



**#4 FINANCE**

**FINANCE DEPARTMENT  
2018 BUDGET WORKSHEET**

		2012	2013	2014	2015	2016	2017	2017	2018	2018
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	FORECAST	STAFF	FINAL
	<b>EXPENSES</b>									
420	PAYROLL	222,307	228,132	231,027	240,508	240,466	310,775	331,547	384,228	
435	OVERTIME	6,089	5,490	4,586	3,984	4,088	6,000	6,000	8,000	
445	PAYROLL COSTS	104,326	114,334	125,320	109,500	113,035	138,530	155,827	161,941	
460	EMPLOYEES	656	1,038	592	927	334	500	500	500	
465	TRAINING	0	0	307	298	1,065	300	300	300	
	<b>TOTAL PAYROLL</b>	<b>333,378</b>	<b>348,994</b>	<b>361,832</b>	<b>355,217</b>	<b>358,988</b>	<b>456,105</b>	<b>494,174</b>	<b>554,969</b>	<b>0</b>
	<b>CONTRACT/SUPPLIES</b>									
475	COMPUTER SUPPLIES	2,774	3,844	4,043	3,154	3,116	3,200	3,200	3,200	
477	LEGAL FEES	428	0	0	897	2,900	0	0	0	
481	EMPLOYEE ADS	0	0	0	244	0	0	500	0	
484	EQUIPMENT RENTAL	1,439	1,093	2,888	0	0	0	0	0	
504	CONTRACT SERVICES	47,836	54,672	45,696	56,769	49,879	64,110	54,485	54,485	
513	CLEANING SUPPLIES	568	845	492	504	460	500	500	500	
552	GAS/OIL	58	113	55	87	209	125	200	200	
558	POSTAGE	6,820	4,120	5,600	11,246	6,780	7,500	7,500	7,500	
561	PRINTING	1,200	0	1,400	1,786	1,500	1,500	1,500	1,500	
564	SUPPLIES	6,428	4,645	7,134	7,083	6,620	7,000	6,700	8,000	
	<b>TOTAL CONTR/SUPPLIES</b>	<b>67,551</b>	<b>69,332</b>	<b>67,308</b>	<b>81,770</b>	<b>71,464</b>	<b>83,935</b>	<b>74,585</b>	<b>75,385</b>	<b>0</b>
	<b>REPAIR/MAINTENANCE</b>									
594	EQUIPMENT	82	363	0	48	0	100	250	250	
	<b>TOTAL REPAIR/MAINT</b>	<b>82</b>	<b>363</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>100</b>	<b>250</b>	<b>250</b>	<b>0</b>
	<b>UTILITIES</b>									
620	ELECTRICITY	4,836	5,033	4,839	5,220	4,837	5,200	4,900	5,000	
626	REFUSE REMOVE	417	428	426	449	483	450	480	500	
629	TELEPHONE	2,430	2,523	2,316	2,216	2,215	2,300	2,250	2,300	
633	WATER/SEWER	624	685	708	840	820	832	911	950	
	<b>TOTAL UTILITIES</b>	<b>8,307</b>	<b>8,669</b>	<b>8,289</b>	<b>8,725</b>	<b>8,355</b>	<b>8,782</b>	<b>8,541</b>	<b>8,750</b>	<b>0</b>
	<b>OTHER COSTS</b>									
681	DUES/SUBSCRIPTIONS	0	130	90	333	262	300	300	300	
688	INSURANCE	4,332	4,241	4,332	4,164	5,071	5,071	5,404	5,819	
	<b>TOTAL OTHER</b>	<b>4,332</b>	<b>4,371</b>	<b>4,422</b>	<b>4,497</b>	<b>5,333</b>	<b>5,371</b>	<b>5,704</b>	<b>6,119</b>	<b>0</b>
	<b>TOTAL EXPENSES</b>	<b>413,650</b>	<b>431,729</b>	<b>441,851</b>	<b>450,257</b>	<b>444,140</b>	<b>554,293</b>	<b>583,254</b>	<b>645,473</b>	<b>0</b>
	<b>NET OPERATING</b>	<b>-413,650</b>	<b>-431,729</b>	<b>-441,851</b>	<b>-450,257</b>	<b>-444,140</b>	<b>-554,293</b>	<b>-583,254</b>	<b>-645,473</b>	<b>0</b>

**Finance**  
**Selected Budget Details 2018**

<b>Contract Services</b>	<b>54,485</b>
Payroll processing fees	24,000
System programming	6,000
IBM / Maint	10,000
401(k) Plan fees	2,200
Office Cleaning	2,400
Copier Maint	4,128
Postage Machine Maint	3,757
Misc.	2,000
<b>Postage</b>	<b>7,500</b>
Mailing assessments, accounts payable, etc.	
<b>Supplies</b>	<b>8,000</b>
General supplies to include: copy paper, letterhead, envelopes, checks, small furniture, etc.	
<b>Insurance</b>	<b>5,819</b>
Building & Contents	2,218
Liability	2,071
Fiduciary	1,530