

2011 - 2012 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
44	1	A	1

Budget Action Title: Adjust vendor payment cycle, reduce an accountant position to .5 FTE, and reduce GSF support to the Finance and Administrative Services operating fund by \$28,000 in 2011 and \$38,000 in 2012.

Councilmembers: Budget Committee

Staff Analyst: Ketil Freeman

Council Bill or Resolution:

Date		Total	SPUNC	SB	BH	SC	TR	JG	NL	RC	TB	MO
	Yes											
	No											
	Abstain											
	Absent											

Summary of Dollar Effect

See the following pages for detailed technical information

	2011 Increase (Decrease)	2012 Increase (Decrease)
General Subfund		
<i>General Subfund Revenues</i>	\$0	\$0
<i>General Subfund Expenditures</i>	(\$28,000)	(\$38,000)
<i>Net Balance Effect</i>	\$28,000	\$38,000
Other Funds		
<i>Finance and Administrative Services Fund</i>		
<i>Revenues</i>	(\$28,000)	(\$38,000)
<i>Expenditures</i>	(\$28,000)	(\$38,000)
<i>Net Balance Effect</i>	\$0	\$0
<i>Total Other Funds</i>	\$0	\$0
Total Budget Balance Effect	\$28,000	\$38,000

Budget Action description:

This action reduces 1 FTE accountant to .5 FTE and reduces GSF support to the Finance and Administrative Services operating fund by \$28,000 in 2011 and \$38,000 in 2012.

Finance and Administrative Services currently pays vendors on behalf of City departments on a daily basis. Switching to a system whereby vendors are paid twice weekly will reduce cost for supplies and postage and allow for a reduction in warrants issuance staff.

Tab	Action	Option	Version
44	1	A	1

Budget Action Transactions

Budget Action Title: Adjust vendor payment cycle, reduce an accountant position to .5 FTE, and reduce GSF support to the Finance and Administrative Services operating fund by \$28,000 in 2011 and \$38,000 in 2012.

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Cut 1 full-time Accountant for vendor payments due to change in cycle	Accountant - FT	-1	-1	FAS	Financial Services	A4510	50300	2011		\$0
2	Add .5 FTE Accountant for vendor payment processing	Accountant - PT	1	0.5	FAS	Financial Services	A4510	50300	2011		\$0
3	Cut 1 full-time Accountant for vendor payments due to change in cycle	Accountant - FT	-1	-1	FAS	Financial Services	A4510	50300	2012		\$0
4	Add .5 FTE Accountant for vendor payment processing	Accountant - PT	1	0.5	FAS	Financial Services	A4510	50300	2012		\$0
5	Reduce appropriations for vendor payments due to change in cycle				FAS	Financial Services	A4510	50300	2011		(\$28,000)
6	Reduce appropriations for vendor payments due to change in cycle				FAS	Financial Services	A4510	50300	2012		(\$38,000)
7	Reduce revenue from departments for vendor payments due to change in cycle				FAS	IF Other Misc Revenue - GF	569990	50300	2011	(\$28,000)	

<i>Tab</i>	<i>Action</i>	<i>Option</i>	<i>Version</i>
44	1	A	1

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
8	Reduce revenue from departments for vendor payments due to change in cycle				FAS	IF Other Misc Revenue - GF	569990	50300	2012	(\$38,000)	
9	Reduce GSF support for vendor payments due to change in cycle				FG	Finance and Administrative Services Fund	QA001004	00100	2011		(\$28,000)
10	Reduce GSF support for vendor payments due to change in cycle				FG	Finance and Administrative Services Fund	QA001004	00100	2012		(\$38,000)