

## Manager

General Ledger Code/Description	FY 2016 Adopted	YTD @05/31/16	FY 2017 Proposed	VARIANCE			
				Budget 2016 VS 2017	2016 Actual VS Budget Remaining	2016 Actual VS Budget Remaining	2016 Actual VS Budget Remaining
<b>NON-DISCRETIONARY EXPENSES:</b>							
001.02.512.12100 F/T SALARIES - VILLAGE MANAGER	\$191,228	\$126,505	\$193,906	\$2,678	1.4%	\$64,723	34%
001.02.512.12200 F/T SALARIES - FINANCE DIRECTOR	\$129,720	\$84,477	\$138,113	\$8,393	6.5%	\$45,243	35%
001.02.512.12300 F/T SALARIES - CHIEF OF STAFF/DEPUTY CLERK	\$95,480	\$63,163	\$101,099	\$5,619	5.9%	\$32,317	34%
001.02.512.12400 F/T SALARIES - HUMAN RESOURCES COORDINATOR	\$84,690	\$56,026	\$85,877	\$1,187	1.4%	\$28,664	34%
001.02.512.12500 F/T SALARIES - IT ADMINISTRATOR	\$88,395	\$58,476	\$89,632	\$1,237	1.4%	\$29,919	34%
001.02.512.12600 F/T SALARIES - PROCUREMENT/SUSTAINABILITY DIR.	\$66,032	\$44,739	\$73,116	\$7,084	10.7%	\$21,293	32%
001.02.512.12700 F/T SALARIES - ASSISTANT TO IT ADMINISTRATOR	\$39,436	\$26,308	\$41,588	\$2,152	5.5%	\$13,128	33%
001.02.512.12800 F/T SALARIES - RECEPTIONIST	\$22,500	\$0	\$0	(\$22,500)	-100.0%	\$22,500	100%
001.02.512.21100 PAYROLL TAXES	\$54,887	\$32,445	\$55,335	\$448	0.8%	\$22,442	41%
001.02.512.22100 RETIREMENT CONTRIBUTIONS	\$86,098	\$48,036	\$86,800	\$702	0.8%	\$38,062	44%
001.02.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	\$57,147	\$32,305	\$62,862	\$5,715	10.0%	\$24,842	43%
001.02.512.24100 WORKERS COMPENSATION	\$1,511	\$1,450	\$1,662	\$151	10.0%	\$61	4%
001.02.512.45000 INSURANCE PROPERTY & LIABILITY	\$11,272	\$8,409	\$11,272	\$0	0.0%	\$2,863	25%
<b>TOTAL NON-DISCRETIONARY EXPENSES</b>	<b>\$928,396</b>	<b>\$582,339</b>	<b>\$941,262</b>	<b>\$12,866</b>	<b>1.4%</b>	<b>\$346,057</b>	<b>37%</b>
<b>DISCRETIONARY EXPENSES:</b>							
001.02.512.31100 PROFESSIONAL SERVICES	\$15,000	\$7,036	\$15,000	\$0	0.0%	\$7,964	53%
001.02.512.32100 ACC. & AUD. - INDEPENDENT AUDIT	\$58,000	\$52,923	\$58,000	\$0	0.0%	\$5,077	9%
001.02.512.32200 ACC. & AUD. - ACCOUNTING & PAYROLL	\$114,737	\$76,491	\$114,737	\$0	0.0%	\$38,246	33%
001.02.512.32300 ACC. & AUD. - FINANCIAL ADVISOR	\$50,000	\$29,166	\$50,000	\$0	0.0%	\$20,834	42%
001.02.512.34100 CONTRACT SERVICES - FACILITY MAINTENANCE	\$6,108	\$4,984	\$7,310	\$1,202	19.7%	\$1,124	18%
001.02.512.34200 CONTRACT SERVICES - KEY RIDE	\$0	\$0	\$252,000	\$252,000	100.0%	\$0	0%
001.02.512.40100 TRAVEL & PER DIEM	\$20,275	\$19,587	\$29,275	\$9,000	44.4%	\$688	3%
001.02.512.41100 COMMUNICATIONS - WEBSITE MAINTENANCE	\$30,000	\$17,138	\$30,000	\$0	0.0%	\$12,862	43%
001.02.512.41200 COMMUNICATIONS	\$16,550	\$13,126	\$17,450	\$900	5.4%	\$3,424	21%
001.02.512.42100 FREIGHT & POSTAGE	\$3,000	\$1,093	\$3,000	\$0	0.0%	\$1,907	64%
001.02.512.43000 UTILITIES	\$8,500	\$5,255	\$8,500	\$0	0.0%	\$3,245	38%
001.02.512.44100 RENTALS & LEASES	\$8,645	\$4,460	\$9,320	\$675	7.8%	\$4,185	48%
001.02.512.46100 REPAIR & MAINTENANCE - VILLAGE HALL	\$5,915	\$4,747	\$6,000	\$85	1.4%	\$1,168	20%
001.02.512.47100 PRINTING & BINDING	\$2,840	\$2,619	\$2,840	\$0	0.0%	\$221	8%
001.02.512.48100 CHAMBER OF COMMERCE	\$77,500	\$45,208	\$77,500	\$0	0.0%	\$32,292	42%
001.02.512.48200 25TH YEAR ANNIVERSARY	\$50,000	\$0	\$0	(\$50,000)	-100.0%	\$50,000	100%
001.02.512.48300 KEY BISCAYNE COMMUNITY FOUNDATION	\$125,000	\$78,200	\$125,000	\$0	0.0%	\$46,800	37%
001.02.512.49100 OTHER CURR. CHARGES & OBLIGATIONS	\$79,000	\$43,277	\$79,000	\$0	0.0%	\$35,723	45%
001.02.512.51100 OFFICE SUPPLIES	\$10,000	\$5,422	\$10,000	\$0	0.0%	\$4,578	46%
001.02.512.52000 OPERATING SUPPLIES	\$10,730	\$9,735	\$10,730	\$0	0.0%	\$995	9%
001.02.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	\$20,573	\$18,637	\$30,000	\$9,427	45.8%	\$1,936	9%
001.02.512.64100 CAPITAL OUTLAY - EQUIPMENT	\$3,000	\$0	\$3,000	\$0	0.0%	\$3,000	100%
001.02.512.64200 CAPITAL OUTLAY - FURNITURE & FIXTURES	\$1,000	\$649	\$1,000	\$0	0.0%	\$351	35%
001.02.512.64300 CAPITAL OUTLAY - I.T. EQUIPMENT	\$0	\$0	\$25,000	\$25,000	100.0%	\$0	0%
001.02.512.82000 GRANTS - EDUCATIONAL INITIATIVES	\$60,000	\$60,000	\$60,000	\$0	0.0%	\$0	0%
<b>001.02.512.99100 CONTINGENCY</b>	<b>\$55,000</b>	<b>\$16,499</b>	<b>\$55,000</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$38,501</b>	<b>70%</b>
<b>TOTAL DISCRETIONARY EXPENSES</b>	<b>\$831,373</b>	<b>\$516,252</b>	<b>\$1,079,662</b>	<b>\$248,289</b>	<b>29.9%</b>	<b>\$315,121</b>	<b>38%</b>
<b>GRAND TOTAL MANAGER'S OFFICE</b>	<b>\$1,759,769</b>	<b>\$1,098,591</b>	<b>\$2,020,924</b>	<b>\$261,155</b>	<b>14.8%</b>	<b>\$661,178</b>	<b>38%</b>

**Revenues:**

001.00.316.00300 LOCAL BUSINESS TAX RECEIPT	\$135,000	\$136,243	\$135,000	\$0	0%
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**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 2016	YTD @05/31/16	Proposed FY 2017
<b>(31.100) Professional Services</b>	<b>\$15,000</b>		<b>\$15,000</b>
Actuary		\$2,500	
Utility Undergrounding (HPF Associates)		\$3,990	
1095 Reporting		\$396	
Other		\$150	
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$15,000</b>	<b>\$7,036</b>	<b>\$15,000</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**

DESCRIPTION	ADOPTED FY 2016	YTD @05/31/16	Proposed FY 2017
<b>(52.100) Operating Supplies</b>	<b>\$9,730</b>		<b>\$9,730</b>
Manager's Expenses-K-8 School Volunteer Program		\$674	
Video Supplies		\$94	
Consumable supplies		\$1,525	
Sam's Club supplies		\$490	
Winn Dixie Store Supplies		\$102	
Ready Refresh Bottled Water Service		\$358	
Signal Technology		\$630	
Other		\$5,862	
<b>(52.300) Uniforms/Village Shirts</b>	<b>\$1,000</b>		<b>\$1,000</b>
<b>OPERATING SUPPLIES TOTAL</b>	<b>\$10,730</b>	<b>\$9,735</b>	<b>\$10,730</b>

<b>BUDGET WORKSHEET</b>	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.		
<b>SUBSCRIPTIONS &amp; MEMBERSHIPS</b>			
<b>OBJECT CODE 54.000</b>			
DESCRIPTION	ADOPTED FY 2016	YTD @05/31/16	Proposed FY 2017
<b>(54.100) Subscriptions &amp; Memberships</b>			
Florida League of Cities (Mgr)	\$1,300		
Florida Shore & Beach Preservation (Mgr)	\$500	\$500	
ICMA (Mgr)	\$1,400		
MDCCMA (Mgr & Chief of Staff)	\$600	\$600	
Miami Dade League of Cities (Mgr)	\$1,500	\$1,500	
National League of Cities (Mgr)	\$1,000		
Progressive Business Publications	\$310	\$299	
International Institute Municipal Clerks (Chief of Staff)	\$180		
Florida Association of City Clerks (Chief of Staff)	\$125		
FGFOA (Mgr & Finance Director)	\$200	\$190	
Miami Dade Broadband (IT Administrator)	\$750	\$741	
Hurrtrack	\$258	\$1,940	
GFOA Conference	\$560	\$400	
Annual Software Renewals	\$10,000	\$6,967	
CAFR Award Submission	\$450	\$450	
FAPPO Membership	\$50		
NGIP Membership	\$190	\$190	
Smart Procure License	\$1,200	\$2,700	
Miami Dade Cty League of Cities Meeting Sponsorship		\$2,000	
Miami Herald Subscription		\$160	
Other			
<b>EDUCATION &amp; TRAINING TOTAL</b>	<b>\$20,573</b>	<b>\$18,637</b>	<b>\$30,000</b>





