

City and Borough of Sitka
Sitka, Alaska

FY2012 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projections</u>	<u>2012 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 761,821	\$ 752,304	\$ 778,827	\$ 834,214
5110.004	Overtime	\$ 166	\$ 1,500	\$ 1,382	\$ 1,500
5110.010	Temporary Employees	\$ 404	\$ -	\$ 527	\$ -
5120.000	Benefits	\$ 560,743	\$ 524,466	\$ 536,873	\$ 602,350
	Total Salaries & Benefits	\$ 1,323,134	\$ 1,278,271	\$ 1,317,609	\$ 1,438,064
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 10,724	\$ 9,900	\$ 10,093	\$ 9,000
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ -	\$ -	\$ -	\$ -
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 18,782	\$ 15,600	\$ 15,328	\$ 15,400
5207.000	Repairs and Maintenance	\$ 1,362	\$ 1,525	\$ 900	\$ 1,500
5211.000	MIS Fees	\$ 90,674	\$ 91,429	\$ 91,429	\$ 92,036
5212.000	Contracted/Purchased Services	\$ 95,712	\$ 85,500	\$ 89,875	\$ 84,050
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ 78	\$ 250	\$ 100	\$ 250
5222.000	Postage	\$ (1)	\$ -	\$ -	\$ -
5223.000	Tools & Small Equip.	\$ -	\$ 500	\$ 2,500	\$ 3,550
5224.000	Dues & Publications	\$ 1,875	\$ 2,125	\$ 1,825	\$ 2,000
5226.000	Advertising	\$ 419	\$ 560	\$ -	\$ 550
5227.002	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5290.000	Other Expenditures	\$ 27	\$ 1,750	\$ 22,518	\$ 1,550
	Total Non-personnel Operating Outlays:	\$ 219,653	\$ 209,139	\$ 234,568	\$ 209,886
	Total Operating Outlays:	\$ 1,542,787	\$ 1,487,410	\$ 1,552,177	\$ 1,647,950

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL AND TRAINING		
500-004-5201.000	AGFOA - Fall conference - 3 employees	\$ 3,000
	AGFOA - Spring conference - 4 employees	\$ 4,000
	GFOA Class - Staff	\$ 1,000
	Various local courses - Staff	\$ 1,000
	Subtotal	\$ 9,000
SUPPLIES		
500-004-5206.000	Office Supplies	\$ 7,600
	Budget Supplies	\$ 2,700
	Various Forms	\$ 2,000
	CAFR	\$ 2,500
	Cut off notice bags	\$ 600
	Subtotal	\$ 15,400
REPAIRS AND MAINTENANCE		
500-004-5207.000	Photocopier Maintenance	\$ 1,500
	Subtotal	\$ 1,500
CONTRACTED/PURCHASED SERVICES		
500-004-5212.000	Audit	\$ 40,000
	Debt Collection - Collection Bureau, Small Claims, etc	\$ 6,500
	Ambulance Billing - Omni	\$ 25,000
	State of Alaska - Annual Fees - Social Security Work	\$ 550
	Indigent Criminal Defense Council	\$ 12,000
	Subtotal	\$ 84,050
TOOLS & SMALL EQUIPMENT		
500-004-5223.000	Calculators (2)	\$ 500
	Scanners (2)	\$ 2,000
	Photo Copier	\$ 1,050
	Subtotal	\$ 3,550
DUES AND PUBLICATIONS		
500-004-5224.000	AGFOA dues	\$ 475
	GFOA dues	\$ 300
	Publications, etc.	\$ 1,100
	Northern Credit Services Dues	\$ 125
	Subtotal	\$ 2,000

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	ADVERTISING	
500-004-5226.000	Sales Tax	\$ 400
	Budget	\$ 150
	Subtotal	\$ 550
	OTHER EXPENSES	
500-004-5290.000	5-10-15-20 Year Appreciation	\$ 50
	Employee Wellness Program	\$ 1,500
	Subtotal	\$ 1,550

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