

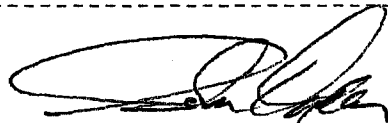
SUMMARY OF BUDGET  
REQUIREMENTS  
2007 - 2008

DEPARTMENT INCOME TAX ADMINISTRATION  
DIVISION 203 INCOME TAX ADMINISTRATION

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	\$ 124,864	\$ 129,383	\$ 133,570	\$ 133,570	\$
710 00	FRINGE BENEFITS	66,318	75,094	80,142	80,142	
	TOTAL PERSONAL SERVICES	\$ 191,182	\$ 204,477	\$ 213,712	\$ 213,712	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 1,941	\$ 2,182	\$ 2,045	\$ 2,130	\$
730 00	POSTAGE	15,652	15,249	21,910	18,550	
	TOTAL SUPPLIES & MATERIALS	\$ 17,593	\$ 17,431	\$ 23,955	\$ 20,680	\$
	CARRIED FORWARD	\$ 208,775	\$ 221,908	\$ 237,667	\$ 234,392	\$

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DEPARTMENT INCOME TAX ADMINISTRATION  
DIVISION 203 INCOME TAX ADMINISTRATION

FUND 101 GENERAL

ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	BROUGHT FORWARD	\$ 208,775	\$ 221,908	\$ 237,667	\$ 234,392	\$
	CONTRACTUAL SERVICES					
818 00	CONTRACTUAL SERVICES	\$ 45,371	\$ 50,773	\$ 64,650	\$ 68,200	\$
853 00	TELEPHONE	84	99	200	200	
873 00	TRAVEL & TRAINING	0	0	210	200	
904 00	PRINTING	7,239	5,776	7,680	7,030	
936 00	REPAIRS & MAINTENANCE	50	40	50	50	
947 00	RENT OF CITY OWNED MOTOR VEHICLE	0	0	100	100	
958 00	DUES & SUBSCRIPTIONS	170	180	450	465	
	TOTAL CONTRACTUAL SERVICES	\$ 52,914	\$ 56,868	\$ 73,340	\$ 76,245	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 261,689	\$ 278,776	\$ 311,007	\$ 310,637	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 261,689	\$ 278,776	\$ 311,007	\$ 310,637	\$

706-00 SALARY & WAGES PERM EMPLOYEES

NO	TITLE	NAME	D.O.H.	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS				\$ 129,383	\$ 133,570		
	INCOME TAX ADMINISTRATOR	E.J. LARATONDA	01-07-91			\$ 73,730	\$
	INCOME TAX CLERK I	E.M. SHIMMEL	02-14-00			29,920	
	INCOME TAX CLERK I	L.M. BRENNAN	02-21-00			29,920	
						\$ 133,570	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 203 INCOME TAX ADMINISTRATION

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 75,094	\$ 80,142		
FULL-TIME SALARIES OF \$133,570 X 60.0%			\$ 80,142	\$
			\$ 80,142	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
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728-00 OFFICE SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 2,182	\$ 2,045		
ENVELOPES - CHECK SIZE			\$ 680	\$
ENVELOPES - #10 WINDOW, SECURITY			300	
ENVELOPES (LARGE) TO MAIL FORMS PER REQUEST			100	
STORAGE BOXES			125	
CITY DIRECTORY			215	
PAPER, CITY LETTERHEAD			510	
PAPER, BLANK WHITE			100	
MISC SUPPLIES (PENS, PENCILS, LABELS, TAPE, ETC.)			100	
			\$ 2,130	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 50,773	\$ 64,650	-----	-----
DATA PROCESSING CHARGES			\$ 65,900	\$
STATE OF MICHIGAN TAXPAYER INFORMATION			1,250	
PHOTOCOPIES			750	
CONFIDENTIAL RECORDS DESTRUCTION			300	
			----- \$ 68,200	----- \$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 15,249	\$ 21,910		
MAIL REFUND CHECKS			\$ 5,100	\$
MAIL 1040'S AND ESTIMATE FORMS TO PREVIOUS FILERS			3,500	
MAIL FORMS PER REQUEST			500	
MAIL 941'S			600	
MAIL 1099'S			3,900	
CERTIFIED MAIL			2,500	
MAIL COMPLIANCE CORRESPONDENCE			750	
MAIL PENALTIES AND ESTIMATED TAX WARNING LETTERS			750	
NOTICE OF CORRECTION & NO PAYMENT RECEIVED LETTERS			750	
OTHER GENERAL MAIL			200	
			\$ 18,550	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

353-00 TELEPHONE

FUND: 101 GENERAL  
 DIVISION: 203 INCOME TAX ADMINISTRATION

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 99	\$ 200	\$ 200	\$
CALLS TO VARIOUS TAXPAYERS, ETC.				
			\$ 200	\$

873-00 TRAVEL & TRAINING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 0	\$ 210		
INCOME TAX ADMINISTRATOR: MICHIGAN ASSOC OF INCOME TAX OFFICIALS - 3 MEETINGS VARIOUS CPE CLASSES			\$ 200	\$
			----- \$ 200	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 203 INCOME TAX ADMINISTRATION

904-00 PRINTING

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 5,776	\$ 7,680		
8000 - 1040 BOOKLETS - MAILED VERSION			\$ 1,300	\$
5000 - 1040 BOOKLETS - NON-MAILED VERSION			800	
8000 - 1040 SINGLE SHEETS			300	
4000 - 1040ES TAX FORMS			780	
3000 - 1040ES INSTRUCTIONS			200	
30000 - REFUND CHECKS			1,850	
12000 - 1099-G MAILERS			1,300	
4000 - PH-W3 YEAR END RECONCILIATIONS			250	
MISCELLANEOUS PRINTING			250	
			----- \$ 7,030	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

936-00 REPAIRS & MAINTENANCE

FUND: 101 GENERAL  
 DIVISION: 203 INCOME TAX ADMINISTRATION

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 40	\$ 50		
TYPEWRITER MAINTENANCE			\$ 50	\$
-----			\$ 50	\$



ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

958-00 DUES & SUBSCRIPTIONS

FUND: 101 GENERAL  
 DIVISION: 203 INCOME TAX ADMINISTRATION

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 180	\$ 450		
AMERICAN INSTITUTE CPA'S			\$ 185	\$
MICHIGAN ASSOCIATION OF CPA'S			180	
CPA LICENSE			100	
			\$ 465	\$