

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

021	FINANCE DIRECTOR											
	155,050	1.00	158,555	1.00	162,441	1.00	151,815	162,444	168,065	1.00	168,065	1.00
045	FINANCIAL REPORTING MANAGER											
	85,510	1.60	187,154	1.75	182,369	1.75	178,902	188,025	190,150	1.75	190,150	1.75
074	BUDGET COORDINATOR											
	77,411	1.00	78,116	1.00	78,723	1.00	75,909	78,724	80,598	1.00	80,598	1.00
075	PAYROLL ADMINISTRATOR											
	69,375	1.00	97,948	1.00	96,133	1.00	56,297	62,386	65,420	1.00	65,420	1.00
086	ASSISTANT FINANCE DIRECTOR											
	118,792	1.00	120,523	1.00	92,429	1.00	93,953	99,487	187,912	1.70	187,912	1.70
149	PURCHASING AGENT											
	74,508	1.00	75,902	1.00	77,318	1.00	72,858	77,316	79,248	1.00	79,248	1.00
169	SENIOR ACCOUNTANT											
	244,284	2.70	128,479	2.10	172,223	2.10	160,735	172,178	157,319	1.80	157,319	1.80
172	ACCOUNTANT											
	69,325	1.00	70,621	1.00	71,940	1.00	67,791	71,942	73,737	1.00	73,737	1.00
221	SUPPORT SPECIALIST 2											
	27,979	1.00	41,643	1.00	44,928	1.00	42,329	44,932	48,346	1.00	48,346	1.00
245	ACCOUNTING ASSISTANT											
	44,004	.75	41,448	1.00	50,411	1.00	47,271	50,209	54,117	1.00	54,117	1.00
248	ACCOUNTING SPECIALIST											
	195,161	4.00	204,858	4.00	213,175	4.00	199,852	210,735	218,334	4.00	218,334	4.00
275	TEMPORARY EMPLOYEES											
	10,212		22,560		15,000		4,164	9,009	20,000		20,000	
299	PAYROLL TAXES AND FRINGES											
	569,663		587,951		632,610		590,441	609,234	719,539		719,539	

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,741,274	16.05	1,815,758	15.85	1,889,700	15.85	1,742,317	1,836,621	2,062,785	16.25	2,062,785	16.25
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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES												
301	OFFICE EXPENSE											
	2,319		1,947		2,400		1,867	2,400	2,400		2,400	
303	OFFICE FURNITURE & EQUIPMENT											
	1,293		2,491		2,000		1,713	1,500	2,005		2,005	
307	MEMBERSHIP FEES											
	5,816		9,949		10,410		10,389	10,670	10,470		10,470	
308	PERIODICALS & SUBSCRIPTIONS											
	701		766		790		791	802	802		802	
312	DEPOSIT SHORTAGE/OVERAGE											
	35		-1				15					
0133 316	ADVERTISING, RECORDING & FILING											
	4,190		5,479		5,500		4,469	5,000	5,000		5,000	
317	COMPUTER EQUIPMENT											
					9,345		7,637	8,500	1,992		1,992	
318	COMPUTER SOFTWARE											
			296						600		600	
321	TRAVEL, TRAINING & SUBSISTENCE											
	12,173		6,014		12,400		7,653	10,900	13,300		13,300	
328	MEALS & RELATED EXPENSE											
	2											
330	MILEAGE REIMBURSEMENT											
	62		161		225		83	125	225		225	
341	COMMUNICATIONS EXPENSE											
	744		1,231		1,248		989	1,212	1,188		1,188	
481	OTHER EXPENSES											
	1,796		2,097		2,390		2,935	2,390	2,614		2,614	
511	PROFESSIONAL SERVICES											
	54,647		105,341		101,200		97,825	101,200	104,360		104,360	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES												
	83,778		135,771		147,908		136,366	144,699	144,956		144,956	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	60,848		67,588		75,410		62,770	75,410	80,402		80,402	
TOTAL CLASS: 25 TRANSFERS												
	60,848		67,588		75,410		62,770	75,410	80,402		80,402	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	1,885,900	16.05	2,019,117	15.85	2,113,018	15.85	1,941,453	2,056,730	2,288,143	16.25	2,288,143	16.25

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

021	FINANCE DIRECTOR											
	155,050	1.00	158,555	1.00	162,441	1.00	162,444	168,065	1.00	168,065	1.00	
074	BUDGET COORDINATOR											
	77,411	1.00	78,116	1.00	78,723	1.00	78,724	80,598	1.00	80,598	1.00	
299	PAYROLL TAXES AND FRINGES											
	96,421		98,613		103,597		100,659	111,677		111,677		

TOTAL CLASS: 05 PERSONNEL SERVICES

	328,882	2.00	335,284	2.00	344,761	2.00	341,827	360,340	2.00	360,340	2.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES											
	320		220		440		440	440		440		
308	PERIODICALS & SUBSCRIPTIONS											
	471		536		560		560	560		560		
316	ADVERTISING, RECORDING & FILING											
	3,270		3,874		3,500		3,500	3,500		3,500		
321	TRAVEL, TRAINING & SUBSISTENCE											
341	COMMUNICATIONS EXPENSE											
	532		491		504		468	444		444		
481	OTHER EXPENSES											
	1,796		2,097		2,390		2,390	2,614		2,614		

TOTAL CLASS: 10 MATERIALS & SERVICES

	6,389		7,218		7,394		7,358	7,558		7,558	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND											
	12,272		13,213		16,513		16,513	17,744		17,744		

TOTAL CLASS: 25 TRANSFERS

	12,272		13,213		16,513		16,513	17,744		17,744	
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

	347,543	2.00	355,715	2.00	368,668	2.00	365,698	385,642	2.00	385,642	2.00
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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021 FINANCE DIRECTOR

074 BUDGET COORDINATOR

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES

OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION (OGFOA) \$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION \$320

308 PERIODICALS & SUBSCRIPTIONS

OREGONIAN \$260  
 VALLEY TIMES \$50  
 GOVERNMENTAL ACCOUNTING STANDARDS \$250

316 ADVERTISING, RECORDING & FILING

PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET AND AUDIT MEETING NOTICES  
 CERTIFICATION FILING FEES  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES  
 GFOA FILING FEES

321 TRAVEL, TRAINING & SUBSISTENCE

NO APPROPRIATION REQUESTED

341 COMMUNICATIONS EXPENSE

CELL PHONE CHARGES FOR FINANCE DIRECTOR @ \$37 PER MONTH \$444

481 OTHER EXPENSES

ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE FOR FINANCE, ISD, GIS AND COURT (65.35 FTE'S @ \$40 EA)

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

149	PURCHASING AGENT											
		74,508	1.00	75,902	1.00	77,318	1.00	77,316	79,248	1.00	79,248	1.00
221	SUPPORT SPECIALIST 2											
		27,979	1.00	41,643	1.00	44,928	1.00	44,932	48,346	1.00	48,346	1.00
275	TEMPORARY EMPLOYEES											
	834											
299	PAYROLL TAXES AND FRINGES											
		63,210		57,054		65,872		64,489	72,875		72,875	

TOTAL CLASS: 05 PERSONNEL SERVICES

		166,531	2.00	174,599	2.00	188,118	2.00	186,737	200,469	2.00	200,469	2.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES											
		3,560		7,560		7,560		7,830	7,580		7,580	
308	PERIODICALS & SUBSCRIPTIONS											
		230		230		230		242	242		242	
316	ADVERTISING, RECORDING & FILING											
		920		1,605		2,000		1,500	1,500		1,500	
318	COMPUTER SOFTWARE											
				296								
321	TRAVEL, TRAINING & SUBSISTENCE											
		591		952		1,900		1,400	1,800		1,800	

TOTAL CLASS: 10 MATERIALS & SERVICES

		5,301		10,643		11,690		10,972	11,122		11,122	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND											
		1,966		1,676		2,202		2,202	4,438		4,438	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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149 PURCHASING AGENT

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES

NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) \$190  
 CITY COSTCO MEMBERSHIP \$240  
 OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) \$50  
 LOCAL COLUMBIA CHAPTER OF NIGP \$100  
 PDXPROCUREMENTSEARCH.COM MEMBERSHIP \$3,000  
 OREGON COOPERATIVE PROCUREMENT PROGRAM (ORCPP) MEMBERSHIP -STATE COOP PURCHASING PROGRAM (MOVED FROM NON-DEPARTMENTAL MEMBERSHIPS) \$4,000

308 PERIODICALS & SUBSCRIPTIONS

DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$242

316 ADVERTISING, RECORDING & FILING

ADVERTISING FOR FORM BID & RFP PROCUREMENT PROCESSES \$1,500

318 COMPUTER SOFTWARE

NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2016 CONF, LODGING & REGISTRATION \$450  
 OPFA FALL CONFERENCE, LODGING & REGISTRATION \$450  
 OPFA/COLUMBIA CHAPTER JOINT WORKSHOP \$100  
 MWESB PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES:  
 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170  
 GOVERNORS MARKET PLACE TRADE SHOW \$250  
 BUSINESS DIVERSITY INSTITUTE MEETINGS (3 @ \$10 EACH), \$30  
 IN-HOUSE EVENTS AS PLANNED \$350

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

City of Beaverton - Finance  
 Budget Preparation - 2019

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 25 TRANSFERS

	1,966		1,676		2,202		2,202	4,438		4,438	
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TOTAL PROGRAM: 0542 PURCHASING

	173,798	2.00	186,918	2.00	202,010	2.00	199,911	216,029	2.00	216,029	2.00
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City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0542 PURCHASING

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

045	FINANCIAL REPORTING MANAGER											
	85,510	1.60	187,154	1.75	182,369	1.75	188,025	190,150	1.75	190,150	1.75	
075	PAYROLL ADMINISTRATOR											
	69,375	1.00	97,948	1.00	96,133	1.00	62,386	65,420	1.00	65,420	1.00	
086	ASSISTANT FINANCE DIRECTOR											
	118,792	1.00	120,523	1.00	92,429	1.00	99,487	187,912	1.70	187,912	1.70	
169	SENIOR ACCOUNTANT											
	244,284	2.70	128,479	2.10	172,223	2.10	172,178	157,319	1.80	157,319	1.80	
172	ACCOUNTANT											
	69,325	1.00	70,621	1.00	71,940	1.00	71,942	73,737	1.00	73,737	1.00	
245	ACCOUNTING ASSISTANT											
	44,004	.75	41,448	1.00	50,411	1.00	50,209	54,117	1.00	54,117	1.00	
248	ACCOUNTING SPECIALIST											
	195,161	4.00	204,858	4.00	213,175	4.00	210,735	218,334	4.00	218,334	4.00	
275	TEMPORARY EMPLOYEES											
	9,378		22,560		15,000		9,009	20,000		20,000		
299	PAYROLL TAXES AND FRINGES											
	410,032		432,284		463,141		444,086	534,987		534,987		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,245,861	12.05	1,305,875	11.85	1,356,821	11.85	1,308,057	1,501,976	12.25	1,501,976	12.25
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	2,319		1,947		2,400		2,400	2,400		2,400		
303	OFFICE FURNITURE & EQUIPMENT											
	1,293		2,491		2,000		1,500	2,005		2,005		
307	MEMBERSHIP FEES											
	1,936		2,169		2,410		2,400	2,450		2,450		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 045 FINANCIAL REPORTING MANAGER  
 FY 16-17 REFLECTS .15 FTE INCREASE TO BE ADDED TO THE LIMITED DURATION POSITION TO CREATE A .75 FTE POSITION.
  
- 075 PAYROLL ADMINISTRATOR  
 FY 16-17 AND FY 17-18 REFLECT INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH HER REPLACEMENT FOR TRAINING PURPOSES.
  
- 086 ASSISTANT FINANCE DIRECTOR  
 FY 18-19 REFLECTS A 1 FTE INCREASE DUE TO REDUCED SCHEDULE OF THE INCUMBENT AND THEN THE THE INCUMBENT'S EVENTUAL RETIREMENT. THE ADDITIONAL FTE WIL ALLOW FOR A SMOOTH TRANSITION.
  
- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
  
- 172 ACCOUNTANT
  
- 245 ACCOUNTING ASSISTANT  
 FY 16-17 REFLECTS .25 FTE INCREASE TO BE ADDED TO A .75 FTE POSITION TO CREATE 1 FTE POSITION.
  
- 248 ACCOUNTING SPECIALIST
  
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH YEAR END ACCOUNT RECONCILIATIONS IN PREPARATION FOR THE ANNUAL AUDIT AND PRODUCTION OF FINANCIAL REPORT CAFR
  
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
  


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- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS  
 1099 FORMS
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED.
  
- 307 MEMBERSHIP FEES  
 MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION  
 OREGON SOCIETY OF CPA'S (OSCPA) 2 @\$275  
 OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL) 2@\$160  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA) 7@\$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)  
 NOTARY PUBLIC  
 OREGON CITY COUNTY MGMT. ASSOCIATION

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
312	DEPOSIT SHORTAGE/OVERAGE										
	35		-1								
317	COMPUTER EQUIPMENT										
					9,345		8,500	1,992		1,992	
318	COMPUTER SOFTWARE										
								600		600	
321	TRAVEL, TRAINING & SUBSISTENCE										
	11,582		5,062		10,500		9,500	11,500		11,500	
328	MEALS & RELATED EXPENSE										
	2										
330	MILEAGE REIMBURSEMENT										
	62		161		225		125	225		225	
341	COMMUNICATIONS EXPENSE										
	212		740		744		744	744		744	
511	PROFESSIONAL SERVICES										
	54,647		105,341		101,200		101,200	104,360		104,360	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	72,088		117,910		128,824		126,369	126,276		126,276	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	46,610		52,699		56,695		56,695	58,220		58,220	
TOTAL CLASS: 25 TRANSFERS											
	46,610		52,699		56,695		56,695	58,220		58,220	
TOTAL PROGRAM: 0548 FINANCE OPERATIONS											
	1,364,559	12.05	1,476,484	11.85	1,542,340	11.85	1,491,121	1,686,472	12.25	1,686,472	12.25
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	1,885,900	16.05	2,019,117	15.85	2,113,018	15.85	2,056,730	2,288,143	16.25	2,288,143	16.25

