

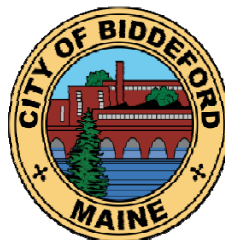
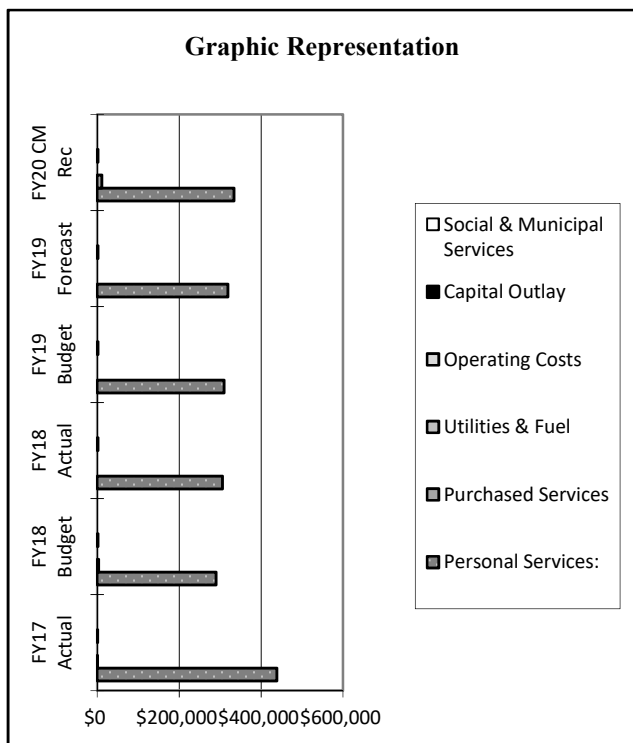
City of Biddeford, Maine

FY2020

Budget: Finance

Account Number: 21106

	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD	FY20	
						Dept Head	Manager's Rec
Personnel Services:	\$438,348	\$289,803	\$306,083	\$309,385	\$181,455	\$334,138	\$334,138
Purchased Services	\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$1,186	\$1,500	\$1,954	\$1,560	\$756	\$1,560	\$1,560
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$440,208	\$294,303	\$308,036	\$310,945	\$182,211	\$346,898	\$346,898



FRINGE BENEFIT IMPACT (Estimated):

FICA	\$25,650
Workers Comp	\$1,085
Health Insurance	\$73,128
Retirement	\$30,458
Unemployment	\$354
Other Insurance	\$5,039
Total Fringe Benefit Impact	\$135,714
# of Full Time Employees	5.80

	FY19 Budget	FY20 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$309,385	\$334,138	\$24,753	8.0%
Purchased Services	\$0	\$11,200	\$11,200	#DIV/0!
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$1,560	\$1,560	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$310,945	\$346,898	\$35,953	11.6%

Personnel Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60101	Dept Manager Salary Exp	\$96,531	\$90,686	\$105,545	\$106,408	\$61,961	\$108,536	\$108,536
60102	Mid Mgmt Hrly Employee Wa	\$122,855	\$151,852	\$151,577	\$152,136	\$90,492	\$135,403	\$135,403
60105	F-T Employee Wage Exp	\$94,027	\$45,480	\$46,874	\$46,186	\$27,500	\$85,274	\$85,274
60111	Overtime Wage Expense	\$105	\$500	\$9	\$250	\$36	\$200	\$200
60201	FICA/Medicare-ER Share Exp	\$22,393	\$0	\$0	\$0	\$0	\$0	\$0
60202	MPERS-Employer Share Exp	\$14,773	\$0	\$0	\$0	\$0	\$0	\$0
60203	457 Plan-Employer Share Exp	\$8,249	\$0	\$0	\$0	\$0	\$0	\$0
60210	HPHC Ins Employer Share Ex	\$73,241	\$0	\$0	\$0	\$0	\$0	\$0
60212	S-T Disability ER Share Exp	\$296	\$0	\$0	\$0	\$0	\$0	\$0
60213	L-T Disability ER Share Exp	\$678	\$0	\$0	\$0	\$0	\$0	\$0
60217	RHSA Plan ER Share	\$3,199	\$0	\$0	\$0	\$0	\$0	\$0
60251	Conferences/Training Expense	\$570	\$400	\$390	\$1,400	\$495	\$3,780	\$3,780
60252	Travel/Mileage Expense	\$126	\$300	\$497	\$970	\$411	\$0	\$0
60253	Food/Lodging Expense	\$0	\$250	\$0	\$1,100	\$500	\$0	\$0
60256	Dues/Memberships Expense	\$1,305	\$335	\$1,190	\$935	\$60	\$945	\$945
Totals		\$438,348	\$289,803	\$306,083	\$309,385	\$181,455	\$334,138	\$334,138

Purchased Services

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60306	Other Prof/Consult Svcs Exp	\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200
Totals		\$675	\$3,000	\$0	\$0	\$0	\$11,200	\$11,200

Other Operating Costs

Account Number	Description	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 YTD 01/01/19	FY20	
							Dept Head	Mgr's Rec
60500	Admin/Office Supp/Eqt Non-C	\$1,186	\$1,500	\$800	\$1,200	\$576	\$1,200	\$1,200
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$1,154	\$360	\$180	\$360	\$360
Totals		\$1,186	\$1,500	\$1,954	\$1,560	\$756	\$1,560	\$1,560

DEPARTMENT PERSONAL SERVICES BUDGET WORKSHEET

Fiscal Year 2020 BUDGET

DEPARTMENT: 21106 Finance

CLASSIFICATION	EMP #	FTE	YEAREND		CITY MANAGER RECOMMEND.	COUNCIL APPROP.	LAST NAME
			ANNUALIZED TOTAL	REQUESTED			
FINANCE DIRECTOR	10813	1.00	108,119.96	108,535.81	108,535.81		FOURNIER
TAX COLLECTOR	14950	1.00	62,150.40	62,389.44	62,389.44		CYR
COMPTROLLER (RETIRING 7/11/19)	22401	0.80	4,384.97	4,401.84	4,401.84		DUTREMBLE
DEPUTY FINANCE DIRECTOR	10297	1.00	68,348.80	68,611.68	68,611.68		MATHERNE
FINANCE CLERK	60000	1.00	47,507.20	47,689.92	47,689.92		ROBERGE
AR/FINANCE CLERK	252	1.00	37,440.00	37,584.00	37,584.00		NEW POSITION
TOTAL BUDGETED POSITIONS			5.80	327,951.33	329,212.68	329,212.68	

Notes:

Deputy Finance Director position was referred to as "Staff Accountant" in prior budgets
Comptroller 50% to wastewater division

Richard Dutremble is retiring 7/11/19 50% paid by WW
Finance Coverage 7% of expenses (96% of the year)

**FY20 WW
Expense**

	4,402
\$	24,977
\$	29,378

We will now carry the expense in the Finance Dept with a transfer from WW to pay for them
Multiple positions will be helping WW to allow for more timely entries



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Dept Manager Salary Exp

Department Number: 21106

Account Number: 60101

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$96,530.62	\$90,686.00	\$105,544.53	\$106,408.00	\$108,535.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$108,535.81	\$108,535.81		\$2,127.81

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Mid Mgmt Hrly Employee Wage Ex

Department Number: 21106

Account Number: 60102

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$122,855.49	\$151,852.00	\$151,577.48	\$152,136.00	\$158,512.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$135,402.96	\$135,402.96		(\$16,733.04)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Remove Rick from 50% WWTP/50% Finance

The finance support will be done as a transfer and hold all expenses within Finance.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: F-T Employee Wage Exp

Department Number: 21106

Account Number: 60105

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$94,026.66	\$45,480.00	\$46,874.36	\$46,186.00	\$47,689.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$85,273.92	\$85,273.92		\$39,087.92

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

New position to replace Dutremble upon retirement, a transfer will be done to cover this amount.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Overtime Wage Expense

Department Number: 21106

Account Number: 60111

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$105.39	\$500.00	\$8.96	\$250.00	\$100.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$200.00	\$200.00		(\$50.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Conferences/Training Expense

Department Number: 21106

Account Number: 60251

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$570.00	\$400.00	\$390.00	\$1,400.00	\$1,000.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$ 3,780.00	\$3,780.00		\$2,380.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

NESGFOA Spring and Fall Conference	\$	600.00
4 GFOA quarterly meetings - Finance Director	\$	160.00
1 Training for Tax Collector	\$	150.00
1 Training for Deputy Finance Director	\$	150.00
NESGFOA Spring and Fall Conference Food/Lodging	\$	1,100.00
Mileage for local conferences (6 x 95)	\$	570.00
Travel to NESGFOA Annual Conference - Fall Vermont	\$	700.00
Travel to NESGFOA Annual Conference - Spring Waltham	\$	350.00
	\$	3,780.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Travel/Mileage Expense

Department Number: 21106

Account Number: 60252

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$125.58	\$300.00	\$497.28	\$970.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$970.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Food/Lodging Expense

Department Number: 21106

Account Number: 60253

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$250.00	\$0.00	\$1,100.00	\$800.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$0.00	\$0.00		(\$1,100.00)

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Moved to 60251



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Dues/Memberships Expense

Department Number: 21106

Account Number: 60256

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,305.00	\$335.00	\$1,190.00	\$935.00	\$935.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$945.00	\$945.00		\$10.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

GFOA CAFR	\$	580.00
GFOA Membership	\$	260.00
MMTCTA Membership - Finance Director	\$	35.00
MMTCTA Membership - Tax Collector	\$	35.00
MMTCTA Membership - Deputy Finance Director	\$	35.00
	<u>\$</u>	<u>945.00</u>



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Other Prof/Consult Srvs Exp

Department Number: 21106

Account Number: 60306

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$675.00	\$3,000.00	\$0.00	\$0.00	\$0.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$11,200.00	\$11,200.00		\$11,200.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.

Purchase the Citizen Self Service module for Munis. Currently, we use an external software for citizens to pay for bills online. The upload isn't working correctly, we think that is due to one of the upgrades of Munis. It isn't calculating interest correct, and doesn't match Munis. This is causing issues and frustration for citizens as they think they paid the full amount, but it isn't paid in full. This will allow staff to see payments instantly, as it directly posts to Munis. For more detail, see the Capital Budget



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Admin/Office Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60500

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$1,185.56	\$1,500.00	\$799.52	\$1,200.00	\$1,200.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$1,200.00	\$1,200.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Annual Staples Supplies/tax forms/check stock \$ 1,200.00



Fiscal Year 2020 Budget Request

February 27, 2019

Department:

Finance

Account Title: Operating Supp/Eqt Non-Cap

Department Number: 21106

Account Number: 60501

FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	FY 2019 Est. Expended
\$0.00	\$0.00	\$1,154.00	\$360.00	\$360.00

FY 2020 Budget	Department Request	City Mgr Recommendation	Council Action	Increase (Decrease)
	\$360.00	\$360.00		\$0.00

Support for Budget Request: Provide justification for the budget request using as much detail as possible to support it. Examples of acceptable support include unit costs, quantity estimates, price quotes, etc. Requests based solely on a percentage increase above the previous budget will not be accepted. Use additional sheets if necessary.



Cell Phone Allowance (\$30/month) \$ 360.00