

Doing Business with the Controller's Office



**Prepared by
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Controller's Office

The Controller

The Charter of the City and County of San Francisco (City) designates the Controller as the chief accounting officer and auditor for the City. As of July 2004, the Controller is also designated as the City Services Auditor. The Controller is appointed by the Mayor and confirmed by the Board of Supervisors to serve a ten-year term.

The Controller is responsible for all financial management systems, procedures, internal control processes, and reports that disclose the fiscal condition of the City to managers, policy makers, and citizens. The Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions, and contracts. To perform these Charter-mandated functions, the Controller's Office provides a variety of support services. They include processing the City's budget, developing and maintaining a financial accounting information system for use by all departments, conducting financial and performance audits, and preparing and distributing paychecks for all City employees. As City Services Auditor, the Controller has general authority for monitoring and reporting on the level and effectiveness of services provided by the City to its residents.

Mission of the Controller's Office

We ensure the City's financial integrity and promote efficient, effective and accountable government.

Locating Additional Information

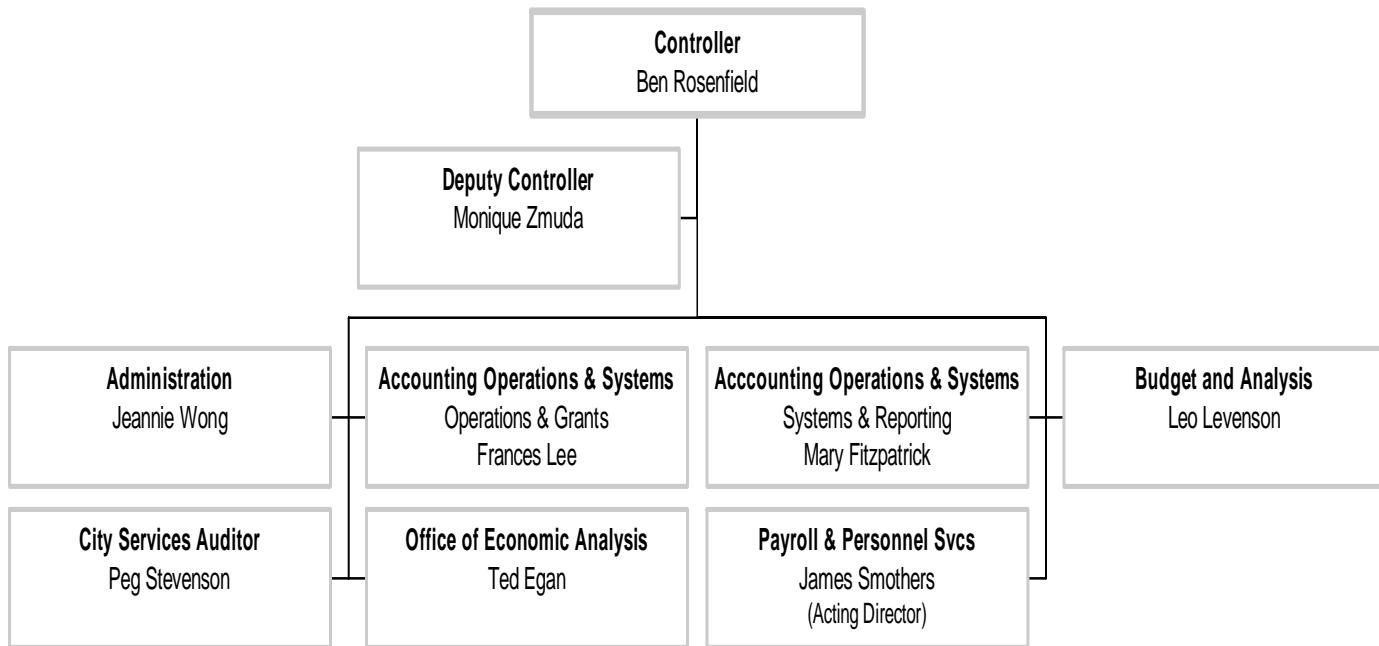
General information regarding the Controller's Office can be found at the Controller's Office web page on the City & County of San Francisco web site. The web site address is: <http://www.sfgov.org/site/controller>.

If you do not have access to the Internet and would like to get a copy of available documents, please call the *Office of the Controller* at 554-7500.

The following attachments are included in this document:

- Attachment 1 – Frequently Asked Questions
- Attachment 2 – Common Acronyms
- Attachment 3 –Accounting Policies & Guidelines

Divisions within the Controller's Office



The Controller's Office accomplishes its mission through six divisions.

I. Accounting Operations and Systems Division

The Accounting Operations and Systems Division's (AOSD) primary mission is to control the financial activities of the City. It has two units: Accounting Operations & Grants Unit and Accounting Systems & Reporting Unit.

The Accounting Operations & Grants Unit certifies contracts, pays vendors, and approves personnel requisitions. The unit also reviews, monitors, controls, and projects departmental expenditures on a continuous basis to assess overall fiscal condition. The unit assists departments to achieve fiscal compliance, accuracy, and timeliness of the resulting financial information. This unit also coordinates the preparation of the Countywide Cost Allocation Plan (COWCAP) and the Single Audit Report.

The Accounting Systems & Reporting Unit is responsible for producing the City's annually audited financial statements including the Comprehensive Annual Financial Report (CAFR) and other reports required by federal, state, and local regulations. Other functions include developing and maintaining citywide financial systems, system policies, procedures, training, security and documentation.

The City and County of San Francisco uses ONLINE FAMIS (Financial Accounting and Management Information System) as its financial system. The Accounting Systems & Reporting Unit manages this system. The three main components of this system are

FAMIS Accounting, FAMIS Purchasing, and FAMIS Fixed Assets Management. FAMIS Accounting is the core accounting system recording all financial activities such as revenues, expenditures, transfers, budgets, grants, and projects according to generally accepted accounting principles. FAMIS Purchasing is a front-end system that records all purchases of good and services and interfaces the corresponding encumbrances and payments to FAMIS Accounting for processing. FAMIS Fixed Assets Management captures land, building and improvements, and equipment information for financial reporting.

The major functions and services provided by this division are as follows:

Accounting Operations & Grants Management

Accounting Operations - Compliance and Disbursements

This section supports departments with their daily financial activities to assure proper control for the recording of revenues and expenditures of the City in the Controller's ONLINE FAMIS. Fund Accounting Supervisors from this section are assigned to every department to assist them with their financial activities. The Fund Account contact listing is available on the intranet.

<http://famis.sfgov.org/controllerspolicies> > Contacts - Accounting Operations.pdf

Some of the functions provided by this section are described below.

Processing Payments

This section reviews and approves purchase orders and payment requests from departments. In general, payment documents for purchases of goods and services are initiated in FAMIS Purchasing and interfaced to FAMIS Accounting for processing checks. Payments not relating to Purchase Orders and Professional Service Contracts can be processed directly in FAMIS Accounting, such as revolving fund reimbursements, revenue refunds, judgments and claims, travel advances, travel and training reimbursements, wire transfer payments, tax refunds and payments against non-purchasing encumbrance documents.

Releasing Checks

All payments from FAMIS Accounting are mailed on the same day the checks are produced. Checks for revolving fund reimbursements, payments to employees, and payments to Postmaster are held automatically for pickup by the departments.

If you wish to pick up checks for other types of payments, please refer to the memo on "Check Release" issued by the Controller's Office on July 12, 1999 located on the Controller's Office Policies and Procedures intranet website (refer to Attachment 3). If you have questions, *contact the Claims & Disbursements Unit Supervisor at 554-7513.*

Replacing Vendor's Lost or Stale-Dated Checks

For vendor checks, the replacement request must be submitted through the Controller's Office. Vendors must complete and sign the LOST OR DESTROYED WARRANT/AFFIDAVIT FORM before submitting the replacement request to the Controller's Office for processing. The Controller's Office will not accept the LOST OR DESTROYED WARRANT/AFFIDAVIT FORM without the original signature. (A

photographic copy will not be accepted.) If you have questions regarding this process, contact the Claims & Disbursements Unit Supervisor at 554-7513.

Processing Receipts

Departments should deposit payments made to the City with the Treasurer or into a City bank account as soon as possible. Transactions for these receipts also should be recorded in FAMIS Accounting on or about the same time the money is deposited. If you have questions about depositing receipts, contact the Treasurer's Office at 554-5410. If you have questions about recording receipts transactions in FAMIS Accounting contact Jimmy Huang at 554-7417.

Conducting Post Audit Review

This section conducts post audit review of selected financial transactions recorded in FAMIS Accounting and Purchasing. This is an ongoing process and departments should expect to be audited at least once a year. During the audit, this section of the Controller's Office:

- Determines areas of operating weakness and ineffective or missing internal control measures and proposes enhancements to existing processes
- Defines points of delays in document processing
- Defines the need for new policies or need to clarify ambiguity on current policies
- Identifies needs for staff training or refresher courses

Approving Contract Payments, Retention, and Liens

Departments have a direct responsibility to ensure that retention and lien-related transactions are properly recorded in FAMIS Accounting. This unit approves payment for contracts encumbered in FAMIS Accounting that require retention or liens. For detailed instructions on retention and liens please refer to the memo "Contract Retention/Liens" issued by the Controller's Office on May 22, 1997 located on the Controller's Office Policies and Procedures intranet website http://www.sfgov.org/wcm_controller/ControllersPolicies/AOSD_PP_Directives_index.htm or contact your Controller's Fund Accounting Supervisor.

Validating Funding for Personnel Requisitions

This unit is part of the approval process in processing Personnel Requisitions through the Department of Human Resources' Human Resource Management System (HRMS). The Controller's role is to determine if unencumbered funds are legally available to fund the request for personnel. If you have questions regarding the Controller's review process or the status of your personnel requisition, please contact your Controller's Fund Accounting Supervisor.

Grants Management

The Grants Management Section assists departments with the financial management of federal, state and other public and private grants, entitlements (such as welfare, and food stamps), gifts, and loans. The section's three primary objectives are:

- Support departments to ensure proper recording of accurate and timely grant accounting

- Monitor departments to ensure that they control their grant expenditures and revenues in accordance with the City's Administrative Code and program requirements
- Review grant budgets and "Accept and Expend Resolutions" for new grants to ensure that financial information is accurate

The Grants Section also coordinates the preparation of the Single Audit Report and the County-Wide Cost Allocation Plan (COWCAP). For further information, *contact Shirley Giang at 554-5241.*

Systems & Reporting

CAFR and External Reporting

This section supports the preparation of the City's Comprehensive Annual Financial Report (CAFR) and other financial reports as required by federal, state, and local regulations. *Contact Carmen LeFranc at 554-7645 for more information.*

Cash Accounting and Reconciliation

This section is responsible for cash accounting and reconciliation, interest allocation and distribution, and various analytical reviews of cash, transfers and investment balances. It also handles positive pay, electronic payments, and coordination of interface accounting for departments with separate bank accounts. *Contact Peter Chiong at 554-5242 for more information.*

Business Intelligence Systems

The Business Intelligence Systems Section defines, acquires or develops, tests, and installs new financial or related systems for the Controller's Office. This section develops new reports and templates for the Executive Information System (EIS). The section also produces EZtrieve reports and extracts from the financial systems as well as web reports. This section manages financial systems security and control, monitors payroll systems clearing accounts, and maintains the Online Financial Accounting Management Information System (ONLINE FAMIS) and the Labor Distribution System (LDS) tables. *Contact Leo Casipit at 554-5238 for more information.*

Systems Support and Training

The System Support and Training Section assures that all the current Controller's financial systems are available at all times. Major systems include ONLINE FAMIS Accounting, Purchasing, and Fixed Assets Management, and EIS. This section also identifies and resolves problems related to these systems, performs routine maintenance, such as installing new versions, purging old data, and recasting various financial data in ONLINE FAMIS. *Contact Annette Reardon at 554-7880.*

This section also conducts training classes for FAMIS Accounting, FAMIS Purchasing, FAMIS Fixed Assets Management, and EIS. Class reservations must be made by your department's training coordinator. For more information about current class schedules or the name of your department training coordinator, *contact Myrna Evangelista at 554-7484.*

Requesting Access to Online FAMIS

Access to any module of Online FAMIS must be requested by departmental chief fiscal officer (or designee), and the department's FAMIS (Accounting, Purchasing or FAACS) liaison. Security Access forms and instructions are available on the Controller's FAMIS intranet site at:

<http://www.sfgov.org/site/intranet/?id=34719#security> Contact Myrna Evangelista at 554-7484 for more information about the security forms.

II. Administration Division

The Administration Division provides administrative support for the Controller's Office. The division manages the Controller's Office budget, finance, contracts, personnel, and administrative support areas of the Office. It is responsible for examinations for the Accounting, Auditing, and high-level Payroll classifications for the City and County of San Francisco. It also administers the 1649 Accountant Intern Program. *Contact Jeannie Wong at 554-7604 for more information.*

Decentralized Examination Section for CCSF

The Controller's Office Personnel Section not only serves the Personnel needs of the department, but also serves as a decentralized examination section for the City and County of San Francisco providing Civil Service examinations and eligible lists for the Accounting, Auditing, and high-level Personnel classifications. It is responsible for doing a job analysis of the classifications, conducting permanent examination processes for those classes, and maintaining current eligible lists from which all City departments hire accountants, auditors, and high-level payroll positions. If no current eligible lists are available from which to hire, departments can solicit permanent transfers from other departments. If they choose to hire provisionally, the approval of the Controller's Office Personnel Section and the EEO Unit of the Department of Human Resources is required. *Contact Louis Voccia at 554-7552 for more information.*

1649 Accountant Internship Program Administration for CCSF

The Personnel Section also is responsible for administering the 1649 Accountant Internship Program for the City. This program is the first step in the Accountant Series. Qualified candidates are tested and interviewed. Successful candidates enter the Accountant Internship program in Class 1649 Accountant Intern. They are trained in an 18-month program and mentored by higher level, experienced accountants throughout the City. The interns serve 9-month rotations at two different departments for a total of 18 months in order to provide them with optimum training and experience citywide. They serve as permanent exempt employees during their internship. At the end of the program, successful interns are permanently promoted to Class 1652 Sr. Accountant. Currently, one can advance to that level only by participating in this program. *Contact Louis Voccia at 554-7552 for more information.*

III. Budget and Analysis Division

The Budget & Analysis Division provides fiscal management oversight, budgetary planning, and public policy analysis for the City. This division includes three operating units: 1) Budget and Revenue, 2) Property Tax, and 3) Reconciliation. The division provides information to a wide range of customers, including the Mayor, Board of Supervisors, City departments, rating agencies, community stakeholders and the press. Key work products and operational responsibilities are highlighted below. Please contact the Budget & Analysis Division director, *Leo Levenson* at 554-4809 for more information.

Budget and Revenue Unit

The Budget and Revenue Unit is responsible for preparing the City's Annual Appropriation Ordinance (including budget instructions and all related budget documents), budgetary impact analyses for labor negotiations, tax and fee revenue analyses, citywide tax revenue oversight and operations, as well as periodic financial reporting. Some of the unit's key reports include the Six- and Nine-Month Reports, the Three-Year Projection Report, the annual Revenue Certification Letter for the Mayor's Proposed Budget, the City's Revenue Manual, the Master Fee Schedule, bond official statements and secondary disclosure appendix information, as well as the High-Level Monthly Financial Reports and Overtime Reports. Budget Status Reports are available at the Controller's website under the following hyperlink:

http://www.sfgov.org/site/controller_page.asp?id=1821

The Budget and Revenue Unit is also responsible for the Budget Preparation System (BPREP) and conducting citywide training on budget development. Further information about the Budget Instructions is available at the Controller's intranet site under the following hyperlink: http://www.sfgov.org/site/controller_page.asp?id=1826 The Budget and Revenue Manager is *Tom DiSanto*, 554-7554.

Property Tax Unit

The Property Tax Unit is responsible for all countywide property tax operations. This includes working with all taxing entities within the county jurisdiction and the State to timely file required periodic financial reporting. This unit is also responsible for calculating the County's tax rate, assessing the tax rate impact for proposed general obligation bonds, disbursing property tax allocations, and working with the Redevelopment Agency on property tax increment allocations and projections for all of the City's redevelopment project and survey areas. The County's Property Tax Manager is *Edel Antiniw*, 554-7593.

Reconciliation Unit

The Reconciliation Unit is responsible for the financial monitoring, analysis and reconciliation of the City's funds and provides reconciliation oversight for the City's general ledger. Some of the unit's key reports include the City's annual Fund Analytical Reports, supporting documentation for the City's Comprehensive Annual Financial Report, and related rating agency presentation materials. Please contact the Budget & Analysis Division director, *Leo Levenson* at 554-4809 for more information.

IV. Office of Economic Analysis

The Office of Economic Analysis was established pursuant to San Francisco voters' passage of [Proposition I](#) in November 2004. This voter ordinance created the Office of Economic Analysis (the 'Office') under the Controller and required the Office to report on all pending City legislation having a potential material economic impact on the City.

Economic Impact Reports

The Office of Economic Analysis identifies and reports on all legislation introduced at the Board of Supervisors that might have a material economic impact on the City, as determined by the Office. It analyzes the likely impacts of legislation on business attraction and retention, job creation, tax and fee revenues to the City, and other matters relating to the overall economic health of the City.

The Office will address whether proposed legislation promotes or impedes the policies contained in the most recent [Economic Development Plan](#) or [Survey on Barriers to Employment Retention and Attraction](#). The Office is also charged with assisting the [Economic and Workforce Development Department](#) with preparation of the Economic Development Plan and periodic updates to that Plan.

Further information about the Office is available at www.sfgov.org/controller/ under the Economic Impact Reports hyperlink:
http://www.sfgov.org/site/controller_index.asp?id=41850 . Please contact the Office of Economic Analysis director, *Ted Egan* at 554-5268 for more information.

V. City Services Auditor

The Division was formed during FY04-05 to implement the "City Services Auditor" Charter Amendment, passed on the November 2003 ballot. This new function brought together the Audits, City Projects, and Performance Management Divisions in the Controller's Office, added a whistleblower hotline, and implemented other mandates of the Charter. The division has broad authority for:

- Benchmarking, performance management, and 'best practices' comparison of San Francisco's services relative to other public agencies;
- Conducting financial and performance audits of City departments, contracts and functions;
- Performing regular oversight of the City's contracting procedures, including developing model criteria and terms for Requests for Proposals;
- Maintaining a whistleblower complaints hotline and website and conducting investigations regarding waste, fraud, and abuse of City resources;
- Completing specified annual assessment and reporting activities.

Performance Auditors

Performance Auditors assess the effectiveness and efficiency of City departments in meeting their mission and goals and determine if programs, policies, and procedures of departments are producing their intended or desired results. Performance audits may also test whether a department or program has complied with applicable laws and regulations and requirements stipulated in the Charter, Administrative Code, ordinances, policy statements, and accepted business practices. Auditors also assess departments' use of performance measures to report their success in meeting their objectives. The City Services Auditor mandate is to audit a department, portion of a department, or function on a five to seven year cycle.

Financial Auditors

Financial Auditors provide independent financial and concession audits as a service to the City's boards, committees, commissions, and departments. Financial audit staff evaluate systems of internal controls and evaluate City finances and operations to assure that assets are protected and managed in accordance with requirements stipulated in the Charter, Administrative Code, ordinances, policy statements, and accepted business practices. The division reports findings of its audits to the Mayor, Board of Supervisors, Civil Grand Jury, commissions, and department management. *Contact Monica Wu at 554-7519 for more information.*

City Projects and Performance Staff

City Projects and Performance staff provide analytical, managerial, and technical assistance services to other City departments on a citywide basis. The group works collaboratively with departments and elected officials on problem solving and on issues that require a cross-departmental approach, and provides technical assistance to enable City departments to measure, manage, and improve their services. Projects are drawn from a variety of sources; they may be proposed by the Controller and Mayor, developed to implement an audit recommendation, or developed in consultation with City departments. Usually projects are completed within three or four months but may be longer as required.

In addition, the group provides performance information through:

- Working with departments to develop meaningful performance measures and methods of tracking them, verifying data and maintaining a citywide database of performance measures;
- Publishing performance information in the Mayor's Budget Book and developing reports for the public and policy makers;
- Conducting an annual survey of citizens' opinions of City services;
- Staffing the Mayor's SFStat project, in which City departments report on critical performance, budget, and other information to a panel including the Mayor and other city executives on a periodic basis.

Whistleblower Unit

The Whistleblower Unit is responsible for administering a hotline (3-1-1) and website (www.sfgov.org/whistleblower) to receive complaints alleging waste, fraud or abuse of City resources; to investigate or refer complaints as appropriate; and to track complaints to resolution.

Annual Reviews

Finally, the City Services Division is also required to conduct annual reviews of:

- Streets, sidewalks, and parks standards and maintenance;
- City management and employment practices affecting public service delivery;
- The top five workers' compensation and overtime spenders among City departments with recommendations for improvements.

Contact Peg Stevenson at 554-7522 for more information.

VI. Payroll & Personnel Services Division

Payroll and Personnel Services Division (PPSD) is the central processing center for payroll for the City and County of San Francisco. The functions of the division are as follows:

Timesheet Processing

The City pays its employees on a biweekly basis. All time is reported to the departmental payroll offices and entered into time entry subsystems. The time entered into subsystems is transmitted to the mainframe payroll system on the Wednesday before payday. Once all the data is edited and reviewed, the payroll is processed on Thursday night and checks and reports are printed on the Friday before payday.

TESS (Time Entry Scheduling System)

The City uses a time and attendance system called TESS. Most departments are using this standard for time input processing. The system allows for the rules found in the union contracts to be applied.

New Hires, Terminations and Changes

Departments prepare new hire forms after receiving approval from the Department of Human Resources (DHR). These forms are submitted to PPSD for data entry into the centralized payroll system. After the employee is on the system, a timesheet can be processed. The new hire form should be submitted as soon as possible so that the employee can be paid in a timely manner. Employees cannot be paid until the new hire form is authorized and processed by PPSD.

Changes and terminations are processed on Personnel Action Request (PAR) forms, which are turnaround documents produced by the payroll system.

All of these transactions are handled by the payroll or personnel office of your department and require an authorized signature.

Adjustments, Deductions and Manual Checks

PPSD processes adjustments to correct pay problems from prior pay periods, processes retroactive payments, and prepare manual checks if an employee did not receive a check on payday. The departmental payroll office prepares a Problem Description Form (PDF) and submits it to PPSD for processing. PPSD reviews and enters it into the system for payment on the next appropriate pay cycle. If the submitted document has a problem, PPSD contacts the departmental payroll office to resolve the discrepancy. PPSD issues a manual check if necessary, but makes every effort to add the adjustment to the next pay cycle.

PPSD sets up all payroll deductions, such as voluntary deductions like Electronic Fund Transfers (EFT) of paychecks to employees' banks and union dues, as well as involuntary deductions such as garnishments and IRS levies. The Retirement System controls retirement deductions; the Health Service System controls health insurance deductions.

Replacing Lost or Stale-Dated Payroll Checks

You request replacement for lost or stale-dated payroll checks through your department payroll section. To have the check replaced, your department payroll section will complete the *LOST PAYCHECK INFORMATION* side of the *LOST PAYCHECK AFFIDAVIT FORM* and have it signed by your department's appointing officer. The employee will complete and sign the *EMPLOYEE INFORMATION* portion of the affidavit form. The employee or your department payroll section will send the original signed *LOST PAYCHECK AFFIDAVIT FORM* to the Controller's PPSD, at 875 Stevenson St., Room 235, San Francisco, CA 94103, to have the paycheck replaced. If your department payroll section does not have the form, *contact Shallen Yuen (PPSD)*, at 558-7809.

Taxes and Reconciliation

PPSD receives and processes employee W-4 forms for each employee so that they have the appropriate tax deduction on their paycheck. PPSD then remits the federal, state and social security taxes to the government. PPSD interfaces with the accounting system each pay period and reconciles the payroll accounts with FAMIS Accounting. Biweekly payroll accounting reports are sent to the departments with the paychecks.

Paycheck Distribution

Every two weeks, PPSD produces approximately 30,000 checks/advises and numerous reports for the entire City. The day before payday, the reports and checks are bundled together and picked up from 875 Stevenson St. by messengers and taken to the departmental payroll and/or personnel offices for distribution.

Problem Resolution

Start with your payroll and/or personnel office if you have a question or problem. PPSD has a good working relationship with each departmental payroll office and they know how to address most issues. *Contact Seretha Gallaread at 558-7865* and she will direct you to the best person to solve your problem.

Attachment 1 – Frequently Asked Questions

Accounting in the City

Where do I find the City's chart of accounts?

The chart of accounts that lists all the object codes for revenues and expenditures for the City's ONLINE FAMIS (Financial Accounting and Management Information System) is located on the City's SFGOV intranet website:

<http://famis.sfgov.org/controllerspolicies/> > Chart of Accounts.

Where can I get training on the City's accounting system?

The Controller's Office Accounting Operations and Systems Division (AOSD) provides ONLINE FAMIS training for department users. Department fiscal officers or someone designated by your fiscal officer must authorize training in writing or via e-mail sent through the department's designated training coordinator. The training coordinator forwards the pertinent information to the AOSD training registrar, who will forward security forms for completion. ONLINE FAMIS security and password setup are required prior to attending classes. *Contact Myrna Evangelista in the Systems Division at 554-7484.*

Are all encumbrances automatically closed out at fiscal year-end? How do you carry forward encumbrances?

At fiscal year-end, the Controller's Office issues a memorandum to all departments regarding the Annual Appropriation Carryforward Request. This memorandum provides departments with instructions on how to request a carryforward of unexpended annual appropriations. Unencumbered balances of all annual appropriations are automatically closed to Fund Balance at fiscal year-end. However, unencumbered balances of funds budgeted for specific non-recurring items or services that are not in the base budget for that fiscal year and that could not be fully spent or encumbered by fiscal year-end can be requested for carryforward to the next fiscal year. These carryforwards must be used in the next fiscal year for the same purpose for which they were originally budgeted; otherwise, the department must submit a request for supplemental appropriation to the Mayor and the Board of Supervisors.

Audits

What is the difference between financial and performance audits?

Financial audits determine whether departments present financial information fairly, and whether internal controls are adequate and assets are properly safeguarded. Financial audits also review the propriety of transactions.

Performance audits determine if programs, policies, and procedures of departments are producing their intended or desired results. Performance audits measure the efficiency and effectiveness of City operations, and whether a department or program has complied with applicable laws and regulations.

Who decides which departments or programs are audited?

State or local laws mandate some audits, particularly financial audits. The Mayor's Office, the Board of Supervisors, or the departments themselves may request other audits. Also, a whistleblower complaint may result in an investigative audit. Finally, the Controller and the Audits Division may decide to conduct audits based on information they have received about problems or deficiencies in a department or program.

Once an audit is completed, what happens?

An audit report is written and issued to the Mayor's Office, Board of Supervisors, Civil Grand Jury, auditee, various other agencies, and the public. The reports identify problems or deficiencies and make recommendations for correcting them. The Audits Division follows-up with the auditee six months, one year, and two years after the report is issued to ensure that action on the recommendations has been taken. Audit reports are presented on the Controller's Office internet website:

<http://www.sfgov.org/site/controller> > Reports

Budgets & Analysis

What is the BPREP (Budget Preparation) System and where can I get training on it?

The BPREP System is a part of the City's interconnected electronic financial system, which also includes ONLINE FAMIS (Financial Accounting and Management Information System). BPREP is used throughout the budget development process. Data from it underlies all reports the Mayor's Office and the Board of Supervisors use to review and approve departmental budgets. When the budget process is complete, the data in BPREP is interfaced into ONLINE FAMIS where it becomes your budget for the new fiscal year.

BPREP data also is used to generate the Annual Appropriation Ordinance (AAO) and the Annual Salary Ordinance (ASO). These two documents are the City's official legislation giving, respectively, appropriation authority and position authority for the fiscal year. Departments should organize their BPREP hierarchy and data to reflect how they actually operate.

The Controller's Office Budget and Analysis Division provides training in December of each year. *Contact Tom DiSanto at 554-7554 for more information.*

How do I know the status of my budget?

Each month, the Controller's Office sends expenditure and revenue reports to departments. These show the status of appropriations and project selected sources and uses of funds to fiscal year end. In addition, on-line departments can retrieve up-to-date fiscal information from ONLINE FAMIS.

What's the difference between budget, appropriation, and allotment?

A budget begins by a department requesting funding. The request goes to the Mayor, is then reviewed and approved by the Board of Supervisors, and then enacted into an ordinance called the Annual Appropriation Ordinance (AAO).

An appropriation is an authorization to expend money for specific purposes (salaries, services, equipment, etc.).

Allotments make portions of an appropriation available for expenditure. The Controller can set up allotments to be quarterly or semiannually. The allotment schedule ensures that departments do not over-expend their appropriations before the end of the fiscal year. An allotment schedule can be adjusted to meet unusual circumstances if the department can demonstrate to the Controller that it can stay within its budget, even with the additional allotments.

[Refer to the *San Francisco Administrative Code, Chapter 3 Budget Procedures and Chapter 10 Finance, Taxation, and Other Fiscal Matters, Article 1 In General, Sec. 10.01. Effect of Appropriation Ordinance and Sec. 10.05. Allotments.*]

What if an unusual situation arose and my budget will be insufficient for the balance of the year?

If this situation arises, contact the Controller's Budget Office or the Mayor's Budget Office. With the approval of the Mayor's Office, departments can submit a supplemental appropriation request. The supplemental follows the same route as the budget – recommendation by the Mayor, certification that funds are available by the Controller, approval by the Board of Supervisors, and enactment into law by ordinance. Note that until the Board approves a supplemental appropriation request, departments have no authority to incur obligations or over-expend funds previously appropriated. *Contact the Controller's Budget Office at 554-7554 or the Mayor's Budget Office at 554-6158.*

What are the rules for budget transfers?

The San Francisco Administrative Code Section 3.18 outlines the rules for budget transfers, “The Controller, upon request of the Mayor, other officials, boards or commissions of the City and County, may transfer any unused balance or portion thereof from previously appropriated funds to augment existing appropriations as long as the transfer is within the same fund and governmental section. The Controller shall notify the Mayor and the Board of Supervisors of any transfer of funds made pursuant to this section that exceeds 10 percent of the original appropriation to which the transfer is made. No such transfer of funds shall be made to an appropriation which was previously reduced by action of either the Mayor or Board of Supervisors in their review of the budget for the current or prior fiscal year.”

What steps do I take to change or enact a new departmental service charge?

Fees are typically authorized through the Municipal Code. Please contact the Budget & Analysis Division director, *Leo Levenson at 554-4809* for more information.

Online departments can verify the need for requests for carryforward by checking ONLINE FAMIS Sub-funds Table Maintenance Screen 5055. If the sub-fund's All-Years Option = N, a request is required. Offline departments should call their Fund Accounting Supervisors for assistance.

Employment & Payroll

What role does the Controller play in the hiring process?

The Controller's Office checks all personnel requisitions to determine that the department has sufficient funds available and an authorized position in the budget.

How are employees paid? What do we do in case of a mistake?

The Controller's Payroll and Personnel Services Division (PPSD) is responsible for paying approximately 30,000 City employees. City employees are paid biweekly on alternate Tuesdays seven weekdays after the end of the pay period. Biweekly pay periods run from a Saturday through the next following Friday. Example: a pay period could start on Saturday, January 1, run through Friday, January 14, with pay issued on Tuesday, January 25. Retirement deductions are controlled by the Retirement System; health insurance deductions are controlled by the Health Service System; all other deductions, taxes, union dues, etc., are processed through the employee's department to PPSD. Problems with pay, deductions, etc., should be referred to the department payroll clerk, who will refer them to PPSD if necessary. Payroll problems or questions for the San Francisco Community College District or San Francisco Unified School District should be referred to those respective departments.

Purchasing

How do we make an emergency or urgent purchase immediately?

If you need to make an urgent purchase that's within your authorized budget, contact the Purchaser and the Controller's Fund Accounting Supervisor for advice. *Administrative Code Section 6.30* specifically defines an "actual emergency". In those situations, expenditures require the department head obtain approval in writing from the Mayor and/or the president of the department's board or commission and, if over \$25,000, of the Board of Supervisors. Notify the Controller immediately of the work involved or the contract entered into and its estimated cost.

Where can I get training on the City's purchasing system?

The City's purchasing system is FAMIS Purchasing, which interfaces with FAMIS Accounting. The Controller's Accounting Operations and Systems Division manages ONLINE FAMIS. Department fiscal officers or someone designated by your fiscal officer must authorize training in writing or via e-mail sent through their department's FAMIS Purchasing Liaison. The FAMIS Purchasing Liaison emails the pertinent information to the FAMIS Purchasing Help Desk or calls the *FAMIS Purchasing Help Line at 554-7878*. Note that access to FAMIS Purchasing is not authorized until the

classes are completed. It is advisable to sign up as soon as possible as there are long waiting lists.

Where can I find the City's purchasing system manual?

The City's FAMIS Purchasing manual is currently being revised in FY 2006-07 and is not yet posted on the Controller's intranet site. For questions on FAMIS Purchasing, please contact the *FAMIS Purchasing Help Line at 554-7878*.

Additional Frequently Asked Questions

The Controller's office has compiled many more frequently asked questions on its intranet website regarding:

- Accounting Operations
- Claims and Disbursements
- Grants Management
- Questions from the Public and Vendors
- Questions from departments
- Stop Lien Notices
- Claims Against the City
- Questions from the Public about Grants and Gifts

Please refer to the following link:

http://www.sfgov.org/wcm_controller/ControllersPolicies/index.html > Accounting Operations and Systems > Frequently Asked Questions

Attachment 2 – Common Acronyms

Acronym	Definition
AAO	Annual Appropriation Ordinance
AOSD	Accounting Operations and Systems Division
ASO	Annual Salary Ordinance
BPREP	Budget Preparation System
CAFR	Comprehensive Annual Financial Report
COWCAP	Countywide Cost Allocation Plan
CSA	City Services Auditor
DHR	Department of Human Resources
EFT	Electronic Fund Transfers
EIS	Executive Information System
HRMS	Human Resource Management System
LDS	Labor Distribution System
ONLINE	Online Financial Accounting Management Information System
FAMIS	
PAR	Personnel Action Request
PDF	Problem Description Form
PPSD	Payroll and Personnel Services Division
TESS	Time Entry Scheduling System

Attachment 3 – Controller's Guidelines

The Controller's Office Guidelines are maintained by the Accounting Operations and Systems Division and are located at the following City and County of San Francisco intranet website:

<http://famis.sfgov.org/controllerspolicies/>

These guidelines provide Controller's Office policies and procedures for accounting operations, budget, and payroll for City departments.