



CITY OF EL PASO

City of El Paso

Financial Services Overview

Financial Services Functions

Chief Financial Officer/Deputy City Manager

Office of the Comptroller

Treasury Services

Fiscal Operations

Grants Administration

Office of Management & Budget

Budget Development

Budget Administration

Management Studies

City of El Paso Financial Function

Office of the Comptroller (OTC)

Mission: **OTC** Provides timely recording, classifying and reporting of all financial transactions of the City. Sets Internal Controls to ensure the City achieve its organizational, reporting and compliance goals.

Office of Management and Budget (OMB)

Mission: **OMB** develops and administers the budget process for planning, decision-making, and managing control of City resources for the Mayor, City Council, department heads, and the public.

Governing Regulations

- Governmental Accounting Standards Board (GASB)
- Texas Statutes - Local Government and Tax Codes
- Uniform Guidance (2 CFR 200) and Single Audit requirements
- Internal Revenue Service
- City Charter
- City Policies

Policies

- Provides guidelines for staff to ensure compliance with Federal, State, and Local laws, rules, etc.
- Streamlines processes and standardizes procedures
- Defines roles and responsibilities
- Reviewed periodically and updated to ensure alignment with best practices
- Promotes fiscal responsibility and transparency

File Name/Link

[Departmental Subrecipient Monitoring Evaluation Policy](#)

[Accounts Receivable Policy](#)

[Budget Policies](#)

[Food & Beverage Policy](#)

[Post-Issuance Compliance Policy](#)

[Capital Asset Management Policy](#)

[Accounts Payable Policy](#)

[P-Card Policy](#)

[P-Card Cycles FY2025](#)

[Travel Policy](#)

[Delegation of Authority for Grants](#)

[Coronavirus Relief Fund Manual](#)

[Coronavirus State & Local Fiscal Recovery Fund \(CSLFRF\) - Manual](#)

[Debt Management Policy](#)

[Investment Policy](#)

[Grants Management Policy](#)

[Grants Management Standard Operating Procedures \(SOP\)](#)



Budget and Financial Reporting Examples

- Annual Comprehensive Financial Report (ACFR)
- Popular Annual Financial Reporting (PAFR)
- Annual Adopted Budget
- Single Audit (Federal and State Awards)
- Quarterly Financial Reporting
- Quarterly Investment Reports
- Bonds Continuing Disclosure
- Agreed Upon Procedures – Federal and State agencies (TCEQ, Passenger Facility Charge, National Transit Database, Chapter 59 Asset Forfeiture)

<https://www.elpasotexas.gov/office-of-the-comptroller/>



Recognitions

- City of El Paso has received **GFOA's Triple Crown** the last two years. This award recognizes governments who have received GFOA's:
 - Certificate of Achievement for Excellence in Financial Reporting
 - Popular Annual Financial Reporting Award
 - Distinguished Budget Presentation Award
- Annual external audits – eight consecutive years of no audit findings (No material weakness or significant deficiency in internal controls)





CITY OF EL PASO

Office of the Comptroller

Margarita Marin

Deputy CFO- Comptroller

Fiscal Operations

- The Fiscal Operations Division is responsible for:
 - Day-to-day financial operations of the City
 - Compliance with Governmental Accounting Principles as set by the Governmental Accounting Standards Board (GASB)
 - Compliance with bond covenants
 - Internal and external laws, rules and regulations that guides our finance function

Fiscal Operations

- Accounts Payable
- Accounts Receivable
- Cashier
- P-card
- Payroll processing
- Fiscal Agent Services (CRRMA, MPO)
- General Accounting

Fiscal Operations

- Capital Assets
 - Property Control
 - Government Surplus Auctions (GovDeals)
- Debt Management
- Financial Reporting
- Revenue tracking

Grants Administration

- This Division was established and centralized in FY 2016 and serves as a clearinghouse of the City's grant activity:
 - Generates reporting and tracking of grant applications
 - Oversight of awarded grants and grant reporting requirements
 - Provides citywide grants compliance with the Uniform Guidance (2 CFR 200) and Single Audit requirements
 - Monitors and reviews City departments oversight of grant sub-recipients

Treasury Services

- Treasury Services is responsible for:
 - Managing the City's investments in accordance with State law, City ordinances, debt covenants, the City Investment Policy, and the Debt Management Policy
 - Ensures cash flow liquidity and sound banking practices
 - Unclaimed Property and Check Return Function



Office of Management and Budget

Bonnie Cordova

Interim Director

Budget Development

- Development of multi-year financial outlook
- Budget preparation manual and forms provided to all departments
- Position budgeting done by department's OMB Analyst
- Departments enter revenue and operational expense budget requests
- City Manager reviews requested budgets with departments
- OMB refines budget requests to become the City Manager's preliminary budget

Budget Development

- Budget Workshops are held with City Council, City Manager, OMB, and departments for further discussion
- City Manager presents proposed budget to City Council
- Public hearing is held on proposed budget
- City Council adopts the City budget by resolution

Budget Monitoring and Reporting

- Monthly department revenue and expenditure analysis
- Quarterly financial report presented to Council
- Multi-year financial outlook
- Review of department staffing tables
- Approval of department budget transfer requests

Management Studies

- Examine and evaluate current business processes, organizational structure and functions and update when necessary
- Review and evaluate service delivery methods and systems
- Identify opportunities for improvement to services and implement changes to standard operating procedures
- Recent examples include: Competitive Wage Analysis, Police Fleet Replacement Plan, Parks Assets and Acreage



Financial Oversight and Audit Committee Function Overview

Financial Oversight and Audit Committee (FOAC) Purpose

Established by City Charter Sec 3.6 (B):

- Provides Legislative oversight of the function of the Internal Auditor
- Reviews the financial policies per City Charter
- Formulates recommendations for the City Council regarding City finances and other matters referred by the City Council or City Manager

Financial Oversight and Audit Committee (FOAC) Function

Best Practices Recommended by the Government Finance Officers Association (GFOA):

- Responsible for the quality of financial reporting
- Oversight over internal controls
- Direct communication with external and internal auditors

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople

MISIÓN



Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

VISIÓN



Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño



VALORES

Integridad, Respeto, Excelencia,
Responsabilidad, Personas