Clerk

General Ledger Code/Description	FY2015 Adopted	YTD @08/15/15	FY2016 Proposed	VARIANCE	
NON-DISCRETIONARY EXPENSES:					
Personnel Expenses					
001.03.512.12100 F/T SALARIES - VILLAGE CLERK	$123,033	$107,603	$123,648	$615	0.5%
001.03.512.12200 F/T SALARIES - CLERK/TYPIST/IMAGING TECH	$51,802	$43,576	$52,061	$259	0.5%
001.03.512.21100 PAYROLL TAXES	$13,375	$11,165	$13,442	$67	0.5%
001.03.512.22100 RETIREMENT CONTRIBUTIONS	$20,980	$18,443	$21,085	$105	0.5%
001.03.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	$12,770	$11,390	$13,216	$446	3.5%
001.03.512.24100 WORKERS COMPENSATION	$344	$312	$403	$59	17.2%
001.03.512.45000 INSURANCE PROPERTY & LIABILITY	$10,431	$9,547	$10,431	$0	0.0%
TOTAL NON-DISCRETIONARY EXPENSES	**$232,735**	**$202,036**	**$234,286**	**$1,551**	**0.7%**
DISCRETIONARY EXPENSES:					
001.03.512.34100 CONTRACT SERVICES - FACILITY MGMT	$6,108	$5,679	$6,108	$0	0.0%
001.03.512.40000 TRAVEL & PER DIEM	$9,448	$6,248	$9,448	$0	0.0%
001.03.512.41100 COMMUNICATIONS - WEBSITE	$3,685	$4,950	$4,400	$715	19.4%
001.03.512.41200 COMMUNICATIONS	$6,310	$6,278	$6,780	$470	7.4%
001.03.512.42000 FREIGHT & POSTAGE	$1,000	$1,004	$1,000	$0	0.0%
001.03.512.43000 UTILITIES	$8,500	$7,589	$8,500	$0	0.0%
001.03.512.44000 RENTALS & LEASES	$1,633	$1,958	$2,133	$500	30.6%
001.03.512.46100 REPAIR & MAINTENANCE-VILLAGE HALL	$5,619	$3,251	$5,619	$0	0.0%
001.03.512.47100 PRINTING, BINDING & IMAGING	$5,000	$4,660	$5,000	$0	0.0%
001.03.512.49100 OTHER CURR. CHARGES-ORDINANCE CODIFICATI	$3,500	$3,681	$3,500	$0	0.0%
001.03.512.49200 OTHER CURR. CHARGES-ELECTION EXPENSES	$15,000	$3,213	$10,000	($5,000)	-33.3%
001.03.512.49300 OTHER CURR. CHARGES- ELECTION ADVERTISINC	$15,000	$14,057	$10,000	($5,000)	-33.3%
001.03.512.49400 OTHER CURR. CHARGES-LEGAL ADVERTISING	$50,000	$21,770	$50,000	$0	0.0%
001.03.512.49800 VIDEO STREAMING	$9,600	$2,737	$9,600	$0	0.0%
001.03.512.51000 OFFICE SUPPLIES	$5,000	$4,033	$5,000	$0	0.0%
001.03.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	$1,090	$830	$1,090	$0	0.0%
001.03.519.64100 CAPITAL OUTLAY	**$1,000**	**$0**	**$1,000**	**$0**	**0.0%**
TOTAL DISCRETIONARY EXPENSES	**$147,493**	**$91,938**	**$139,178**	**($8,315)**	**-5.6%**
GRAND TOTAL CLERK'S OFFICE	**$380,228**	**$293,974**	**$373,464**	**($6,764)**	**-1.8%**

BUDGET WORKSHEET	Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time(F/T) and part-time(P/T) employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.		
			REGULAR SALARIES OBJECT CODE 12.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(12.100) Village Clerk	$123,033	$107,603	$123,648
(12.200) Assistant to Clerk	$51,802	$43,576	$52,061
REGULAR SALARIES TOTAL	$174,835	$151,179	$175,709

BUDGET WORKSHEET	Social Security matching/Medicare matching.		
			FICA TAXES OBJECT CODE 21.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(21.100) Fica Taxes - 7.65%	$13,375	$11,165	$13,442
FICA TAXES TOTAL	**$13,375**	**$11,165**	**$13,442**

BUDGET WORKSHEET	Amounts contributed to a retirement fund		
			RETIREMENT CONTRIBUTIONS OBJECT CODE 22.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(22.100) Retirement Contribution - 12%	$20,980	$18,443	$21,085
RETIREMENT CONTRIBUTION TOTAL	$20,980	$18,443	$21,085

BUDGET WORKSHEET	Includes life and health insurance premiums and benefits paid for employees.		
			LIFE AND HEALTH INSURANCE OBJECT CODE 23.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(23.100) Insurance		**$11,390**	
Life Insurance/Long Term Disability	$770		$1,216
Health Insurance	$12,000		$12,000
LIFE AND HEALTH INSURANCE TOTAL	**$12,770**	**$11,390**	**$13,216**

BUDGET WORKSHEET	Premiums and benefits paid for Workers' Compensation insurance.		
			WORKERS' COMPENSATION OBJECT CODE 24.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(24.100) Worker's Compensation	$344	$312	$403
WORKERS' COMPENSATION TOTAL	$344	$312	$403

BUDGET WORKSHEET	Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.		
			OTHER CONTRACTUAL SERVICES
			OBJECT CODE 34.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(34.100) Maintenance Contract - Coastal	$6,108	$5,679	$6,108
2.3% Manager, **2.3% Clerk**, 6.6% BZP, 13.3% Police, 6.6% Fire, 2.3% PW, 66.6% Comm Ctr.			
OTHER CONTRACTUAL SERVICES TOTAL	**$6,108**	**$5,679**	**$6,108**

BUDGET WORKSHEET	This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.		
			TRAVEL AND PER DIEM OBJECT CODE 40.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(40.000) Travel			
Travel & Per Diem	$3,400	$2,200	$3,400
Transponder Renewal (residential)	$48	$48	$48
Auto Allowance	$6,000	$4,000	$6,000
TRAVEL & PER DIEM TOTAL	**$9,448**	**$6,248**	**$9,448**

BUDGET WORKSHEET	Internet services, communication devices and communication accessories as well as for service plans for long distance and local service. Similarly, this code should include charges to maintain the phone systems within the facility and any other electronic signal.		
			COMMUNICATIONS OBJECT CODE 41.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(41.100) Website consulting	**$3,685**	**$4,950**	**$4,400**
(41.200) Communications			
AT&T	$1,500	$1,230	$1,300
Verizon	$1,500	$1,426	$1,500
Mitel	$100	$63	$100
Comcast	$50	$26	$50
GotoMyPC	$180	$179	$180
Office 365	$950	$774	$850
Suncom	$1,030	$1,200	$1,300
Internet	$1,000	$1,380	$1,500
Subtotal	**$6,310**	**$6,278**	**$6,780**
COMMUNICATIONS TOTAL	**$9,995**	**$11,228**	**$11,180**

BUDGET WORKSHEET	Use for freight and express charges along with drayage, postage, and messenger service.		
			FREIGHT & POSTAGE OBJECT CODE 42.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(42.000) Freight & Postage			
Fedex	**$1,000**	**$1,004**	**$1,000**
FREIGHT AND POSTAGE TOTAL	**$1,000**	**$1,004**	**$1,000**

BUDGET WORKSHEET	Electricity, gas, water, waste disposal, and other public utility services.		
			UTILITY SERVICES OBJECT CODE 43.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(43.100) Electric Service	**$6,500**	**$5,942**	**$6,500**
50% Police, 25% BZP, 8.33% Mgr, 8.33% Clerk, 8.33% P.W.			
(43.200) Water Service	**$1,900**	**$1,647**	**$1,900**
50% Police, 25% BZP, 8.33% Mgr, 8.33% Clerk, 8.33% P.W.			
(44.300) Contingency	**$100**		**$100**
UTILITY SERVICES TOTAL	**$8,500**	**$7,589**	**$8,500**

BUDGET WORKSHEET	Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.		
			RENTAL AND LEASES OBJECT CODE 44.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(44.100) Copier Lease	**$600**	**$1,058**	**$1,100**
(44.400) Plant Care	**$957**	**$850**	**$957**
(44.500) Pitney Bowes	**$76**	**$50**	**$76**
RENTALS AND LEASES TOTAL	**$1,633**	**$1,958**	**$2,133**

BUDGET WORKSHEET	Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.		
			INSURANCE OBJECT CODE 45.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(45.000) Insurance			
Property/General Liability Insurance	$10,136	$9,252	$10,136
Flood Insurance	$295	$295	$295
INSURANCE TOTAL	**$10,431**	**$9,547**	**$10,431**

BUDGET WORKSHEET	The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.		
			REPAIRS AND MAINTENANCE OBJECT CODE 46.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(46.100) Building Maintenance - Village Hall	$5,619		$5,619
Qtly Fire Alarm Service		$244	
Lights/filters		$119	
Fire Extinguisher inspection		$106	
Semi Annual Sprinkler Alarm(All Fire)		$74	
Turtle fountain maint (ozone water)		$19	
Quarterly elevator maint		$211	
AC maintenance		$167	
Consumable supplies		$733	
Roof Repairs		$174	
Mat services		$648	
Pest Control		$250	
Card Reader		$118	
Electrical Services		$238	
Lightning protection		$142	
Plumber		$8	
Split:			
50% Police, 25% BZP, 8.33% Mgr, **8.33% Clerk**, 8.33% P.W.			
REPAIRS AND MAINTENANCE TOTAL	**$5,619**	**$3,251**	**$5,619**

BUDGET WORKSHEET	Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.		
			PRINTING AND BINDING OBJECT CODE 47.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(47.100) Printing & Binding			
Imaging Equipment/Supplies	**$5,000**	**$4,660**	**$5,000**
PRINTING AND BINDING TOTAL	**$5,000**	**$4,660**	**$5,000**

BUDGET WORKSHEET	Includes current charges and obligations not otherwise classified.		
	OTHER CURRENT CHARGES AND OBLIGATIONS OBJECT CODE 49.000		
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(49.100) Ordinance Codification	$3,500	$3,681	$3,500
(49.200) Election Expense	$15,000	$3,213	$10,000
(49.300) Election Advertising	$15,000	$14,057	$10,000
(49.400) Legal Advertising	$50,000	$21,770	$50,000
(49.800) Video Streaming	$9,600	$2,737	$9,600
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	$93,100	$45,458	$83,100

BUDGET WORKSHEET	This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.		
			OFFICE SUPPLIES OBJECT CODE 51.000
DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(51.000) Office Supplies	$5,000	$4,033	$5,000
OFFICE SUPPLIES TOTAL	$5,000	$4,033	$5,000

BUDGET WORKSHEET	Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS

OBJECT CODE 54.000

DESCRIPTION	ADOPTED FY2015	YTD @08/15/15	Proposed FY2016
(54.100) Memberships & Dues			
IIMC	$160	$155	$160
MDC MC	$25	$25	$25
IIMC Conference	$600	$575	$600
Miscellaneous	$230		$230
FACC	$75	$75	$75
BLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	**$1,090**	**$830**	**$1,090**

BUDGET WORKSHEET	Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.		
			MACHINERY AND EQUIPMENT OBJECT CODE 64.000
DESCRIPTION	**ADOPTED FY2015**	**YTD @08/15/15**	**Proposed FY2016**
(64.100) Capital Outlay	**$1,000**		**$1,000**
Scanner		$6,483	
MACHINERY AND EQUIPMENT TOTAL	**$1,000**	**$6,483**	**$1,000**