

# FINANCE DEPARTMENT BUDGET

## Finance Department 2015 Annual Budget Notes

- 7710-52100 Personal Service – Includes (1) Clerk of Council/Finance Director; 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II, (1) Account Clerk 1, and (1) Health Department Administrative Assistant performing duties for Clerk of Council. 2015 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 (1) employee/spouse and (1) employee/child. Each plan year begins August 1. Costs for 2015 reflect a 5% increase in rates.
- 7711-52350 Equipment Maintenance and Repair – 2014 includes cost for maintenance agreement on finance server (\$3,320), Printronix line printer (\$1,714), and Midwest Time Systems payroll time clocks maintenance (\$1,400). 2015 costs are for maintenance on Midwest Time Systems payroll time clocks (\$1,400).
- 7711-52610 Other Contractual – 2014 includes CMI software maintenance (\$6,609); CMI system virtualization on main City server (\$3,325); Midwest Time Systems software installation (\$9,938); and maintenance on software (\$2,500). 2015 includes CMI software maintenance agreement (\$6,600); Midwest Time Systems software maintenance (\$2,500); and CAFR accounting services (\$400).
- 7711-52800 Capital Improvements – 2014 includes replacement of two servers including upgrades to the backup system (\$13,650); the purchase of Midwest Time Systems software and time clocks (\$21,180); and two new desktop computers and chairs for staff members. 2015 includes cost for desk printer for Account Clerk II (\$200).
- 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.
- 7711-53020 Elections – Fee charged by the Hamilton County Board of Elections based on the amount of election ballot activity. Amount is assessed on the 1<sup>st</sup> half settlement based on the prior year election activity. Assumes the City has items on ballot every two years.
- 7711-53030 Audit Fees – Annual fee for the City's financial and compliance audit. The 2014 budget amount includes the 2013 Audit for \$20,500 (Auditor of State) and final payment of 2012 Audit (Berninger/Maddox) for \$2,400. The 2015 budget amount of \$12,000 represents a private firm performing the 2014 Audit. **Goal III (A)**

## EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	Finance Office			
NUMBER		ACTUAL EXPENDITURES	CURRENT BUDGET	ESTIMATED EXPENDITURES	PROPOSED BUDGET
		2013	2014	2014	2015
7710-52100	Personal Service - Finance	176,801	186,238	186,983	183,000
7711-52110	PERS Pension	25,593	25,195	24,300	25,620
-52112	Medicare	2,480	2,610	2,685	2,654
-52120	Hospitalization	24,829	26,870	25,450	25,480
-52130	Life Insurance	137	140	140	143
-52150	Travel and Lodging	213	250	250	250
-52160	Seminars - Conventions - Training	348	360	445	410
-52170	Dues - Subscriptions - Memberships	565	185	185	375
-52210	Supplies	2,214	1,130	1,218	1,800
-52240	Printing	1,608	2,500	915	1,100
-52260	Postage	-	-	-	-
-52350	Equipment Maintenance/Repair	3,320	3,114	6,434	1,400
-52610	Other Contractual	9,993	14,500	23,037	10,200
-52615	Legal Advertising	1,402	1,300	2,900	2,000
-52791	Miscellaneous Refunds	-	-	-	-
-52800	Capital Improvements	12,018	38,795	38,127	200
-53010	Auditor/Treasurer Fees - Property Tax	11,557	11,750	11,469	11,750
-53011	DOT Property Tax Fees	447	460	482	460
-53012	Auditor/Treasurer Fees - Estate Tax	8,503	-	25	-
-53020	Elections	-	10,000	4,373	-
-53030	Audit Fees	12,000	16,400	22,900	12,000
-53060	DRETAC	3,162	3,200	5,690	3,200
-53062	Auditor/Treasurer Fees - CRLP Fees	-	-	560	-
-53070	Legal Advertising - Auditor	23	30	38	30
-53200	Miscellaneous Finance	587	456	443	500
<b>TOTAL</b>	<b>FINANCE OFFICE</b>	<b>297,800</b>	<b>345,483</b>	<b>359,049</b>	<b>282,572</b>