



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

**CITY OF SEMINOLE
FY12 PERSONNEL SUMMARY
FINANCE**

POSITION	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11
Senior Accountant	1	1	1	1	1	1	1	1
Account Specialist	1	1	1	1	0	0	0	0
Account Specialist II*	1	1	1	1	1	1	1	1
TOTAL	3	3	3	3	2	2	2	2

Seasonal Intern	0	0	0	0	1	0	0	0
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* Position expense paid by Fire Administration

CITY OF SEMINOLE
FY12 BUDGET
Administration Department - Finance Division

ACCOUNT	Dept/Div	FY07	FY08	FY09	FY10	FY11	FY11	Y.T.D.	FY12	% Change
	Acct. #513	Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/11	Proposed	FY11 TO FY12
Salaries - Regular	1200	80,299	62,330	64,715	65,270	65,771	65,771	32,420	55,073	-16.3%
Education Special	1503	1,320	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
FICA	2100	6,215	4,809	5,004	5,036	5,132	5,132	2,472	4,214	-17.9%
FRS	2210	8,073	6,269	6,504	6,728	7,226	7,226	3,159	2,905	-59.8%
Health/Life Insurance	2310	9,200	5,471	5,587	5,949	6,368	6,368	2,134	6,836	7.4%
L/T Disability Insurance	2320	680	511	519	519	526	526	159	526	0.0%
Workers Compensation	2400	241	204	134	108	153	153	88	126	-17.6%
People Costs		106,365	80,914	83,783	84,930	86,496	86,496	40,432	71,000	-17.9%
Prof. Svcs - Acct/Audit	3200	8,140	10,841	10,361	11,659	11,200	11,200	11,200	11,520	2.9%
Contract Svce - Computer	3430	1,582	1,483	1,483	1,611	1,690	1,690	1,611	1,690	0.0%
Travel/Per Diem	4000	1,268	576	228	735	1,700	1,700	564	1,025	-39.7%
Telecommunications	4110	1,569	1,164	486	772	892	892	337	680	-23.8%
Postage/UPS	4120	2,011	1,949	1,723	1,773	2,000	2,000	988	2,000	0.0%
Printing - Other	4790	965	1,208	545	235	1,930	1,930	269	1,925	-0.3%
Office Supplies	5110	909	440	535	487	1,063	1,063	163	1,050	-1.2%
Operating Supplies - Checks	5230	356	392	656	0	500	500	0	500	0.0%
Operating Supplies -General	5290	698	61	12	412	50	50	0	50	0.0%
Books/Publications	5410	230	301	230	230	250	250	230	250	0.0%
Dues/Memberships	5430	65	45	85	45	45	45	45	45	0.0%
Conf./ Training/Education	5440	593	449	461	489	775	775	515	600	-22.6%
Tuition Reimbursement	5490	972	4,238	0	0	0	0	0	0	0.0%
Operational Costs		19,358	23,147	16,805	18,448	22,095	22,095	15,922	21,335	-3.4%
Computers	6401	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		125,723	104,061	100,588	103,378	108,591	108,591	56,354	92,335	-15.0%

CITY OF SEMINOLE
Fiscal Year 2012
Administration Department – Finance Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$55,073 - This category covers wages for the Senior Accountant.

Education Special – 1503

\$1,320 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$4,214 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$2,905 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$7,362 - This category covers the City's health (\$6,836) and disability insurance (\$526) costs.

Worker's Compensation– 2400

\$126 - This covers the cost for workman's compensation at the rate of .14% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$11,520 – 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 \$28,800).

Contract Services Computer - 3430

\$1,690 – Kintera Fundware Full Support (\$3,725), Accufund, Inc. maintenance on report writer software (\$500). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
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Travel and Per Diem - 4000

\$1,025 - Costs are for Finance personnel to attend conferences and seminars not held locally. FGFOA Annual State Conference (\$675), Fundware User group meeting (\$350).

Communications - 4110

\$680 - This category covers telephone costs for local and long distance service.

Postage – 4120

\$2,000 – This category covers postage, certified mailings, as well as \$1,530 for A/P checks.

Printing - 4700

\$1,925 - These funds are for the printing of office forms such as Purchase Order and Requisition forms (\$1,275), misc. printing (\$650).

Office Supplies - 5110

\$1,050 - 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

\$550 – These funds are for Payroll checks (\$100), A/P checks (\$400), and bank charges (\$50).

Books and Publications - 5410

\$250 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division.

Dues and Memberships – 5430

\$45 – This category includes professional memberships to various organizations that provide resource materials for Finance Division development. Gulfcoast Chapter one membership at (\$20) and one FGFOA membership at (\$25).

Conferences, Training and Education - 5440

\$600 – FGFOA Annual State Conference (\$200), Fundware User group meeting (\$200), FGFOA Gulfcoast local seminars (\$80) and FGFOA local meetings (\$120).