

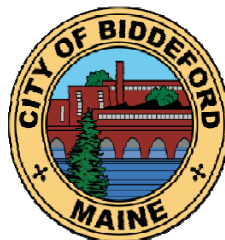
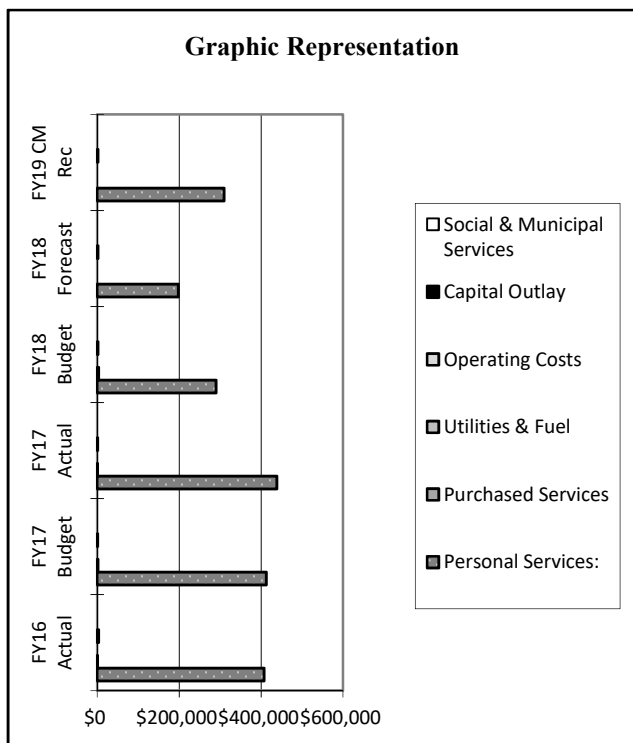
City of Biddeford, Maine

FY2019

Budget: Finance

Account Number: 21106

	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD	FY19	
						Dept Head	Manager's Rec
Personnel Services:	\$407,703	\$412,520	\$438,348	\$289,803	\$198,263	\$309,385	\$309,385
Purchased Services	\$450	\$2,000	\$675	\$3,000	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$2,948	\$1,100	\$1,186	\$1,500	\$1,483	\$1,560	\$1,560
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$411,101	\$415,620	\$440,208	\$294,303	\$199,745	\$310,945	\$310,945



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$23,870
Workers Comp	\$1,020
Health Insurance	\$63,281
Retirement	\$27,168
Unemployment	\$307
Other Insurance	\$4,529
Total Fringe Benefit Impact	\$120,175
# of Full Time Employees	4.50

	FY18 Budget	FY19 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$289,803	\$309,385	\$19,582	6.8%
Purchased Services	\$3,000	\$0	-\$3,000	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$1,500	\$1,560	\$60	4.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$294,303	\$310,945	\$16,642	5.7%

Personnel Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$96,359	\$88,715	\$96,531	\$90,686	\$68,436	\$106,408	\$106,408
60102	Mid Mgmt Hrly Employee Wa	\$109,334	\$114,899	\$122,855	\$151,852	\$98,509	\$152,136	\$152,136
60105	F-T Employee Wage Exp	\$89,846	\$94,089	\$94,027	\$45,480	\$30,390	\$46,187	\$46,187
60111	Overtime Wage Expense	\$188	\$668	\$105	\$500	\$0	\$250	\$250
60201	FICA/Medicare-ER Share Exp	\$21,241	\$23,502	\$22,393	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$18,070	\$14,343	\$14,773	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$4,987	\$8,844	\$8,249	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$64,552	\$59,638	\$73,241	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$268	\$295	\$296	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$612	\$547	\$678	\$0	\$0	\$0	\$0
60216	Delta Dental ER Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$0	\$3,120	\$3,199	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$550	\$1,000	\$570	\$400	\$150	\$1,400	\$1,400
60252	Travel/Mileage Expense	\$606	\$475	\$126	\$300	\$392	\$970	\$970
60253	Food/Lodging Expense	\$779	\$1,000	\$0	\$250	\$0	\$1,100	\$1,100
60256	Dues/Memberships Expense	\$310	\$1,385	\$1,305	\$335	\$385	\$935	\$935
Totals		\$407,703	\$412,520	\$438,348	\$289,803	\$198,263	\$309,385	\$309,385

Purchased Services

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	FY19	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$450	\$2,000	\$675	\$3,000	\$0	\$0	\$0
Totals		\$450	\$2,000	\$675	\$3,000	\$0	\$0	\$0

Other Operating Costs

Account Number	Description	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Budget	FY18 YTD 02/28/18	\$0	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$2,948	\$1,100	\$1,186	\$1,500	\$564	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$919	\$360	\$360
Totals		\$2,948	\$1,100	\$1,186	\$1,500	\$1,483	\$1,560	\$1,560

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2019 BUDGET

DEPARTMENT: 21106 Finance

CLASSIFICATION	EMP #	FTE	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL	REQUESTED			
FINANCE DIRECTOR	10813	1.00	106,000.00	106,407.69	106,407.69		FOURNIER
TAX COLLECTOR	14950	1.00	60,777.60	61,011.36	61,011.36		CYR
COMPROLLER	22401	0.50	26,607.36	26,709.70	26,709.70		DUTREMBLE
STAFF ACCOUNTANT	10297	1.00	64,168.00	64,414.80	64,414.80		MATHERNE
FINANCE CLERK	60000	1.00	46,009.60	46,186.56	46,186.56		ROBERGE
TOTAL BUDGETED POSITIONS		4.50	303,562.56	304,730.11	304,730.11		



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Dept Manager Salary Exp

Department Number: 21106

Account Number: 60101

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$96,359.13	\$88,715.00	\$96,530.62	\$90,686.00	\$105,146.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$106,407.69	\$106,407.69		\$15,721.69

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 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21106

Account Number: 60102

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$109,333.77	\$114,899.00	\$122,855.49	\$151,852.00	\$152,435.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$152,135.86	\$152,135.86		\$283.86

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 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: F-T Employee Wage Exp

Department Number: 21106

Account Number: 60105

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$89,846.31	\$94,089.00	\$94,026.66	\$45,480.00	\$46,217.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$46,186.56	\$46,186.56		\$706.56

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 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Overtime Wage Expense

Department Number: 21106

Account Number: 60111

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$187.97	\$668.00	\$105.39	\$500.00	\$200.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$250.00	\$250.00		(\$250.00)

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 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Conferences/Training Expense

Department Number: 21106

Account Number: 60251

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$550.00	\$1,000.00	\$570.00	\$400.00	\$350.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,400.00	\$1,400.00		\$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.

1 Munis(\$950) or GFOA (\$630) annual conference - Finance Director	\$	950.00
4 GFOA quarterly meetings - Finance Director	\$	150.00
1 Training for Tax Collector	\$	150.00
1 Training for Staff Accountant	\$	150.00
	<u>\$</u>	<u>1,400.00</u>



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Travel/Mileage Expense

Department Number: 21106

Account Number: 60252

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$605.79	\$475.00	\$125.58	\$300.00	\$592.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$970.00	\$970.00		\$670.00

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 for local conferences (6 x 95)	\$	570.00
Travel to 1 Munis/GFOA conference	\$	400.00
	<u>\$</u>	<u>970.00</u>



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Food/Lodging Expense

Department Number: 21106

Account Number: 60253

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$779.41	\$1,000.00	\$0.00	\$250.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,100.00	\$1,100.00		\$850.00

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.



Travel to 1 Munis/GFOA conference	\$	1,100.00
	<u>\$</u>	<u>1,100.00</u>



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Dues/Memberships Expense

Department Number: 21106

Account Number: 60256

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$310.00	\$1,385.00	\$1,305.00	\$335.00	\$900.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$935.00	\$935.00		\$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.



GFOA CAFR	\$	580.00
GFOA Membership	\$	260.00
MMTCTA Membership - Finance Director	\$	35.00
MMTCTA Membership - Tax Collector	\$	35.00
HR-MMA association	\$	25.00
	<u>\$</u>	<u>935.00</u>



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21106

Account Number: 60306

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$450.00	\$2,000.00	\$675.00	\$3,000.00	\$0.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$3,000.00)

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.



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

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

Department Number: 21106

Account Number: 60500

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$2,947.58	\$1,100.00	\$1,185.56	\$1,500.00	\$1,200.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		(\$300.00)

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.

Annual Staples Supplies/tax forms \$ 1,200.00



Fiscal Year 2019 Budget Request

March 1, 2018

Department: Finance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60501

FY2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	FY 2018 Est. Expended
\$0.00	\$0.00	\$0.00	\$0.00	\$919.00

FY-2019 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$360.00

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.



Cell Phone Allowance (\$30/month) \$ 360.00