



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

**CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
FINANCE**

| POSITION | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 | FY15 | FY16 |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Finance Director | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Senior Accountant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Account Specialist II* | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Account Specialist II** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.5 |
| TOTAL | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3.5 |

** Position funded January through June 2016 to assist in retirement transition. Paid by Fire Administration.

* Position expense paid by Fire Administration.

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Finance Section

| ACCOUNT | Dept/Div | FY11 | FY12 | FY13 | FY14 | FY15 | FY15 | Y.T.D. | FY16 | % Change |
|-----------------------------|----------------|---------------|---------------|----------------|---------------|----------------|-----------------|---------------|----------------|--------------|
| | Acct. #0513 | Actual | Actual | Actual | Actual | Adopted | Final Budget | 3/31/15 | proposed | FY15 TO FY16 |
| Salaries - Regular | 1200 | 58,555 | 53,759 | 55,398 | 56,783 | 71,114 | 71,114 | 27,373 | 110,623 | 55.6% |
| Education Special | 1503 | 770 | 1,320 | 1,320 | 1,320 | 1,320 | 1,320 | 0 | 2,310 | 75.0% |
| FICA | 2100 | 4,761 | 3,983 | 4,339 | 4,445 | 5,440 | 5,440 | 2,094 | 8,639 | 58.8% |
| FRS | 2210 | 5,173 | 2,746 | 3,225 | 4,108 | 5,270 | 5,270 | 2,017 | 8,109 | 53.9% |
| Health/Life Insurance | 2310 | 5,334 | 6,727 | 6,678 | 7,328 | 8,113 | 8,113 | 3,846 | 18,686 | 130.3% |
| L/T Disability Insurance | 2320 | 376 | 445 | 457 | 482 | 1,053 | 1,053 | 304 | 1,053 | 0.0% |
| Workers Compensation | 2400 | 118 | 126 | 120 | 125 | 140 | 140 | 96 | 204 | 45.7% |
| People Costs | | 75,087 | 69,106 | 71,537 | 74,591 | 92,450 | 92,450 | 35,730 | 149,624 | 61.8% |
| Prof. Svcs - Acct/Audit | 3200 | 10,654 | 11,194 | 6,188 | 14,093 | 10,520 | 10,520 | 0 | 11,080 | 5.3% |
| Contract Svce - Computer | 3430 | 1,611 | 1,482 | 33,870 | 5,718 | 5,715 | 5,715 | 0 | 5,715 | 0.0% |
| Travel/Per Diem | 4000 | 872 | 641 | 771 | 1,093 | 2,525 | 2,525 | 0 | 2,525 | 0.0% |
| Telecommunications | 4110 | 803 | 748 | 681 | 694 | 618 | 618 | 346 | 643 | 4.0% |
| Postage/UPS | 4120 | 1,695 | 1,664 | 1,649 | 1,734 | 2,000 | 2,000 | 891 | 2,000 | 0.0% |
| Printing - Other | 4790 | 474 | 235 | 370 | 221 | 450 | 450 | 76 | 450 | 0.0% |
| Office Supplies | 5110 | 700 | 697 | 842 | 479 | 970 | 970 | 159 | 975 | 0.5% |
| Operating Supplies - Checks | 5236 | 334 | 244 | 335 | 757 | 350 | 350 | 198 | 350 | 0.0% |
| Operating Supplies -General | 5290 | 96 | 0 | 0 | 104 | 50 | 50 | 0 | 100 | 100.0% |
| Books/Publications | 5410 | 230 | 230 | 92 | 92 | 100 | 100 | 92 | 100 | 0.0% |
| Dues/Memberships | 5430 | 100 | 35 | 55 | 55 | 55 | 55 | 0 | 110 | 100.0% |
| Conf./ Training/Education | 5440 | 515 | 243 | 15 | 45 | 1,355 | 1,355 | 805 | 1,355 | 0.0% |
| Operational Costs | | 18,084 | 17,413 | 44,868 | 25,085 | 24,708 | 24,708 | 2,567 | 25,403 | 2.8% |
| Capital Outlay | | 405 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Interfund Transfer | 6910 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| DEPARTMENT TOTAL | | 93,576 | 86,519 | 116,405 | 99,676 | 117,158 | 117,158 | 38,297 | 175,027 | 49.4% |

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$110,623 - This category covers wages (Senior Accountant and Finance Director for $\frac{3}{4}$ year).

Education Special – 1503

\$2,310 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$8,639 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$8,109 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$19,739 - This category covers the City's health (\$18,686) and disability insurance (\$1,053) costs.

Worker's Compensation– 2400

\$204 - This covers the cost for workman's compensation at the rate of .18% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$11,080 – Audit fee, annual state report, and preliminary work toward Comprehensive Annual Financial Report (CAFR) by Wells, Houser, Schatzel & Thomas, P.A, split 40% Finance/ 60% Fire (estimated new contract price of \$27,700).

Contract Services Computer - 3430

\$5,715 – Tyler Full Financial Software Support (\$14,287). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Finance Section

Travel and Per Diem - 4000

\$2,525 - Costs to attend conferences and seminars not held locally. Tyler Software Conference (\$1,500) FGFOA Annual State Conference (\$800), Misc seminars (\$225).

Communications - 4110

\$643 - This category covers telephone costs for local and long distance service.

Postage – 4120

\$2,000 – This category covers postage, certified mailings, as well as \$1,600 for A/P checks.

Printing - 4700

\$450 - These funds are for the printing of A/P envelopes (\$250), W2 and 1099 forms (\$200), split 40% Finance 60% Fire and Misc office printing (\$270).

Office Supplies - 5110

\$975 - These funds are for supplies used to support Finance Division job tasks including supplies required by the payroll and accounts payable functions, and computer related supplies.

Operating Supplies – 5200

\$450 – These funds are for A/P checks (\$875) split 40% Finance 60% Fire and bank charges (\$100).

Books and Publications - 5410

\$100 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division (\$250). These are split 40% Finance 60% Fire.

Dues and Memberships – 5430

\$110 – This category includes professional memberships to various organizations that provide resource materials for Finance Division development. Gulfcoast Chapter membership (\$40) and FGFOA membership (\$70) for Senior Accountant and Finance Director.

Conferences, Training and Education - 5440

\$1,355 – Tyler Software Conference (\$700) FGFOA Annual State Conference (\$200), FGFOA Gulfcoast local seminars (\$80) and FGFOA local meetings (\$125) and misc seminars and training (\$250).