

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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
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245 ACCOUNTING ASSISTANT

	64,166	1.50	67,043	1.50	58,454	1.00	57,644	58,381	48,261	1.00	48,261	1.00
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248 ACCOUNTING SPECIALIST

					11,942	.33	7,997	11,940	17,602	.33	17,602	.33
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275 TEMPORARY EMPLOYEES

					550							
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299 PAYROLL TAXES AND FRINGES

	32,285		31,799		32,016		31,304	31,310	34,531		34,531	
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TOTAL CLASS: 05 PERSONNEL SERVICES

	104,529	1.60	106,847	1.60	111,385	1.43	104,348	109,620	108,624	1.43	108,624	1.43
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

	174		130		200		218	200	250		250	
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302 POSTAGE EXPENSE

	25,034		23,093		28,000		28,000	25,000	26,000		26,000	
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303 OFFICE FURNITURE & EQUIPMENT

	716							75	100		100	
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305 SPECIAL DEPARTMENT SUPPLIES

	4,191		6,881		9,800		9,800	9,800	10,000		10,000	
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307 MEMBERSHIP FEES

					20			20	20		20	
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326 TRAINING

	159				600		100	600	670		670	
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511 PROFESSIONAL SERVICES

	63,021		69,363		78,000		72,761	80,000	100,000		100,000	
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City of Beaverton - Finance
 Budget Preparation - 2014

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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
536	MAINTENANCE CONTRACTS											
	390		552		540		333	540	500		500	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	93,685		100,019		117,160		111,212	116,235	137,540		137,540	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	2,327		2,076		3,269		2,036	3,269	3,128		3,128	
TOTAL CLASS: 25 TRANSFERS												
	2,327		2,076		3,269		2,036	3,269	3,128		3,128	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	200,541	1.60	208,942	1.60	231,814	1.43	217,596	229,124	249,292	1.43	249,292	1.43

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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	64,166	1.50	67,043	1.50	58,454	1.00	58,381	48,261	1.00	48,261	1.00
248	ACCOUNTING SPECIALIST					11,942	.33	11,940	17,602	.33	17,602	.33
275	TEMPORARY EMPLOYEES					550						
299	PAYROLL TAXES AND FRINGES	32,285		31,799		32,016		31,310	34,531		34,531	

TOTAL CLASS: 05 PERSONNEL SERVICES

		104,529	1.60	106,847	1.60	111,385	1.43	109,620	108,624	1.43	108,624	1.43
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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					20		20	20		20	
326	TRAINING	159				600		600	670		670	
511	PROFESSIONAL SERVICES	63,021		69,363		78,000		80,000	100,000		100,000	
536	MAINTENANCE CONTRACTS	390		552		540		540	500		500	

TOTAL CLASS: 10 MATERIALS & SERVICES

		93,685		100,019		117,160		116,235	137,540		137,540	
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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER 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 OFFICE FURNITURE AND 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
- 326 TRAINING
 CUSTOMER SERVICE TRAINING MATERIALS, VIDEOS AND SEMINARS FOR UTILITY BILLING STAFF \$270
 SPRINGBROOK CONFERENCE FOR 2 PEOPLE \$400
- 511 PROFESSIONAL SERVICES
 CREDIT CARD MERCHANT CHARGES AND ACH PROCESSING FEES \$22,500
 LOCKBOX PROCESSING \$15,500
 ARMORED CAR SERVICE \$1,500
 TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$36,500
 WRIGHT IMAGING PROCESSING (PRINTED STATEMENTS, EBILLS), ARCHIVING, INSERTS, COURIER \$13,800
 ADDITIONAL PROGRAMMING AND DATA FIXES \$200
 UTILITY BILLING SYSTEM SOFTWARE UPGRADE TO SQL \$10,000
- 536 MAINTENANCE CONTRACTS
 ANNUAL MAINTENANCE FEE FOR ON-LINE BILL PAY AND EBILL APPLICATION
 MISC REPAIRS - OTHER EQUIPMENT
 BEGINNING FY 2012-13 TYPEWRITER MAINTENANCE CONSOLIDATED IN 001-13-0003-536

City of Beaverton - Finance
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BP WORKSHEET & JUSTIFICATION

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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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

2,327	2,076	3,269	3,269	3,128	3,128
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TOTAL CLASS: 25 TRANSFERS

2,327	2,076	3,269	3,269	3,128	3,128
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

200,541	1.60	208,942	1.60	231,814	1.43	229,124	249,292	1.43	249,292	1.43
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TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

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City of Beaverton - Finance
Budget Preparation - 2014

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
