

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2009 - ACTUAL		2010 - ACTUAL		2011 BUDGETED		2011 YTD	2011	2012 - RECOMD		2012 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT											
	7,470	.10	7,787	.10	7,690	.10	7,494	8,084	8,194	.10	8,194	.10
245	ACCOUNTING ASSISTANT											
	58,732	1.50	61,209	1.50	63,894	1.50	59,337	64,281	67,136	1.50	67,136	1.50
299	PAYROLL TAXES AND FRINGES											
	33,516		30,672		34,170		29,050	29,632	33,300		33,300	
TOTAL CLASS: 05 PERSONAL SERVICES												
	99,718	1.60	99,668	1.60	105,754	1.60	95,881	101,997	108,630	1.60	108,630	1.60

0129

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	86		245		400		315	400	375		375	
302	POSTAGE EXPENSE											
	24,957		26,019		26,750		26,028	26,750	27,000		27,000	
303	OFFICE FURNITURE & EQUIPMENT											
	64				650		716	716	100		100	
305	SPECIAL DEPARTMENT SUPPLIES											
	1,382		6,025		7,500		7,500	7,500	8,600		8,600	
307	MEMBERSHIP FEES											
	78		95		100		78	100	100		100	
312	DEPOSIT SHORTAGE/OVERAGE											
	50											
316	ADVERTISING, RECORDING & FILING											
					200		113	200	200		200	
326	TRAINING											
	400		500		550		159	550	600		600	
341	COMMUNICATIONS EXPENSE											
	163		189		250		174	250	250		250	

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OBJ	2009 - ACTUAL		2010 - ACTUAL		2011 BUDGETED		2011 YTD	2011	2012 - RECOMD		2012 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
481	OTHER EXPENSES											
	19,793											
511	PROFESSIONAL SERVICES											
	8,091		33,100		42,700		33,129	37,500	47,380		47,380	
536	MAINTENANCE CONTRACTS											
	88		88		500		323	500	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	55,152		66,261		79,600		68,535	74,466	85,105		85,105	
0130 CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	8,041		2,031		3,133		1,798	2,938	3,641		3,641	
TOTAL CLASS: 25 TRANSFERS												
	8,041		2,031		3,133		1,798	2,938	3,641		3,641	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	162,911	1.60	167,960	1.60	188,487	1.60	166,214	179,401	197,376	1.60	197,376	1.60



**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2009 - ACTUAL		2010 - ACTUAL		2011 BUDGETED		2011	2012 - RECOMD		2012 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT											
	7,470	.10	7,787	.10	7,690	.10	8,084	8,194	.10	8,194	.10	
245	ACCOUNTING ASSISTANT											
	58,732	1.50	61,209	1.50	63,894	1.50	64,281	67,136	1.50	67,136	1.50	
299	PAYROLL TAXES AND FRINGES											
	33,516		30,672		34,170		29,632	33,300		33,300		

TOTAL CLASS: 05 PERSONAL SERVICES

	99,718	1.60	99,668	1.60	105,754	1.60	101,997	108,630	1.60	108,630	1.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	86		245		400		400	375		375		
302	POSTAGE EXPENSE											
	24,957		26,019		26,750		26,750	27,000		27,000		
303	OFFICE FURNITURE & EQUIPMENT											
	64				650		716	100		100		
305	SPECIAL DEPARTMENT SUPPLIES											
	1,382		6,025		7,500		7,500	8,600		8,600		
307	MEMBERSHIP FEES											
	78		95		100		100	100		100		
312	DEPOSIT SHORTAGE/OVERAGE											
	50											
316	ADVERTISING, RECORDING & FILING											
					200		200	200		200		
326	TRAINING											
	400		500		550		550	600		600		
341	COMMUNICATIONS EXPENSE											
	163		189		250		250	250		250		
481	OTHER EXPENSES											
	19,793											
511	PROFESSIONAL SERVICES											
	8,091		33,100		42,700		37,500	47,380		47,380		
536	MAINTENANCE CONTRACTS											
	88		88		500		500	500		500		

TOTAL CLASS: 10 MATERIALS & SERVICES

	55,152		66,261		79,600		74,466	85,105		85,105	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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169	SENIOR ACCOUNTANT	
245	ACCOUNTING ASSISTANT	
299	PAYROLL TAXES AND FRINGES	PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 56.32% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 28.82% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 17.07% FOR RETIREMENT CONTRIBUTIONS (18.29% PERS OR 14.25% OPSRP GENERAL OR 16.96% OPSRP POLICE), AND 4.40% IN OTHER TAXES (UNEMPLOYMENT LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 27.50% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE	MISC OFFICE SUPPLIES \$375
302	POSTAGE EXPENSE	POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$27,000
303	OFFICE FURNITURE & EQUIPMENT	MISC ADA EQUIPMENT \$100
305	SPECIAL DEPARTMENT SUPPLIES	UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$8,600
307	MEMBERSHIP FEES	SPRINGBROOK USER GROUP MEMBERSHIP \$20; AWWA MEMBERSHIP DUES \$80
312	DEPOSIT SHORTAGE/OVERAGE	
316	ADVERTISING, RECORDING & FILING	PUBLIC HEARING ADVERTISING FOR PROPOSED WATER RATE INCREASE \$200
326	TRAINING	VARIOUS CUSTOMER SERVICE TRAINING BOOKS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$600
341	COMMUNICATIONS EXPENSE	NEXTEL RADIO PHONES \$250
481	OTHER EXPENSES	
511	PROFESSIONAL SERVICES	CREDIT CARD MERCHANT CHARGES AND BILL TRUST CREDIT CARD PROCESSING FEES \$20,480; LOCKBOX PROCESSING \$16,000; ARMORED CAR SERVICE \$1,200; ANNUAL POST OFFICE BOX RENTAL \$1,100; WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER \$8,100; ADDITIONAL PROGRAMMING \$500
536	MAINTENANCE CONTRACTS	ANNUAL MAINTENANCE FEE FOR TYPEWRITER AND CASH REGISTER \$100; ANNUAL MAINTENANCE FEE FOR ONLINE BILL PAY AND EBILL APPLICATION \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2009 - ACTUAL		2010 - ACTUAL		2011 BUDGETED		2011	2012 - RECOMD		2012 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND

8,041	2,031	3,133	2,938	3,641	3,641
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TOTAL CLASS: 25 TRANSFERS

8,041	2,031	3,133	2,938	3,641	3,641
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

162,911	1.60	167,960	1.60	188,487	1.60	179,401	197,376	1.60	197,376	1.60
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

162,911	1.60	167,960	1.60	188,487	1.60	179,401	197,376	1.60	197,376	1.60
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City of Beaverton - Finance  
Budget Preparation - 2012

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS