BUDGET PREPARATION WORKSHEETS
FOR FISCAL YEAR 13/14
EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 10/11 ACTUAL	FY 11/12 ACTUAL	FY 12/13 AMENDED BUDGET	FY 12/13 6 MONTH ACTUAL	FY 13/14 DEPT REQUEST
General Fund						
Financial & Admin						
Human Resources						
General Government						
Financial/Administrative						
001-1302-513-1200	Regular Salaries & Wages	225,080	248,017	255,480	158,416	274,067
001-1302-513-1400	Overtime	275	0	0	0	0
001-1302-513-1500	Special Pay	600	600	600	250	600
001-1302-513-2100	FICA Taxes	16,275	17,615	19,590	11,467	21,012
001-1302-513-2200	Retirement Contributions	26,891	16,561	22,990	7,149	24,666
001-1302-513-2300	Life & Health Insurance	42,743	44,074	51,560	23,392	58,965
001-1302-513-3100	Professional Services	114,230	86,718	93,575	30,757	204,559

LEVEL	TEXT	TEXT AMT
DEPT	CARE CENTER/EAP 471 EMPLOYEES @ $4/MO	
	12 @ $1,884.00	22,608
	NEW EMPLOYEE/REASONABLE SUSPICION DRUG TESTS	
	100 @ $43.00	4,300
	ATTORNEY FEES: ARBITRATIONS	40,000
	ATTORNEY FEES: LABOR RELATED	25,000
	ATTORNEY FEES: PENSION	5,000
	CLASSIFICATION/COMP STUDY	35,000
	PERFORMANCE EVALUATION PROGRAM	22,651
	EVALUATE CITY PENSION PROGRAM	50,000
		204,559

001-1302-513-4000	Travel & Per Diem	1,745	1,018	3,400	279	2,970

LEVEL	TEXT	TEXT AMT
DEPT	FPHRA ANNUAL TRAINING CONFERENCE - POST & FARIST	2,970
		2,970

001-1302-513-4100	Communications/Postage	46	0	0	0	1,200

LEVEL	TEXT	TEXT AMT
DEPT	POSTAGE EXPENSE ESTIMATED AT $ 100 PER MONTH	1,200
		1,200

001-1302-513-4400	Rentals & Leases	3,899	4,224	3,900	1,624	4,200

LEVEL	TEXT	TEXT AMT
DEPT	COPY MACHINE	
	12 @ $350	4,200
	LEASE WAS UP IN APRIL 2013 EXTRA $25/MO WAS ADDED	
	FOR UPDATED ADF TO USE IN SCANNING PROJECT	
		4,200

001-1302-513-4700	Printing & Binding	80	65	300	0	300

LEVEL	TEXT	TEXT AMT
DEPT	BUSINESS CARDS	300
	NEW DIRECTOR'S CARDS WILL BE TAKEN OUT OF 12/13	
	FUNDS	
		300

001-1302-513-4800	Promotional Expenses	1,025	1,048	1,560	130	2,023

LEVEL	TEXT	TEXT AMT
DEPT	SERVICE ANNIVERSARY AWARDS	
	PLAQUES - (1) 30 YEAR	65
	30 YR CASH AWARD (1) @ $300	300
	12 ENGRAVED WATCHES FOR 20 YEAR	1,658
		2,023

001-1302-513-4900	Other Current Charges	126	50	500	423	1,000

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General Fund						
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LEVEL	TEXT	TEXT AMT
DEPT	CLASSIFIED RECRUITING ADVERTISING	1,000
		1,000

001-1302-513-5100	Office Supplies	2,347	2,431	3,857	2,206	4,188

LEVEL	TEXT	TEXT AMT
DEPT	ID BADGE CARDS (ALL EXPIRE)	
	2 @ $115	230
	ID BADGE RIBBONS	
	6 @ $75	450
	ID CLIPS	
	2 @ $36	72
	PRINTER/COPIER PAPER	
	24 @ $39	936
	GENERAL OFFICE SUPPLIES - CARTRIDGES TAPE MISC	2,500
		4,188

001-1302-513-5200	Operating Supplies	0	0	0	46	0
001-1302-513-5400	Books,Subscrp,Membership	1,494	1,585	2,350	777	2,680

LEVEL	TEXT	TEXT AMT
DEPT	HR PROFESSIONAL MEMBERSHIPS - FL PUBLIC EMPL LABOR	950
	FLSA MANUAL UPDATE	550
	CONFERENCE REGISTRATION FEES (POST & FARIST)	850
	SHRM - POST	150
	FLSHRM - POST	180
	NOT ALL 12/13 FUNDS WERE USED BY GILBERT - SHE DID	
	NOT WANT TO RENEW HER MEMBERSHIPS SINCE SHE WOULD	
	RETIRE 3/1	
		2,680

001-1302-513-5500	Training	0	6,968	8,000	736	8,250

LEVEL	TEXT	TEXT AMT
DEPT	MANAGEMENT & LEADERSHIP (SUPERVISORS & MANAGERS)	7,500
	NEW HIRE ORIENTATION THUMB DRIVES	750
		8,250

*	436,856	430,974	467,662	237,653	610,680
**** Human Resources	436,856	430,974	467,662	237,653	610,680