

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONAL SERVICES												
021 FINANCE DIRECTOR												
	124,202	1.00	128,409	1.00	128,482	1.00	125,029	128,475	128,475	1.00	128,475	1.00
074 BUDGET COORDINATOR												
	53,434	1.00	57,738	1.00	59,926	1.00	58,316	59,895	59,923	1.00	59,923	1.00
075 PAYROLL ADMINISTRATOR												
			50,541	1.00	55,385	1.00	53,021	55,628	58,363	1.00	58,363	1.00
086 ASSISTANT FINANCE DIRECTOR												
	93,449	1.00	92,913	1.00	96,901	1.00	92,517	95,067	95,978	1.00	95,978	1.00
149 PURCHASING AGENT												
	60,223	1.00	62,452	1.00	64,399	1.00	62,667	64,395	64,395	1.00	64,395	1.00
169 SENIOR ACCOUNTANT												
	215,585	2.70	187,816	2.70	198,566	2.70	196,224	202,086	204,519	2.70	204,519	2.70
172 ACCOUNTANT												
	42,886	1.00	44,826	1.00	49,505	1.00	48,103	49,622	52,723	1.00	52,723	1.00
221 SUPPORT SPECIALIST II												
	41,428	1.00	42,966	1.00	45,193	1.00	43,445	45,199	45,200	1.00	45,200	1.00
245 ACCOUNTING ASSISTANT												
	55,570	1.63	61,254	1.63	89,434	2.26	64,063	66,097	69,547	2.26	69,547	2.26
248 ACCOUNTING SPECIALIST												
	183,479	4.00	141,241	3.00	147,375	3.00	142,309	147,379	147,380	3.00	147,380	3.00
275 EXTRA HELP												
	3,409		540		7,000				62,000		62,000	
299 PAYROLL TAXES AND FRINGES												
	421,331		413,033		455,359		400,470	414,036	454,298		454,298	
TOTAL CLASS: 05 PERSONAL SERVICES												
	1,294,996	14.33	1,283,729	14.33	1,397,525	14.96	1,286,164	1,327,879	1,442,801	14.96	1,442,801	14.96

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
301	OFFICE EXPENSE											
	2,839		2,834		3,515		3,052	3,515	3,585		3,585	
303	OFFICE FURNITURE & EQUIPMENT											
	888		192		850		546	650	850		850	
305	SPECIAL DEPARTMENT SUPPLIES											
					1,155			1,055	100		100	
307	MEMBERSHIP FEES											
	2,677		3,141		3,205		2,505	3,215	3,265		3,265	
308	PERIODICALS & SUBSCRIPTIONS											
	1,179		756		1,290		658	1,090	1,290		1,290	
312	DEPOSIT SHORTAGE/OVERAGE											
			10									
316	ADVERTISING, RECORDING & FILING											
	5,257		6,325		8,360		5,879	6,800	6,800		6,800	
321	TRAVEL AND SUBSISTENCE											
	2,116		2,331		5,403		2,415	5,278	6,705		6,705	
326	TRAINING											
	4,026		4,282		6,182		5,415	6,142	5,915		5,915	
328	MEALS & RELATED EXPENSE											
	127		148		300		108	250	300		300	
330	MILEAGE REIMBURSEMENT											
			434		600		130	575	600		600	
341	COMMUNICATIONS EXPENSE											
	210		182		600		682	600	600		600	
481	OTHER EXPENSES											
	1,051		575		1,050		674	1,050	1,178		1,178	
511	PROFESSIONAL SERVICES											
	47,593		43,729		69,600		48,238	69,600	59,469		59,469	

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City of Beaverton - Finance
 Budget Preparation - 2010

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS											
	105		105		730		699	700	400		400	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	68,068		65,044		102,840		71,001	100,520	91,057		91,057	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	34,232		39,057		61,666		43,213	61,666	68,115		68,115	
TOTAL CLASS: 25 TRANSFERS												
	34,232		39,057		61,666		43,213	61,666	68,115		68,115	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	1,397,296	14.33	1,387,830	14.33	1,562,031	14.96	1,400,378	1,490,065	1,601,973	14.96	1,601,973	14.96

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City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

021	FINANCE DIRECTOR										
	124,202	1.00	128,409	1.00	128,482	1.00	128,475	128,475	1.00	128,475	1.00
074	BUDGET COORDINATOR										
	53,434	1.00	57,738	1.00	59,926	1.00	59,895	59,923	1.00	59,923	1.00
275	EXTRA HELP										
	3,409				2,000			2,000		2,000	
299	PAYROLL TAXES AND FRINGES										
	84,251		84,328		78,455		75,113	79,420		79,420	

TOTAL CLASS: 05 PERSONAL SERVICES

	265,296	2.00	270,475	2.00	268,863	2.00	263,483	269,818	2.00	269,818	2.00
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CLASS: 10 MATERIALS & SERVICES

307	MEMBERSHIP FEES										
	300		393		400		410	420		420	
308	PERIODICALS & SUBSCRIPTIONS										
	321		351		360		360	360		360	
316	ADVERTISING, RECORDING & FILING										
	3,183		4,747		6,060		4,800	4,800		4,800	
328	MEALS & RELATED EXPENSE										
	91		130		100		100	100		100	
330	MILEAGE REIMBURSEMENT										
			391		400		400	400		400	
341	COMMUNICATIONS EXPENSE										
	210		182		600		600	600		600	
481	OTHER EXPENSES										
	1,051		575		1,050		1,050	1,178		1,178	

TOTAL CLASS: 10 MATERIALS & SERVICES

	5,156		6,769		8,970		7,720	7,858		7,858	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	12,252		15,444		18,701		18,701	22,224		22,224	

TOTAL CLASS: 25 TRANSFERS

	12,252		15,444		18,701		18,701	22,224		22,224	
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TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

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City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

021 FINANCE DIRECTOR
FY 07-08 ESTIMATE INCREASE REFLECTS PERFORMANCE BONUS

074 BUDGET COORDINATOR

275 EXTRA HELP
EXTRA HELP TO ASSIST WITH BUDGET DEVELOPMENT

299 PAYROLL TAXES AND FRINGES
PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 52.79% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
28.89% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 16.18% FOR RETIREMENT CONTRIBUTIONS (16.83% PERS OR 14.81% OPSRP GENERAL OR 17.52% OPSRP POLICE), AND 4.56% IN OTHER TAXES (UNEMPLOYMENT LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
23.90% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

307 MEMBERSHIP FEES
GOV'T FINANCE OFFICERS ASSOCIATION (GFOA) \$320; OREGON MUNICIPAL FINANCE OFFICERS ASSOCIATION (OMFOA) \$100

308 PERIODICALS & SUBSCRIPTIONS
OREGONIAN \$130; VALLEY TIMES \$30; GOVERNMENTAL ACCOUNTING STANDARDS \$200

316 ADVERTISING, RECORDING & FILING
PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET NOTICES \$2,800
CERTIFICATION FILING FEES \$500
STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES \$500
FEE THAT WAS ETHICS COMMISSION ESTABLISHED UNDER SENATE BILL 10 \$500
GFOA FILING FEES \$500

328 MEALS & RELATED EXPENSE
MEALS ASSOCIATED WITH LOCAL MEETINGS AND CONFERENCES \$100

330 MILEAGE REIMBURSEMENT
MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE

341 COMMUNICATIONS EXPENSE
BLACKBERRY DEVICE @ \$50 PER MONTH \$600

481 OTHER EXPENSES
ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (39.26 FTE'S @ \$30 EA) \$1,178

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH REPROGRAPHICS.
FY 08-09 INCREASE REFLECTS POSTAGE AND MAILING COSTS THAT ARE NOW INCLUDED IN THE REPROGRAPHICS FUND. THESE COSTS WERE PREVIOUSLY ACCOUNTED FOR IN THE GENERAL FUND'S NON-DEPARTMENTAL PROGRAM 0003. WITH THE CHANGE MAILING AND POSTAGE COSTS WILL BE TRACKED BY PROGRAM AND CHARGED THROUGH THIS ACCOUNT.

City of Beaverton - Finance

Budget Preparation - 2010

FUND: 001 GENERAL FUND

DEPT: 20 FINANCE DEPARTMENT

BP WORKSHEET & JUSTIFICATION

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	282,704	2.00	292,688	2.00	296,534	2.00	289,904	299,900	2.00	299,900	2.00

City of Beaverton - Finance
Budget Preparation - 2010
FUND: 001 GENERAL FUND
DEPT: 20 FINANCE DEPARTMENT

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS



City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

149	PURCHASING AGENT										
	60,223	1.00	62,452	1.00	64,399	1.00	64,395	64,395	1.00	64,395	1.00
221	SUPPORT SPECIALIST II										
	41,428	1.00	42,966	1.00	45,193	1.00	45,199	45,200	1.00	45,200	1.00
299	PAYROLL TAXES AND FRINGES										
	61,822		60,466		65,065		62,961	66,000		66,000	
TOTAL CLASS: 05 PERSONAL SERVICES											
	163,473	2.00	165,884	2.00	174,657	2.00	172,555	175,595	2.00	175,595	2.00

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT										
	770		47		100		100	100		100	
305	SPECIAL DEPARTMENT SUPPLIES										
					1,155		1,055	100		100	
307	MEMBERSHIP FEES										
	647		845		670		670	670		670	
308	PERIODICALS & SUBSCRIPTIONS										
	180		245		180		180	180		180	
316	ADVERTISING, RECORDING & FILING										
	2,074		1,578		2,300		2,000	2,000		2,000	
321	TRAVEL AND SUBSISTENCE										
	187		246		350		225	350		350	
326	TRAINING										
	360		345		490		450	340		340	
330	MILEAGE REIMBURSEMENT										
			43		125		125	125		125	
536	MAINTENANCE CONTRACTS										
	35		35		50		50	50		50	

TOTAL CLASS: 10 MATERIALS & SERVICES

	4,253		3,384		5,420		4,855	3,915		3,915	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	5,334		3,347		7,092		7,092	7,575		7,575	

TOTAL CLASS: 25 TRANSFERS

	5,334		3,347		7,092		7,092	7,575		7,575	
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TOTAL PROGRAM: 0542 PURCHASING

	173,060	2.00	172,615	2.00	187,169	2.00	184,502	187,085	2.00	187,085	2.00
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City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

149 PURCHASING AGENT

221 SUPPORT SPECIALIST II

299 PAYROLL TAXES AND FRINGES
PAYROLL TAXES AND FRINGES

303 OFFICE FURNITURE & EQUIPMENT
FOR UNPLANNED EXPENSE OF OFFICE FURNITURE OR EQUIPMENT \$100

305 SPECIAL DEPARTMENT SUPPLIES
MISC FORMS FOR FINANCE DEPARTMENT \$100
FY 08-09 INCREASE REFLECTS PRINTING NEW PURCHASE ORDERS.

307 MEMBERSHIP FEES
NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) \$330
CITY COSTCO MEMBERSHIP OREGON \$150; PUBLIC PURCHASING ASSOCIATION (OPPA) \$40; LOCAL COLUMBIA CHAPTER OF NIGP \$150

308 PERIODICALS & SUBSCRIPTIONS
DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$180

316 ADVERTISING, RECORDING & FILING
ADVERTISING FOR FORM BID & RFP PROCUREMENT PROCESSES \$2,000

321 TRAVEL AND SUBSISTENCE
OREGON PUBLIC PURCHASING ASSOCIATION FALL CONFERENCE \$125; OREGON PUBLIC PURCHASING ASSOCIATION SPRING CONFERENCE \$225

326 TRAINING
OPPA FALL WORKSHOP \$65; OPPA/NIGP JOINT WORKSHOP \$65; OPPA SPRING CONFERENCE \$150; COLUMBIA CHAPTER WORKSHOP \$60

330 MILEAGE REIMBURSEMENT
MILEAGE REIMB - SHARE MILEAGE COST TO OPPA FALL & SPRING CONFERENCE \$125

536 MAINTENANCE CONTRACTS
ANNUAL MAINTENANCE FOR TYPEWRITER

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH REPROGRAPHICS.
FY 08-09 INCREASE REFLECTS POSTAGE AND MAILING COSTS THAT ARE NOW INCLUDED
IN THE REPROGRAPHICS FUND. THESE COSTS WERE PREVIOUSLY ACCOUNTED FOR IN THE
GENERAL FUND'S NON-DEPARTMENTAL PROGRAM 0003. WITH THE CHANGE MAILING AND
POSTAGE COSTS WILL BE TRACKED BY PROGRAM AND CHARGED THROUGH THIS ACCOUNT.

City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

075	PAYROLL ADMINISTRATOR		50,541	1.00	55,385	1.00	55,628	58,363	1.00	58,363	1.00
086	ASSISTANT FINANCE DIRECTOR		93,449	1.00	92,913	1.00	96,901	95,067	1.00	95,978	1.00
169	SENIOR ACCOUNTANT		215,585	2.70	187,816	2.70	198,566	202,086	2.70	204,519	2.70
172	ACCOUNTANT		42,886	1.00	44,826	1.00	49,505	49,622	1.00	52,723	1.00
245	ACCOUNTING ASSISTANT		55,570	1.63	61,254	1.63	89,434	66,097	2.26	69,547	2.26
248	ACCOUNTING SPECIALIST		183,479	4.00	141,241	3.00	147,375	147,379	3.00	147,380	3.00
275	EXTRA HELP		540		5,000			60,000		60,000	
299	PAYROLL TAXES AND FRINGES		275,258		268,239		311,839	275,962		308,878	

TOTAL CLASS: 05 PERSONAL SERVICES

	866,227	10.33	847,370	10.33	954,005	10.96	891,841	997,388	10.96	997,388	10.96
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE		2,839		2,834		3,515	3,515		3,585	
303	OFFICE FURNITURE & EQUIPMENT		118		145		750	550		750	
307	MEMBERSHIP FEES		1,730		1,903		2,135	2,135		2,175	
308	PERIODICALS & SUBSCRIPTIONS		678		160		750	550		750	
312	DEPOSIT SHORTAGE/OVERAGE				10						
321	TRAVEL AND SUBSISTENCE		1,929		2,085		5,053	5,053		6,355	
326	TRAINING		3,666		3,937		5,692	5,692		5,575	
328	MEALS & RELATED EXPENSE		36		18		200	150		200	

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

075	PAYROLL ADMINISTRATOR FY 07-08 REFLECTS RECLASSIFICATION OF ACCOUNTING SPECIALIST TO PAYROLL ADMINISTRATOR
086	ASSISTANT FINANCE DIRECTOR
169	SENIOR ACCOUNTANT
172	ACCOUNTANT
245	ACCOUNTING ASSISTANT FY 08-09 REFLECTS THE ADDITION OF A .63 FTE FOR THE PASSPORTS PROGRAM. DUE TO THE DECLINE IN TRAVEL ACTIVITIES THIS POSITION WAS NOT FILLED AND IS RECOMMENDED TO REMAIN UNFILLED FOR FY 09-10.
248	ACCOUNTING SPECIALIST FY 07-08 REFLECTS RECLASSIFICATION OF 1 FTE ACCOUNTING SPECIALIST TO PAYROLL ADMINISTRATOR
275	EXTRA HELP \$10,000 FOR MISC EXTRA HELP; \$60,000 FOR HIGHLINE MIGRATION FROM P2K TO E-PERSONALITY
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGES
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301	OFFICE EXPENSE OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (18 STAFF), SLIGHT INCREASE DUE TO \$3,585 INCREASE IN SUPPLY COSTS.
303	OFFICE FURNITURE & EQUIPMENT FUNDING FOR NEW CHAIRS AND CALCULATORS IF NEEDED. \$750
307	MEMBERSHIP FEES MEMBERSHIP FEES; AMERICAN PAYROLL ASSOCIATION, OREGON MUNICIPAL FINANCE OFFICERS ASSN (OMFOA), OREGON SOCIETY OF CPA'S (OSCPA), ASSOCIATION OF GOVERNMENT ACCOUNTANTS (AGA), ACCOUNTS PAYABLE ASSOC, AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS \$2,175
308	PERIODICALS & SUBSCRIPTIONS GOVERNMENTAL ACCOUNTING STANDARDS UPDATES, GOVERNMENTAL GAAP UPDATE
312	DEPOSIT SHORTAGE/OVERAGE
321	TRAVEL AND SUBSISTENCE GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OMFOA, OSCPA CONFERENCES AND ANNUAL PAYROLL USER GROUP. (2008-2009 INCREASE DUE TO SENIOR ACCOUNTANTS ATTENDING THE GFOA WEST COAST CONFERENCE JUNE 2009). \$6,355
326	TRAINING REGISTRATION FEES FOR CERTIFIED EMPLOYEES TO SEMINARS AND WORKSHOPS FOR CONTINUING EDUCATION; AMERICAN PAYROLL ASSOCIATION ANNUAL SEMINAR ON PAYROLL CHANGES; GAAP UPDATE SEMINARS, SUPERVISORY CLASSES, CUSTOMER SERVICE SEMINARS, ETC. (SEE NOTE IN TRAVEL RE 2008-2009 INCREASE). \$5,575
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH MEETINGS AND CONFERENCES

City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
330	MILEAGE REIMBURSEMENT				75		50	75		75	
511	PROFESSIONAL SERVICES										
	47,593		43,729		69,600		69,600	59,469		59,469	
536	MAINTENANCE CONTRACTS										
	70		70		680		650	350		350	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	58,659		54,891		88,450		87,945	79,284		79,284	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	16,646		20,266		35,873		35,873	38,316		38,316	
TOTAL CLASS: 25 TRANSFERS											
	16,646		20,266		35,873		35,873	38,316		38,316	
TOTAL PROGRAM: 0548 FINANCE OPERATIONS											
	941,532	10.33	922,527	10.33	1,078,328	10.96	1,015,659	1,114,988	10.96	1,114,988	10.96
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	1,397,296	14.33	1,387,830	14.33	1,562,031	14.96	1,490,065	1,601,973	14.96	1,601,973	14.96

City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

330	MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE
511	PROFESSIONAL SERVICES ANNUAL AUDIT CONTRACT FEE \$51,969; MISC PROFESSIONAL SERVICES IF NEEDED \$7,500
536	MAINTENANCE CONTRACTS ANNUAL MAINTENANCE FEE FOR 2 TYPEWRITERS \$100; CHECK SIGNING MACHINE \$250

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH RERPOGRAPHICS. FY 08-09 INCREASE RELECTS POSTAGE AND MAILING COSTS THAT ARE NOW INCLUDED IN THE REPROGRAPHICS FUND. THESE COSTS WERE PREVIOUSLY ACCOUNTED FOR IN THE GENERAL FUND'S NON-DEPARTMENTAL PROGRAM 0003. WITH THE CHANGE MAILING AND POSTAGE COSTS WILL BE TRACKED BY PROGRAM AND CHARGED THROUGH THIS ACCOUNT.
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FINANCE WATER FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT											
	7,005	.10	7,243	.10	7,470	.10	7,269	7,470	7,470	.10	7,470	.10
245	ACCOUNTING ASSISTANT											
	47,689	1.50	57,167	1.50	63,707	1.50	57,081	58,585	61,303	1.50	61,303	1.50
275	EXTRA HELP											
	7,045		1,484		200							
299	PAYROLL TAXES AND FRINGES											
	27,151		31,776		39,154		32,111	35,133	37,390		37,390	
TOTAL CLASS: 05 PERSONAL SERVICES												
	88,890	1.60	97,670	1.60	110,531	1.60	96,461	101,188	106,163	1.60	106,163	1.60

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	177		187		400		318	400	400		400	
302	POSTAGE EXPENSE											
	21,760		23,175		25,000		24,627	25,000	25,650		25,650	
303	OFFICE FURNITURE & EQUIPMENT											
			71		100		64	100	100		100	
305	SPECIAL DEPARTMENT SUPPLIES											
					13,000		13,000	13,000	8,500		8,500	
307	MEMBERSHIP FEES											
			88		100		78	100	100		100	
308	PERIODICALS & SUBSCRIPTIONS											
					100			100	100		100	
312	DEPOSIT SHORTAGE/OVERAGE											
			5				40	40				
326	TRAINING											
	400		428		530		400	530	550		550	

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE											
	231		193		210		158	210	210		210	
481	OTHER EXPENSES											
	13,621		14,303		22,750		17,747	22,750				
511	PROFESSIONAL SERVICES											
	8,512		8,008		13,350		8,050	13,350	40,030		40,030	
536	MAINTENANCE CONTRACTS											
	79		82		85		88	85	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	44,780		46,540		75,625		64,570	75,665	76,140		76,140	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	13,149		13,498		6,653		6,565	6,653	3,374		3,374	
TOTAL CLASS: 25 TRANSFERS												
	13,149		13,498		6,653		6,565	6,653	3,374		3,374	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	146,819	1.60	157,708	1.60	192,809	1.60	167,596	183,506	185,677	1.60	185,677	1.60

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City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT	7,005	.10	7,243	.10	7,470	.10	7,470	7,470	.10	7,470	.10
245	ACCOUNTING ASSISTANT	47,689	1.50	57,167	1.50	63,707	1.50	58,585	61,303	1.50	61,303	1.50
275	EXTRA HELP	7,045		1,484		200						
299	PAYROLL TAXES AND FRINGES	27,151		31,776		39,154		35,133	37,390		37,390	

TOTAL CLASS: 05 PERSONAL SERVICES

		88,890	1.60	97,670	1.60	110,531	1.60	101,188	106,163	1.60	106,163	1.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	177		187		400		400	400		400	
302	POSTAGE EXPENSE	21,760		23,175		25,000		25,000	25,650		25,650	
303	OFFICE FURNITURE & EQUIPMENT			71		100		100	100		100	
305	SPECIAL DEPARTMENT SUPPLIES					13,000		13,000	8,500		8,500	
307	MEMBERSHIP FEES			88		100		100	100		100	
308	PERIODICALS & SUBSCRIPTIONS					100		100	100		100	
312	DEPOSIT SHORTAGE/OVERAGE			5				40				
326	TRAINING	400		428		530		530	550		550	
341	COMMUNICATIONS EXPENSE	231		193		210		210	210		210	
481	OTHER EXPENSES	13,621		14,303		22,750		22,750				
511	PROFESSIONAL SERVICES	8,512		8,008		13,350		13,350	40,030		40,030	
536	MAINTENANCE CONTRACTS	79		82		85		85	500		500	

TOTAL CLASS: 10 MATERIALS & SERVICES

		44,780		46,540		75,625		75,665	76,140		76,140	
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BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

169 SENIOR ACCOUNTANT

245 ACCOUNTING ASSISTANT

275 EXTRA HELP

299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGES

301 OFFICE EXPENSE
 MISC OFFICE SUPPLIES \$400

302 POSTAGE EXPENSE
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$25,650
 A 2.6% INCREASE IS INCLUDED TO COVER A POSTAGE RATE INCREASE PROPOSED FOR MAY 09
 AND PROJECTED GROWTH IN THE CUSTOMER BASE.

303 OFFICE FURNITURE & EQUIPMENT
 MISC ADA EQUIPMENT \$100

305 SPECIAL DEPARTMENT SUPPLIES
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$8,500
 PREVIOUSLY BUDGETED IN ACCOUNT 816 TRANSFER TO REPROGRAPHICS.

307 MEMBERSHIP FEES
 SPRINGBROOK USER GROUP MEMBERSHIP \$25; AWWA MEMBERSHIP DUES \$75

308 PERIODICALS & SUBSCRIPTIONS
 UTILITY BILLING CUSTOMER SERVICE PUBLICATIONS \$100

312 DEPOSIT SHORTAGE/OVERAGE

326 TRAINING
 ANNUAL SPRINGBROOK USER GROUP CONFERENCE FOR UTILITY BILLING STAFF \$400; CUSTOMER SERVICE SEMINAR \$150

341 COMMUNICATIONS EXPENSE
 NEXTEL RADIO PHONES \$210

481 OTHER EXPENSES
 FOR FY 09-10, EXPENDITURES MOVED TO LINE ITEM 511

511 PROFESSIONAL SERVICES
 CREDIT CARD MERCHANT CHARGES (IN-HOUSE AND ON-LINE) (FY 09 UNDER LINE ITEM 481) \$16,620; LOCKBOX PROCESSING
 (FY 09 UNDER LINE ITEM 481) \$13,300; ARMORED CAR SERVICE (FY 09 UNDER LINE ITEM 481) \$1,050; ANNUAL POST OFFICE
 BOX RENTAL (FY 09 UNDER LINE ITEM 481) \$350; BILL TRUST (ON-LINE TRANSACTIONS FILE TO MERCHANT PROCESSOR)
 \$1,400; WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER \$7,110;
 SPRINGBROOK SOFTWARE MISC CHANGES AND PROGRAMMING \$200

536 MAINTENANCE CONTRACTS
 ANNUAL MAINTENANCE FEE FOR TYPEWRITER AND CASH REGISTER \$100; ANNUAL MAINTENANCE FEE FOR ELECTRONIC BILL
 PRESENTMENT & PAYMENT \$400

City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	13,149		13,498		6,653		6,653	3,374		3,374	

TOTAL CLASS: 25 TRANSFERS

	13,149		13,498		6,653		6,653	3,374		3,374	
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

	146,819	1.60	157,708	1.60	192,809	1.60	183,506	185,677	1.60	185,677	1.60
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	146,819	1.60	157,708	1.60	192,809	1.60	183,506	185,677	1.60	185,677	1.60
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City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND
DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH REPROGRAPHICS.
STARTING IN FY09, PRINTING OF UTILITY BILL STOCK AND ENVELOPES WILL BE PROVIDED BY
WRIGHT IMAGING (THE VENDOR THAT PROCESSES, PRINTS AND MAILES CITY'S UTILITY BILLS) IN
LINE ITEM 305.

FINANCE – SEWER FUND

City of Beaverton - Finance
 Budget Preparation - 2010

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169 SENIOR ACCOUNTANT

	7,005	.10	7,243	.10	7,470	.10	7,269	7,470	7,470	.10	7,470	.10
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245 ACCOUNTING ASSISTANT

	47,689	1.50	57,161	1.50	63,726	1.50	57,077	58,605	61,316	1.50	61,316	1.50
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275 EXTRA HELP

	7,045		1,484									
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299 PAYROLL TAXES AND FRINGES

	27,150		31,793		39,149		32,108	35,152	37,404		37,404	
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TOTAL CLASS: 05 PERSONAL SERVICES

	88,889	1.60	97,681	1.60	110,345	1.60	96,454	101,227	106,190	1.60	106,190	1.60
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	177		187		400		318	400	400		400	
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302 POSTAGE EXPENSE

	21,760		23,175		25,000		24,600	25,000	25,650		25,650	
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303 OFFICE FURNITURE & EQUIPMENT

					100		64	100	100		100	
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305 SPECIAL DEPARTMENT SUPPLIES

					7,000		7,000	7,000	8,500		8,500	
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307 MEMBERSHIP FEES

			17		20			20	20		20	
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308 PERIODICALS & SUBSCRIPTIONS

					100			100	100		100	
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326 TRAINING

	400		428		530		400	530	550		550	
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481 OTHER EXPENSES

	31,464		36,627		49,750		45,223	49,750				
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0140

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES											
	8,518		8,008		13,050		8,050	13,050	67,530		67,530	
536	MAINTENANCE CONTRACTS											
	79		82		85		88	85	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	62,398		68,524		96,035		85,743	96,035	103,350		103,350	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	13,149		13,498		6,553		6,565	6,553	3,374		3,374	
TOTAL CLASS: 25 TRANSFERS												
	13,149		13,498		6,553		6,565	6,553	3,374		3,374	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	164,436	1.60	179,703	1.60	212,933	1.60	188,762	203,815	212,914	1.60	212,914	1.60

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City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT	7,005	.10	7,243	.10	7,470	.10	7,470	7,470	.10	7,470	.10
245	ACCOUNTING ASSISTANT	47,689	1.50	57,161	1.50	63,726	1.50	58,605	61,316	1.50	61,316	1.50
275	EXTRA HELP	7,045		1,484								
299	PAYROLL TAXES AND FRINGES	27,150		31,793		39,149		35,152	37,404		37,404	

TOTAL CLASS: 05 PERSONAL SERVICES

		88,889	1.60	97,681	1.60	110,345	1.60	101,227	106,190	1.60	106,190	1.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	177		187		400		400	400		400	
302	POSTAGE EXPENSE	21,760		23,175		25,000		25,000	25,650		25,650	
303	OFFICE FURNITURE & EQUIPMENT					100		100	100		100	
305	SPECIAL DEPARTMENT SUPPLIES					7,000		7,000	8,500		8,500	
307	MEMBERSHIP FEES			17		20		20	20		20	
308	PERIODICALS & SUBSCRIPTIONS					100		100	100		100	
326	TRAINING	400		428		530		530	550		550	
481	OTHER EXPENSES	31,464		36,627		49,750		49,750				
511	PROFESSIONAL SERVICES	8,518		8,008		13,050		13,050	67,530		67,530	
536	MAINTENANCE CONTRACTS	79		82		85		85	500		500	

TOTAL CLASS: 10 MATERIALS & SERVICES

		62,398		68,524		96,035		96,035	103,350		103,350	
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CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND	13,149		13,498		6,553		6,553	3,374		3,374	
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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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169 SENIOR ACCOUNTANT

245 ACCOUNTING ASSISTANT

275 EXTRA HELP

299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGES

301 OFFICE EXPENSE
 MISC OFFICE SUPPLIES \$400

302 POSTAGE EXPENSE
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$25,650
 A 2.6% INCREASE IS INCLUDED TO COVER A POSTAGE RATE INCREASE PROPOSED FOR MAY 09
 AND PROJECTED GROWTH IN THE CUSTOMER BASE.

303 OFFICE FURNITURE & EQUIPMENT
 MISC ADA EQUIPMENT \$100

305 SPECIAL DEPARTMENT SUPPLIES
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$8,500
 PREVIOUSLY BUDGETED IN ACCOUNT 816 TRANSFER TO REPROGRAPHICS.

307 MEMBERSHIP FEES
 SPRINGBROOK USER GROUP MEMBERSHIP \$20

308 PERIODICALS & SUBSCRIPTIONS
 UTILITY BILLING CUSTOMER SERVICE PUBLICATIONS \$100

326 TRAINING
 ANNUAL SPRINGBROOK USER GROUP CONFERENCE FOR UTILITY BILLING STAFF \$400; CUSTOMER SERVICE SEMINAR \$150

481 OTHER EXPENSES
 FOR FY 09-10, EXPENDITURES MOVED TO LINE ITEM 511

511 PROFESSIONAL SERVICES
 CREDIT CARD MERCHANT CHARGES (IN-HOUSE AND ON-LINE) (FY09 UNDER LINE ITEM 481) \$16,620; LOCKBOX PROCESSING
 (FY09 UNDER LINE ITEM 481) \$13,300; ARMORED CAR SERVICE (FY09 UNDER LINE ITEM 481) \$1,050; ANNUAL POST OFFICE BOX
 RENTAL (FY09 UNDER LINE ITEM 481) \$350; BILL TRUST (ON-LINE TRANSACTIONS FILE TO MERCHANT PROCESSOR) \$1,400;
 TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$27,500; WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS,
 EBILLS), ARCHIVING, INSERTS, COURIER \$7,110; SPRINGBROOK SOFTWARE MISC CHANGES AND PROGRAMMING \$200

536 MAINTENANCE CONTRACTS
 ANNUAL MAINTENANCE FEE FOR TYPEWRITER AND CASH REGISTER \$100; ANNUAL MAINTENANCE FEE FOR ELECTRONIC BILL
 PRESENTMENT AND PAYMENT \$400

816 TRSFERS TO REPROGRAPHICS FUND
 ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH REPROGRAPHICS.
 STARTING IN FY09, UTILITY BILL STOCK AND ENVELOPES WILL BE PROVIDED BY
 WRIGHT IMAGING (THE VENDOR THAT PROCESSES, PRINTS AND MAELS CITY'S UTILITY BILLS) IN
 LINE ITEM 305.

City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 25 TRANSFERS

	13,149		13,498		6,553		6,553	3,374		3,374	
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

	164,436	1.60	179,703	1.60	212,933	1.60	203,815	212,914	1.60	212,914	1.60
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	164,436	1.60	179,703	1.60	212,933	1.60	203,815	212,914	1.60	212,914	1.60
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City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

FINANCE – STORM DRAIN FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169 SENIOR ACCOUNTANT

	7,007	.10	7,245	.10	7,470	.10	7,267	7,470	7,470	.10	7,470	.10
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245 ACCOUNTING ASSISTANT

	40,760	1.00	42,885	1.00	44,225	1.00	42,193	43,388	44,288	1.00	44,288	1.00
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275 EXTRA HELP

			1,530									
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299 PAYROLL TAXES AND FRINGES

	27,076		26,451		29,115		21,152	22,008	23,199		23,199	
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TOTAL CLASS: 05 PERSONAL SERVICES

	74,843	1.10	78,111	1.10	80,810	1.10	70,612	72,866	74,957	1.10	74,957	1.10
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	142		187		275		218	275	275		275	
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302 POSTAGE EXPENSE

	21,760		23,175		25,000		24,600	25,000	25,650		25,650	
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303 OFFICE FURNITURE & EQUIPMENT

					100		64	100	100		100	
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305 SPECIAL DEPARTMENT SUPPLIES

					7,000		7,000	7,000	8,500		8,500	
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307 MEMBERSHIP FEES

			17		20			20	20		20	
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308 PERIODICALS & SUBSCRIPTIONS

					100			100	100		100	
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326 TRAINING

	200		228		265		200	265	200		200	
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481 OTHER EXPENSES

	31,464		36,627		49,750		45,222	49,750				
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City of Beaverton - Finance
 Budget Preparation - 2010

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009 YTD	2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES											
	8,489		8,008		13,050		8,050	13,050	67,530		67,530	
536	MAINTENANCE CONTRACTS											
	79		82		85		88	85	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	62,134		68,324		95,645		85,442	95,645	102,875		102,875	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	13,149		13,498		6,964		6,565	6,964	3,374		3,374	
TOTAL CLASS: 25 TRANSFERS												
	13,149		13,498		6,964		6,565	6,964	3,374		3,374	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	150,126	1.10	159,933	1.10	183,419	1.10	162,619	175,475	181,206	1.10	181,206	1.10

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City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONAL SERVICES

169	SENIOR ACCOUNTANT	7,007	.10	7,245	.10	7,470	.10	7,470	7,470	.10	7,470	.10
245	ACCOUNTING ASSISTANT	40,760	1.00	42,885	1.00	44,225	1.00	43,388	44,288	1.00	44,288	1.00
275	EXTRA HELP			1,530								
299	PAYROLL TAXES AND FRINGES	27,076		26,451		29,115		22,008	23,199		23,199	
TOTAL CLASS: 05 PERSONAL SERVICES												
		74,843	1.10	78,111	1.10	80,810	1.10	72,866	74,957	1.10	74,957	1.10

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	142		187		275		275	275		275	
302	POSTAGE EXPENSE	21,760		23,175		25,000		25,000	25,650		25,650	
303	OFFICE FURNITURE & EQUIPMENT					100		100	100		100	
305	SPECIAL DEPARTMENT SUPPLIES					7,000		7,000	8,500		8,500	
307	MEMBERSHIP FEES			17		20		20	20		20	
308	PERIODICALS & SUBSCRIPTIONS					100		100	100		100	
326	TRAINING	200		228		265		265	200		200	
481	OTHER EXPENSES	31,464		36,627		49,750		49,750				
511	PROFESSIONAL SERVICES	8,489		8,008		13,050		13,050	67,530		67,530	
536	MAINTENANCE CONTRACTS	79		82		85		85	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
		62,134		68,324		95,645		95,645	102,875		102,875	

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

275 EXTRA HELP

299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGES

301 OFFICE EXPENSE
 MISC OFFICE SUPPLIES \$275

302 POSTAGE EXPENSE
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$25,650
 A 2.6% INCREASE IS INCLUDED TO COVER A POSTAGE RATE INCREASE PROPOSED FOR MAY 09
 AND PROJECTED GROWTH IN THE CUSTOMER BASE.

303 OFFICE FURNITURE & EQUIPMENT
 MISC ADA EQUIPMENT \$100

305 SPECIAL DEPARTMENT SUPPLIES
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$8,500
 PREVIOUSLY BUDGETED IN 816 AS A TRANSFER TO REPROGRAPHICS.

307 MEMBERSHIP FEES
 SPRINGBROOK USER GROUP MEMBERSHIP \$20

308 PERIODICALS & SUBSCRIPTIONS
 UTILITY BILLING CUSTOMER SERVICE PUBLICATIONS \$100

326 TRAINING
 ANNUAL SPRINGBROOK USER GROUP CONFERENCE FOR UTILITY BILLING STAFF \$200

481 OTHER EXPENSES
 FOR FY 09-10, EXPENDITURES MOVED TO LINE ITEM 511

511 PROFESSIONAL SERVICES
 CREDIT CARD MERCHANT CHARGES (IN-HOUSE AND ON-LINE) (FY09 UNDER LINE ITEM 481) \$16,620; LOCKBOX PROCESSING
 (FY09 UNDER LINE ITEM 481) \$13,300; ARMORED CAR SERVICE (FY09 UNDER LINE ITEM 481) \$1,050; ANNUAL POST OFFICE BOX
 RENTAL (FY09 UNDER LINE ITEM 481) \$350; BILL TRUST (ON-LINE TRANSACTIONS FILE TO MERCHANT PROCESSOR) \$1,400;
 TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$27,500; WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS,
 EBILLS), ARCHIVING, INSERTS, COURIER \$7,110; SPRINGBROOK SOFTWARE MISC CHANGES AND PROGRAMMING \$200

536 MAINTENANCE CONTRACTS
 ANNUAL MAINTENANCE FEE FOR TYPEWRITER AND CASH REGISTER \$100; ANNUAL MAINTENANCE FEE FOR ELECTRONIC BILL
 PRESENTMENT AND PAYMENT \$400

City of Beaverton - Finance
 Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	2007 - ACTUAL		2008 - ACTUAL		2009 BUDGETED		2009	2010 - RECOMD		2010 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 25 TRANSFERS

816	TRSFERS TO REPROGRAPHICS FUND										
	13,149		13,498		6,964		6,964	3,374		3,374	

TOTAL CLASS: 25 TRANSFERS

	13,149		13,498		6,964		6,964	3,374		3,374	
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

	150,126	1.10	159,933	1.10	183,419	1.10	175,475	181,206	1.10	181,206	1.10
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	150,126	1.10	159,933	1.10	183,419	1.10	175,475	181,206	1.10	181,206	1.10
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City of Beaverton - Finance
Budget Preparation - 2010

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, AND PRINTING CHARGES THROUGH REPROGRAPHICS.
STARTING IN FY09, PRINTING OF UTILITY BILL STOCK AND ENVELOPES WILL BE PROVIDED BY
WRIGHT IMAGING (THE VENDOR THAT PROCESSES, PRINTS AND MAILES CITY'S UTILITY BILLS) IN
LINE ITEM 305.
