

FINANCE DEPARTMENT BUDGET

Finance Department 2014 Annual Budget Notes

- 7710-52100 Personal Service – Includes 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II, (1) Account Clerk 1, (1) Clerk of Council/Finance Director, and (1) Health Department Administrative Assistant performing Council Clerk duties at ten (10) hours a pay period. 2014 reflects a 2% wage increase. **Goal I (A), (C), Goal II (A), Goal III (A), (B), and Goal IV (A)**
- 7711-52120 Hospitalization – Includes rates for Account Clerk II (employee with spouse) and Account Clerk 1 (employee with child). Each plan year begins August 1. Costs for 2014 reflect a 10% increase in rates.
- 7711-52240 Printing – Cost for printing purchase orders, envelopes, pay-in order books, accounts payable checks, payroll checks, direct deposit advices, and 1099s and W-2s. Amounts based on timing of schedule as needed. **Goal I (B), Goal II (A), and Goal III (A)**
- 7711-52610 Other Contractual – 2013 includes costs for maintenance agreement on CMI software (\$6,296); CAFR accounting services (\$553); State CAFR review (\$500); auditor working paper review performed by the State (\$460); and training for new payroll software (\$2,100). 2014 includes costs for maintenance agreement on CMI software (\$6,300); CAFR accounting services (\$500); State review of CAFR (\$500); and training/maintenance for new payroll timekeeping system (\$6,780).
- 7711-52800 Capital Improvements – 2013 includes cost for two (2) desktop computers and half of a third at approximately \$1,000 each (\$2,419); used line printer (\$300); new time-keeping clocks (\$8,687); one (1) LAN server and labor (\$6,037); backup drive expansion (\$2,491); CMI Tax license package (\$5,122); and CMI costs related to virtualization (\$3,325). 2014 includes replacement of desktop computer (\$1,000); new printer (\$300); new payroll timekeeping software (\$11,310); and timekeeping clocks (\$9,210).
- 7711-53010 Auditor/Treasurer Fees – Property Tax – Fees charged by Hamilton County to process advances/settlement of real estate tax. Amount is approximately 1.3% of real estate collections.
- 7711-53012 Auditor/Treasurer Fees – Estate Tax – Fee charged by Hamilton County to process advances/settlement of estate tax. 2014 projected at \$0 based on State elimination of estate tax.
- 7711-53020 Elections – Fee charged by the Hamilton County Board of Elections based on the amount of election ballot activity. Amount is assessed on the 1st half settlement based on the prior year election activity. Assumes the City has items on ballot every two (2) years.
- 7711-53030 Audit Fees – Annual fee for the City's financial and compliance audit. The 2013 contract was \$12,000. The 2013 amount of \$14,400 represents a portion of the prior year audit cost as well. Audit costs in 2014 projected to increase based on State Auditor's Office performing audit services (\$14,000). **Goal III (A)**