



Finance Department Information Summary

2012

Who we are.....

Mission Statement

Provide administrative services to assist in providing optimum service to the citizens of Rapid City.

Purpose

Provides accounting services for all revenue generated by the City and all expenditures made.

Personnel

Director: Pauline Sumption
Full-time Employees (FTEs): 18.5

Contact Information

City/School Administration Building
300 Sixth Street
Rapid City, SD 57701

Telephone: 605-394-4143

Fax: 605-394-2232

<http://www.rcgov.org/Finance/>

Divisions

Finance
Retired & Senior Volunteer Program Plus (RSVP+)

Budget

\$2,257,022

Funding Sources

General Fund: 25%
Interdepartmental Charges: 18%
Other Funding: 57%

What we do.....

Finance

- Accounts for all revenue generated by the City and all expenditures made
- Prepares annual report, audit and budget
- Capital Improvement Program
- Prepares minutes, files official records
- Conducts elections
- Prepares and submits grant reports, processes grant reimbursement requests, organizes and maintains all documentation required for city and federal audits
- Purchases investment instruments
- Oversees RSVP
- Coordinates bonding and lease arrangements
- Provides administrative support to all City departments

Retired Senior Volunteer Program Plus (RSVP+)

- Works with more than 550 volunteers to coordinate over 11,500 hours of volunteer community service each month to the Black Hills area
- Provides support to over 90 non-profit and service organizations
- The change from RSVP to RSVP Plus removes the requirement for volunteers to be at least 55 years of age. The program now works with volunteers of all ages that are interested in participating in some sort of service to our community.