

City and Borough of Sitka
Sitka, Alaska

FY2014 Budget

Fund: 100 - General Fund
Division: 500 - Administration
Department: 004 - Finance

<u>Account Number</u>	<u>Expense Description</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projections</u>	<u>2014 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 789,241	\$ 828,044	\$ 815,000	\$ 821,703
5110.004	Overtime	\$ 1,157	\$ 1,500	\$ 1,066	\$ 1,500
5110.010	Temporary Employees	\$ 7,929	\$ -	\$ 202	\$ -
5120.000	Benefits	\$ 679,364	\$ 575,672	\$ 583,000	\$ 589,072
	Total Salaries & Benefits	\$ 1,477,691	\$ 1,405,217	\$ 1,399,268	\$ 1,412,274
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 15,917	\$ 5,500	\$ 5,500	\$ 19,700
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 2,655	\$ -	\$ 1,421	\$ -
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 16,028	\$ 12,800	\$ 26,870	\$ 16,200
5207.000	Repairs and Maintenance	\$ 1,550	\$ 1,500	\$ 3,883	\$ 5,278
5211.000	MIS Fees	\$ 92,036	\$ 92,036	\$ 92,036	\$ 94,114
5212.000	Contracted/Purchased Services	\$ 98,854	\$ 71,500	\$ 90,000	\$ 103,800
5214.000	Interdepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 888	\$ 295	\$ -	\$ 295
5222.000	Postage	\$ -	\$ -	\$ 25	\$ -
5223.000	Tools & Small Equip.	\$ 1,982	\$ -	\$ -	\$ 500
5224.000	Dues & Publications	\$ 1,926	\$ 1,400	\$ 1,630	\$ 980
5226.000	Advertising	\$ 2,152	\$ 950	\$ 3,075	\$ 2,000
5227.002	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5290.000	Other Expenditures	\$ 14,886	\$ 1,500	\$ -	\$ 1,950
	Total Non-personnel Operating Outlays:	\$ 248,875	\$ 187,481	\$ 224,440	\$ 244,817
	Total Operating Outlays:	\$ 1,726,566	\$ 1,592,698	\$ 1,623,708	\$ 1,657,091

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL AND TRAINING		
500-004-5201.000	AGFOA - Fall conference - FD, DFD & 1 employees	\$ 4,500
	AGFOA - Spring conference (Sitka) - 12 employees	\$ 3,000
	GFOA Conference - DFD	\$ 1,700
	GFOA Professional Development Training - FD	\$ 2,000
	Staff Training - Webinars 2 @ \$500	\$ 1,000
	Education assistance	\$ 500
	New World Users Conference - 4 employees	\$ 7,000
	Subtotal	\$ 19,700
SUPPLIES		
500-004-5206.000	Office Supplies, forms, and utility cutoff supplies	\$ 16,200
	Subtotal	\$ 16,200
REPAIRS AND MAINTENANCE		
500-004-5207.000	Photocopier Maintenance - Treasury	\$ 750
	Folding Machine Lease & Maintenance	\$ 4,528
	Subtotal	\$ 5,278
CONTRACTED/PURCHASED SERVICES		
500-004-5212.000	Audit	\$ 60,000
	Debt Collection	\$ 6,000
	Ambulance Billing	\$ 25,000
	State of Alaska - Annual Fees	\$ 800
	Indigent Legal Defense - \$1,000 / month	\$ 12,000
	Subtotal	\$ 103,800
TOOLS & SMALL EQUIPMENT		
500-004-5223.000	Calculator, etc..	\$ 500
	Subtotal	\$ 500
DUES AND PUBLICATIONS		
500-004-5224.000	AGFOA dues -FD, DFD, & 1 Employee	\$ 285
	GFOA dues - FD, DFD	\$ 320
	Publications, etc.	\$ 250
	Northern Credit Services Dues	\$ 125
	Subtotal	\$ 980

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	ADVERTISING	
500-004-5226.000	Sales Tax	\$ 500
	Required Notice State Assistance	\$ 500
	Budget - As Required by SGC	\$ 500
	Property Tax Foreclosure	\$ 500
	Subtotal	\$ 2,000
	OTHER EXPENSES	
500-004-5290.000	Employee Appreciation	\$ 500
	Employee Wellness Program	\$ 1,450
	Subtotal	\$ 1,950

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