

City and Borough of Sitka  
Sitka, Alaska

FY2012 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Projections</u>	<u>2012 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	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ 14,149	\$ -	\$ 2,539	\$ 2,000
5203.006	Interruptable Electric	\$ 22,953	\$ 42,000	\$ 38,772	\$ 35,000
5204.000	Telephone	\$ 52,873	\$ 57,804	\$ 54,545	\$ 52,000
5205.000	Insurance	\$ 63,209	\$ 63,210	\$ 60,918	\$ 61,000
5206.000	Supplies	\$ 11,873	\$ 17,000	\$ 15,954	\$ 14,000
5207.000	Repairs and Maintenance	\$ 1,905	\$ 2,500	\$ 2,775	\$ 3,775
5208.000	Building Maintenance Fees	\$ 47,593	\$ 57,493	\$ 46,464	\$ 63,806
5211.000	MIS Fees	\$ -	\$ -	\$ -	\$ -
5212.000	Contracted/Purchased Services	\$ 69,736	\$ 71,336	\$ 71,337	\$ 51,236
5214.000	Indepartment Services	\$ -	\$ -	\$ 7	\$ -
5221.000	Transportation/Vehicles	\$ 27	\$ 100	\$ -	\$ 100
5222.000	Postage	\$ 21,230	\$ 24,000	\$ 22,373	\$ 24,000
5223.000	Tools & Small Equip.	\$ 2,500	\$ -	\$ 350	\$ -
5224.000	Dues & Publications	\$ -	\$ -	\$ -	\$ -
5226.000	Advertising	\$ -	\$ -	\$ -	\$ -
5227.000	Rentals-Building/Equipment	\$ 4,454	\$ 4,656	\$ 3,566	\$ 4,500
5231.000	Credit Card Expense	\$ 22,554	\$ 41,720	\$ 23,671	\$ 24,000
5290.000	Other Expenditures	\$ -	\$ -	\$ -	\$ -
	<b>Total Non-personnel Operating Outlays:</b>	<u>\$ 335,055</u>	<u>\$ 381,819</u>	<u>\$ 343,271</u>	<u>\$ 335,417</u>
	<b>Total Operating Outlays:</b>	<u>\$ 335,055</u>	<u>\$ 381,819</u>	<u>\$ 343,271</u>	<u>\$ 335,417</u>

**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	<u>\$ 6,000</u>
	<b>Subtotal</b>	<b>\$ 14,000</b>
<b>REPAIRS AND MAINTENANCE</b>		
500-007-801-5207.000	Copier maintenance ( 1st Floor)	\$ 1,575
	Telephone repair	\$ 1,000
	Postage meter repair	<u>\$ 1,200</u>
	<b>Subtotal</b>	<b>\$ 3,775</b>
<b>BUILDING MAINTENANCE FEES</b>		
500-007-801-5208.000	Building Maint. Fund - Lincoln St. Building Repair	\$ 23,693
	Replace Fire Alarm Panel	\$ 5,800
500-007-802-5208.000	Building Maint. Fund - Lake St. Building Repair	<u>\$ 34,313</u>
	<b>Subtotal</b>	<b>\$ 63,806</b>
<b>CONTRACTED/PURCHASED SERVICES</b>		
500-007-801-5212.000	Janitorial contract Lincoln St.	\$ 31,136
500-007-802-5212.000	Janitorial contract 304 Lake St.	<u>\$ 20,100</u>
	<b>Subtotal</b>	<b>\$ 51,236</b>
<b>RENTALS - EQUIPMENT OR BUILDINGS</b>		
500-007-801-5227.002	Credit Card Terminal Rental	\$ 600
	Pitney Bowes Equipment Rentals	<u>\$ 3,900</u>
	<b>Subtotal</b>	<b>\$ 4,500</b>
<b>CREDIT CARD EXPENSES</b>		
500-007-801-5231.000	Credit Card Fees	<u>\$ 24,000</u>
	<b>Subtotal</b>	<b>\$ 24,000</b>