

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013 YTD		2013		2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE		

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT												
	8,078	.10	8,005	.10	8,423	.10	7,403	7,989	8,230	.10	8,230	.10	
245	ACCOUNTING ASSISTANT												
	64,170	1.50	67,045	1.50	58,441	1.00	57,645	58,386	48,258	1.00	48,258	1.00	
248	ACCOUNTING SPECIALIST												
					12,248	.34	8,239	12,246	18,138	.34	18,138	.34	
275	TEMPORARY EMPLOYEES												
					550								
299	PAYROLL TAXES AND FRINGES												
	32,287		31,800		32,171		31,404	31,425	34,777		34,777		

TOTAL CLASS: 05 PERSONNEL SERVICES

	104,535	1.60	106,850	1.60	111,833	1.44	104,691	110,046	109,403	1.44	109,403	1.44
--	---------	------	---------	------	---------	------	---------	---------	---------	------	---------	------

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	174		130		200		218	200	250		250		
302	POSTAGE EXPENSE												
	25,034		23,093		28,000		28,000	25,000	26,000		26,000		
303	OFFICE FURNITURE & EQUIPMENT												
	716							75	100		100		
305	SPECIAL DEPARTMENT SUPPLIES												
	4,191		6,881		9,800		9,800	9,800	10,000		10,000		
307	MEMBERSHIP FEES												
	78		81		120		81	120	110		110		
316	ADVERTISING, RECORDING & FILING												
	113		283										
326	TRAINING												
	159				600		140	600	670		670		

0126

City of Beaverton - Finance
 Budget Preparation - 2014

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013 YTD	2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE											
	189		191		250		186	250	250		250	
511	PROFESSIONAL SERVICES											
	35,694		41,601		47,100		41,940	47,100	64,600		64,600	
536	MAINTENANCE CONTRACTS											
	390		552		540		333	540	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	66,738		72,812		86,610		80,698	83,685	102,480		102,480	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	2,327		2,089		3,269		2,516	3,269	3,128		3,128	
TOTAL CLASS: 25 TRANSFERS												
	2,327		2,089		3,269		2,516	3,269	3,128		3,128	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	173,600	1.60	181,751	1.60	201,712	1.44	187,905	197,000	215,011	1.44	215,011	1.44

0127

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT										
	8,078	.10	8,005	.10	8,423	.10	7,989	8,230	.10	8,230	.10
245	ACCOUNTING ASSISTANT										
	64,170	1.50	67,045	1.50	58,441	1.00	58,386	48,258	1.00	48,258	1.00
248	ACCOUNTING SPECIALIST										
					12,248	.34	12,246	18,138	.34	18,138	.34
275	TEMPORARY EMPLOYEES										
					550						
299	PAYROLL TAXES AND FRINGES										
	32,287		31,800		32,171		31,425	34,777		34,777	

TOTAL CLASS: 05 PERSONNEL SERVICES

	104,535	1.60	106,850	1.60	111,833	1.44	110,046	109,403	1.44	109,403	1.44
--	---------	------	---------	------	---------	------	---------	---------	------	---------	------

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE										
	174		130		200		200	250		250	
302	POSTAGE EXPENSE										
	25,034		23,093		28,000		25,000	26,000		26,000	
303	OFFICE FURNITURE & EQUIPMENT										
	716						75	100		100	
305	SPECIAL DEPARTMENT SUPPLIES										
	4,191		6,881		9,800		9,800	10,000		10,000	
307	MEMBERSHIP FEES										
	78		81		120		120	110		110	
316	ADVERTISING, RECORDING & FILING										
	113		283								
326	TRAINING										
	159				600		600	670		670	
341	COMMUNICATIONS EXPENSE										
	189		191		250		250	250		250	
511	PROFESSIONAL SERVICES										
	35,694		41,601		47,100		47,100	64,600		64,600	

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 FY 12-13 INCREASE REFLECTS 6 WEEKS OF OVERLAPPING OF NEW EMPLOYEE WITH RETIRING EMPLOYEE FOR TRAINING PURPOSES.
248	ACCOUNTING SPECIALIST
275	TEMPORARY EMPLOYEES 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 57.63% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 31.03% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 19.62% FOR RETIREMENT CONTRIBUTIONS (21.36% PERS OR 16.64% OPSRP GENERAL OR 19.37% OPSRP POLICE), AND 3.76% IN OTHER TAXES (UNEMPLOYMENT LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 26.60% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE MISC OFFICE SUPPLIES \$250
302	POSTAGE EXPENSE POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$26,000
303	OFFICE FURNITURE & EQUIPMENT MISC EQUIPMENT REPLACEMENT \$100
305	SPECIAL DEPARTMENT SUPPLIES UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$10,000
307	MEMBERSHIP FEES SPRINGBROOK USER GROUP MEMBERSHIP \$20 AWWA MEMBERSHIP DUES \$90
316	ADVERTISING, RECORDING & FILING NO APPROPRIATION REQUESTED FOR FY 2013-14
326	TRAINING VARIOUS CUSTOMER SERVICE TRAINING BOOKS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$270; SPRINGBROOK CONFERENCE FOR 2 PEOPLE \$400
341	COMMUNICATIONS EXPENSE NEXTEL CELL PHONES \$250
511	PROFESSIONAL SERVICES CREDIT CARD MERCHANT CHARGES AND ACH PROCESSING FEES \$22,500 LOCKBOX PROCESSING \$15,500 ARMORED CAR SERVICE \$1,500 ANNUAL POST OFFICE BOX RENTAL \$1,100 WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER, \$13,750 BILL TRUST FOR CREDIT CARD AND ACH PROCESSING CHARGES. MISC PROGRAMMING AND DATA FIXES \$200 METRO COURIER CHARGES FOR DELIVERING INSERTS \$50 UTILITY BILLING SYSTEM SOFTWARE UPGRADE TO SQL \$10,000

City of Beaverton - Finance
 Budget Preparation - 2014

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	2011 - ACTUAL		2012 - ACTUAL		2013 BUDGETED		2013	2014 - RECOMD		2014 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS										
	390		552		540		540	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	66,738		72,812		86,610		83,685	102,480		102,480	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	2,327		2,089		3,269		3,269	3,128		3,128	
TOTAL CLASS: 25 TRANSFERS											
	2,327		2,089		3,269		3,269	3,128		3,128	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	173,600	1.60	181,751	1.60	201,712	1.44	197,000	215,011	1.44	215,011	1.44
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
	173,600	1.60	181,751	1.60	201,712	1.44	197,000	215,011	1.44	215,011	1.44

City of Beaverton - Finance
Budget Preparation - 2014

BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS

ANNUAL MAINTENANCE FEE FOR ONLINE BILL PAY AND EBILL APPLICATION \$400
MISC REPAIRS - OTHER EQUIPMENT \$100
BEGINNING FY 2012-13 TYPEWRITER MAINTENANCE CONSOLIDATED IN 001-13-0003-536

816 TRSFERS TO REPROGRAPHICS FUND

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