

City and Borough of Sitka  
Sitka, Alaska

FY2014 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projections</u>	<u>2014 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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Non-personnel Operation Outlays</b>					
5201.000	Travel and Training	\$ -	\$ -	\$ -	\$ -
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ 79,593	\$ 23,000	\$ 66,969	\$ 71,000
5203.005	Heating Fuel	\$ 63,593	\$ 45,240	\$ 23,040	\$ 12,500
5203.006	Interruptable Electric	\$ 4,531	\$ 2,000	\$ 31,075	\$ 42,500
5204.000	Telephone	\$ 60,821	\$ 60,000	\$ 59,123	\$ 60,000
5205.000	Insurance	\$ 59,446	\$ 61,000	\$ 62,907	\$ 66,014
5206.000	Supplies	\$ 12,317	\$ 12,000	\$ 12,034	\$ 13,100
5207.000	Repairs and Maintenance	\$ -	\$ 2,775	\$ -	\$ 1,600
5208.000	Building Maintenance Fees	\$ 52,421	\$ 86,437	\$ 29,362	\$ 38,001
5211.000	MIS Fees	\$ -	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 72,276	\$ 75,125	\$ 72,324	\$ 88,205
5214.000	Interdepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ -	\$ 118	\$ -	\$ -
5222.000	Postage	\$ 24,979	\$ 32,000	\$ 25,790	\$ 32,000
5223.000	Tools & Small Equip.	\$ -	\$ -	\$ -	\$ -
5224.000	Dues & Publications	\$ -	\$ -	\$ -	\$ -
5226.000	Advertising	\$ -	\$ -	\$ -	\$ -
5227.000	Rentals-Building/Equipment	\$ 4,454	\$ 4,656	\$ 4,656	\$ 4,454
5231.000	Credit Card Expense	\$ 29,937	\$ 24,000	\$ 43,186	\$ 34,500
5290.000	Other Expenditures	\$ 78	\$ -	\$ 13	\$ -
	<b>Total Non-personnel Operating Outlays:</b>	<b>\$ 464,446</b>	<b>\$ 428,351</b>	<b>\$ 430,479</b>	<b>\$ 463,874</b>
	<b>Total Operating Outlays:</b>	<b>\$ 464,446</b>	<b>\$ 428,351</b>	<b>\$ 430,479</b>	<b>\$ 463,874</b>

**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	\$ 2,000
	Office supplies	\$ 5,500
	<b>Subtotal</b>	<b>\$ 13,100</b>
<b>REPAIRS AND MAINTENANCE</b>		
500-007-801-5207.000	Telephone Maintenance	\$ 1,000
	Postage meter repair	\$ 600
	<b>Subtotal</b>	<b>\$ 1,600</b>
<b>BUILDING MAINTENANCE FEES</b>		
500-007-801-5208.000	Building Maint. Fund - Lincoln St. Building Repair	\$ 23,388
500-007-802-5208.000	Building Maint. Fund - Lake St. Building Repair	\$ 14,613
	<b>Subtotal</b>	<b>\$ 38,001</b>
<b>CONTRACTED/PURCHASED SERVICES</b>		
500-007-801-5212.000	Janitorial contract Lincoln St.	\$ 32,160
500-007-802-5212.000	Janitorial contract 304 Lake St.	\$ 53,120
	Honeywell Contract	\$ 2,925
	<b>Subtotal</b>	<b>\$ 88,205</b>
<b>RENTALS - EQUIPMENT OR BUILDINGS</b>		
500-007-801-5227.002	Credit Card Terminal Rental	\$ 600
	Pitney Bowes Equipment Rentals	\$ 3,854
	<b>Subtotal</b>	<b>\$ 4,454</b>
<b>CREDIT CARD EXPENSES</b>		
500-007-801-5231.000	Credit Card Fees	\$ 34,500
	<b>Subtotal</b>	<b>\$ 34,500</b>