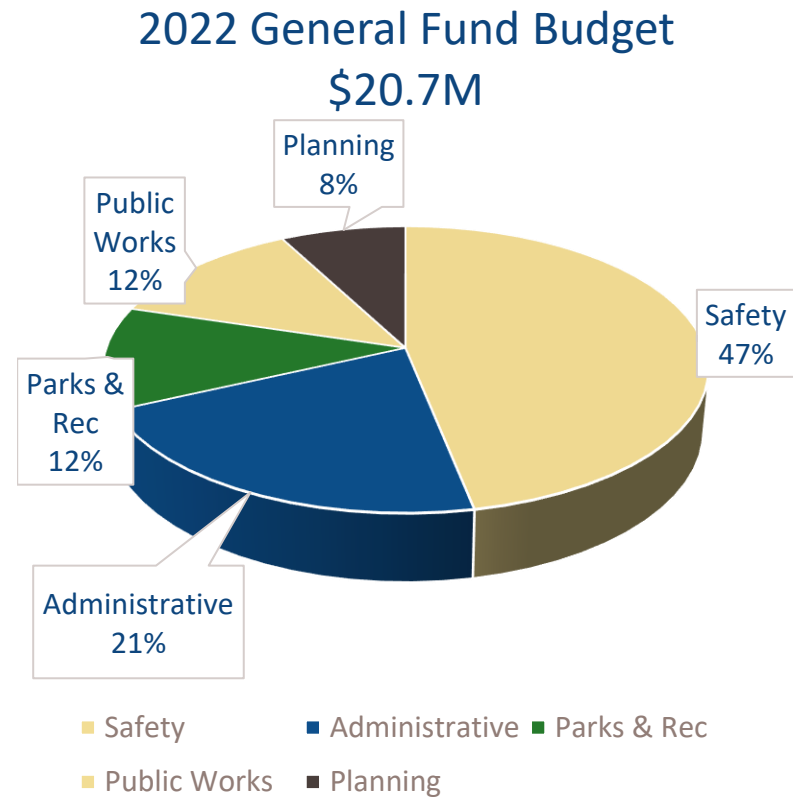
Budget Breakdown

Operating Expenses

- Salaries & Benefits
- Supplies & Services

Capital Expenses

Debt Service



2020 Results



General Fund

- Revenue - \$24.6M
- Expenses – \$21.1M
- Capital Improvements - \$3.9M

Utility Fund

- Revenue - \$6M
- Operating Expenses - \$5.9M
- Capital Improvements - \$1.3M
- Debt Service - \$700K

Marina Fund

- Revenue - \$2.3M
- Operating Expenses - \$1.7M

Priority Based Budgeting



What is it?

Why is it
Important?

Initiatives in Process

- Priority Based Budgeting
- Additional electronic payment methods
- Document Management system
- Citizen Transparency Reporting
- Organization-wide data system Integration
- Department reporting enhancements
- Sustainability implementation



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- Pension Funding and managing retirement-related costs
 - Baylands and other development planning
 - Debt Management
 - Cash Flow
 - Equity and Inclusion in Finance applications and operations
 - COVID-19 Impact Management
 - Evolving Accounting Standards





Finance Exercise

Preparing a budget

Questions?

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