



**City of Key West**  
**Budget Preparation Worksheets**  
**Fiscal Year 2017/2018**

Fund: 001 General Fund  
 Department: 1301 Finance

Key	Object	Account Description	Category	FY 2014/2015 Actuals	FY 2015/2016 Actuals	FY 2016/2017 Adopted	FY 2016/2017 6 Mth Amnd	FY 2016/2017 6 Mth Actuals	FY 2017/2018 Dept Req	FY 2017/2018 CM Review
		NUMBERED CHECK STOCK								\$900
0011301	5134800	Promotional Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011301	5134900	Other Current Charges		(\$1,127)	(\$1,529)	\$500	\$500	(\$791)	\$500	\$500
		TRIM ADVERTISEMENTS - BUDGET								
0011301	5135100	Office Supplies		\$6,812	\$7,303	\$9,000	\$9,000	\$2,392	\$7,500	\$7,500
		CHECK PRINTING SUPPLIES-MICR AND NON MICR INK								\$7,500
0011301	5135200	Operating Supplies		\$564	\$105	\$500	\$500	\$0	\$0	\$0
0011301	5135400	Books-Subscrp-Membership		\$1,101	\$720	\$1,085	\$1,085	\$0	\$935	\$935
		CAFR APPLICATION								\$600
		FGFOA MEMBERSHIP - 3 @ \$35								\$105
		GFOA MEMBERSHIP - 1 @ \$230								\$230
0011301	5135500	Training		\$225	\$500	\$825	\$825	\$220	\$525	\$525
		FGFOA CONFERENCE								\$225
		FINANCE TRAINING								\$300
<b>Operating Expenditures</b>				<b>\$25,529</b>	<b>\$29,735</b>	<b>\$35,410</b>	<b>\$35,410</b>	<b>\$10,656</b>	<b>\$32,710</b>	<b>\$30,710</b>
<b>Finance - Totals</b>				<b>\$744,300</b>	<b>\$1,019,361</b>	<b>\$996,512</b>	<b>\$996,512</b>	<b>\$466,234</b>	<b>\$1,045,351</b>	<b>\$1,043,351</b>



**SALARY BUDGET  
FY 17/18 POSITION CONTROL**

SS Cap (does not incl Med)  
127,200 CY 2017 7.65% \$12,642 PY \$12,342

COST CENTER/ POSITION TITLE	GRD/ STEP	EMPLOYEE NAME	FY16/17	FY17/18	Health	PART TIME	CTRCT COUNT	TEMP COUNT	Change in FTEs	Annual Salary	12	12	14	15	21	22	23	TOTAL	
			Apprvd FTEs	Proposed FTEs	Insurance FTEs						FY 17/18 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins		
<b>1301 FINANCE</b>																			
ACCOUNTING ASSISTANT-PT	G 09T		0.50	0.50	0.00	0.50				15,852	16,486								
ACCOUNTING CLERK III	G 09T		1.00	1.00	1.00					29,297	30,469							1,828	
ACCOUNTING CLERK III	G 07T		1.00	1.00	1.00					36,768	38,239							2,294	
ACCOUNTING COORDINATOR	G 17T		1.00	1.00	1.00					42,193	43,881							2,633	
ASSISTANT FINANCE DIRECTOR	U UDP		1.00	1.00	1.00					87,725	89,480			600				5,369	
BUDGET ANALYST	N 26N		1.00	1.00	1.00					51,372	53,427							3,206	
CENTRAL PURCH AGENT	G 17T		1.00	1.00	1.00					42,169	43,856							2,631	
CHIEF ACCOUNTANT	U UPD		1.00	1.00	1.00					68,000	70,720			480				4,243	
COORDINATOR III	G 16T		1.00	1.00	1.00					38,590	40,134							2,408	
COORDINATOR III	G 16T		1.00	1.00	1.00					40,161	41,767							2,506	
COORDINATOR III	G 16T		1.00	1.00	1.00					38,226	39,755							2,385	
DIRECTOR-FINANCE	U UPD		1.00	1.00	1.00					115,829	118,146			900				7,089	
FINANCE/PAYROLL SPECIALIST	G 26N		1.00	1.00	1.00					51,373	53,428							3,206	
REVENUE COLLECTION SUPERVISOR	T 26T		1.00	1.00	1.00					51,373	53,428								12
<b>TOTAL</b>			<b>13.50</b>	<b>13.50</b>	<b>13.00</b>	<b>0.50</b>	<b>-</b>	<b>-</b>	<b>###</b>	<b>708,928</b>	<b>733,214</b>	<b>0</b>	<b>15,000</b>	<b>1,980</b>	<b>57,390</b>	<b>40,698</b>	<b>164,359</b>	<b>1,012,641</b>	