

Controller's Office

Rebecca Miller, Controller

The Controller's Office has a staff of seven full-time employees: the Controller, Deputy Controller, Purchasing Agent, Payroll Clerk, two Accountants and one Bookkeeper.

The Controller's Office is the center of finance and budgeting for the City of Mishawaka and Mishawaka Utilities. The financial situation of the City influences everything we do. We must have the resources to get the job done. Managing the resources of the City can be complicated but we do the best job possible with the taxpayer's and ratepayer's funds.

Responsibilities include:

- Compiling the annual budget
- Processing and filing federal, state, and local financial reports
- Processing payroll
- Processing all accounts payable
- Receipting and reconciling of all deposits on a daily basis, and
- Issuing various City licenses and permits

Although the City received nearly a 100% tax collection in 2017, it was offset by \$4.9 million in property tax losses due to tax caps known as the "Circuit Breaker". Due to this loss of revenue we must continue to plan and budget conservatively to deliver the exceptional services our citizens are accustomed to receiving.

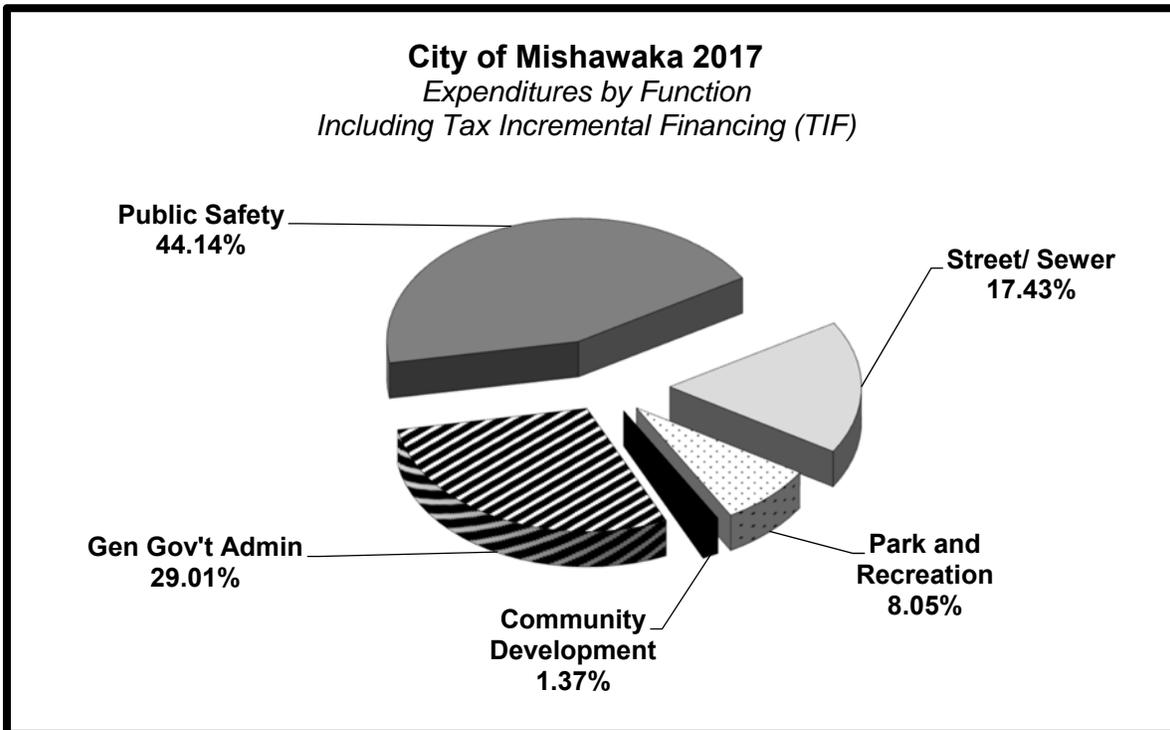
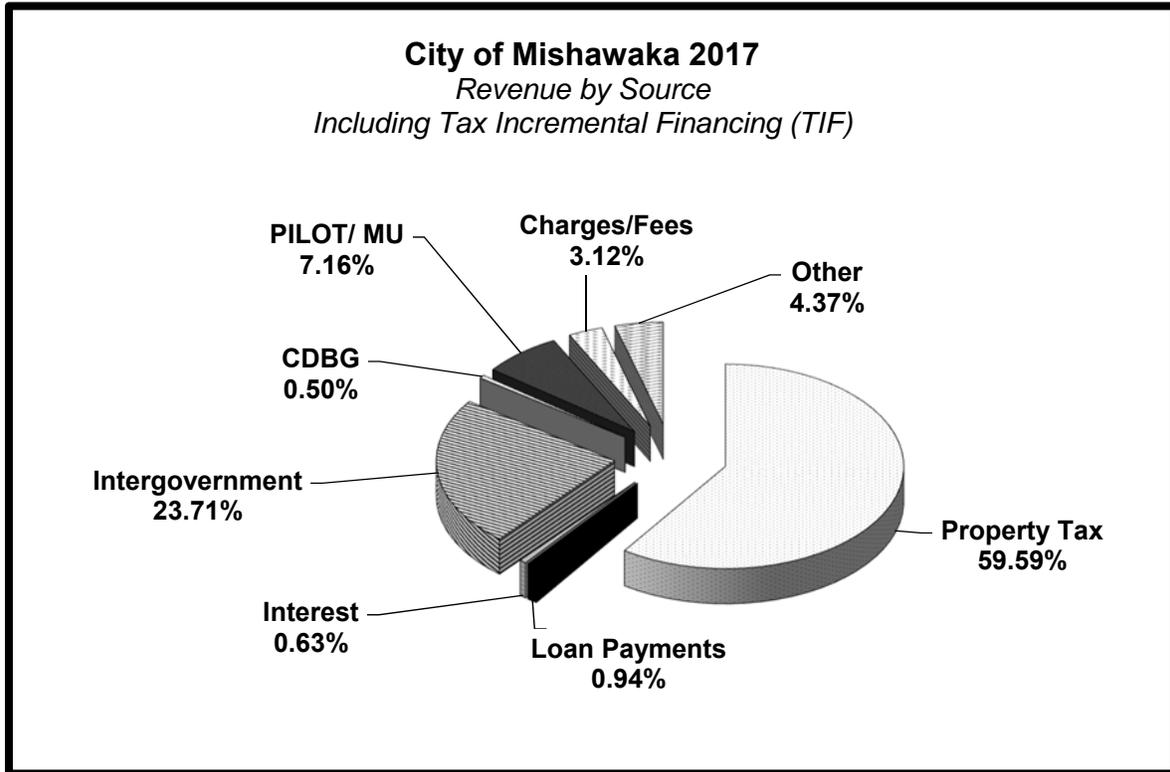
Making sure that funds are deposited and accounted for on a daily basis results in considerable savings to Mishawaka citizens. This cash handling procedure assures that the City's funds are available for any interest earnings in a timely manner. The Controller's Office prides itself on being good stewards of the taxpayer dollar.

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The cash balance in the General Fund increased \$1.66 million from \$4,730,384 to \$6,392,197. We continue to budget conservatively to increase our cash reserves. This is critical as we face additional property tax losses in the future.

The total Civil City budget for 2017 went down 4.5% to \$50,454,983. The General Fund budget decreased 5.7%, MVH 2.4% and Parks and Recreation increased 2.4%. Reductions in capital spending and fuel costs resulted in the decreases, with utility and insurance costs being the main reason for increases. In 2017, the wage increase for employees was 1.0% for the third year in a row.

These charts show the revenue sources and expenditures for 2017.



Key data points with history are shown in the following table:

Year End General Fund Balance			
2014	2015	2016	2017
\$2,075,521	\$2,877,933	\$4,730,384	\$6,392,197
Tax Rate History			
2014	2015	2016	2017
\$2.0062 +5.11%	\$1.8795 -6.32%	\$1.997 +6.25%	\$1.999 +.07%
Assessed Value History			
2014	2015	2016	2017
\$1,303,292,258 -1.97%	\$1,372,100,311 +5.28%	\$1,341,719,802 -2.21%	\$1,391,035,674 +3.68%
Budget Book Totals			
2014	2015	2016	2017
\$53,144,344 +1.59%	\$49,964,351 -5.98%	\$52,926,916 +5.93%	\$50,545,983 -4.5%
Wage Increases			
2014	2015	2016	2017
1.5%	1.0%	1.0%	1.0% + \$500

New in 2017 was the full inclusion of the Mishawaka Utilities financials into the City's financial software. This, together with the shifting of new and old employees, has allowed our office to reduce our workforce by two full time employees. This follows a reduction of two full time employees previously.

The Controller's Office continues to work responsibly to manage expenses and find other sources of revenue without cutting back on City services to our citizens.