

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT DATA PROCESSING
DIVISION 915 DATA PROCESSING

FUND 636 DATA PROCESSING

I APPROVE THIS ESTIMATE OF REQUIREMENTS FOR 7-1-07 THRU 6-30-08
AND PRESENT MY REQUESTS FOR APPROPRIATIONS.

DEPARTMENT HEAD: 

ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
ORDINARY RECURRING EXPENSES						
PERSONAL SERVICES						
706 00	SALARY & WAGES PERM EMPLOYEES	\$ 381,997	\$ 377,204	\$ 395,071	\$ 335,159	\$
707 00	SALARY & WAGES TEMP EMPLOYEES	0	7,320	14,000	15,000	
710 00	FRINGE BENEFITS	203,953	219,636	245,443	202,595	
	TOTAL PERSONAL SERVICES	\$ 585,950	\$ 604,160	\$ 654,514	\$ 552,754	\$
SUPPLIES AND MATERIALS						
728 00	OFFICE SUPPLIES	\$ 439	\$ 389	\$ 800	\$ 500	\$
730 00	POSTAGE	2,422	943	2,500	500	
757 00	OPERATING SUPPLIES	112,255	102,380	107,600	99,825	
	TOTAL SUPPLIES & MATERIALS	\$ 115,116	\$ 103,712	\$ 110,900	\$ 100,825	\$
	CARRIED FORWARD	\$ 701,066	\$ 707,872	\$ 765,414	\$ 653,579	\$

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	BROUGHT FORWARD	\$ 701,066	\$ 707,872	\$ 765,414	\$ 653,579	\$
	CONTRACTUAL SERVICES					
801 00	PROFESSIONAL SERVICES	\$ 700	\$ 630	\$ 1,800	\$ 800	\$
818 00	CONTRACTUAL SERVICES	45,228	60,833	78,870	79,440	
853 00	TELEPHONE	7,845	1,198	1,700	1,300	
873 00	TRAVEL & TRAINING	450	454	5,000	4,000	
910 00	INSURANCE	644	1,285	1,400	1,400	
936 00	REPAIRS & MAINTENANCE	28,044	38,093	44,150	45,800	
947 00	EQUIPMENT RENTAL CITY OWNED	0	0	300	200	
951 00	ADMINISTRATIVE CHARGES	88,394	93,459	95,282	83,398	
958 00	DUES & SUBSCRIPTIONS	0	0	250	250	
959 00	DEPRECIATION	62,188	59,932	0		
	TOTAL CONTRACTUAL SERVICES	\$ 233,493	\$ 255,884	\$ 228,752	\$ 216,588	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 934,559	\$ 963,756	\$ 994,166	\$ 870,167	\$
	CAPITAL OUTLAY					
982 00	MACHINERY & EQUIPMENT	\$ 0	\$ 0	\$ 59,048	\$ 70,000	\$
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 59,048	\$ 70,000	\$
	TOTAL FOR DIVISION	\$ 934,559	\$ 963,756	\$ 1,053,214	\$ 940,167	\$

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 389	\$ 800		
ADDING MACHINE TAPES, PENCILS, PENS, ENVELOPES, PENCIL LEAD, ERASERS, RUBBER BANDS, ETC.			\$ 500	\$
			\$ 500	\$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 943	\$ 2,500		
REGULAR MAIL AND U.P.S.			\$ 500	\$
			----- \$ 500	\$

757-00 OPERATING SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 102,380	\$ 107,600		-----
EXPENSE CHECKS			\$ 970	\$
PURCHASE ORDERS			130	
WATER BILLS			1,200	
TAX ROLL BINDERS			1,675	
REGULAR BINDERS			525	
STOCK DATA MAILERS			3,400	
RED DATA MAILERS			575	
STOCK PAPER			6,200	
PROGRAM CODING FORMS			250	
EQUIPMENT CARDS			325	
EMPLOYEE LABOR CARDS			1,175	
RIBBONS/LASER CARTRIDGE/INKJET CARTRIDGE			19,625	
LABELS			200	
PAYROLL CHECKS			125	
PAYROLL NO CHECKS STUBS			400	
W-2,W-2P, 1099'S			500	
TAX BILLS			2,950	
PROPERTY TAX CHANGE NOTICES			2,400	
TAX ROLL PAPER			1,650	
RECEIPT FORM			50	
TAPES/DISKETTES/ZIP DISKS/CDS			2,475	
WATER SHUT OFF NOTICES			2,525	
WATER SENIOR CITIZEN NOTICE				
COMPUTER CLEANER SUPPLIES			500	
PC SOFTWARE & SUPPLIES			50,000	
-----			\$ 99,825	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

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801-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 630	\$ 1,800		
AUDIT			\$ 800	\$
			\$ 800	\$

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853-00 TELEPHONE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 1,198	\$ 1,700		
LONG DISTANCE & FAX CALLS			\$ 700	\$
AS/400 SUPPORT CALLS			200	
NEXTEL			400	
			----- \$ 1,300	----- \$

873-00 TRAVEL & TRAINING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 454	\$ 5,000		
DATA PROCESSING MANAGER PC NETWORKING			\$ 1,000	\$
K.J. DANKO IBM AS/400 CLASS			1,000	
B.J. FIEDLER PC NETWORKING			1,000	
J.L. ZIELKE PC NETWORKING			1,000	

910-00 INSURANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,285	\$ 1,400		
EQUIPMENT AND SOFTWARE			\$ 1,400	\$
			\$ 1,400	\$

936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 38,093	\$ 44,150		
IBM HARDWARE MAINTENANCE			\$ 43,100	\$
BURSTER MAINTENANCE			1,500	
DELEAVER MAINTENANCE			700	
SHREDDER MAINTENANCE			500	
			----- \$ 45,800	\$

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947-00 EQUIPMENT RENTAL CITY OWNED

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 300		
POOL CAR			\$ 200	\$
			\$ 200	\$

951-00 ADMINISTRATIVE CHARGES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 93,459	\$ 95,282		
ADMINISTRATION CHARGES:				
ORDINARY RECURRING EXPENSES	870,167		\$ 83,398	\$
LESS ADMINISTRATION	83,398			
	786,769			
TIMES 10.6%	83,398			
			\$ 83,398	\$

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 250	-----	-----
WINDOWS			\$ 50	\$
CICS UPDATE			200	
			----- \$ 250	----- \$

982-00 MACHINERY & EQUIPMENT

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 59,048		
COMPUTER EQUIPMENT - PCS, PRINTERS, SWITCHES, SERVERS, BRIDGES			\$ 70,000	\$
			----- \$ 70,000	----- \$