

FINANCE DEPARTMENT BUDGET

Finance Department 2016 Annual Budget Notes

- 7710-52100 Personal Service – Includes 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II, (1) Account Clerk 1, and (1) Clerk of Council/Finance Director. 2016 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 I (employee with child). Each plan year begins August 1. Costs reflect a 5% increase starting August of 2016.
- 7711-52610 Other Contractual – 2015 includes costs for maintenance agreement on CMI software (\$7,078); beginning in June, an independent contractor to transcribe and record minutes (\$6,700); installation of timekeeping software (\$4,228); maintenance agreement for timekeeping software (\$2,500); CAFR accounting services (\$446); and State CAFR review (\$505). 2016 includes costs for maintenance agreement on CMI software (\$7,100); maintenance on Midwest Time Systems software (\$2,500); CAFR accounting services (\$500); and an independent contractor to transcribe and record minutes (\$4,000).
- 7711-52800 Capital Improvements – 2015 includes costs for timekeeping software and time clocks (\$7,560) as well as a replacement check signer machine (\$1,655). Nothing noted for 2016.
- 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 1st half settlement based on the prior year election activity.
- 7711-53030 Audit Fees – Annual fee for the City’s financial and compliance audit. The 2015 amount includes the 2014 audit contract. The firm of Clark, Schafer, Hackett was chosen through the State Auditor process for a five-year contract for audit years 2014 to 2018. The 2016 amount of \$15,000 represents the amount for the 2015 audit. **Goal III (A)**

EXPENDITURE DETAIL

FUND		CONTROL ACCOUNT			
010 - General Fund		General Government			
ACCOUNT	ITEM	ACTUAL	CURRENT	ESTIMATED	PROPOSED
NUMBER		EXPENDITURES	BUDGET	EXPENDITURES	BUDGET
		2014	2015	2015	2016
7710-52100	Personal Service - Finance	186,341	183,000	178,200	180,958
7711-52110	PERS Pension	25,157	25,620	24,972	25,368
-52112	Medicare	2,609	2,654	2,439	2,627
-52115	Tuition Reimbursement	-	-	3,000	-
-52120	Hospitalization	25,450	25,480	24,966	25,492
-52130	Life Insurance	140	143	143	146
-52150	Travel and Lodging	212	250	200	200
-52160	Seminars - Conventions - Training	430	410	585	445
-52170	Dues - Subscriptions - Memberships	140	375	380	380
-52210	Supplies	1,018	1,800	1,000	1,800
-52240	Printing	926	1,100	1,145	1,000
-52350	Equipment Maintenance/Repair	5,034	1,400	3,400	1,400
-52610	Other Contractual	18,670	14,067	21,764	14,775
-52615	Legal Advertising	2,530	2,000	900	1,200
-52800	Capital Improvements	30,786	7,540	9,215	-
-53010	Auditor/Treasurer Fees - Property Tax	11,469	11,750	10,477	10,476
-53011	DOT Property Tax Fees	482	460	499	500
-53012	Auditor/Treasurer Fees - Estate Tax	25	-	272	-
-53020	Elections	4,373	-	-	10,000
-53030	Audit Fees	22,900	12,000	15,000	15,000
-53060	DRETAC	5,690	3,200	2,717	3,200
-53062	Auditor/Treasurer Fees - CRLP Fees	560	-	-	-
-53070	Legal Advertising - Auditor	38	30	121	120
-53200	Miscellaneous Finance	443	500	450	510
TOTAL	FINANCE OFFICE	345,423	293,779	301,845	295,597