



**City and Borough of Sitka**

**MANAGEMENT INFORMATION**  
**SYSTEMS FUND**

**FISCAL YEAR 2016**

**Operating Budget**

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**MANAGEMENT INFORMATION SYSTEMS FUND - SUMMARY BY EXPENDITURE TYPE**

Summary

|                                | 2012 Actual Amount | 2013 Actual Amount | 2014 Actual Amount | 2015 Amended Budget | 2016             |
|--------------------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| <u>Revenue</u>                 |                    |                    |                    |                     |                  |
| State Revenue                  | 13,005             | 29,616             | 31,265             | -                   | -                |
| Federal Revenue                | -                  | -                  | -                  | -                   | -                |
| Services                       | 772,862            | 772,863            | 778,016            | 771,586             | 1,229,868        |
| Other Operating Revenue        | -                  | -                  | -                  | -                   | -                |
| Uses of Property & Investments | 4,645              | 4,283              | 9,247              | 6,439               | 6,700            |
| Interfund Billings             | 44,771             | -                  | -                  | 49,658              | -                |
| Miscellaneous Revenue          | -                  | -                  | 236                | 351                 | -                |
| Cash Basis Receipts            | -                  | 238,000            | 105,000            | 4,200               | -                |
| <b>Revenue Totals</b>          | <b>835,283</b>     | <b>1,044,761</b>   | <b>923,764</b>     | <b>832,234</b>      | <b>1,236,568</b> |
| <u>Expenditures</u>            |                    |                    |                    |                     |                  |
| Salaries and Wages             | 184,565            | 184,810            | 199,848            | 218,612             | 209,634          |
| Fringe Benefits                | 154,555            | 168,548            | 187,124            | 140,878             | 115,191          |
| Operating Expenses             | 401,894            | 356,283            | 371,302            | 459,082             | 519,767          |
| Cash Basis Expenditures        | -                  | -                  | 580                | 140,277             | 549,546          |
| <b>Expenditure Totals</b>      | <b>741,014</b>     | <b>709,641</b>     | <b>758,853</b>     | <b>958,849</b>      | <b>1,394,138</b> |
| <b>Fund Total: MIS Fund</b>    | <b>94,269</b>      | <b>335,120</b>     | <b>164,910</b>     | <b>(126,615)</b>    | <b>(157,570)</b> |

**MANAGEMENT INFORMATION SYSTEMS FUND - SUMMARY BY DEPARTMENT**

Summary

|   | 2012 Actual Amount | 2013 Actual Amount | 2014 Actual Amount | 2015 Amended Budget | 2016 Budget      |
|---|--------------------|--------------------|--------------------|---------------------|------------------|
| <u>Revenue</u>                                |                    |                    |                    |                     |                  |
| State Revenue                                 | 13,005             | 29,616             | 31,265             | -                   | -                |
| Federal Revenue                               | -                  | -                  | -                  | -                   | -                |
| Services                                      | 772,862            | 772,863            | 778,016            | 771,586             | 1,229,868        |
| Other Operating Revenue                       | -                  | -                  | -                  | -                   | -                |
| Uses of Property & Investments                | 4,645              | 4,283              | 9,247              | 6,439               | 6,700            |
| Interfund Billings                            | 44,771             | -                  | -                  | 49,658              | -                |
| Miscellaneous Revenue                         | -                  | -                  | -                  | 351                 | -                |
| Cash Basis Receipts                           | -                  | 238,000            | 105,000            | 4,200               | -                |
| Revenue Totals                                | <u>835,283</u>     | <u>1,044,761</u>   | <u>923,528</u>     | <u>832,234</u>      | <u>1,236,568</u> |
| <u>Expenditures</u>                           |                    |                    |                    |                     |                  |
| Operations                                    | 741,014            | 709,641            | 747,861            | 812,525             | 840,178          |
| Debt Payments                                 | -                  | -                  | 10,413             | 51,960              | 51,960           |
| Fixed Asset Acquisition                       | -                  | -                  | 580                | 94,364              | 502,000          |
| Transfers to Capital Projects and Other Funds | -                  | -                  | -                  | -                   | -                |
| Other   | -                  | -                  | -                  | -                   | -                |
| Expenditure Totals                            | <u>741,014</u>     | <u>709,641</u>     | <u>758,853</u>     | <u>958,849</u>      | <u>1,394,138</u> |
| <b>Fund Total: MIS Fund</b>                   | <u>94,269</u>      | <u>335,120</u>     | <u>164,675</u>     | <u>(126,615)</u>    | <u>(157,570)</u> |

MANAGEMENT INFORMATION SYSTEMS FUND

Fund: 3 Account Number Description 2012 Actual Amount 2013 Actual Amount 2014 Actual Amount 2015 Amended Budget 2016 Budget

Fund: 300 - Data Processing Fund

Expenditures

400 - Salaries and Wages

|   |                        |                     |                     |                     |                     |                     |
|---|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 5110.001  | Regular Salaries/Wages | 176,774.52          | 175,994.98          | 191,256.62          | 218,611.71          | 209,634.06          |
| 5110.002  | Holidays               | 3,289.33            | 3,334.80            | 3,626.88            | 0.00                | 0.00                |
| 5110.003  | Sick Leave             | 3,924.92            | 4,880.36            | 4,403.44            | 0.00                | 0.00                |
| 5110.004  | Overtime               | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5110.010  | Temp Wages             | 576.00              | 600.00              | 561.00              | 0.00                | 0.00                |
| <b>Account Classification Total: 400 - Salaries and Wages</b> |                        | <b>\$184,564.77</b> | <b>\$184,810.14</b> | <b>\$199,847.94</b> | <b>\$218,611.71</b> | <b>\$209,634.06</b> |

450 - Fringe Benefits

|  |                        |                     |                     |                     |                     |                     |
|--|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 5120.001   | Annual Leave           | 20,815.43           | 17,825.34           | 28,857.76           | 9,248.00            | 9,248.00            |
| 5120.002   | SBS                    | 12,770.46           | 12,963.58           | 13,512.97           | 14,062.30           | 13,528.00           |
| 5120.003   | Medicare               | 1,753.70            | 1,779.37            | 1,891.67            | 2,542.93            | 3,199.90            |
| 5120.004   | PERS                   | 57,647.36           | 74,916.83           | 78,053.93           | 47,839.73           | 46,119.60           |
| 5120.005   | Health Insurance       | 60,801.98           | 60,206.64           | 63,706.24           | 66,064.32           | 41,889.60           |
| 5120.006   | Life Insurance         | 42.48               | 42.45               | 42.48               | 42.48               | 42.48               |
| 5120.007   | Workmen's Compensation | 723.60              | 813.81              | 1,058.48            | 1,078.73            | 1,163.02            |
| 5120.008   | Unemployment           | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| <b>Account Classification Total: 450 - Fringe Benefits</b> |                        | <b>\$154,555.01</b> | <b>\$168,548.02</b> | <b>\$187,123.53</b> | <b>\$140,878.49</b> | <b>\$115,190.60</b> |

500 - Operating Expenses

|   |                           |                     |                     |                     |                     |                     |
|---|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 5201.000  | Training and Travel       | 6,110.31            | 12,696.48           | 14,613.27           | 21,500.00           | 34,900.00           |
| 5202.000  | Uniforms                  | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5204.000  | Telephone                 | 4,171.51            | 3,835.98            | 3,747.20            | 9,000.00            | 7,320.00            |
| 5204.001  | Cell Phone Stipend        | 0.00                | 0.00                | 50.00               | 0.00                | 0.00                |
| 5205.000  | Insurance                 | 3,504.20            | 3,621.90            | 3,386.69            | 3,800.00            | 4,045.00            |
| 5206.000  | Supplies                  | 3,306.99            | 4,521.62            | 6,752.08            | 9,000.00            | 10,000.00           |
| 5207.000  | Repairs & Maintenance     | 159,140.79          | 149,490.89          | 134,428.06          | 187,635.00          | 171,900.00          |
| 5208.000  | Bldg Repair & Maint       | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5212.000  | Contracted/Purchased Serv | 38,844.68           | 27,201.27           | 28,112.32           | 46,412.00           | 117,515.00          |
| 5214.000  | Interdepartment Services  | 100,581.51          | 96,966.70           | 106,301.04          | 105,423.00          | 105,423.00          |
| 5221.000  | Transportation/Vehicles   | 2,700.00            | 2,700.00            | 2,700.00            | 5,400.00            | 3,600.00            |
| 5222.000  | Postage                   | 9.60                | 0.00                | 73.96               | 65.00               | 0.00                |
| 5223.000  | Tools & Small Equipment   | 83,524.61           | 54,536.00           | 60,333.46           | 64,200.00           | 60,650.00           |
| 5224.000  | Dues & Publications       | 0.00                | 711.95              | 375.00              | 300.00              | 0.00                |
| 5226.000  | Advertising               | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5227.002  | Rent-Equipment            | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5231.000  | Credit Card Expense       | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| 5290.000  | Other Expenses            | 0.00                | 0.00                | 16.33               | 300.00              | 0.00                |
| 5295.000  | Interest Expense          | 0.00                | 0.00                | 10,412.50           | 6,047.00            | 4,414.00            |
| 5297.000  | Debt Admin Expense        | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| <b>Account Classification Total: 500 - Operating Expenses</b> |                           | <b>\$401,894.20</b> | <b>\$356,282.79</b> | <b>\$371,301.91</b> | <b>\$459,082.00</b> | <b>\$519,767.00</b> |

MANAGEMENT INFORMATION SYSTEM FUND

| Fund: 3 Account Number Description                          | 2012 Actual Amount  | 2013 Actual Amount  | 2014 Actual Amount  | 2015 Amended Budget | 2016 Budget           |
|---|---------------------|---------------------|---------------------|---------------------|-----------------------|
| 700 - Cash Basis Expenditures                               |                     |                     |                     |                     |                       |
| 7105.000 Fixed Assets-Buildings                             | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                  |
| 7106.000 Fixed Assets-Machinery                             | 0.00                | 0.00                | 580.00              | 94,364.00           | 490,000.00            |
| 7108.000 Fixed Assets-Furniture                             | 0.00                | 0.00                | 0.00                | 0.00                | 12,000.00             |
| 7200.000 Interfund Transfers Out                            | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                  |
| 7301.000 Note Principal Payments                            | 0.00                | 0.00                | 0.00                | 45,913.00           | 47,546.00             |
| Account Classification Total: 700 - Cash Basis Expenditures | \$0.00              | \$0.00              | \$580.00            | \$140,277.00        | \$549,546.00          |
| <b>Expenditure Grand Totals:</b>                            | <b>\$741,013.88</b> | <b>\$709,640.95</b> | <b>\$758,853.38</b> | <b>\$958,849.20</b> | <b>\$1,394,137.66</b> |

City and Borough of Sitka  
Management Information Systems Fund

Pro Forma Financial Projection

FY2014, FY2015 (Projected), and FY2016 Proposed

| <u>Operations</u>   | <u>FY2014</u>    | <u>FY2015<br/>Projected</u> | <u>FY2016<br/>Proposed</u> |
|---|------------------|-----------------------------|----------------------------|
| Revenues  | 885,154          | 835,000                     | 1,229,868                  |
| Costs of Operations   | <u>(816,484)</u> | <u>(910,000)</u>            | <u>(938,178)</u>           |
| Gross Margin  | 68,670           | (75,000)                    | 291,690                    |
| Administrative Expenses   | -                | -                           | -                          |
| Interest Expense  | (10,413)         | (6,000)                     | (4,414)                    |
| Other Income/(Expenses)   | <u>7,700</u>     | <u>7,000</u>                | <u>6,700</u>               |
| Net Operating Income  | 65,957           | (74,000)                    | 293,976                    |
| Depreciation  | 98,039           | 98,000                      | 98,000                     |
| Debt Principal Repayment  | <u>(44,436)</u>  | <u>(46,000)</u>             | <u>(47,546)</u>            |
| Operating Cash Flow   | <u>119,560</u>   | <u>(22,000)</u>             | <u>344,430</u>             |
| <br><u>Capital Expenditures</u>                                     |                  |                             |                            |
| Grant Revenue   | -                | -                           | -                          |
| Loan Proceeds   | -                | -                           | -                          |
| Use of Designated Working Capital                                   | <u>162,136</u>   | <u>308,700</u>              | <u>502,000</u>             |
| Total Capital expenditure Funding                                   | 162,136          | 308,700                     | 502,000                    |
| Capital Expenditures  | <u>(162,136)</u> | <u>(308,700)</u>            | <u>(502,000)</u>           |
| <br><u>Working Capital</u>  |                  |                             |                            |
| Beginning Total Working Capital                                     | 414,657          | 395,482                     | 279,482                    |
| Operating Cash Flow   | 119,560          | (22,000)                    | 344,430                    |
| Capital Expenditures and Other Balance Sheet Changes                | <u>(138,735)</u> | <u>(94,000)</u>             | <u>(502,000)</u>           |
| Ending Working Total Working Capital                                | <u>395,482</u>   | <u>279,482</u>              | <u>121,912</u>             |
| Beginning Working Capital Designated for Capital Expenditures       | 162,136          | 94,000                      | 502,000                    |
| New Designations Of Working Capital For Capital Expenditures        | -                | -                           | -                          |
| Expenditures of Designated Working Capital For Capital expenditures | <u>(162,136)</u> | <u>(94,000)</u>             | <u>(502,000)</u>           |
| Ending Working Capital Designated for Capital Expenditures          | <u>-</u>         | <u>-</u>                    | <u>-</u>                   |
| Beginning Undesignated Working Capital                              | 252,521          | 395,482                     | 279,482                    |
| Increases/(Decreases)   | <u>142,961</u>   | <u>(116,000)</u>            | <u>(157,570)</u>           |
| Ending Unesignated Working Capital                                  | <u>395,482</u>   | <u>279,482</u>              | <u>121,912</u>             |

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