FINANCE

SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET
EXPENDITURES:					
PERSONNEL	335,441	366,043	368,100	368,100	370,900
OPERATING	107,653	93,496	106,300	116,082	95,900
TOTAL	**$443,094**	**$459,539**	**$474,400**	**$484,182**	**$466,800**
FUNDING SOURCE:					
GENERAL FUND	$443,094	$459,539	$474,400	$484,182	$466,800

FY 2019 Budget Modifications

- The HR Coordinator position is moved from the Finance Department to the City Manager's Office.
- A new position titled Fiscal Coordinator will be added to the Finance. This position will cover finance duties that were being done by the HR Coordinator. Additionally this position will also have responsibilities that include capital assets and grant monitoring.

Capital Budget

- There is no capital purchases budgeted for FY 2019.

FINANCE (001.1100)

CODE	ACCOUNT TITLE	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2019 BUDGET	PERCENT CHANGE
	PERSONNEL:						
1200	Salaries & Wages	254,698	280,822	278,800	278,800	283,300	1.61%
1400	Overtime	-	1,196	-	-	-	
2100	Social Security	18,101	20,435	21,400	21,400	21,700	1.40%
2203	ICMA 401(a) Plan	22,870	23,512	25,100	25,100	25,500	1.59%
2300	Group Insurance	39,169	38,817	42,100	42,100	39,700	-5.70%
2400	Worker's Compensation	603	1,261	700	700	700	0.00%
	Subtotal Personnel	335,441	366,043	368,100	368,100	370,900	0.76%
	OPERATING:						
3100	Professional Services	20,002	5,000	13,000	18,000	10,000	-44.44%
3121	Computer Software Support	17,900	20,217	17,900	21,402	18,500	-13.56%
3135	Pre-Employment Services	1,900	3,826	2,500	2,500	-	-100.00%
3200	Accounting and Auditing	35,679	37,315	40,500	40,500	52,500	29.63%
3400	Other Contractual Services	13,848	14,632	15,500	15,500	-	-100.00%
4000	Travel and Training	6,776	1,952	6,000	7,280	5,000	-31.32%
4100	Telephone	-			-		
4110	Cellular Telephone	390	375	400	400	400	0.00%
4200	Postage	1,855	1,977	2,000	2,000	2,500	25.00%
4500	General Insurance	-			-		
4640	Maintenance - Other Equipment	322	-	500	500	500	0.00%
4700	Print & Reproduction	3,633	3,742	2,500	2,500	2,500	0.00%
4900	Other Current Charges	-		-	-	-	
4930	Bank Service Fees	800	558	500	500	300	-40.00%
4940	Other Charges	-		-	-	-	
4990	Debt Management Fees	1,750	1,750	2,000	2,000	2,000	0.00%
5100	Office Supplies	1,995	1,717	2,000	2,000	1,000	-50.00%
5200	Uniforms	-		-	-	-	
5210	Departmental Supplies	-		-	-	-	
5420	Dues & Subscriptions	803	435	1,000	1,000	700	-30.00%
	Subtotal Operating	107,653	93,496	106,300	116,082	95,900	-17.39%
	TOTAL FINANCE	**$443,094**	**459,539**	**$474,400**	**$484,182**	**$466,800**	**-3.59%**

FINANCE (001.1100)

CODE	ACCOUNT TITLE	FY 2019 BUDGET	DESCRIPTION
	PERSONNEL:		
1200	Salaries & Wages	283,300	Salary for Finance staff
2100	Social Security	21,700	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	25,500	City contribution to staff retirement at 9% of salary
2300	Group Insurance	39,700	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	700	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	370,900	
	OPERATING:		
3100	Professional Services	10,000	Financial Advisor retainer agreement ($7,500) and authorized reimbursable costs (e.g., production, travel expenses)
3121	Computer Software Support	18,500	Munis financial software system support contract
3135	Pre-Employment Services	-	Background checks, physicals and drug screens for new hires
3200	Accounting and Auditing	52,500	Annual independent audit of the City's financial statements as required by State Statutes and City Charter; Single Audit fee, if applicable
3400	Other Contractual Services	-	Paychex payroll processing software contract; flexible spending account (FSA) administration
4000	Travel and Training	5,000	Certified Public Finance Officer (CPFO) continuing education credits; annually required investment courses; GFOA annual conferences; Public Risk Management board meetings
4110	Cellular Telephone	400	Verizon Wireless service contract and/or reimbursement of personal phone use
4200	Postage	2,500	Correspondence, invoices, and payments
4640	Maintenance - Other Equipment	500	Cash counter and fax machine
4700	Print & Reproduction	2,500	Purchase orders, checks, annual CAFR and budget documents
4930	Bank Service Fees	300	FDIC assessment fees
4990	Debt Management Fees	2,000	Continuing disclosure fees; registrar and paying agent services
5100	Office Supplies	1,000	Office supplies and furnishings
5420	Dues & Subscriptions	700	Government Finance Officers Association (GFOA); Florida Government Finance Officers Association (FGFOA); Institute for Public Procurement (NIGP)
	Subtotal Operating	95,900	
	TOTAL FINANCE	**$466,800**	

FINANCE

FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2016	FY 2017	FY 2018	FY 2019
Assistant City Manager/Finance Director	1.00	1.00	0.00	0.00
Finance Director	0.00	0.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant	0.00	0.00	0.00	0.00
Financial Coordinator	1.00	1.00	0.00	0.00
HR/Financial Coordinator	0.00	0.00	1.00	0.00
Accounting Specialist	0.00	0.00	0.00	0.00
Fiscal Coordinator	0.00	0.00	0.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Funded Positions	4.00	4.00	4.00	4.00