

FINANCE DEPARTMENT

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

**FUND: GENERAL
DEPARTMENT: FINANCE
PROGRAM: SUMMARY**

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Financial Services	576,852	7
Data Processing	110,900	1
Customer Service	477,426	7
Meter Reading	211,156	4
Information Technology	182,366	1
Purchasing	196,198	3
Subtotal	1,754,898	23
One Time Costs	(31,106)	
Increase In Recurring Revenue	-	
Net Recurring Budget Request	1,723,792	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Personal Services	1,462,899	1,239,213	1,219,513
Operating Expenses	392,462	405,175	504,279
Subtotal	1,855,361	1,644,388	1,723,792
Capital	16,426	-	31,106
Other	-	-	-
Total	1,871,787	1,644,388	1,754,898
Employees:	29	27	23

<u>Authorized Personnel</u>	<u>FTE</u>
Director, Finance	1
Deputy Director, Finance	1
Staff Assistant III	3
Accountant II	3
Accountant III	1
Manager, Data Processing/Payroll	1
Customer Service Supervisor	1
Customer Service Representative I	1
Customer Service Representative II	2
Customer Service Representative III	1
Billing Specialist	1
Field Customer Service Representative	2
Meter Reader I	2
Information Technology Support Specialist	1
Director, Purchasing	1
Buyer	1
Total	23

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>			
General Government	Finance	Financial Services 130-513			
ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY08-09</u>	<u>FY09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	373,453	353,533	340,755	359,282
1014	Overtime	11,923	2,319	2,000	3,000
1016	Christmas Bonus	1,895	1,820	1,400	0
1021	F.I.C.A. Taxes	26,913	25,727	25,235	27,715
1022	Florida Retirement	9,841	10,619	10,898	11,219
1023	Life & Health Insurance	60,760	48,750	50,700	54,600
1024	ICMA Retirement	<u>19,127</u>	<u>9,221</u>	<u>15,582</u>	<u>16,743</u>
	subtotal	503,912	451,989	446,570	472,559
	<u>OPERATING EXPENSES</u>				
3032	Accounting & Auditing	11,675	12,980	20,550	10,075
3034	Other Contractual Services	2,104	13,051	9,000	14,000
3040	Travel & Per Diem	7,856	7,880	9,475	5,526
3041	Communication Services	17,916	13,938	17,700	11,335
3042	Transportation	2,996	-87	5,000	3,396
3043	Utilities	30,277	27,899	30,000	31,176
3046	Repair & Maintenance	16,911	13,347	15,000	13,227
3047	Printing & Binding	703	500	1,500	500
3051	Office Supplies	5,180	8,743	6,100	5,750
3052	Operating Supplies	0	0	0	
3054	Books, Publ., Subscr.	3,369	2,518	3,130	2,712
3055	Employee Study Expense	<u>5,221</u>	<u>10,914</u>	<u>7,100</u>	<u>6,596</u>
	subtotal	104,208	111,683	124,555	104,293
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	2,800	0	0	0
	TOTAL	<u>610,920</u>	<u>563,672</u>	<u>571,125</u>	<u>576,852</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Finance	Data Processing
		131-513

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	37,515	40,829	41,966	42,536
1014	Overtime	909	784	1,345	780
1016	Christmas Bonus	260	260	260	0
1021	F.I.C.A. Taxes	2,781	3,189	3,276	3,314
1022	Florida Retirement	3,907	4,063	4,267	4,362
1023	Life & Health Insurance	7,440	7,500	7,800	7,800
1024	ICMA Retirement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	52,812	56,625	58,914	58,792
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	0	0	1,000	500
3040	Travel & PerDiem	102	476	750	950
3041	Communication Services	1,898	1,954	1,970	2,040
3046	Repair & Maintenance	36,118	37,498	42,970	43,270
3047	Printing & Binding	2,683	2,757	2,500	3,803
3051	Office Supplies	511	725	550	800
3054	Books, Publ., Subscr.	0	0	0	195
3055	Employee Study Expense	<u>245</u>	<u>640</u>	<u>500</u>	<u>550</u>
	subtotal	41,557	44,050	50,240	52,108
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>672</u>	<u>4,989</u>	<u>0</u>	<u>0</u>
	subtotal	672	4,989	0	0
	TOTAL	<u>95,041</u>	<u>105,664</u>	<u>109,154</u>	<u>110,900</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Finance	Customer Service
		132-513

ACCT. NO.	DESCRIPTION	Actual FY 06-07	Actual FY 07-08	Estimate FY 08-09	Budget FY 09-10
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	162,430	160,556	202,221	208,168
1014	Overtime	203	113	2,000	2,000
1015	Special Pay	1,800	0	0	0
1016	Christmas Bonus	1,505	1,300	1,800	0
1021	F.I.C.A. Taxes	11,420	11,677	14,970	16,078
1022	Florida Retirement	1,287	2,828	2,910	3,064
1023	Life & Health Insurance	43,400	43,125	54,600	54,600
1024	ICMA Retirement	<u>9,343</u>	<u>7,821</u>	<u>10,510</u>	<u>10,784</u>
	subtotal	231,388	227,420	289,011	294,694
	<u>OPERATING EXPENSES</u>				
3032	Professional Services	0	0	0	0
3034	Other Contractual Services	33,760	32,879	28,480	31,635
3041	Communication Services	5,934	5,433	4,700	5,992
3042	Transportation	42,501	42,918	43,560	46,657
3043	Utility Services	16,403	15,704	16,620	17,532
3046	Repair & Maintenance	38,466	33,282	48,720	54,416
3047	Printing & Binding	8,583	11,200	14,980	14,375
3051	Office Supplies	5,328	4,243	5,500	5,725
3054	Books, Pub. & Subscript.	0	0	0	50
3055	Employee Study Expense	<u>6,485</u>	<u>6,092</u>	<u>2,000</u>	<u>6,350</u>
	subtotal	157,460	151,751	164,560	182,732
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	4,500	0	0	0
	TOTAL	<u>393,348</u>	<u>379,171</u>	<u>453,571</u>	<u>477,426</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>		<u>Department</u>		<u>Program</u>	
General Government		Finance		Meter Reading 133-513	
ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	103,011	107,773	108,107	111,281
1014	Overtime	3,672	4,441	5,175	3,000
1016	Christmas Bonus	910	945	1,040	0
1021	F.I.C.A. Taxes	7,432	8,432	8,330	8,742
1022	Florida Retirement	1,380	0	0	0
1023	Life & Health Insurance	29,140	30,000	31,200	31,200
1024	ICMA Retirement	<u>5,685</u>	<u>6,712</u>	<u>6,800</u>	<u>6,860</u>
	subtotal	151,230	158,303	160,652	161,083
	<u>OPERATING EXPENSES</u>				
3041	Communication Services	2,225	1,572	2,500	2,000
3046	Repair & Maintenance	2,077	3,096	3,200	4,100
3052	Operating Supplies	11,649	14,401	13,420	11,367
3055	Employee Study Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>
	subtotal	15,951	19,069	19,120	18,967
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>1,137</u>	<u>0</u>	<u>0</u>	<u>31,106</u>
	subtotal	1,137	0	0	31,106
	TOTAL	<u>168,318</u>	<u>177,372</u>	<u>179,772</u>	<u>211,156</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Finance	Prop., Rec. Mgmt. 134-513

ACCT. NO.	DESCRIPTION	Actual FY 06-07	Actual FY 07-08	Estimate FY 08-09	Budget FY 09-10
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	26,825	30,308	0	0
1014	Overtime	0	0	0	0
1016	Christmas Bonus	260	260	0	0
1021	F.I.C.A. Taxes	1,692	1,981	0	0
1022	Florida Retirement	0	0	0	0
1023	Life & Health Insurance	7,440	7,500	0	0
1024	ICMA Retirement	<u>1,719</u>	<u>1,793</u>	<u>0</u>	<u>0</u>
	subtotal	37,936	41,842	0	0
	<u>OPERATING EXPENSES</u>				
3040	Travel & Per Diem	1,286	991	0	0
3041	Communication Services	43	0	0	0
3047	Printing & Binding	0	0	0	0
3051	Office Supplies	303	283	0	0
3054	Books, Publ., Subscr.	102	145	0	0
3055	Employee Study Expense	<u>250</u>	<u>245</u>	<u>0</u>	<u>0</u>
	subtotal	1,984	1,664	0	0
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	0	0
	TOTAL	<u>39,920</u>	<u>43,506</u>	<u>0</u>	<u>0</u>

Program transferred to Financial Services and Customer Service

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Finance	Information Technology
		135-513

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	74,514	83,580	85,336	38,640
1014	Overtime	4,722	330	2,000	2,000
1016	Christmas Bonus	135	480	520	0
1021	F.I.C.A. Taxes	5,742	6,249	6,624	3,109
1023	Life & Health Insurance	13,640	15,000	15,600	7,800
1024	ICMA Retirement	<u>4,626</u>	<u>5,050</u>	<u>5,360</u>	<u>2,438</u>
	subtotal	103,379	110,689	115,440	53,987
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	5,689	12,493	8,000	56,000
3040	Travel & Per Diem	131	2,690	1,500	2,000
3041	Communication Services	3,421	1,415	2,500	1,300
3042	Transportation	0	0	0	0
3046	Repair & Maintenance	5,955	8,852	7,000	63,919
3051	Office Supplies	811	1,600	3,500	1,500
3054	Books, Publ.,Subscr.	889	1,134	2,000	1,660
3055	Employee Study Expense	<u>8,230</u>	<u>9,850</u>	<u>3,000</u>	<u>2,000</u>
	subtotal	25,126	38,034	27,500	128,379
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>160,246</u>	<u>1,540</u>	<u>0</u>	<u>0</u>
	subtotal	160,246	1,540	0	0
	TOTAL	<u>288,751</u>	<u>150,263</u>	<u>142,940</u>	<u>182,366</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	Finance	Purchasing 136-513

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	167,741	221,121	98,909	132,134
1014	Overtime	0	0	1,000	2,000
1016	Christmas Bonus	1,120	1,040	520	0
1021	F.I.C.A. Taxes	11,350	15,790	7,683	10,261
1022	Florida Retirement	13,432	16,135	6,202	6,618
1023	Life & Health Insurance	31,620	28,750	15,600	23,400
1024	ICMA Retirement	<u>2,311</u>	<u>2,072</u>	<u>2,217</u>	<u>3,985</u>
	subtotal	227,574	284,908	132,131	178,398
	<u>OPERATING EXPENSES</u>				
3031	Professional Services	0	0	0	0
3040	Travel & Per Diem	3,857	2,423	1,800	2,000
3041	Communication Services	1,194	900	900	1,200
3042	Transportation	1,651	1,334	1,400	2,000
3046	Repair & Maintenance	4,345	3,944	3,000	4,000
3047	Printing & Binding	765	1,306	500	1,000
3048	Promotional Activities	253	1,102	0	0
3049	Other Current Charges	485	444	500	2,000
3051	Office Supplies	1,505	1,509	1,000	1,000
3052	Operating Supplies	281	-752	1,000	1,000
3054	Books, Publ., Subscr.	1,645	2,099	1,900	1,600
3055	Employee Study Expense	<u>2,035</u>	<u>3,230</u>	<u>1,500</u>	<u>2,000</u>
	subtotal	18,016	17,539	13,500	17,800
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>5,010</u>	<u>9,557</u>	<u>0</u>	<u>0</u>
	subtotal	5,010	9,557	0	0
	TOTAL	<u>250,600</u>	<u>312,004</u>	<u>145,631</u>	<u>196,198</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>			
General Government	Finance	Grants 137-513			
ACCT.	Actual	Actual	Estimate	Budget	
<u>NO.</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>	
<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	89,982	99,487	24,752	0
1014	Overtime	0	0	250	0
1016	Christmas Bonus	655	780	260	0
1021	F.I.C.A. Taxes	6,668	7,497	1,933	0
1022	Florida Retirement	4,297	3,606	0	0
1023	Life & Health Insurance	22,320	17,500	7,800	0
1024	ICMA Retirement	<u>2,868</u>	<u>2,253</u>	<u>1,500</u>	<u>0</u>
	subtotal	126,790	131,123	36,495	0
<u>OPERATING EXPENSES</u>					
3034	Other Contractual Services	0	0	0	0
3040	Travel & Per Diem	6,975	3,624	500	0
3041	Communication Services	755	783	600	0
3042	Transportation	209	61	150	0
3046	Repair & Maintenance	938	1,093	1,000	0
3047	Printing & Binding	53	56	100	0
3048	Promotional Activities	550	325	350	0
3049	Other Current Charges	69	0	100	0
3051	Office Supplies	1,388	1,656	1,500	0
3052	Operating Supplies	162	436	450	0
3054	Books, Publ., Subscr.	634	638	700	0
3055	Employee Study Expense	<u>280</u>	<u>0</u>	<u>250</u>	<u>0</u>
	subtotal	12,013	8,672	5,700	0
<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>340</u>	<u>0</u>	<u>0</u>
	subtotal	0	340	0	0
	TOTAL	<u>138,803</u>	<u>140,135</u>	<u>42,195</u>	<u>0</u>