

## The primary functions of the Finance Department are summarized below.

- **Budget Compliance and Management** – Responsible for development and coordination of the Annual Budget consisting of operating budgets of various departments/funds and the ten-year Capital Improvement Program
- **Financial Reporting** – Responsible for monthly financial reports on cash and investments, budget versus actual (with variance analysis and explanation) and Balance Sheets; the Comprehensive Annual Financial Report (CAFR) and all reports required by local, state, federal and other regulatory agencies
- **Financial transactions** – Operating under an internal control framework, responsible for processing and recording of cash receipts, payroll, pension and tax report preparation, verification of invoices and purchase orders, preparation of paper and electronic disbursements and monitoring of purchases, changes and annual physical inventory of property, plant and equipment.
- **Investment and Financial Strategies** – Responsible for implementing City’s Investment Policy, reviewing cash and investment portfolio, preparing bank reconciliations and adhering with applicable Florida State Statutes.
- **Debt Administration** – Responsible for evaluating debt financing plan options, timely payment of interest and principal of outstanding debt and monitoring of report requirements

### For information please contact the records custodian

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