

Manager

General Ledger Code/Description	FY2014	YTD	FY2015	VARIANCE	
	Adopted	@4/30/2014	Proposed		
001.02.512.12100 F/T SALARIES - VILLAGE MANAGER	\$185,636	\$102,814	\$185,636	\$0	0.0%
001.02.512.12200 F/T SALARIES - FINANCE DIRECTOR	\$114,220	\$62,184	\$122,800	\$8,580	7.5%
001.02.512.12300 F/T - CHIEF OF STAFF/DEPUTY CLERK	\$88,274	\$48,890	\$90,481	\$2,207	2.5%
001.02.512.12400 F/T - HUMAN RESOURCES COORDINATOR	\$82,214	\$45,534	\$84,269	\$2,055	2.5%
001.02.512.12500 F/T SALARIES - IT ADMINISTRATOR	\$85,809	\$47,525	\$87,955	\$2,146	2.5%
001.02.512.12600 F/T SALARIES - ADMINISTRATIVE SERVICES MANAGER	\$18,157	\$10,550	\$19,651	\$1,494	8.2%
001.02.512.12700 F/T SALARIES - ASSISTANT TO IT ADMINISTRATOR	\$0	\$13,155	\$36,910	\$36,910	100.0%
001.02.512.13100 P/T - I.T. ASSISTANT	\$27,500	\$0	\$0	(\$27,500)	-100.0%
001.02.512.21100 PAYROLL TAXES	\$46,038	\$23,609	\$48,019	\$1,981	4.3%
001.02.512.22100 RETIREMENT CONTRIBUTIONS	\$68,917	\$36,359	\$75,324	\$6,407	9.3%
001.02.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	\$43,445	\$22,159	\$45,090	\$1,645	3.8%
001.02.512.24100 WORKERS COMPENSATION	\$1,023	\$591	\$1,242	\$219	21.4%
001.02.512.31100 PROFESSIONAL SERVICES - APPRAISER	\$5,000	\$12,000	\$5,000	\$0	0.0%
001.02.512.32100 ACC. & AUD. - INDEPENDENT AUDITORS	\$58,000	\$56,450	\$58,000	\$0	0.0%
001.02.512.32200 ACC. & AUD. - ACCOUNTING & PAYROLL	\$114,737	\$66,930	\$114,737	\$0	0.0%
001.02.512.32300 ACC. & AUD. - FINANCIAL ADVISOR	\$50,000	\$12,500	\$50,000	\$0	0.0%
001.02.512.34100 CONTRACT SERVICES - FACILITY MAINTENANCE	\$6,108	\$3,681	\$6,108	\$0	0.0%
001.02.512.40100 TRAVEL & PER DIEM	\$8,680	\$4,760	\$17,680	\$9,000	103.7%
001.02.512.41100 COMMUNICATIONS - WEBSITE MAINTENANCE	\$4,685	\$4,681	\$4,685	\$0	0.0%
001.02.512.41200 COMMUNICATIONS	\$12,474	\$5,639	\$12,474	\$0	0.0%
001.02.512.42100 FREIGHT & POSTAGE	\$3,000	\$887	\$3,000	\$0	0.0%
001.02.512.43000 UTILITIES	\$8,500	\$3,656	\$8,500	\$0	0.0%
001.02.512.44100 RENTALS & LEASES	\$8,127	\$4,415	\$8,128	\$1	0.0%
001.02.512.45000 INSURANCE PROPERTY & LIABILITY	\$10,534	\$7,032	\$11,061	\$527	5.0%
001.02.512.46100 REPAIR & MAINTENANCE - VILLAGE HALL	\$5,915	\$2,462	\$5,915	(\$0)	0.0%
001.02.512.47100 PRINTING & BINDING	\$2,840	\$1,099	\$2,840	\$0	0.0%
001.02.512.48300 CHAMBER OF COMMERCE	\$67,557	\$33,779	\$77,500	\$9,943	14.7%
001.02.512.49100 CURR. CHARGES-VIDEOGRAPHER & EQUIP.	\$55,000	\$29,855	\$55,000	\$0	0.0%
001.02.512.51100 OFFICE SUPPLIES	\$12,000	\$2,227	\$12,000	\$0	0.0%
001.02.512.52000 OPERATING SUPPLIES	\$38,600	\$19,944	\$37,600	(\$1,000)	-2.6%
001.02.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	\$6,660	\$3,061	\$7,134	\$474	7.1%
001.02.512.64100 CAPITAL OUTLAY - EQUIPMENT	\$3,000	\$0	\$3,000	\$0	0.0%
001.02.512.64200 CAPITAL OUTLAY - FURNITURE & FIXTURES	\$1,000	\$0	\$1,000	\$0	0.0%
001.02.512.99100 CONTINGENCY	\$55,000	\$31,739	\$55,000	\$0	0.0%
Total Manager	\$1,298,650	\$720,167	\$1,353,739	\$55,089	4.2%

Revenues:

001.00.316.00300 LOCAL BUSINESS TAX RECEIPT	\$121,100	\$123,282	\$123,218	\$2,118	2%
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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 FY2014	YTD @4/30/2014	PROPOSED FY2015
(40.100) Travel & Per Diem			
National League of Cities	\$550		\$550
Tallahassee	\$550		\$550
Florida Association of City Clerks	\$550		\$550
Miami Dade County League of Cities	\$550	\$130	\$550
Transponder renewal (commuter rate)	\$480	\$420	\$480
Car Allowance (2)	\$6,000	\$4,000	\$12,000
FGFOA Conference		\$210	\$500
National Hurricane Conference			\$2,000
Miami Foundation- The Good Gov't Initiative			\$500
TRAVEL & PER DIEM TOTAL	\$8,680	\$4,760	\$17,680

BUDGET WORKSHEET

Freight and express charges along with drayage, postage, and messenger service.

FREIGHT & POSTAGE

OBJECT CODE 42.000

DESCRIPTION	ADOPTED FY2014	YTD @4/30/2014	PROPOSED FY2015
(42.100) Postage	\$3,000	\$887	\$3,000
FREIGHT & POSTAGE TOTAL	\$3,000	\$887	\$3,000

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 FY2014	YTD @4/30/2014	PROPOSED FY2015
(46.100) Building Maintenance - Village Hall			
All Fire (annual sprinkler maint)	\$150	\$38	\$150
Red Hawk (quarterly sprinkler alarm)	\$141	\$107	\$141
Ozone Water (turtle fountain maint)	\$120	\$183	\$120
Schindler Elevator (quarterly elevator maint)	\$260	\$136	\$260
Sno White (mat service)	\$572	\$299	\$572
Southern Comfort (quarterly AC maintenance)	\$200	\$72	\$200
Zephyrhills Water	\$288	\$147	\$288
Cleaning Supplies: Paper, Soap, Cups, Plates, etc.	\$4,184	\$1,212	\$4,184
Locksmith		\$268.00	
Filters		\$61.00	
A/C Repairs		\$118.00	
Door repairs		\$152.00	
Split:			
50% Police, 25% BZP, 8.33% Mgr, 8.33% Clerk, 8.33% P.W.			
REPAIRS & MAINTENANCE TOTAL	\$5,915	\$2,462	\$5,915

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

**OPERATING SUPPLIES
OBJECT CODE 52.000**

DESCRIPTION	ADOPTED FY2014	YTD @4/30/2014	PROPOSED FY2015
(52.100) Operating Supplies			
Budget Award	\$500		\$500
ADP Payroll Processing	\$15,600	\$7,120	\$15,600
Annual Software Renewals	\$8,000	\$6,990	\$8,000
Manager's Expenses-K-8 School Volunteer Program	\$2,500	\$550	\$2,500
Employees of the Year	\$500		\$500
GFOA - CAFR Award	\$500		\$500
Bank service charges (Northern, SunTrust, BB&T)	\$5,000	\$2,749	\$5,000
Video Supplies	\$1,500		\$1,500
Miscellaneous:	\$2,500	\$1,888	\$2,500
Sam's Club supplies		\$257	
Winn Dixie Store Supplies		\$144	
Operating Supplies for Pitney Bowes Machine			
Projector			
(52.300) Uniforms/Village Shirts	\$2,000	\$246	\$1,000
OPERATING SUPPLIES TOTAL	\$38,600	\$19,944	\$37,600

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.

SUBSCRIPTIONS & MEMBERSHIPS

OBJECT CODE 54.000

DESCRIPTION	ADOPTED FY2014	YTD @4/30/2014	PROPOSED FY2015
(54.100) Subscriptions & Memberships			
Florida League of Cities (Mgr)	\$500	\$402	\$500
Florida Shore & Beach Preservation (Mgr)	\$500		\$500
ICMA (Mgr)	\$1,400	\$1,400	\$1,400
MDCCMA (Mgr & Chief of Staff)	\$600		\$600
Miami Dade League of Cities (Mgr)	\$1,250		\$1,250
National League of Cities (Mgr)	\$1,000		\$1,000
Progressive Business Publications	\$310		\$310
International Institute Municipal Clerks (Chief of Staff)	\$75		\$75
Florida Association of City Clerks (Chief of Staff)	\$75		\$75
FGFOA (Mgr & Finance Director)	\$200	\$35	\$200
Miami Dade Broadband (IT Administrator)	\$750	\$750	\$750
Sarma/MAF Background		\$61	\$61
Grant Writing		\$213	\$213
Other		\$200	\$200
EDUCATION & TRAINING TOTAL	\$6,660	\$3,061	\$7,134

BUDGET WORKSHEET		Reserved for contingent events, conditions or emergencies that are unanticipated.	
OTHER USES			
OBJECT CODE 99.000			
DESCRIPTION	ADOPTED FY2014	YTD @4/30/2014	PROPOSED FY2015
(99.100) Contingency for Emergencies:	\$55,000		\$55,000
Manager's car rental		\$3,546	
Convention Bags/Sony Ericsson Open			
Int'l Hispanic Theatre Festival Sponsor			
IT/Move to Cloud			
Biscayne Waterkeeper			
Aerials of Beach		\$357	
Annual WENS Service			
Bridge Evaluation Report- New Millenium			
Employee Service Pins			
Gabriel Roeder Smith, Actuarial Data Reporting			
K thru 8 PTSA Village Hall Field Trip		\$1,963	
K-8 Anti Bullying			
Key Biscayne Chamber- Horizons Magazine			
Land Feasibility Study			
MAST Field Trip			
MAST Mail-out			
Miami Dade County League of Cities Gala		\$1,500	
H&R Paving Mutual Release Agreement		\$5,000	
Message Board Rental		\$2,400	
Classification & Compensation Study		\$7,600	
Outdoor Alerting System Replacement		\$6,741	
Thanksgiving Luncheon		\$2,632	
CONTINGENCY TOTAL	\$55,000	\$31,739	\$55,000