Budget Unit Summary

AGENCY/DEPARTMENT NAME: Finance

BUDGET TITLE & NUMBER: 10-160

DEPARTMENT DESCRIPTION: *Oversees a variety of functions including budget administration and preparation, debt administration and financing, accounts receivable administration, payroll, accounts payable, cash management, risk management, safety training for all employees, and major purchasing for the City.*

Resources	Actual Last Year	Budgeted Current Year	Projected Current Year	Requested Next Year	Final Next Year
Personnel Services	227,420	247,104	247,104	243,592	246,129
Supplies	6,206	9,900	9,900	10,000	10,000
Purchased Services	43,406	48,100	40,400	45,400	45,400
Fixed Cost	6,343	0	500	1,500	1,500
Capital Outlay	2,706	2,688	2,688	3,500	3,500
Gross City Cost	286,081	307,792	300,592	303,992	306,529
Revenue	0	0	0	0	0
Net City Cost	286,081	307,792	300,592	303,992	306,529
Budgeted Positions	3.58	3.85	3.85	3.7	3.7

SUMMARY OF CHANGES: *The .25 FTE for the Director of Administration & Finance was transferred to the City Administrator's department and .1 FTE was transferred from Utility Billing for the Finance Director. All hourly rates/salaries have been budgeted with a 4.5% increase for those employees who earn over $50,000 per year and an 8.5% increase for those who earn less than $50,000 per yearfor the second half of 2013 to allow room for possible raises based on performance reviews. The other personnel-related expenses will reflect the FTE and salary changes. Health Insurance Expense was originally budgeted with a 12% increase but was revised in the final budget with an increase of 5.9%. The following accounts have increased from 2012 to 2013: Office Supplies, Services, Dues & Subscriptions, Telephone Expense, Postage, Staff Development, Finance Charges and Misc. Expenditures. Bank Charges decreased in 2013.*

OBJECTIVES: *Maintain City's financial records and maximize investment earnings.*

PERFORMANCE MEASURES

	2011 Actual	2012 Estimated	2013 Projected
Efficiency Measures/Checks Written (Payroll & Accts Payable)	4,411	3,839	4,914
20% Of Cost For Checks	$ 12.97	$ 32.08	$ 29.76
Accounts Payable Checks Written	1831	1919	2060
Payroll Documents Created	2580	1920	2854
Per Capita Cost (City Support)	$ 38.62	$ 40.58	$ 41.38

Finance Recommendation: *Approve as requested.*

Council Action: *Approved as requested with a decrease to Health Insurance Expense in the amount of $1,162 and an an increase to Salaries due to a 1% increase for employees who earn $50,000 per year and a 5% increase for employees who earn less than $50,000 per year.*

BUDGET DETAIL

Account	Description	2011 Actual	2012 Amended Budget	2012 Projected Year End	2013 Requested Budget	2013 Budget Final
51100	Salaries& Wages	184,315	196,912	196,912	195,783	199,069
51110	FICA	10,895	12,211	12,211	12,137	12,342
51115	Medicare	2,548	2,858	2,858	2,839	2,886
51255	VALIC Retirement 4.0	7,327	7,877	7,877	7,831	7,963
51210	Unemployment Insurance	552	592	592	590	598
51220	Health Insurance Expense	18,025	23,562	23,562	21,777	20,615
51230	Dental Insurance Expense	2,482	1,608	1,608	1,238	1,238
51240	Vision Insurance Expense	258	305	305	256	256
51250	Life & AD&D Insurance Exp	411	489	489	437	446
51285	LTD Insurance Exp	607	690	690	704	716
	Total Personnel	**227,420**	**247,104**	**247,104**	**243,592**	**246,129**
52010	General Supplies	3,286	3,000	3,000	3,000	3,000
52020	Office Supplies	2,614	1,900	1,900	2,000	2,000
53105	Equipment <$5000	307	5,000	5,000	5,000	5,000
	Total Supplies	**6,206**	**9,900**	**9,900**	**10,000**	**10,000**
53060	Services	11,676	15,000	15,000	18,000	18,000
53080	Dues & Subscriptions	230	300	500	500	500
53030	Bank Charges	10,572	8,000	500	1,000	1,000
53290	Telephone Expense	399	300	800	800	800
53180	Postage	1,266	1,000	1,000	1,100	1,100
53020	Auditor Fees	18,037	20,000	20,000	20,000	20,000
53220	Ads & Public Notices	514	1,000	550	1,000	1,000
53240	Repairs & Maintenance - Equip	-	1,500	1,500	1,500	1,500
53300	Travel & Meetings	194	500	50	500	500
53280	Staff Development	519	500	500	1,000	1,000
	Total Purchased Services	**43,406**	**48,100**	**40,400**	**45,400**	**45,400**
55220	Finance Charges	48	-	500	500	500
55350	Misc Expenditures	6,294	-	-	1,000	1,000
	Fixed Charges	**6,343**	**-**	**500**	**1,500**	**1,500**
55050	Capital Leases Finance	2,706	2,688	2,688	3,500	3,500
	Total Capital Outlay	**2,706**	**2,688**	**2,688**	**3,500**	**3,500**
	TOTAL	286,081	**307,792**	300,592	303,992	306,**529**

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