

FINANCE EXPENDITURES

2011-12 Manager's Recommendation

	2010-11 Revised Budget	2011-12 Department Request	2011-12 Manager Recomm	Manager Inc (Dec)
105430				
510002 Salaries & Wages-Regular	626,380	628,044	628,044	-
510004 Salaries & Wages-Overtime	1,565	-	-	-
512501 FICA Tax	48,415	46,382	46,382	-
512502 Employees Group Health Ins	83,760	84,103	84,103	-
512503 State Retirement & 401K	71,780	75,187	75,124	(63) Rate change
520001 Professional Services-Audit	40,000	40,000	40,000	-
520005 Professional Services-Other	650	650	650	-
530000 Advertising	100	100	100	-
530500 Dues and Subscriptions	1,660	1,705	1,705	-
531500 Insurance & Bonds	2,800	3,890	3,890	-
532501 Main & Rep-Equipment	1,900	1,900	1,900	-
534000 Postage	5,500	4,900	4,900	-
535000 Supplies-Departmental-Misc	13,625	10,000	10,000	-
535012 Supplies-Library Materials	50	50	50	-
535018 Supplies-Printed Materials	3,925	3,550	3,550	-
535500 Telephone &	4,840	4,825	4,825	-
536000 Training & Development	2,600	4,200	4,200	-
536200 Travel	4,280	4,280	4,280	-
537514 Cont Serv-Software	38,685	34,720	34,720	-
610150 Deprec. Assets - Computer	20,350	6,450	6,450	-
620150 Non-Deprec Assets -	-	7,000	7,000	-
105430	<u>972,865</u>	<u>961,936</u>	<u>961,873</u>	<u>(63)</u>

FINANCE EXPENDITURES

Prior Years Actual

		<u>2010-11 Projected Actual</u>	<u>Prior Years Actual</u>		
			<u>2009-10 Actual</u>	<u>2008-09 Actual</u>	<u>2007-2008 Actual</u>
105430	FINANCE EXPENDITURES				
510002	Salaries & Wages-Regular	626,375	616,739	642,256	592,542
510003	Salaries & Wages-Parttime	-	-	-	508
510004	Salaries & Wages-Overtime	1,565	-	1,095	2,112
512501	FICA Tax	44,900	44,215	292	42,871
512502	Employees Group Health Ins	84,075	84,832	-	74,978
512503	State Retirement & 401K	71,785	61,065	63,694	58,984
520001	Professional Services-Audit	40,000	39,000	40,434	44,675
520005	Professional Services-Other	650	580	550	550
530000	Advertising	100	53	53	109
530500	Dues and Subscriptions	1,660	1,754	2,567	2,228
531500	Insurance & Bonds	2,755	4,066	2,799	3,408
532501	Main & Rep-Equipment	2,500	2,295	2,629	567
534000	Postage	4,300	4,849	5,517	5,360
535000	Supplies-Departmental-Misc	11,500	15,015	14,582	15,809
535012	Supplies-Library Materials	50	349	306	529
535018	Supplies-Printed Materials	3,925	5,023	6,513	6,327
535500	Telephone & Communications	4,725	4,538	4,372	4,115
536000	Training & Development	2,600	2,035	5,411	7,423
536200	Travel	4,280	3,204	4,176	4,042
537514	Cont Serv-Software	37,000	29,417	32,523	22,673
610000	Depreciable Assets	-	-	6,750	15,000
610150	Deprec. Assets - Computer	22,380	-	-	-
620000	Non-depreciable Assets	-	-	4,344	3,067
620150	Non-Deprec Assets - Computer	-	-	4,344	-
105430	FINANCE EXPENDITURES	<u>967,125</u>	<u>919,026</u>	<u>974,922</u>	<u>907,877</u>

Iredell County Finance Department

FY 12 Budget Request

	ORG - 105430		Original Budget FY11	Amended Budget FY11	Dept Request FY12	Org/Req Inc (Dec)	% Inc (Dec)	Reasons for Inc(Dec)
5100.02	Salaries & Wages-Regular		626,380	626,380	628,044	1,664	0.27%	Reclassification
	12 existing positions	626,381						
	1 Reclassification	1,663						
5100.03	Salaries - Overtime		-	1,565	-	-	0%	
5125.01	FICA		48,235	48,415	46,382	(1,853)	-3.84%	
	12 positions	46,255						
	Reclassification	127						
5125.02	Group Health Insurance		83,760	83,760	84,103	343	0.41%	
	12 employees	-						
5125.03	Retirement & 401(K)		71,660	71,780	75,187	3,527	4.92%	
	6.97% State + 5% 401(K)	-						
5200.01	Professional Serv-Audit		40,000	40,000	40,000	0	0.00%	
	Annual audit	40,000						Contract apprvd. 1/18/2011
200.05	Prof Service - Other		650	650	650	0	0%	
	GFOA Review Fee	650						
5300.00	Advertising		100	100	100	0	0%	
	MBWE requirements	100						
5305.00	Dues & Subscriptions		1,660	1,660	1,705	45	3%	
	GFOA	720						Flat rate based on budget
	NCGFOA	300						Finance Officer & Asst.
	PRIMA & NCPRIMA	300						Insurance Specialist
	NCACPA	70						Asst. Finance Officer
	CAGP	200						Purch Agent & Specialist
	Consumer Reports	30						Purchasing reference
	Kiplinger Reports	85						Shared with other depts.
5315.00	Insurance & Bonds		2,800	2,800	3,890	1,090	39%	
	Property, Liability, Spec Bonds	3,240						Est. Renewal & FO Bond
	Workers comp	650						
5325.01	Main & Rep-Equipment		1,900	1,900	1,900	-	0%	
	Pressure Sealer/Folders (2)	1,600						
	All Other Office Equipment	300						
5340.00	Postage		5,500	5,500	4,900	(600)	-11%	Reduction in paper checks mailed (EFT & E-mail)
	US Postal Service, NC Courier, Airborne Express							

			Appvd. Budget FY11	Amended Budget FY11	Dept Request FY12	Org/Req Inc (Dec)	% Inc (Dec)	
350.00	Departmental Supplies		13,625	13,625	10,000	(3,625)	-27%	
	Desktop & Computer supplies, printout binders, paper, archive boxes, et	7,000						
	MICR ink cartridges & other ink cartridges	3,000						
5350.12	Supplies-Library Mats		50	50	50	-	0%	
	Inst of Gov Pubs	50						Cut in half
5350.18	Supplies-Printed Materials		3,925	3,925	3,550	(375)	-10%	
	CAFR	1,000						50 copies
	Envelopes, Letterhead	300						
	Payroll Advices	150						100 paper, rest e-mail
	Accounts Payable stock	1,400						employees x 26 = 3,250 x .04
	1099's & W-2's	700						20,000 @ \$.07 each
5355.00	Telephone		4,840	4,840	4,825	(15)	0%	
	14 lines @ \$23	3,865						12 phones, 2 fax lines
	Long Distance	200						Avg. \$16 per month for 14 lines
	Voicemail - 3 phones	290						\$8 mo. for Purchasing (2) & Insurance Specialist
	Wireless Card for laptop	470						
5360.00	Training & Development		1,100	2,600	4,200	3,100	282%	
	Finance Director	400						Registration Fees Only
	Purchasing Agent & Asst.	900						
	Insurance Specialist	400						
	Asst. Finance Officer	500						
	MUNIS Mgr/Trainer	2,000						Land Dev Software
5362.00	Travel		4,280	4,280	4,280	-	0%	
	Employee use of personal vehicles for County business. investments, etc.							
	Total to staff	100						
	Fin Dir - \$174 mo. Allow	2,090						
	Purch Agent \$174 mo. Allow	2,090						
5375.14	Contracted Serv-Software		38,685	38,685	34,720	(3,965)	-10%	
	MUNIS Financials -							
	Annual Support & upgrades	29,000						
	Employee Expense Reimb	720						
	Crystal Reports	1,000						
	Database services	4,000						

6101.50 - Depreciable COMPUTER HARDWARE/SOFTWARE REQUEST

2011-2012

Finance Department

Cost must meet or exceed \$5,000. Equipment must have a life of more than 1 year.

1) MUNIS Employee Expense Reimbursement

\$6,450.00

Justification:

Our current system for employee reimbursement uses standardized forms, but the process for submitting the forms and back up documentation (receipts) is handled manually. MUNIS developed a software module that allows us to create custom templates within the system for employees to complete, scan and attach receipts, and submit for reimbursement through an approval hierarchy. Approvers will receive a message from MUNIS that documents are awaiting approval, and they will view the request and documentation via computer rather than shuffling through paper. Once final approval is made, the system processes reimbursement to the employee. The reimbursement can be handled through accounts payable or added to an employee's bi-weekly payroll. Because employees will be able to access through Employee Self Service, they will be able to view pending requests and prior paid requests. The system will speed up employee reimbursements and reduce the flow of paper documents.

ITS COMMENTS: Approve

ITS COMMENTS:



Nettie Johnson
Tue Mar 15 14:25:36 2011

Nettie Johnson

Date

6201.50 - Non - Depreciable COMPUTER HARDWARE/SOFTWARE REQUEST

2011-2012

Finance Department

Equipment cost from \$1,000 - \$5,000. Equipment must have a life of more than 1 year.

1) Replace 5 Desktop Computers \$7,000.00

Justification:

Request replacement of five-year old computers assigned to Purchasing Agent, MUNIS Specialist, Accounting Tech, Accounting Services Manager, and six-year old computer assigned to Insurance Specialist/Fixed Asset Manager. Each of these positions spends 75% or more of each day in different computer applications critical to department operations. The best two five-year-old computers will be cascaded down to replace a 7-year old PC used for MUNIS WebEx and a 7-year old computer used to process cash receipts. Both of these placements provide MUNIS access only and very seldom, if ever, are needed for other applications.

ITS COMMENTS: Approve

ITS COMMENTS:



Nettie Johnson
Tue Mar 15 14:28:05 2011

Date

2011-2012 Departmental Budget

FINANCE EXPENDITURES

	2009-10 Actual	2010-11 Original Budget	2010-11 Revised Budget	2010-11 Actual 12/31/10	Encumbrances at 12/31/10	2010-11 Dept. Projected Actual	2011-12 Department Request
105430							
510002 Salaries & Wages-Regular	616,739	626,380	626,380	313,188	-	626,375	628,044
510003 Salaries - Overtime	-	-	1,565	-	-	1,565	-
512501 FICA Tax	44,215	48,235	48,415	22,181	-	44,880	46,382
512502 Employees Group Health	84,832	83,760	83,760	42,025	-	84,075	84,103
512503 State Retirement & 401K	61,065	71,660	71,780	35,836	-	71,785	75,187
520001 Professional Services-Audit	39,000	40,000	40,000	9,750	-	40,000	40,000
520005 Professional Services-Other	580	650	650	-	-	650	650
530000 Advertising	53	100	100	51	-	100	100
530500 Dues and Subscriptions	1,754	1,660	1,660	421	-	1,660	1,705
531500 Insurance & Bonds	4,066	2,800	2,800	2,752	-	2,755	3,890
532501 Main & Rep-Equipment	2,295	1,900	1,900	1,264	-	1,900	1,900
534000 Postage	4,849	5,500	5,500	2,146	-	5,000	4,900
535000 Supplies-Departmental-	15,015	13,625	13,625	2,255	-	11,500	10,000
535012 Supplies-Library Materials	349	50	50	50	-	50	50
535018 Supplies-Printed Materials	5,023	3,925	3,925	1,760	-	3,925	3,550
535500 Telephone &	4,538	4,840	4,840	2,060	-	4,725	4,825
536000 Training & Development	2,035	1,100	2,600	1,005	569	2,600	4,200
536200 Travel	3,204	4,280	4,280	2,088	-	4,280	4,280
537514 Cont Serv-Software	29,417	38,685	38,685	26,182	1,272	37,000	34,720
610150 Deprec. Assets - Computer	-	20,350	20,350	2,299	20,617	22,380	6,450
620250 Non-Depre Assets - Computer	-	-	-	-	-	-	7,000
105430 FINANCE EXPENDITURES	919,026	969,500	972,865	467,312	22,458	967,205	967,936