

SUMMARY OF BUDGET
 REQUIREMENTS
 2007 - 2008

DEPARTMENT FINANCE AND ACCOUNTING
 DIVISION 201 FINANCE AND ACCOUNTING

FUND 101 GENERAL

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	\$ 307,078	\$ 312,922	\$ 336,355	\$ 336,654	\$
710 00	FRINGE BENEFITS	164,453	181,632	201,812	201,992	
	TOTAL PERSONAL SERVICES	\$ 471,531	\$ 494,554	\$ 538,167	\$ 538,646	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 1,759	\$ 4,800	\$ 3,200	\$ 3,200	\$
730 00	POSTAGE	3,512	3,954	3,900	4,200	
	TOTAL SUPPLIES & MATERIALS	\$ 5,271	\$ 8,754	\$ 7,100	\$ 7,400	\$
	CARRIED FORWARD	\$ 476,802	\$ 503,308	\$ 545,267	\$ 546,046	\$

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	BROUGHT FORWARD	\$ 476,802	\$ 503,308	\$ 545,267	\$ 546,046	\$
801 00	CONTRACTUAL SERVICES					
818 00	PROFESSIONAL SERVICES	\$ 1,900	\$ 0	\$ 0	\$	\$
853 00	CONTRACTUAL SERVICES	78,744	87,285	108,375	113,860	
873 00	TELEPHONE	1,320	1,581	1,600	1,600	
936 00	TRAVEL & TRAINING	2,876	1,991	2,800	2,800	
947 00	REPAIRS & MAINTENANCE	175	140	140	98	
958 00	RENT OF CITY MOTOR VEHICLES	0	40	100		
	DUES & SUBSCRIPTIONS	3,433	2,722	3,135	3,115	
	TOTAL CONTRACTUAL SERVICES	\$ 88,448	\$ 93,759	\$ 116,150	\$ 121,473	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 565,250	\$ 597,067	\$ 661,417	\$ 667,519	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 565,250	\$ 597,067	\$ 661,417	\$ 667,519	\$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 181,632	\$ 201,812		
FULL-TIME SALARIES OF \$336,654 X .60			\$ 201,992	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
 DIVISION: 201 FINANCE AND ACCOUNTING

728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 4,800	\$ 3,200		
ENVELOPES, PAPER, PENS AND OTHER NECESSARY SUPPLIES FOR GENERAL OFFICE OPERATIONS			\$ 2,400	\$
STORAGE BOXES - VOUCHERS			800	
			----- \$ 3,200	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

730-00 POSTAGE

FUND: 101 GENERAL
 DIVISION: 201 FINANCE AND ACCOUNTING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 3,954	\$ 3,900		
POSTAGE FOR MAILING CHECKS AND OTHER GENERAL CORRESPONDENCE			\$ 4,200	\$
			----- \$ 4,200	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 87,285	\$ 108,375		
PRINTING OF ANNUAL REPORT			\$ 4,200	\$
PHOTO COPIES			4,800	
DATA PROCESSING CHARGES			104,710	
CREATIVE SOLUTIONS LICENSE FEE			150	
			\$ 113,860	\$

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 1,581	\$ 1,600		
LONG DISTANCE PHONE CALLS, CHARGE FOR LOCAL CALLS AND FAX TRANSMISSIONS			\$ 1,600	\$
			----- \$ 1,600	----- \$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

873-00 TRAVEL & TRAINING

FUND: 101 GENERAL
DIVISION: 201 FINANCE AND ACCOUNTING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 1,991	\$ 2,800		
DIRECTOR OF FINANCE			\$	\$
MGFOA - FALL TRAINING PROGRAM			500	
- SPRING SEMINAR			150	
GFOA - U.S. & CANADA				
NATIONAL CONFERENCE			1,500	
OTHER - TRAINING PROGRAMS			600	
MACPA - GOVT. CONF. (2)			300	
CONTROLLER				
MGFOA - FALL TRAINING PROGRAM			400	
- SPRING SEMINAR			150	
OTHER - TRAINING PROGRAMS			400	
MACPA - GOVT. CONF. (2)			300	
STAFF ACCOUNTANT				
MGFOA - SPRING SEMINAR			150	
OTHER - TRAINING PROGRAMS			400	
STAFF				
EDUCATIONAL PROGRAMS TO IMPROVE SKILLS			600	
LESS:				
TRAINING POSTPONED:				
STAFF ACCT. - MGFOA - SPRING SEMINAR			150-	
OTHER - TRAINING (HALF OF TOTAL)			700-	
STAFF - EDUCATION (HALF OF TOTAL)			300-	
TRAINING PAID BY MERS			1,500-	
			\$ 2,800	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
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936-00 REPAIRS & MAINTENANCE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 140	\$ 140		
OFFICE EQUIPMENT REPAIRS			\$ 98	\$
			----- \$ 98	----- \$

958-00 DUES & SUBSCRIPTIONS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 2,722	\$ 3,135		
MICHIGAN & AMERICAN INST. OF C.P.A.'S (2)			\$ 800	\$
CRAIN'S			60	
GFOA U.S. & CANADA (2)			235	
MGFOA OF MICHIGAN (3)			140	
VARIOUS PUBLICATIONS			450	
GFOA CERTIFICATE OF ACHIEVEMENT REVIEW			480	
GASB COMPREHENSIVE PLUS PLAN SUBSCRIPTION			420	
STATE OF MICHIGAN DUES (2)			160	
WALLSTREET JOURNAL (2 YEARS)			370	
			\$ 3,115	\$