

City and Borough of Sitka
Sitka, Alaska

FY2013 Budget

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

<u>Account Number</u>	<u>Expense Description</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Projections</u>	<u>2013 Budget</u>
Salaries and Benefits					
5110.001	Salaries & Wages	\$ 741,557	\$ 834,214	\$ 758,564	\$ 828,044
5110.004	Overtime	\$ 1,004	\$ 1,500	\$ 1,190	\$ 1,500
5110.010	Temporary Employees	\$ 15,961	\$ -	\$ 7,286	\$ -
5120.000	Benefits	\$ 597,836	\$ 602,350	\$ 584,247	\$ 575,672
	Total Salaries & Benefits	\$ 1,356,359	\$ 1,438,065	\$ 1,351,287	\$ 1,405,216
Non-personnel Operation Outlays					
5201.000	Travel and Training	\$ 8,667	\$ 9,000	\$ 17,000	\$ 5,500
5202.000	Uniform Allowance	\$ -	\$ -	\$ -	\$ -
5203.000	Utilities	\$ -	\$ -	\$ -	\$ -
5203.005	Heating Fuel	\$ -	\$ -	\$ -	\$ -
5204.000	Telephone	\$ 380	\$ -	\$ 1,412	\$ -
5205.000	Insurance	\$ -	\$ -	\$ -	\$ -
5206.000	Supplies	\$ 16,388	\$ 15,400	\$ 15,400	\$ 12,800
5207.000	Repairs and Maintenance	\$ -	\$ 1,500	\$ 2,324	\$ 1,500
5211.000	MIS Fees	\$ 91,429	\$ 92,036	\$ 91,990	\$ 92,036
5212.000	Contracted/Purchased Services	\$ 108,305	\$ 84,050	\$ 123,750	\$ 71,500
5214.000	Indepartment Services	\$ -	\$ -	\$ -	\$ -
5221.000	Transportation/Vehicles	\$ -	\$ 250	\$ 1,331	\$ 295
5222.000	Postage	\$ (1)	\$ -	\$ -	\$ -
5223.000	Tools & Small Equip.	\$ 106	\$ 3,550	\$ 5,188	\$ -
5224.000	Dues & Publications	\$ 1,371	\$ 2,000	\$ 2,294	\$ 1,400
5226.000	Advertising	\$ 839	\$ 550	\$ 3,226	\$ 950
5227.002	Rentals-Building/Equipment	\$ -	\$ -	\$ -	\$ -
5290.000	Other Expenditures	\$ 797	\$ 1,550	\$ 21,700	\$ 1,500
	Total Non-personnel Operating Outlays:	\$ 228,279	\$ 209,886	\$ 285,615	\$ 187,481
	Total Operating Outlays:	\$ 1,584,637	\$ 1,647,951	\$ 1,636,902	\$ 1,592,697

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TRAVEL AND TRAINING		
500-004-5201.000	AGFOA - Fall conference - 2 employees	\$ 2,000
	AGFOA - Spring conference - 2 employees	\$ 2,000
	GFOA Class - Controller	\$ 1,500
	Subtotal	\$ 5,500
SUPPLIES		
500-004-5206.000	Office Supplies	\$ 6,500
	Budget Supplies	\$ 2,700
	Forms	\$ 1,500
	CAFR Supplies	\$ 1,500
	Cut off notice bags	\$ 600
	Subtotal	\$ 12,800
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	\$ 6,000
	Ambulance Billing	\$ 25,000
	State of Alaska - Annual Fees	\$ 500
	Subtotal	\$ 71,500
TOOLS & SMALL EQUIPMENT		
500-004-5223.000		
	Subtotal	\$ -
DUES AND PUBLICATIONS		
500-004-5224.000	AGFOA dues	\$ 475
	GFOA dues	\$ 300
	Publications, etc.	\$ 500
	Northern Credit Services Dues	\$ 125
	Subtotal	\$ 1,400

**FINANCE DEPARTMENT
ITEMIZED EXPENDITURES**

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	ADVERTISING	
500-004-5226.000	Sales Tax	\$ 400
	State Assistance	\$ 400
	Budget	\$ 150
	Subtotal	\$ 950
	OTHER EXPENSES	
500-004-5290.000	Employee Appreciation	\$ 50
	Employee Wellness Program	\$ 1,450
	Subtotal	\$ 1,500