

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2010 - ACTUAL		2011 - ACTUAL		2012 BUDGETED		2012 YTD		2012		2013 - RECOMD		2013 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE		

CLASS: 05 PERSONNEL SERVICES

169 SENIOR ACCOUNTANT

	7,787	.10	8,078	.10	8,194	.10	7,706	8,199	8,423	.10	8,423	.10
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245 ACCOUNTING ASSISTANT

	61,203	1.50	64,166	1.50	67,161	1.50	64,305	67,104	70,107	1.50	70,107	1.50
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275 EXTRA HELP

									550		550	
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299 PAYROLL TAXES AND FRINGES

	30,668		32,285		33,317		31,568	32,177	34,631		34,631	
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TOTAL CLASS: 05 PERSONNEL SERVICES

	99,658	1.60	104,529	1.60	108,672	1.60	103,579	107,480	113,711	1.60	113,711	1.60
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	245		174		375		315	100	200		200	
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302 POSTAGE EXPENSE

	25,937		25,034		27,000		25,043	26,000	28,000		28,000	
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303 OFFICE FURNITURE & EQUIPMENT

			716		100							
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305 SPECIAL DEPARTMENT SUPPLIES

	6,025		4,191		8,600		7,500	8,600	9,800		9,800	
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307 MEMBERSHIP FEES

	17				20			20	20		20	
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326 TRAINING

	500		159		600				600		600	
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511 PROFESSIONAL SERVICES

	58,913		63,021		79,280		71,876	68,000	78,000		78,000	
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536 MAINTENANCE CONTRACTS

	88		390		500		486	500	540		540	
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FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2010 - ACTUAL		2011 - ACTUAL		2012 BUDGETED		2012 YTD	2012	2013 - RECOMD		2013 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 10 MATERIALS & SERVICES

	91,725		93,685		116,475		105,220	103,220	117,160		117,160	
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CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

	2,031		2,327		2,601		1,702	2,601	3,269		3,269	
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TOTAL CLASS: 25 TRANSFERS

	2,031		2,327		2,601		1,702	2,601	3,269		3,269	
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

	193,414	1.60	200,541	1.60	227,748	1.60	210,501	213,301	234,140	1.60	234,140	1.60
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City of Beaverton - Finance
 Budget Preparation - 2013

BP WORKSHEET & JUSTIFICATION

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

OBJ	2010 - ACTUAL		2011 - ACTUAL		2012 BUDGETED		2012	2013 - RECOMD		2013 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT										
	7,787	.10	8,078	.10	8,194	.10	8,199	8,423	.10	8,423	.10
245	ACCOUNTING ASSISTANT										
	61,203	1.50	64,166	1.50	67,161	1.50	67,104	70,107	1.50	70,107	1.50
275	EXTRA HELP							550		550	
299	PAYROLL TAXES AND FRINGES										
	30,668		32,285		33,317		32,177	34,631		34,631	

TOTAL CLASS: 05 PERSONNEL SERVICES

	99,658	1.60	104,529	1.60	108,672	1.60	107,480	113,711	1.60	113,711	1.60
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	245		174		375		100	200		200	
302	POSTAGE EXPENSE										
	25,937		25,034		27,000		26,000	28,000		28,000	
303	OFFICE FURNITURE & EQUIPMENT										
			716		100						
305	SPECIAL DEPARTMENT SUPPLIES										
	6,025		4,191		8,600		8,600	9,800		9,800	
307	MEMBERSHIP FEES										
	17				20		20	20		20	
326	TRAINING										
	500		159		600			600		600	
511	PROFESSIONAL SERVICES										
	58,913		63,021		79,280		68,000	78,000		78,000	
536	MAINTENANCE CONTRACTS										
	88		390		500		500	540		540	

TOTAL CLASS: 10 MATERIALS & SERVICES

	91,725		93,685		116,475		103,220	117,160		117,160	
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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
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE

299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 57.75% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 28.86% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 17.07% FOR RETIREMENT CONTRIBUTIONS (18.29% PERS OR 14.25% OPSRP GENERAL OR 16.96% OPSRP POLICE), AND 4.40% IN OTHER TAXES (UNEMPLOYMENT LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 28.89% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

301 OFFICE EXPENSE
 MISC OFFICE SUPPLIES \$200

302 POSTAGE EXPENSE
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$28,000

303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATION REQUESTED FOR FY 2012-13

305 SPECIAL DEPARTMENT SUPPLIES
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$9,800

307 MEMBERSHIP FEES
 SPRINGBROOK USER GROUP MEMBERSHIP \$20

326 TRAINING
 CUSTOMER SERVICE TRAINING MATERIALS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$600

511 PROFESSIONAL SERVICES
 CREDIT CARD MERCHANT CHARGES AND ACH PROCESSING FEES \$15,300
 LOCKBOX PROCESSING \$16,000
 ARMORED CAR SERVICE \$1,200
 TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$32,000
 WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER \$13,000
 ADDITIONAL PROGRAMMING \$500

536 MAINTENANCE CONTRACTS
 ANNUAL MAINTENANCE FEE FOR CASH REGISTER \$90
 ANNUAL MAINTENANCE FEE FOR ON-LINE BILL PAY AND EBILL APPLICATION \$400
 MISC REPAIRS - OTHER EQUIPMENT \$50
 BEGINNING FY 2012-13 TYPEWRITER MAINTENANCE CONSOLIDATED IN 001-13-0003-536

City of Beaverton - Finance
 Budget Preparation - 2013

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CLASS: 25 TRANSFERS

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2,031	2,327	2,601	2,601	3,269	3,269
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TOTAL CLASS: 25 TRANSFERS

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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

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City of Beaverton - Finance
Budget Preparation - 2013

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

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