



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

**CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
FINANCE**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Finance Director *	0	0	0	0	0	0	0	1
Senior Accountant	1	1	1	1	1	1	1	1
Account Specialist II	1	1	1	1	1	1	1	1
Account Specialist I **	0	0	0	0	0	0.625	0.625	0.625
TOTAL FTE	2	2	2	2	2	2.625	2.625	3.625

* Position funded starting April to assist in retirement transition.

** Position transferred from Administration Division

CITY OF SEMINOLE
FY18 BUDGET
Administration Department - Finance Section

ACCOUNT	Dept/Div Acct. #0513	FY13	FY14	FY15	FY16	FY17	FY17	Y.T.D.	FY18	% Change FY17 TO FY18
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/17	Adopted	
Salaries - Regular	1200	55,398	56,783	58,435	60,427	95,571	94,134	28,537	96,935	3.0%
Salaries - PT	1310	0	0	0	10,478	19,078	19,078	9,000	20,504	7.5%
Education Special	1503	1,320	1,320	1,320	1,320	1,650	1,650	0	1,650	0.0%
FICA	2100	4,339	4,445	4,562	5,241	9,080	9,080	2,743	9,103	0.3%
FRS	2210	3,225	4,108	4,384	5,576	8,739	10,176	2,823	14,634	43.8%
Health/Life Insurance	2310	6,678	7,328	7,646	13,627	22,389	22,389	6,818	21,959	-1.9%
L/T Disability Insurance	2320	457	482	541	854	1,579	1,579	629	1,578	-0.1%
Workers Compensation	2400	120	125	128	188	180	180	116	180	0.0%
People Costs		71,537	74,591	77,016	97,711	158,266	158,266	50,666	166,543	5.2%
Prof. Svcs - Acct/Audit	3200	6,188	14,093	10,520	5,770	11,600	17,030	10,469	12,974	-23.8%
Contract Svce - Computer	3430	33,870	5,718	0	5,667	6,012	6,012	5,925	6,672	11.0%
Travel/Per Diem	4000	771	1,093	835	0	3,650	3,650	30	3,600	-1.4%
Communications	4110	681	694	692	677	692	692	336	692	0.0%
Postage/UPS	4120	1,649	1,734	1,731	1,866	2,000	2,000	1,011	2,000	0.0%
Printing - Other	4790	370	221	335	442	470	470	170	470	0.0%
Bank Charges	4909	0	0	0	3,082	3,900	3,900	2,070	3,900	0.0%
Office Supplies	5110	842	479	543	197	975	975	540	900	-7.7%
Operating Supplies - Checks	5236	335	757	424	186	350	350	0	350	0.0%
Operating Supplies -General	5290	0	104	0	94	100	100	17	125	25.0%
Books/Publications	5410	92	92	92	92	100	100	100	160	60.0%
Dues/Memberships	5430	55	55	20	75	110	110	0	110	0.0%
Conf./ Training/Education	5440	15	45	820	70	1,760	1,760	492	2,260	28.4%
Operational Costs		44,868	25,085	16,012	18,218	31,719	37,149	21,160	34,213	-7.9%
CIP in Progress	6500	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6910	0	0	0	40,849	0	0	0	0	0.0%
DEPARTMENT TOTAL		116,405	99,676	93,028	156,778	189,985	195,415	71,826	200,756	2.7%

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$96,935 - This category covers wages for a Senior Accountant and Finance Director for 6 months.

Salaries and Wages – Part Time - 1300

\$20,504 - This category covers wages for a part-time Account Specialist I.

Education Special – 1503

\$1,650 – Education Special pay is paid to employees for completed work related degree.

FICA – 2100

\$9,103 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$14,634 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$23,537 - This category covers the City's health (\$21,959) and disability insurance (\$1,578) costs.

Worker's Compensation– 2400

\$180 - This covers the cost for worker's compensation at .15% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$12,974 – 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 \$32,436).

Contract Services Computer - 3430

\$6,672 – Tyler full financial and payroll software support (\$16,680). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Finance Section

Travel and Per Diem - 4000

\$3,600 - Costs to attend conferences and seminars. Tyler Software Conference (\$1,500), FGFOA State Conference (\$1,600), Misc seminars (\$500) for Senior Accountant and Finance Director.

Communications - 4110

\$2,692 - This category covers telephone and internet costs (\$692) certified mailings (\$400), as well A/P checks (\$1,600).

Printing - 4700

\$470 - These funds are for the printing of A/P envelopes (\$250), W2 and 1099 forms (\$250), split 40% Finance 60% Fire and Misc office printing (\$270).

Bank Charges – 4909

\$3,900 – These funds are for new bank charges related to the Financial Reform Law.

Office Supplies - 5110

\$900 - 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

\$475 – These funds are for A/P checks (\$875) split 40% Finance 60% Fire and supplies (\$125).

Books, Subscriptions and Publications - 5410

\$160 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division (\$250) and study guides for Account Specialist payroll certification exam (\$150). 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

\$2,260 – Tyler Conference (\$900) for Senior Accountant, FGFOA State Conference (\$750), FGFOA Gulfcoast seminars (\$160) and FGFOA local meetings (\$250) and misc. training (\$200).