

# The City of Portsmouth

*"Where Southern Hospitality Begins"*

Office of the City Auditor - Department of Finance  
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## Welcome from the Portsmouth City Auditor's Office!

As City Auditor, it is a pleasure to have the opportunity to welcome you to the City of Portsmouth website. The next few paragraphs are intended to give you a brief overview of the services performed by the staff of the Office of the Auditor, Department of Finance and the Income Tax Division.

The City of Portsmouth elects a City Auditor to serve four-year terms as its Chief Fiscal Officer. The Auditor is the director of the Department of Finance and also performs the duties of the City Treasurer, having charge of the administration of the financial affairs of the City, including the keeping and supervision of all accounts, revenue recording, expenditure tracking, financial reporting and control and the custody and disbursements of City funds. The Auditor's office also has the responsibility of paymaster for nearly 300 City employees and officials.

The Department of Finance prepares monthly and annual financial statements and reports for submission to City Council and other city, county, state and federal offices and agencies. The Auditor performs audits and investigations of the accounts of City offices, makes investments and administers debt financing and other such duties as may be required by law. The Auditor attends all meetings of Council, making recommendations as necessary to ensure adherence to sound fiscal policy and compliance with federal, state and local regulations.

Each year, after the books are closed in December, the Finance Division begins the preparation of the Comprehensive Annual Financial Report. This annual report, typically in publication by June for the previous fiscal year, is prepared in a business-like accounting format, and is available for review by interested citizens upon request.

Under the direction of the City Auditor, the Income Tax Division administers and collects the City income tax revenues. For the convenience of its taxpayers and tax preparers, the City Tax Division has made its tax return forms and instructions available online in an easily downloadable format as well as links to local, state and federal tax forms, regulations and financial reports for use by both residents and businesses.

I hope you will find this information to be an informative and valuable resource. Please do not hesitate to contact my office if we may be of assistance or if you have any questions, comments or suggestions.

Sincerely,

*M. Trent Williams*

M. TRENT WILLIAMS, CPM, CPFA  
PORTSMOUTH CITY AUDITOR