



City and Borough of Sitka

MANAGEMENT INFORMATION
SYSTEMS FUND

FISCAL YEAR 2018

Operating Budget

This page intentionally left blank.

MANAGEMENT INFORMATION SYSTEMS FUND - SUMMARY BY EXPENDITURE TYPE

Summary

	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Amended Budget	2018 Budget
Revenue					
State Revenue	\$ 31,265.11	\$ 15,920.92	\$ 16,153.29	\$ -	\$ -
Federal Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Services	\$ 778,015.92	\$ 786,586.80	\$ 1,233,612.00	\$ 1,135,022.00	\$ 1,170,001.00
Other Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Uses of Property & Investments	\$ 9,247.08	\$ 8,464.91	\$ 10,081.33	\$ 9,000.00	\$ 500.00
Interfund Billings	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 235.70	\$ -	\$ 779.21	\$ -	\$ -
Cash Basis Receipts	\$ 105,000.00	\$ 48,500.00	\$ -	\$ -	\$ -
Revenue Totals	\$ 923,763.81	\$ 859,472.63	\$ 1,260,625.83	\$ 1,144,022.00	\$ 1,170,501.00
Expenditures					
Salaries and Wages	\$ 199,847.94	\$ 177,900.16	\$ 200,640.12	\$ 266,292.76	\$ 271,812.48
Fringe Benefits	\$ 187,123.53	\$ 139,645.17	\$ 191,074.40	\$ 150,690.10	\$ 156,119.31
Operating Expenses	\$ 371,301.91	\$ 512,422.24	\$ 591,207.89	\$ 606,098.00	\$ 613,387.00
Cash Basis Expenditures	\$ 580.00	\$ -	\$ -	\$ 168,449.56	\$ 50,967.00
Expenditure Totals	\$ 758,853.38	\$ 829,967.57	\$ 982,922.41	\$ 1,191,530.42	\$ 1,092,285.79
Fund Total: MIS Fund	\$ 164,910.43	\$ 29,505.06	\$ 277,703.42	\$ (47,508.42)	\$ 78,215.21

MANAGEMENT INFORMATION SYSTEMS FUND - SUMMARY BY DEPARTMENT

Summary

	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Amended Budget	2018 Budget
Revenue					
State Revenue	\$ 31,265.11	\$ 15,920.92	\$ 16,153.29	\$ -	\$ -
Federal Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Services	\$ 778,015.92	\$ 786,586.80	\$ 1,233,612.00	\$ 1,135,022.00	\$ 1,170,001.00
Other Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Uses of Property & Investments	\$ 9,247.08	\$ 8,464.91	\$ 10,081.33	\$ 9,000.00	\$ 500.00
Interfund Billings	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 235.70	\$ -	\$ 779.21	\$ -	\$ -
Cash Basis Receipts	\$ 105,000.00	\$ 48,500.00	\$ -	\$ -	\$ -
Revenue Totals	\$ 923,763.81	\$ 859,472.63	\$ 1,260,625.83	\$ 1,144,022.00	\$ 1,170,501.00
Expenditures					
Operations	\$ 747,860.88	\$ 823,133.73	\$ 977,709.99	\$ 1,020,358.86	\$ 1,040,325.79
Debt Payments	\$ 10,412.50	\$ 6,833.84	\$ 5,212.42	\$ 51,960.00	\$ 51,960.00
Fixed Asset Acquisition	\$ 580.00	\$ -	\$ -	\$ 119,211.56	\$ -
Transfers to Capital Projects and Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Totals	\$ 758,853.38	\$ 829,967.57	\$ 982,922.41	\$ 1,191,530.42	\$ 1,092,285.79
Fund Total: MIS Fund	\$ 164,910.43	\$ 29,505.06	\$ 277,703.42	\$ (47,508.42)	\$ 78,215.21

MANAGEMENT INFORMATION SYSTEMS FUND

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Amended Budget	2018 Budget
Fund 300 - Data Processing Fund						
<i>Salaries and Wages</i>						
5110.001	Regular Salaries/Wages	191,256.62	163,337.04	189,299.26	266,292.76	271,812.48
5110.002	Holidays	3,626.88	4,319.28	5,230.80	.00	.00
5110.003	Sick Leave	4,403.44	9,643.84	5,382.30	.00	.00
5110.004	Overtime	.00	.00	207.76	.00	.00
5110.010	Temp Wages	561.00	600.00	520.00	.00	.00
<i>Salaries and Wages Totals</i>		\$199,847.94	\$177,900.16	\$200,640.12	\$266,292.76	\$ 271,812.48
<i>Fringe Benefits</i>						
5120.001	Annual Leave	28,857.76	18,931.77	18,478.01	8,096.00	12,008.00
5120.002	SBS	13,512.97	12,982.76	13,964.47	16,813.83	17,453.14
5120.003	Medicare	1,891.67	2,768.56	3,303.19	3,977.18	4,128.45
5120.004	PERS	78,053.93	62,063.07	124,057.82	58,364.24	59,798.71
5120.005	Health Insurance	63,706.24	41,889.60	30,052.76	61,885.20	61,074.24
5120.006	Life Insurance	42.48	40.12	39.07	36.36	47.64
5120.007	Workmen's Compensation	1,058.48	969.29	1,179.08	1,517.29	1,609.13
<i>Fringe Benefits Totals</i>		\$187,123.53	\$139,645.17	\$191,074.40	\$150,690.10	\$ 156,119.31
<i>Operating Expenses</i>						
5201.000	Training and Travel	14,613.27	15,088.26	24,990.72	29,909.00	14,000.00
5204.000	Telephone	3,747.20	1,393.00	9,093.42	42,720.00	116,880.00
5204.001	Cell Phone Stipend	50.00	500.00	600.00	900.00	900.00
5205.000	Insurance	3,386.69	4,043.59	4,203.41	4,045.00	4,045.00
5206.000	Supplies	6,752.08	3,914.65	9,099.64	12,000.00	10,000.00
5207.000	Repairs & Maintenance	134,428.06	125,221.91	185,246.54	162,000.00	154,000.00
5212.000	Contracted/Purchased Serv	28,112.32	164,086.57	151,094.20	153,300.00	139,206.00
5214.000	Interdepartment Services	106,301.04	105,423.00	105,423.00	110,602.00	110,602.00
5221.000	Transportation/Vehicles	2,700.00	1,800.00	975.00	900.00	900.00
5222.000	Postage	73.96	47.05	197.24	.00	.00
5223.000	Tools & Small Equipment	60,333.46	82,085.11	95,092.84	87,000.00	52,700.00
5224.000	Dues & Publications	375.00	.00	.00	.00	.00
5290.000	Other Expenses	16.33	1,985.26	(20.54)	.00	9,161.00
5295.000	Interest Expense	10,412.50	6,833.84	5,212.42	2,722.00	993.00
<i>Operating Expenses Totals</i>		\$371,301.91	\$512,422.24	\$591,207.89	\$606,098.00	\$ 613,387.00
<i>Cash Basis Expenditures</i>						
7106.000	Fixed Assets-Machinery	580.00	.00	.00	119,211.56	.00
7301.000	Note Principal Payments	.00	.00	.00	49,238.00	50,967.00
<i>Cash Basis Expenditures Totals</i>		\$580.00	\$0.00	\$0.00	\$168,449.56	\$ 50,967.00
Fund 300 - Data Processing Fund Totals		\$758,853.38	\$829,967.57	\$982,922.41	\$1,191,530.42	\$ 1,092,285.79

City and Borough of Sitka
Management Information Systems Fund

Pro Forma Financial Projection

FY2015, FY2016, FY2017 (Original), FY2017 (Projected), and FY2018 Proposed

<u>Operations</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017 Original</u>	<u>FY2017 Projected</u>	<u>FY2018 Proposed</u>
Revenues	926,018	1,250,545	1,135,000	1,135,784	1,170,001
Costs of Operations	<u>(999,703)</u>	<u>(1,101,495)</u>	<u>(1,104,200)</u>	<u>(1,144,142)</u>	<u>(1,164,110)</u>
Gross Margin	(73,685)	149,050	30,800	(8,358)	5,891
Administrative Expenses	-	-	-	-	-
Interest Expense	(6,834)	(5,212)	(4,400)	(2,722)	(993)
Other Income/(Expenses)	<u>1,434</u>	<u>7,234</u>	<u>6,700</u>	<u>-</u>	<u>500</u>
Net Operating Income	(79,085)	151,072	33,100	(11,080)	5,398
Depreciation	104,830	123,785	104,800	123,784	123,784
Debt Principal Repayment	<u>(46,236)</u>	<u>(47,949)</u>	<u>(47,500)</u>	<u>(49,238)</u>	<u>(50,967)</u>
Operating Cash Flow	<u>(20,491)</u>	<u>226,908</u>	<u>90,400</u>	<u>63,466</u>	<u>78,215</u>
<u>Capital Expenditures</u>					
Grant Revenue	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Use of Designated Working Capital	<u>126,267</u>	<u>542,673</u>	<u>-</u>	<u>10,548</u>	<u>-</u>
Total Capital expenditure Funding	126,267	542,673	-	10,548	-
Capital Expenditures	<u>(126,267)</u>	<u>(542,673)</u>	<u>-</u>	<u>(10,548)</u>	<u>-</u>
<u>Working Capital</u>					
Beginning Total Working Capital	395,482	249,996	297,896	41,432	94,350
Operating Cash Flow	(20,491)	226,908	90,400	63,466	78,215
Capital Expenditures and Other Balance Sheet Changes	<u>(124,995)</u>	<u>(435,472)</u>	<u>-</u>	<u>(10,548)</u>	<u>-</u>
Ending Working Total Working Capital	<u>249,996</u>	<u>41,432</u>	<u>388,296</u>	<u>94,350</u>	<u>172,565</u>
Beginning Working Capital Designated for Capital Expenditures	94,000	-	-	-	-
New Designations Of Working Capital For Capital Expenditures	32,267	542,673	-	10,548	-
Expenditures of Designated Working Capital For Capital expenditures	<u>(126,267)</u>	<u>(542,673)</u>	<u>-</u>	<u>(10,548)</u>	<u>-</u>
Ending Working Capital Designated for Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning Undesignated Working Capital	395,482	249,996	297,896	41,432	94,350
Increases/(Decreases)	<u>(145,486)</u>	<u>(208,564)</u>	<u>90,400</u>	<u>52,918</u>	<u>78,215</u>
Ending Unesignated Working Capital	<u>249,996</u>	<u>41,432</u>	<u>388,296</u>	<u>94,350</u>	<u>172,565</u>