

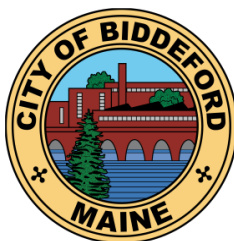
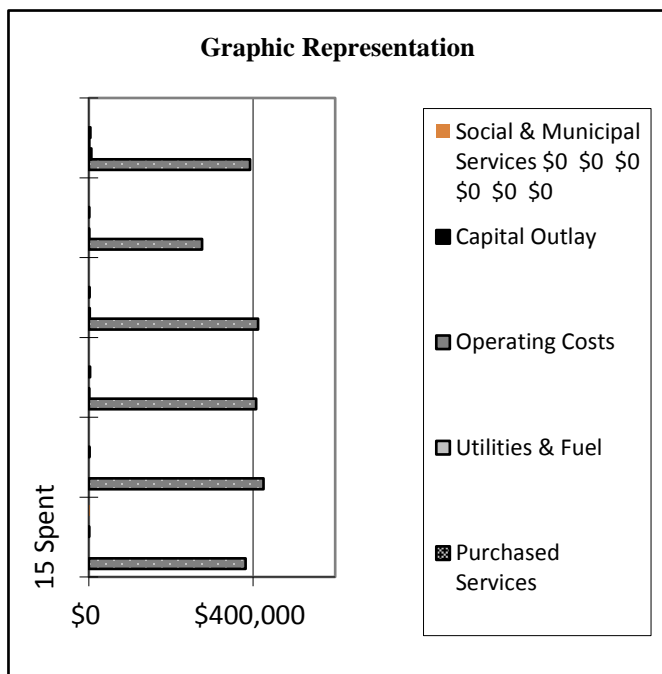
City of Biddeford, Maine

FY2018

Budget: Finance

Account Number: 21106

	FY15	FY16	FY16	FY17	FY17	FY2018		
	Spent	Budget	Spent	Budget	Yr to Date Spent thru 3/1/2017	Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$381,517	\$425,107	\$407,703	\$412,520	\$275,905	\$393,071	\$289,802	
Purchased Services	\$0	\$0	\$450	\$2,000	\$675	\$6,500	\$3,000	
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$837	\$0	
Operating Costs	\$838	\$1,300	\$2,948	\$1,100	\$708	\$4,000	\$1,500	
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS:	\$382,355	\$426,407	\$411,101	\$415,620	\$277,288	\$404,407	\$294,302	\$0



Total Fringe Benefit Impact

FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$23,168
Workers Comp	\$1,175
Health Insurance	\$53,085
Retirement	\$26,481
Unemployment	\$289
Other Insurance	\$946
# of Full Time Employees	4.50
Total Fringe Benefit Impact	\$105,144

	FY17 Budget	FY18 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$412,520	\$289,802	-\$122,718	\$0
Purchased Services	\$2,000	\$3,000	\$1,000	\$1
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$1,100	\$1,500	\$400	\$0
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$415,620	\$294,302	-\$121,318	-29.2%

FY2018 Personnel Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$91,486	\$106,517	\$96,359	\$88,715	\$59,799	\$90,686	\$90,686
60102	Mid Mgmt Hrly Employee Wag	\$110,278	\$114,207	\$109,334	\$114,899	\$75,722	\$151,852	\$151,852
60105	F-T Employee Wage Exp	\$85,744	\$91,140	\$89,846	\$94,089	\$60,658	\$44,637	\$45,480
60111	Overtime Wage Expense	\$15	\$0	\$188	\$668	\$105	\$668	\$500
60201	FICA/Medicare-ER Share Exp	\$20,418	\$23,766	\$21,241	\$23,502	\$14,148	\$22,013	\$0
60202	MPERS-Employer Share Exp	\$18,814	\$23,333	\$18,070	\$14,343	\$9,114	\$9,931	\$0
60203	457 Plan-Employer Share Exp	\$2,161	\$2,917	\$4,987	\$8,844	\$5,797	\$10,432	\$0
60210	HPHC Ins Employer Share Exp	\$51,145	\$61,499	\$64,552	\$59,638	\$46,879	\$54,198	\$0
60212	S-T Disability ER Share Exp	\$236	\$305	\$268	\$295	\$196	\$199	\$0
60213	L-T Disability ER Share Exp	\$484	\$573	\$612	\$547	\$460	\$650	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$0	\$0	\$3,120	\$1,932	\$3,510	\$0
60251	Conferences/Training Expense	\$145	\$200	\$550	\$1,000	\$0	\$1,160	\$400
60252	Travel/Mileage Expense	\$183	\$200	\$606	\$475	\$15	\$550	\$300
60253	Food/Lodging Expense	\$75	\$100	\$779	\$1,000	\$0	\$1,200	\$250
60256	Dues/Memberships Expense	\$335	\$350	\$310	\$1,385	\$1,080	\$1,385	\$335
Totals		\$381,517	\$425,107	\$407,703	\$412,520	\$275,905	\$393,071	\$289,802

FY2018 Purchased Services

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Srvs Exp	\$0	\$0	\$450	\$2,000	\$675	\$6,500	\$3,000
Totals		\$0	\$0	\$450	\$2,000	\$675	\$6,500	\$3,000

FY2018 Utilities & Fuel

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60406	Fiber/Internet Expense	\$0	\$0	\$0	\$0	\$0	\$837	\$0
Totals		\$0	\$0	\$0	\$0	\$0	\$837	\$0

FY2018 Other Operating Costs

Account Number	Description	FY15 Spent	FY16 Budget	FY16 Spent	FY17 Budget	FY17 Yr to Date Spent	FY2018	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-Cap	\$838	\$1,300	\$2,948	\$1,100	\$708	\$4,000	\$1,500
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals		\$838	\$1,300	\$2,948	\$1,100	\$708	\$4,000	\$1,500

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET
 Fiscal Year 2018 BUDGET

DEPARTMENT: 21106 Finance

CLASSIFICATION	RANGE	POSITION	YEAREND	REQUESTED	CITY MANAGER	COUNCIL	NAME
			ANNUALIZED				
Tax Collector		1	59,956.72	60,187.32	60,187.32		KRISTY CYR
Staff Accountant		1	64,531.25	64,779.44	64,779.44		GERALDINE MATHERNE
Finance Clerk		1	45,305.58	45,479.84	45,479.84		MARY ROBERGE
Finance Director		1	90,338.12	90,685.58	90,685.58		vacant
Comptroller		1	26,782.11	26,885.12	26,885.12		RICHARD DUTREMBLE
TOTAL BUDGETED POSITIONS	#REF!	5	286,913.79	288,017.30	288,017.30	0.00	



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Dept Manager Salary Exp

Department Number: 21106

Account Number: 60101

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$91,485.62	\$106,517.00	\$96,359.13	\$88,715.00	\$90,201.12

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$90,685.58	\$90,685.58		\$1,970.58

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Finance Director salary



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21106

Account Number: 60102

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$110,277.51	\$114,207.00	\$109,333.77	\$114,899.00	\$115,272.88

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$151,851.89	\$151,851.89		\$36,952.89

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

This year includes Comptroller for .5 FTE.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: F-T Employee Wage Exp

Department Number: 21106

Account Number: 60105

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$85,744.03	\$91,140.00	\$89,846.31	\$94,089.00	\$93,035.27

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$44,637.26	\$45,479.84		(\$48,609.16)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Amber St. Ours was moved to Clerk's budget.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Overtime Wage Expense

Department Number: 21106

Account Number: 60111

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$14.84	\$0.00	\$187.97	\$668.00	\$500.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$668.00	\$500.00		(\$168.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Overtime needed occasionally, depending on circumstances.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: FICA/Medicare-ER Share Exp

Department Number: 21106

Account Number: 60201

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$20,417.91	\$23,766.00	\$21,240.99	\$23,502.00	\$21,799.49

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$22,012.91	\$23,168.08		(\$333.92)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Benefits cost based on wages.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: MPERS-Employer Share Exp

Department Number: 21106

Account Number: 60202

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$18,813.91	\$23,333.00	\$18,069.79	\$14,343.00	\$13,844.17

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$9,930.76	\$10,544.34		(\$3,798.66)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Benefits cost based on wages.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: 457 Plan-Employer Share Exp

Department Number: 21106

Account Number: 60203

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$2,160.96	\$2,917.00	\$4,987.48	\$8,844.00	\$8,875.42

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$10,432.36	\$15,936.93		\$7,092.93

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Benefits cost based on wages.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: HPHC Ins Employer Share Exp

Department Number: 21106

Account Number: 60210

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$51,144.58	\$61,499.00	\$64,552.24	\$59,638.00	\$75,647.78

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$54,198.24	\$53,085.00		(\$6,553.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Health insurance, all on HMOHRA plan, 3 singles, 1 families, except Finance Director on PPO 2people.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: S-T Disability ER Share Exp

Department Number: 21106

Account Number: 60212

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$236.25	\$305.00	\$268.32	\$295.00	\$155.01

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$198.51	\$198.51		(\$96.49)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Benefits cost based on wages and premiums.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: L-T Disability ER Share Exp

Department Number: 21106

Account Number: 60213

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$483.76	\$573.00	\$612.10	\$547.00	\$367.10

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$650.23	\$680.25		\$133.25

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Benefits cost based on wages and premiums.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Delta Dental ER Share

Department Number: 21106

Account Number: 60216

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: RHSA Plan ER Share

Department Number: 21106

Account Number: 60217

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$3,120.00	\$3,120.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$3,510.00	\$3,510.00		\$390.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Four employees @ \$780 each.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Conferences/Training Expense

Department Number: 21106

Account Number: 60251

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$145.00	\$200.00	\$550.00	\$1,000.00	\$1,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,160.00	\$400.00		(\$600.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Attendance at classes and seminars for job certifications and peer interaction.

Examples from prior years, not all taken every year, depending on need:

Courses for Tax Collector certifications, 2 persons, 3 courses each	\$240
Maine GFOA seminars, 1 person, 3 seminars	\$120
Maine State Bar Assoc. continuing legal ed courses, 2 seminars	\$800



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Travel/Mileage Expense

Department Number: 21106

Account Number: 60252

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$182.84	\$200.00	\$605.79	\$475.00	\$621.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$550.00	\$300.00		(\$175.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Mileage and tolls for using personal vehicles to attend trainings/conferences. Increase requested to give new Finance Director an opportunity to attend basic level training and Maine State Bar Association annual seminar in Bar Harbor.

elimination of maine bar support



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Food/Lodging Expense

Department Number: 21106

Account Number: 60253

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$74.52	\$100.00	\$779.41	\$1,000.00	\$1,100.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$250.00		(\$750.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Food and/or lodging offered when attending training/conference more than a two hour ride away. This does happen frequently, but needs to be provided for as often a class is only offered in Bangor. Also includes Maine State Bar Association annual seminar in Bar Harbor for 3 days.

elimination of Maine Bar expenses



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Dues/Memberships Expense

Department Number: 21106

Account Number: 60256

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$335.00	\$350.00	\$310.00	\$1,385.00	\$1,385.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,385.00	\$335.00		(\$1,050.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Memberships:	
MMTCTA, 3 @ \$25	75
MGFOA, 1	35
GFOA, 1	225
Maine Bar license fee	275
Maine State Bar Association	265
AICPA	245
Maine Society of CPAs	265



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Other Prof/Consult Svcs Exp

Department Number: 21106

Account Number: 60306

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$450.00	\$2,000.00	\$2,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$6,500.00	\$3,000.00		\$1,000.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Estimated use of consultant for assistance with Crystal Reports and development of same.
Increase requested for estimated cost of Tyler Technology for training on personnel budgeting module.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Fiber/Internet Expense

Department Number: 21106

Account Number: 60406

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$836.64	\$0.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Finance Director does a lot of work from home, which requires internet access.



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Admin/Office Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60500

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$838.47	\$1,300.00	\$2,947.58	\$1,100.00	\$2,000.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$4,000.00	\$1,500.00		\$400.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

- Pens, pencils, paper clips, binder clips, staples, storage boxes, replacement chairs.
- Binders for reports, paper for calculators and receipt printers.
- Large padded envelopes for submission of BMV weekly materials.
- W-2, 1099 and 1095-C forms from Tyler technology - not budgeted in prior year
- Note pads



Fiscal Year 2018 Budget Request

April 14, 2017

Department: Finance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60501

FY2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	FY 2017 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY-2018 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.