

FINANCE DEPARTMENT BUDGET

Finance Department
2018 Annual Budget Notes

- 7710-52100 Personal Service – Finance – 2017 includes 50% of (1) Finance Officer/Tax Commissioner, (1) Account Clerk II (retired August 31, 2017), (1) Account Clerk (began employment July 17, 2017), (1) Account Clerk, and (1) Clerk of Council/Finance Director. Also includes overtime for employee recording City Council meeting minutes. 2018 reflects a 2% wage increase for employees. **Goal I (A), (C), Goal II (A), Goal III (A), (B), and Goal IV (A)**
- 7711-52120 Hospitalization – Department's premiums to cover the employees' medical costs associated with the City's High Deductible Health Insurance Program and the monthly dental administration fee. Costs associated with dental claims, COBRA administration, and employer's contribution to HSAs and HRAs are paid from the Health Insurance Trust Fund (086). 2018 includes coverages for the following: one employee-spouse plan and one employee-child plan and reflects a 7% increase in the medical costs.
- 7711-52610 Other Contractual – 2017 includes CMI software maintenance agreement (\$7,922); contractor transcribing City Council minutes (\$1,485); timekeeping software maintenance agreement (\$2,558); and CAFR/GASB accounting services (\$1,000). 2018 includes costs for CMI maintenance agreement (\$8,000); timekeeping software maintenance (\$2,600); CAFR/GASB accounting services (\$1,000); and contractor for transcribing City Council minutes (\$2,500).
- 7711-52800 Capital Improvements – 2018 includes cost for two new fireproof 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 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 firm of Clark, Schaefer, and Hackett was chosen through the State Auditor process for a five-year contract for audit years through 2018. The 2018 amount of \$15,750 represents the amount for the year-end 2017 audit. **Goal III (A)**

