

SUMMARY OF BUDGET
REQUIREMENTS
2007 - 2008

DEPARTMENT TREASURER
DIVISION 253 TREASURER

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	\$ 74,348	\$ 74,394	\$ 78,452	\$ 80,178	\$
706 01	WAGE REIMB - BWATC	10,065-	11,520-	12,096-	12,660-	\$
707 00	SALARY & WAGES TEMP EMPLOYEES	10,186	14,431	14,892	15,336	
710 00	FRINGE BENEFITS	40,476	44,613	48,560	49,641	
	TOTAL PERSONAL SERVICES	\$ 114,945	\$ 121,918	\$ 129,808	\$ 132,495	\$
	SUPPLIES AND MATERIALS					
728 00	OFFICE SUPPLIES	\$ 892	\$ 888	\$ 985	\$ 1,050	\$
730 00	POSTAGE	6,597	6,614	8,000	7,068	
757 00	OPERATING SUPPLIES	0	46	200	200	
	TOTAL SUPPLIES & MATERIALS	\$ 7,489	\$ 7,548	\$ 9,185	\$ 8,318	\$
	CARRIED FORWARD	\$ 122,434	\$ 129,466	\$ 138,993	\$ 140,813	\$

ACCT NO	CLASS	EXPENDED 04 05	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
	BROUGHT FORWARD	\$ 122,434	\$ 129,466	\$ 138,993	\$ 140,813	\$
801 00	CONTRACTUAL SERVICES					
818 00	PROFESSIONAL SERVICES	\$ 137	\$ 259	\$ 200	\$ 200	\$
853 00	CONTRACTUAL SERVICES	53,604	57,481	69,975	74,159	
936 00	TELEPHONE	237	302	275	375	
947 00	REPAIRS & MAINTENANCE	150	120	150	150	
	RENT OF CITY OWNED MOTOR VEHICLE	0	0	26	27	
	TOTAL CONTRACTUAL SERVICES	\$ 54,128	\$ 58,162	\$ 70,626	\$ 74,911	\$
	TOTAL ORDINARY RECURRING EXPENSES	\$ 176,562	\$ 187,628	\$ 209,619	\$ 215,724	\$
	CAPITAL OUTLAY					
	TOTAL CAPITAL OUTLAY	\$ 0	\$ 0	\$ 0	\$	\$
	TOTAL FOR DIVISION	\$ 176,562	\$ 187,628	\$ 209,619	\$ 215,724	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
 DIVISION: 253 TREASURER

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				\$ 74,394	\$ 78,452		
01	50% CITY TREASURER/ WATER OFFICE SUPERVISOR	M. DEMPSEY	01-30-84			\$ 26,186	\$
02	91% CASHIER II	L. STARK	07-07-97			27,865	
03	CASHIER I	A. HANSEN	10-03-05			26,127	
						\$ 80,178	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL
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706-01 WAGE REIMB - BWATC

NO	TITLE	NAME	D.O.H.	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS				\$ 11,520-	\$ 12,096-		
	REIMBURSEMENT BY BLUE WATER AREA TRANSPORTATION COMMISSION (\$1055 PER MONTH) FOR SERVICES RENDERED					\$ 12,660-	\$
						\$ 12,660-	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

707-00 SALARY & WAGES TEMP EMPLOYEES

FUND: 101 GENERAL
 DIVISION: 253 TREASURER

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 14,431	\$ 14,892		
PART-TIME CASHIER (1200 HOURS X \$12.78/HOUR)			\$ 15,336	\$
			----- \$ 15,336	----- \$

710-00 FRINGE BENEFITS

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 44,613	\$ 48,560		
FULL-TIME SALARIES OF \$80,178 X .60			\$ 48,107	\$
PART-TIME SALARIES OF \$15,336 X .10			1,534	
			\$ 49,641	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

728-00 OFFICE SUPPLIES

FUND: 101 GENERAL
 DIVISION: 253 TREASURER

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 888	\$ 985		
PAPER, PENCILS, PENS, ADDING MACHINE TAPE, LIQUID PAPER, RUBBER BANDS, ETC. DEPOSIT SLIPS BINDERS ENVELOPES FOR TV TELLER RUBBER STAMPS			\$ 1,050	\$
			\$ 1,050	\$

730-00 POSTAGE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 6,614	\$ 8,000		
19,500 TAX BILLS (JULY AND DECEMBER)			\$ 7,068	\$
DAILY MAIL				
			----- \$ 7,068	\$

757-00 OPERATING SUPPLIES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 46	\$ 200		
ONE ADDING MACHINE			\$ 200	\$
			\$ 200	\$

801-00 PROFESSIONAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 259	\$ 200		
COUNTY CLERK PETITION AND FILING FEES TO STRIKE 2001 DELINQUENT PERSONAL PROPERTY TAXES			\$ 200	\$
72ND DISTRICT COURT FILING FEES FOR SMALL CLAIM COURT CASES AGAINST DELINQUENT PERSONAL PROPERTY TAXPAYERS				
			\$ 200	\$

818-00 CONTRACTUAL SERVICES

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 57,481	\$ 69,975		
DATA PROCESSING SERVICES			\$ 68,100	\$
PHOTO COPIES			318	
DIEBOLD, INC. (TV TELLER)			915	
CITIZENS FIRST (BANK MESSENGER) (\$315 PER MONTH)			3,780	
COURIER SERVICE TO CREDIT UNION			409	
AUTOMATED BUSINESS MACHINES (SERVICE AGREEMENT ON CHECK SIGNER KEPT IN DATA DATA PROCESSING ROOM)			237	
AUTOMATED BUSINESS EQUIPMENT (MAINTENANCE AGREEMENT ON SIGNER IN DATA PROCESSING - CUT SHEET MACHINE)			400	
			\$ 74,159	\$

853-00 TELEPHONE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 302	\$ 275		
LONG DISTANCE AND LOCAL TELEPHONE CALLS REGARDING PROPERTY TAX INFORMATION			\$ 375	\$
			\$ 375	\$

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

936-00 REPAIRS & MAINTENANCE

FUND: 101 GENERAL
 DIVISION: 253 TREASURER

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
----- PREVIOUS YEARS TOTALS	\$ 120	\$ 150		
REPAIRS AND MAINTENANCE ON OFFICE EQUIPMENT			\$ 150	\$
			----- \$ 150	\$

947-00 RENT OF CITY OWNED MOTOR VEHICLE

DESCRIPTION	EXPENDED 05 06	BUDGET 06 07	REQUESTED 07 08	RECOMMENDED 07 08
PREVIOUS YEARS TOTALS	\$ 0	\$ 26		
TRANSPORTATING TAX BILLS TO THE POST OFFICE TWICE A YEAR			\$ 27	\$
TRANSPORTING OLD FILES FOR STORAGE AT THE FILTRATION PLANT				
FULL SIZE SEDAN 10 HOURS @ 2.68 PER HOUR				
			\$ 27	\$