

Finance Department



CPI Legacy

A record of improvements made by the City of
Salina, Kansas, since November 2012

CPI Improvements

Finance

Accounting

Waiting

1. Reduced overtime costs by releasing the City Clerk from duty in those cases where no action is anticipated when the City Commission goes into executive session. Other City staff at the meeting will record any actions taken by the City Commission and provide that information to the City Clerk.

Mistakes/Defects

Excess Movement/Motion of Workers

2. Reduced excess movement of workers by eliminating the hanging folder that holds the pending "Letter of Credit" forms. Forms are given directly to the person who processes them.

Do it Right the First Time

3. Increase capacity by changing the golf course report to automatically print the revenue codes. This eliminated the need for the clerk to code each line item prior to entering it into the system

Inefficient Processes

4. Increased capacity by eliminating duplicate processing of the No Check Acceptance List
5. Increased clerical capacity by converting payroll records into an electronic form.
6. Modified the leave request process for finance employees to increase capacity by sending it electronically in the form of a meeting request.
7. Increased capacity by replacing a daily report from Development Services with a monthly report to be used by Finance in the preparation of invoices distributed to contractors.
8. Reduced costs, decreased the likelihood of data entry errors, eliminated excess movement, and reduced unnecessary supplies by streamlining the way the money is handled when transferred from the Police Department evidence files to Finance. The Police Dept developed a spreadsheet to keep track of the amount of money that pertains to each case file. The funds are removed from each file, verified and the totals entered into the spreadsheet, and then the funds along with the spreadsheet are delivered to the City Clerk's office for receipting. The clerk prepares just one receipt for the total amount, rather than receipting the amount of money that pertains to each case file.
9. Increased capacity by eliminating an unnecessary duplicate entry into the QuickBooks Accounts Receivable system that is no longer required due to installation of MUNIS software.
10. Increased capacity by eliminating the manual posting of extra payrolls into the New World Financial System.

11. Increased capacity by eliminating the step of the process that required opening, login, and close of the QuickBooks program on a daily basis.
12. Increased capacity by eliminating the entry to the ACCESS project accounting system due to the installation of MUNIS software.
13. Increased capacity by eliminating data entry into the Reconcile Credit Card Statements process. The MUNIS software permits managing the Bank Reconciliation by using a consolidated Treasury fund in conjunction to assigning batch numbers to receipts that correspond to the dollars being sent to the bank.
14. Increased capacity by eliminating data entry into the Bank Reconciliation process, also due to the installation of MUNIS software.
15. Increased capacity by eliminating a duplicate entry into QuickBooks for Accounts Payable Check processing.
16. Improved processing by eliminating the need for budget users to cross reference between the old accounting structure and the new structure on the MUNIS system. This was done by creating a spreadsheet, and with minor revisions to the ACCESS database used to generate the budget document, convert the old accounting structure into the new structure. This will enable users to use a single system.
17. Increased capacity and reduced the potential for errors by importing a journal entry template directly into MUNIS. This has eliminated the need for keying individual line items into MUNIS from the spreadsheet.
18. Increased capacity and reduced the potential for Journal Entry errors by importing payroll information from Human Resources directly into the new MUNIS system. This import can use either the old system account numbers, or the new MUNIS account numbers.

Always do the right thing

19. Reduced costs by auditing the telephone system and reconfiguring it for maximum efficiency.

Transporting Work

Excess Inventory

City Clerk

Waiting

Mistakes/Defects

Excess Movement/Motion of Workers

20. Increased capacity and improved efficiency by eliminating transporting of paper stock from the basement to the 2nd floor as well as (1) provided easier access, (2) improved efficient use of recycle bins, (3) eliminated the need to move the electric binding machine to an outlet, (4) facilitated the correct use of the mail cart, (5) improved organization of storage cabinets, (6) removed excess storage cabinet
21. Increased capacity by eliminating excess movement and transporting by streamlining the process for archiving license applications and renewals

22. Increased capacity, reduced filing errors, decreased the amount of movement, and decreased the time needed to pull expired agreements by adding a field to the database that would automatically generate a contract number.
23. Increased capacity by processing incoming mail just once per day, instead of twice.

Do it Right the First Time

Inefficient Processes

24. Reduced costs and increased capacity by creating a single nuisance abatement report to be filed after certification
25. Expedited the processing of documents that require certification by delegating the authority to sign these documents to any clerk, rather than limiting it to the City Clerk or the Deputy City Clerk. While the increased capacity is minimal, the increased efficiency is (1) notably appreciated by the City Clerk and the Deputy City Clerk.
26. Reduced costs and increased capacity in the Cemetery and the City Clerk's Office by creating a pdf form of the permit and then emailing the information to the City Clerk's Office.

Always do the right thing

Transporting Work

Excess Inventory

Water Customer Accounting

Waiting

27. Improved efficiency in Water Customer Accounting by reassigning the printing of the daily deposit reports to a clerk other than the WCA Tech. This eliminated the wait times previously experienced and has facilitated the Daily Revenue Analysis to be completed quickly and efficiently.
28. In order to reduce excess movement and motion of employees the file cabinet containing adjustment forms, correspondence, bank draft information, returned mail, and identification verification forms was moved from the back storage room to a central location in the office.

Mistakes/Defects

Excess Movement/Motion of Workers

29. Reduced costs by discontinuing the Dillon's water bill drop pickup. Customers may pay by phone, internet, City/County Circle Drive and the Water Customer Accounting Office.

Do it Right the First Time

Inefficient Processes

- 30.Reduced costs annually by reducing OT pay in the Water Customer Accounting Division. This was done by transferring the daily update from the front desk clerk to the Water Customer Accounting Tech.
- 31.Increased capacity by developing a query that checked on the status (whether or not they had been paid) of shut off accounts.
- 32.WCA – Reduced expenses by reusing the second page of certain types of service orders, rather than discarding them as waste.
- 33.Improved customer service by creating a second drawer for Cash Register 3, which could be used to swap out the primary cash drawer, so that it could be balanced independently while continuing customer transactions.

Always do the right thing

Transporting Work

Excess Inventory