

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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	7,467	.10	7,788	.10	7,690	.10	7,495	8,084	8,194	.10	8,194	.10
245	ACCOUNTING ASSISTANT	43,379	1.00	44,070	1.00	45,153	1.00	41,635	45,191	45,822	1.00	45,822	1.00
299	PAYROLL TAXES AND FRINGES	22,263		22,568		25,155		23,431	24,204	27,078		27,078	
0141	TOTAL CLASS: 05 PERSONAL SERVICES	73,109	1.10	74,426	1.10	77,998	1.10	72,561	77,479	81,094	1.10	81,094	1.10

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	86		213		275		205	275	250		250	
302	POSTAGE EXPENSE	24,902		25,937		26,750		26,000	26,750	27,000		27,000	
303	OFFICE FURNITURE & EQUIPMENT	64				750		884	884	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	200		175		200		159	200	400		400	
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	

City of Beaverton - Finance
 Budget Preparation - 2012

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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
TOTAL CLASS: 10 MATERIALS & SERVICES												
	78,496		91,368		113,995		95,830	102,629	116,150		116,150	
CLASS: 25 TRANSFERS												
816 TRSFRS TO REPROGRAPHICS FUND												
	8,041		2,031		3,133		1,723	2,938	2,601		2,601	
TOTAL CLASS: 25 TRANSFERS												
	8,041		2,031		3,133		1,723	2,938	2,601		2,601	
0142	TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	159,646	1.10	167,825	1.10	195,126	1.10	170,114	183,046	199,845	1.10	199,845	1.10

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN 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	7,467	.10	7,788	.10	7,690	.10	8,084	8,194	.10	8,194	.10
245	ACCOUNTING ASSISTANT	43,379	1.00	44,070	1.00	45,153	1.00	45,191	45,822	1.00	45,822	1.00
299	PAYROLL TAXES AND FRINGES	22,263		22,568		25,155		24,204	27,078		27,078	

TOTAL CLASS: 05 PERSONAL SERVICES

		73,109	1.10	74,426	1.10	77,998	1.10	77,479	81,094	1.10	81,094	1.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	86		213		275		275	250		250	
302	POSTAGE EXPENSE	24,902		25,937		26,750		26,750	27,000		27,000	
303	OFFICE FURNITURE & EQUIPMENT	64				750		884	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	200		175		200		200	400		400	
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

		78,496		91,368		113,995		102,629	116,150		116,150	
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CLASS: 25 TRANSFERS

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

		159,646	1.10	167,825	1.10	195,126	1.10	183,046	199,845	1.10	199,845	1.10
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BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

169	SENIOR ACCOUNTANT
245	ACCOUNTING ASSISTANT
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY 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 16.69% 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 \$250
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 MATERIALS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$400
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

159,646	1.10	167,825	1.10	195,126	1.10	183,046	199,845	1.10	199,845	1.10
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BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS