

# FINANCE DEPARTMENT BUDGET

## Finance Department 2017 Annual Budget Notes

- 7710-52100 Personal Service – Finance – 2016 includes 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II, (1) Account Clerk 1, and (1) Clerk of Council/Finance Director. 2017 reflects a 2% wage increase. In 2017, Account Clerk II to retire in August, to be replaced with an Account Clerk I. **Goal I (A), (C), Goal II (A), Goal III (A), (B), and Goal IV (A)**
- 7711-52120 Hospitalization – 2016 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 7% increase starting August of 2017.
- 7711-52610 Other Contractual – 2016 includes costs for CMI maintenance agreement on software (\$7,598) and costs associated with Affordable Care Act requirements (\$500); contractor transcribing City Council minutes (\$3,955); maintenance for timekeeping software (\$2,558); and CAFR/GASB accounting services. 2017 includes costs for CMI maintenance agreement (\$7,600); maintenance for timekeeping software (\$2,600); CAFR/GASB accounting services; and contractor for transcribing City Council minutes (\$4,000).
- 7711-52800 Capital Improvements – 2017 includes cost for two fire-proof filing cabinets (\$1,164).
- 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.
- 7711-53030 Audit Fees – Annual fee for the City's financial and compliance audit. The 2016 amount includes the 2015 audit contract. The firm of Clark, Schaefer, Hackett were chosen through the State Auditor process for a five-year contract for audit years through 2018. The 2017 amount of \$15,500 represents the amount for the 2016 audit. **Goal III (A)**

