

City and Borough of Sitka  
Sitka, Alaska

FY2013 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projections</u>	<u>2013 Budget</u>
<b>Salaries and Benefits</b>					
5110.001	Salaries & Wages	\$ -	\$ -	\$ -	\$ -
5110.004	Overtime	\$ -	\$ -	\$ -	\$ -
5110.010	Temporary Employees	\$ -	\$ -	\$ -	\$ -
5120.000	Benefits	\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Non-personnel Operation Outlays</b>					
5201.000	Travel and Training	\$ -	\$ -	\$ -	\$ -
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ 22,764	\$ -	\$ 44,133	\$ 23,000
5203.005	Heating Fuel	\$ 8,434	\$ 2,000	\$ 69,277	\$ 45,240
5203.006	Interruptable Electric	\$ 32,506	\$ 35,000	\$ 1,052	\$ 2,000
5204.000	Telephone	\$ 56,727	\$ 52,000	\$ 60,228	\$ 60,000
5205.000	Insurance	\$ 61,183	\$ 61,000	\$ 61,000	\$ 61,000
5206.000	Supplies	\$ 15,123	\$ 14,000	\$ 14,000	\$ 12,000
5207.000	Repairs and Maintenance	\$ 2,811	\$ 3,775	\$ -	\$ 2,775
5208.000	Building Maintenance Fees	\$ 54,289	\$ 63,806	\$ 31,787	\$ 86,437
5211.000	MIS Fees	\$ -	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 71,336	\$ 51,236	\$ 58,860	\$ 75,125
5214.000	Indepartment Services	\$ 7	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 52	\$ 100	\$ -	\$ 118
5222.000	Postage	\$ 18,500	\$ 24,000	\$ 24,000	\$ 32,000
5223.000	Tools & Small Equip.	\$ 350	\$ -	\$ -	\$ -
5224.000	Dues & Publications	\$ -	\$ -	\$ -	\$ -
5226.000	Advertising	\$ -	\$ -	\$ -	\$ -
5227.000	Rentals-Building/Equipment	\$ 4,454	\$ 4,500	\$ 3,489	\$ 4,656
5231.000	Credit Card Expense	\$ 23,949	\$ 24,000	\$ 36,333	\$ 24,000
5290.000	Other Expenditures	\$ -	\$ -	\$ 79	\$ -
	<b>Total Non-personnel Operating Outlays:</b>	<u>\$ 372,485</u>	<u>\$ 335,417</u>	<u>\$ 404,238</u>	<u>\$ 428,351</u>
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**GENERAL OFFICE DEPARTMENT  
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLIES</b>		
500-007-801-5206.000	Copier Paper	\$ 4,000
	Computer paper	\$ 1,000
	Letterhead stationary	\$ 600
	Letterhead envelopes	\$ 2,400
	Office supplies	\$ 4,000
	<b>Subtotal</b>	<b>\$ 12,000</b>
<b>REPAIRS AND MAINTENANCE</b>		
500-007-801-5207.000	Copier maintenance ( 1st Floor)	\$ 1,575
	Postage meter repair	\$ 1,200
	<b>Subtotal</b>	<b>\$ 2,775</b>
<b>BUILDING MAINTENANCE FEES</b>		
500-007-801-5208.000	Building Maint. Fund - Lincoln St. Building Repair	\$ 20,601
	Window Repair	\$ 8,000
	Front Door Replacement	\$ 28,000
500-007-802-5208.000	Building Maint. Fund - Lake St. Building Repair	\$ 29,836
	<b>Subtotal</b>	<b>\$ 86,437</b>
<b>CONTRACTED/PURCHASED SERVICES</b>		
500-007-801-5212.000	Janitorial contract Lincoln St.	\$ 32,000
500-007-802-5212.000	Janitorial contract 304 Lake St.	\$ 40,200
	Honeywell Contract	\$ 2,925
	<b>Subtotal</b>	<b>\$ 75,125</b>
<b>RENTALS - EQUIPMENT OR BUILDINGS</b>		
500-007-801-5227.002	Credit Card Terminal Rental	\$ 600
	Pitney Bowes Equipment Rentals	\$ 4,056
	<b>Subtotal</b>	<b>\$ 4,656</b>
<b>CREDIT CARD EXPENSES</b>		
500-007-801-5231.000	Credit Card Fees	\$ 24,000
	<b>Subtotal</b>	<b>\$ 24,000</b>