

## Manager

General Ledger Code/Description	FY 2015 Adopted	YTD @05/31/15	FY 2016 Proposed	VARIANCE	
<b>NON-DISCRETIONARY EXPENSES:</b>					
001.02.512.12100 F/T SALARIES - VILLAGE MANAGER	\$190,277	\$119,124	\$191,228	\$951	0.5%
001.02.512.12200 F/T SALARIES - FINANCE DIRECTOR	\$122,929	\$75,756	\$129,720	\$6,791	5.5%
001.02.512.12300 F/T SALARIES - CHIEF OF STAFF/DEPUTY CLERK	\$94,483	\$61,029	\$95,480	\$997	1.1%
001.02.512.12400 F/T SALARIES - HUMAN RESOURCES COORDINATOR	\$84,269	\$52,831	\$84,690	\$421	0.5%
001.02.512.12500 F/T SALARIES - IT ADMINISTRATOR	\$87,955	\$55,141	\$88,395	\$440	0.5%
001.02.512.12600 F/T SALARIES - ADMINISTRATIVE SERVICES MANAGER	\$19,651	\$12,489	\$20,010	\$359	1.8%
001.02.512.12700 F/T SALARIES - ASSISTANT TO IT ADMINISTRATOR	\$37,731	\$23,382	\$39,436	\$1,705	4.5%
001.02.512.12800 F/T SALARIES-PROCUREMENT/SUSTAIN. DIRECTOR	\$0	\$0	\$75,000	\$75,000	100.0%
001.02.512.21100 PAYROLL TAXES	\$48,753	\$42,407	\$55,383	\$6,630	13.6%
001.02.512.22100 RETIREMENT CONTRIBUTIONS	\$76,475	\$42,407	\$86,875	\$10,400	13.6%
001.02.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	\$42,771	\$29,062	\$56,898	\$14,127	33.0%
001.02.512.24100 WORKERS COMPENSATION	\$1,223	\$691	\$1,511	\$288	23.5%
001.02.512.32100 ACC. & AUD. - INDEPENDENT AUDITORS	\$58,000	\$58,000	\$58,000	\$0	0.0%
001.02.512.45000 INSURANCE PROPERTY & LIABILITY	\$11,272	\$10,534	\$11,272	\$0	0.0%
<b>TOTAL NON-DISCRETIONARY EXPENSES</b>	<b>\$875,789</b>	<b>\$582,853</b>	<b>\$993,898</b>	<b>\$118,108</b>	<b>13.5%</b>
<b>DISCRETIONARY EXPENSES:</b>					
001.02.512.31100 PROFESSIONAL SERVICES	\$15,000	\$13,950	\$15,000	\$0	0.0%
001.02.512.32200 ACC. & AUD. - ACCOUNTING & PAYROLL	\$114,737	\$76,491	\$114,737	\$0	0.0%
001.02.512.32300 ACC. & AUD. - FINANCIAL ADVISOR	\$50,000	\$29,167	\$50,000	\$0	0.0%
001.02.512.34100 CONTRACT SERVICES - FACILITY MAINTENANCE	\$6,108	\$4,883	\$6,108	\$0	0.0%
001.02.512.40100 TRAVEL & PER DIEM	\$19,180	\$9,315	\$18,680	(\$500)	-2.6%
001.02.512.41100 COMMUNICATIONS - WEBSITE MAINTENANCE	\$4,685	\$19,800	\$30,000	\$25,315	540.3%
001.02.512.41200 COMMUNICATIONS	\$14,474	\$9,457	\$16,550	\$2,076	14.3%
001.02.512.42100 FREIGHT & POSTAGE	\$3,000	\$1,305	\$3,000	\$0	0.0%
001.02.512.43000 UTILITIES	\$8,500	\$5,384	\$8,500	\$0	0.0%
001.02.512.44100 RENTALS & LEASES	\$8,127	\$6,618	\$8,645	\$518	6.4%
001.02.512.46100 REPAIR & MAINTENANCE - VILLAGE HALL	\$5,915	\$2,792	\$5,915	(\$0)	0.0%
001.02.512.47100 PRINTING & BINDING	\$2,840	\$1,440	\$2,840	\$0	0.0%
001.02.512.48300 CHAMBER OF COMMERCE	\$77,500	\$45,208	\$77,500	\$0	0.0%
001.02.512.48400 25TH YEAR ANNIVERSARY	\$0	\$0	\$50,000	\$50,000	100.0%
001.02.512.49100 CURR. CHARGES-VIDEOGRAPHER & EQUIP.	\$55,000	\$36,715	\$55,000	\$0	0.0%
001.02.512.51100 OFFICE SUPPLIES	\$10,000	\$5,149	\$10,000	\$0	0.0%
001.02.512.52000 OPERATING SUPPLIES	\$29,600	\$17,351	\$29,600	\$0	0.0%
001.02.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	\$15,133	\$15,435	\$18,693	\$3,560	23.5%
001.02.512.64100 CAPITAL OUTLAY - EQUIPMENT	\$3,000	\$1,233	\$3,000	\$0	0.0%
001.02.512.64200 CAPITAL OUTLAY - FURNITURE & FIXTURES	\$1,000	\$0	\$1,000	\$0	0.0%
<b>001.02.512.99100 CONTINGENCY</b>	<b>\$55,000</b>	<b>\$57,043</b>	<b>\$55,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>TOTAL DISCRETIONARY EXPENSES</b>	<b>\$498,799</b>	<b>\$358,736</b>	<b>\$579,768</b>	<b>\$80,969</b>	<b>16.2%</b>
<b>GRAND TOTAL MANAGER'S OFFICE</b>	<b>\$1,374,588</b>	<b>\$941,589</b>	<b>\$1,573,666</b>	<b>\$199,077</b>	<b>14.5%</b>
<b>Revenues:</b>					
001.00.316.00300 LOCAL BUSINESS TAX RECEIPT	\$123,282	\$81,403	\$135,000	\$11,718	10%











**BUDGET WORKSHEET**

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES**

**OBJECT CODE 31.000**

DESCRIPTION	ADOPTED FY 2015	YTD @05/31/15	Proposed FY 2016
<b>(31.100) Professional Services</b>	<b>\$15,000</b>		<b>\$15,000</b>
Actuary			
Safe Routes to School		\$8,300	
Village Green Review		\$850	
Parking Lot Boundary Survey		\$4,800	
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$15,000</b>	<b>\$13,950</b>	<b>\$15,000</b>





<b>BUDGET WORKSHEET</b>	This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.		
<b>TRAVEL AND PER DIEM OBJECT CODE 40.000</b>			
<b>DESCRIPTION</b>	<b>ADOPTED FY 2015</b>	<b>YTD @05/31/15</b>	<b>Proposed FY 2016</b>
<b>(40.100) Travel &amp; Per Diem</b>			
National League of Cities	\$550		\$550
Tallahassee	\$550		\$550
Florida Association of City Clerks	\$550		\$550
Miami Dade County League of Cities	\$550		\$550
Transponder renewal (commuter rate)	\$480	\$480	\$480
Car Allowance (2)	\$12,000	\$8,000	\$12,000
FGFOA Conference	\$2,000		\$2,000
National Hurricane Conference	\$2,000		\$2,000
Miami Foundation- The Good Gov't Initiative	\$500		\$0
Parking reimbursement		\$176	
Florida League of Cities		\$291	
Other		\$368	
<b>TRAVEL &amp; PER DIEM TOTAL</b>	<b>\$19,180</b>	<b>\$9,315</b>	<b>\$18,680</b>











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.		
<b>REPAIRS AND MAINTENANCE OBJECT CODE 46.000</b>			
DESCRIPTION	ADOPTED FY 2015	YTD @05/31/15	Proposed FY 2016
<b>(46.100) Building Maintenance - Village Hall</b>			
Annual sprinkler maint	\$150	\$122	\$150
Quarterly sprinkler alarm	\$141	\$74	\$141
Turtle fountain maint (Ozone Water)	\$120	\$19	\$120
Quarterly elevator maint	\$260	\$140	\$260
Mat service	\$572	\$509	\$572
AC maintenance	\$200	\$117	\$200
Water	\$288		\$288
Cleaning Supplies: Paper, Soap, Cups, Plates, etc.	\$4,184		\$4,184
Building Management		\$100	
Card Reader		\$84	
Pest Control		\$175	
Roof Repairs		\$174	
Electrical Repairs		\$101	
ArcGis		\$700	
Other		\$335	
Lightning Protection		\$142	
<b>Split:</b>			
50% Police, 25% BZP, <b>8.33% Mgr</b> , 8.33% Clerk, 8.33% P.W.			
<b>REPAIRS &amp; MAINTENANCE TOTAL</b>	<b>\$5,915</b>	<b>\$2,792</b>	<b>\$5,915</b>









**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**

<b>DESCRIPTION</b>	<b>ADOPTED FY 2015</b>	<b>YTD @05/31/15</b>	<b>Proposed FY 2016</b>
<b>(52.100) Operating Supplies</b>			
ADP Payroll Processing	\$15,600	\$9,377	\$15,600
Manager's Expenses-K-8 School Volunteer Program	\$2,500	\$1,371	\$2,500
Employees of the Year	\$500	\$430	\$500
GFOA - CAFR Award	\$1,000		\$1,000
Bank service charges (Northern, SunTrust, BB&T)	\$5,000		
Video Supplies	\$1,500	\$411	\$1,500
Miscellaneous	\$2,500	\$1,663	\$2,500
Sam's Club supplies		\$574	\$1,000
Winn Dixie Store Supplies		\$526	\$1,000
Zephyrhills Bottled Water Service		\$387	\$600
Signal Technology		\$299	
Sanitizing stations		\$481	
Labor Law Posters		\$230	
Other		\$1,211	\$2,400
<b>(52.300) Uniforms/Village Shirts</b>	\$1,000	\$391	\$1,000
<b>OPERATING SUPPLIES TOTAL</b>	<b>\$29,600</b>	<b>\$17,351</b>	<b>\$29,600</b>





