

City and Borough of Sitka
Sitka, Alaska

FY2011 Budget

Fund: 100 - General Fund
Division: 500 - Administration
Department: 007 - General Office

<u>Account Number</u>	<u>Expense Description</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projections</u>	<u>2011 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ -	\$ -	\$ -	\$ -
5110.004	Overtime	\$ -	\$ -	\$ -	\$ -
5110.010	Temporary Employees	\$ -	\$ -	\$ -	\$ -
5120.000	Benefits	\$ -	\$ -	\$ -	\$ -
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ -	\$ -	\$ -	\$ -
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ 4,496	\$ -	\$ 14,149	\$ -
5203.006	Interruptable Electric	\$ 42,078	\$ 41,400	\$ 26,856	\$ 42,000
5204.000	Telephone	\$ 50,370	\$ 44,700	\$ 56,513	\$ 57,804
5205.000	Insurance	\$ 64,412	\$ 64,420	\$ 63,209	\$ 63,210
5206.000	Supplies	\$ 16,268	\$ 18,500	\$ 17,697	\$ 17,000
5207.000	Repairs and Maintenance	\$ 879	\$ 2,225	\$ 1,905	\$ 2,500
5208.000	Building Maintenance Fees	\$ 60,269	\$ 120,967	\$ 113,736	\$ 57,493
5211.000	MIS Fees	\$ -	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 65,213	\$ 65,195	\$ 69,737	\$ 71,336
5214.000	Indepartment Services	\$ 325	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 78	\$ 100	\$ 67	\$ 100
5222.000	Postage	\$ 25,054	\$ 22,000	\$ 21,873	\$ 24,000
5223.000	Tools & Small Equip.	\$ -	\$ -	\$ -	\$ -
5224.000	Dues & Publications	\$ -	\$ -	\$ -	\$ -
5226.000	Advertising	\$ -	\$ -	\$ -	\$ -
5227.000	Rentals-Building/Equipment	\$ 4,430	\$ 4,200	\$ 4,403	\$ 4,656
5231.000	Credit Card Expense	\$ 21,287	\$ 29,200	\$ 35,928	\$ 41,720
5290.000	Other Expenditures	\$ -	\$ -	\$ -	\$ -
	Total Non-personnel Operating Outlays:	\$ 355,160	\$ 412,907	\$ 426,073	\$ 381,819
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**GENERAL OFFICE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLIES		
500-007-801-5206.000	Copier Paper	\$ 4,500
	Computer paper	\$ 1,000
	Letterhead stationary	\$ 2,500
	Letterhead envelopes	\$ 3,000
	Office supplies	\$ 6,000
	Subtotal	\$ 17,000
REPAIRS AND MAINTENANCE		
500-007-801-5207.000	Copier maintenance (1st Floor)	\$ 1,000
	Telephone repair	\$ 1,000
	Postage meter repair	\$ 500
	Subtotal	\$ 2,500
BUILDING MAINTENANCE FEES		
500-007-801-5208.000	Building Maint. Fund - Lincoln St. Building Repair	\$ 23,217
500-007-802-5208.000	Building Maint. Fund - Lake St. Building Repair	\$ 34,276
	Subtotal	\$ 57,493
CONTRACTED/PURCHASED SERVICES		
500-007-801-5212.000	Janitorial contract Lincoln St, (ie Malo)	\$ 31,136
500-007-802-5212.000	Janitorial contract 304 Lake St, (ie Housekeeping)	\$ 40,200
	Subtotal	\$ 71,336
RENTALS - EQUIPMENT OR BUILDINGS		
500-007-801-5227.002	Credit Card Terminal Rental	\$ 600
	Pitney Bow Equipment Rentals	\$ 4,056
	Subtotal	\$ 4,656
CREDIT CARD EXPENSES		
500-007-801-5231.000	Credit Card Fees	\$ 41,720
	Subtotal	\$ 41,720