

City of Beaverton - Finance
 Budget Preparation - 2012

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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	58,728	1.50	61,203	1.50	63,918	1.50	59,333	64,301	67,161	1.50	67,161	1.50
299	PAYROLL TAXES AND FRINGES	33,513		30,668		34,182		29,048	29,650	33,317		33,317	
TOTAL CLASS: 05 PERSONAL SERVICES		99,711	1.60	99,658	1.60	105,790	1.60	95,875	102,035	108,672	1.60	108,672	1.60

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	86		245		400		315	400	375		375	
302	POSTAGE EXPENSE	24,902		25,937		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			17		20			20	20		20	
326	TRAINING	400		500		550		159	550	600		600	
481	OTHER EXPENSES	43,684											
511	PROFESSIONAL SERVICES	8,090		58,913		78,000		60,759	66,500	79,280		79,280	
536	MAINTENANCE CONTRACTS	88		88		500		323	500	500		500	

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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
TOTAL CLASS: 10 MATERIALS & SERVICES	78,696		91,725		114,370		95,800	102,936	116,475		116,475	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND	8,041		2,031		3,133		1,798	2,938	2,601		2,601	
TOTAL CLASS: 25 TRANSFERS	8,041		2,031		3,133		1,798	2,938	2,601		2,601	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT	186,448	1.60	193,414	1.60	223,293	1.60	193,473	207,909	227,748	1.60	227,748	1.60

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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										
	58,728	1.50	61,203	1.50	63,918	1.50	64,301	67,161	1.50	67,161	1.50
299	PAYROLL TAXES AND FRINGES										
	33,513		30,668		34,182		29,650	33,317		33,317	

TOTAL CLASS: 05 PERSONAL SERVICES

	99,711	1.60	99,658	1.60	105,790	1.60	102,035	108,672	1.60	108,672	1.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	86		245		400		400	375		375	
302	POSTAGE EXPENSE										
	24,902		25,937		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										
			17		20		20	20		20	
326	TRAINING										
	400		500		550		550	600		600	
481	OTHER EXPENSES										
	43,684										
511	PROFESSIONAL SERVICES										
	8,090		58,913		78,000		66,500	79,280		79,280	
536	MAINTENANCE CONTRACTS										
	88		88		500		500	500		500	

TOTAL CLASS: 10 MATERIALS & SERVICES

	78,696		91,725		114,370		102,936	116,475		116,475	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	8,041		2,031		3,133		2,938	2,601		2,601	

TOTAL CLASS: 25 TRANSFERS

	8,041		2,031		3,133		2,938	2,601		2,601	
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

	186,448	1.60	193,414	1.60	223,293	1.60	207,909	227,748	1.60	227,748	1.60
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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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
326	TRAINING	CUSTOMER SERVICE TRAINING MATERIALS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$600
481	OTHER EXPENSES	FOR FY 09-10, EXPENDITURES MOVED TO LINE ITEM 511
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; TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$33,000; 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 ON-LINE BILL PAY AND EBILL APPLICATION \$400
816	TRSFERS TO REPROGRAPHICS FUND	ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT
 186,448 1.60 193,414 1.60 223,293 1.60 207,909 227,748 1.60 227,748 1.60

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS