

EXECUTIVE ORDER NO. 5-86

WHEREAS, the citizens of Philadelphia have a right to expect the highest levels of integrity, efficiency and effectiveness of the accounting system kept by all officers, departments, boards, commissions, agencies or others receiving appropriations from the City; and

WHEREAS, under the Philadelphia Home Rule Charter the Director of Finance is the chief financial accounting and budget officer of the City and has complete supervision over the keeping of detailed accounting records by those receiving appropriations from the City; and

WHEREAS, the Director of Finance is charged by the Charter with the responsibility to improve, after consultation with the City Controller, the uniform system of accounting installed and maintained by those receiving appropriations from the City; and

WHEREAS, the Director of Finance is responsible to supervise the accounting for all monies received and receivable by the City from any source whatever; and

WHEREAS, the Director of Finance is responsible under the Charter for the study and analysis of the costs of operations of the several City officers, departments, boards, commissions and other agencies in order to achieve economy and efficiency in the conduct of government;

WHEREAS, the Director of Finance wishes to provide the necessary financial management assistance and support to those receiving appropriations from the City in order that they may achieve the highest attainable level of financial integrity, efficiency and effectiveness;

NOW THEREFORE, I, W. Wilson Goode, by the power vested in me in accordance with Sections 1-102 and 4-100 of the Philadelphia Home Rule Charter, do hereby order and declare as follows:

SECTION 1. The Director of Finance shall create and maintain a Management Advisory Services Team ("Team") under the direction of a Deputy Finance Director. The size, composition and reporting relationships shall be determined by the Director of Finance and may be changed at his discretion.

SECTION 2. The Director of the Team shall develop policies and procedures to guide and control the priorities, scheduling, assignments and procedures of the Team and shall submit for approval such policies and procedures to the Director of Finance, who shall provide oversight of its activities.

SECTION 3. The Director of the Team shall, as far as is practicable and possible, utilize the resources of City personnel. Paid advisors or consultants will be retained only where the Director of Finance finds that they can provide expertise that otherwise is unavailable.

SECTION 4. The Team shall review and make recommendations to improve the integrity of and the efficiency and effectiveness of the accounting, budgeting, cash management, revenue collection and other financial activities of those receiving appropriations from the City.

SECTION 5. The Team shall review and make recommendations for reducing the costs of operations of the City's departments and agencies and shall design and implement systems and procedures to improve the continued control and management of costs.

SECTION 6. The reviews conducted by the Team may include, but not be limited to, financial operating systems, procedures and organizational structures, internal accounting controls, opportunities for automation of financial and other information, and systems and procedures related to the reduction and control of costs of operations. Due consideration shall be given to the experience and recommendations of the City employees involved in the reviews being conducted by the Team.

SECTION 7. The Team shall, at the discretion of the Director of Finance, make written recommendations to the officers, departments, boards, commissions, agencies, or others for implementing improvements in the areas reviewed. Where desirable, the Team shall assist with the implementation of its recommendations.

SECTION 8. The records and files of the Team shall be kept in a manner to ensure appropriate confidentiality of the information obtained in its reviews.

SECTION 9. Contacts between the Team and those receiving appropriations from the City shall be arranged through the appropriate member of the Mayor's Cabinet. Each officer, department, board, commission, agency or others receiving appropriations from the City is directed to cooperate fully with the Team in the discharge of its mission and shall provide promptly whatever support and access to facilities, records and personnel as may be required by members of the Team.

SECTION 10. This Order shall be effective immediately.

DATE

April 30, 1986


W. WILSON GOODE
MAYOR