



Human Resources Mgmt-General Fund-2017 Budget- Detailed

Budget Year 2017

G/L Account	Account Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2017 Submitted Budget	% Change FY16-FY17
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Fund **001 - General Fund**

EXPENSE

Department **120 - Human Resource Management**

Sub-Department **120 - Human Resource Management**

001.120.120.40000	Salaries and Wages	284,188.02	270,169.83	270,459.97	258,454.57	310,973.00	319,661.00	2.79
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Comments

Level	Comment
Submitted Budget	Updated the vacant WC/Liability Specialist to vacant Payroll/Administrative Clerk.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	HR Specialist	1.00	43,485.44	43,485.44
Submitted Budget	2.5% non-union salary increase	.03	267,897.51	6,697.44
Submitted Budget	Assistant Director	.52	76,695.58	39,881.70
Submitted Budget	Benefits Coordinator	1.00	43,050.02	43,050.02
Submitted Budget	Executive Director	.20	133,402.10	26,680.42
Submitted Budget	Payroll Accrual	.00	318,545.95	1,114.91
Submitted Budget	Payroll Clerk	1.00	42,024.89	42,024.89
Submitted Budget	Payroll Manager	1.00	72,775.04	72,775.04
Submitted Budget	Vacant, Payroll and Administrative Clerk	1.00	43,951.00	43,951.00
Submitted Budget Totals				\$319,660.86

001.120.120.40200	Overtime Salaries	.00	.00	.00	185.85	.00	.00	.00
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001.120.120.45000	Healthcare Contribution	67,362.79	50,261.98	46,990.52	46,909.16	68,375.00	76,321.00	11.62
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Comments

Level	Comment
Submitted Budget	Updated the vacant WC/Liability Specialist position to vacant Payroll/Administrative Clerk

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Assistant Director	.52	11,743.00	6,106.36
Submitted Budget	Benefits Coordinator	1.00	6,064.00	6,064.00
Submitted Budget	Executive Director	.20	13,481.00	2,696.20
Submitted Budget	HR Specialist	1.00	11,743.00	11,743.00
Submitted Budget	Payroll Clerk	1.00	16,973.00	16,973.00
Submitted Budget	Payroll Manager	1.00	13,481.00	13,481.00
Submitted Budget	Payroll/Administrative Clerk- vacant	1.00	19,257.00	19,257.00
Submitted Budget Totals				\$76,320.56



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Fund 001 - General Fund								
EXPENSE								
Department 120 - Human Resource Management								
Sub-Department 120 - Human Resource Management								
001.120.120.45010	Dental Contribution	2,625.25	2,079.04	2,178.13	1,872.35	2,910.00	2,860.00	(1.71)
Comments								
<i>Level</i>		<i>Comment</i>						
Submitted Budget		Updated the vacant WC/Liability Specialist to vacant Payroll/Administrative Clerk						
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>
Submitted Budget		Assistant Director		.52		560.00		291.20
Submitted Budget		Benefits Coordinator		1.00		216.00		216.00
Submitted Budget		Executive Director		.20		560.00		112.00
Submitted Budget		HR Specialist		1.00		560.00		560.00
Submitted Budget		Payroll Clerk		1.00		560.00		560.00
Submitted Budget		Payroll Manager		1.00		560.00		560.00
Submitted Budget		Payroll/Administrative Clerk-Vacant		1.00		560.00		560.00
Submitted Budget Totals							\$2,859.20	
001.120.120.50000	Project Administration Services	19,398.00	17,820.00	16,697.50	17,564.16	.00	.00	.00
001.120.120.52130	Repairs and Maint- Computers	166.25	1,290.84	101.70	.00	.00	.00	.00
001.120.120.52140	Repairs and Maint- Copiers	.00	.00	.00	.00	1,260.00	1,839.00	45.95
Comments								
<i>Level</i>		<i>Comment</i>						
Submitted Budget		copier maintenance, ID card maintenance						
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>
Submitted Budget		HR portion of copier maintenance		1.00		428.24		428.24
Submitted Budget		HR portion of Kronos T&A for timeclocks		1.00		202.10		202.10
Submitted Budget		ID Equipment maintenance contract		1.00		1,208.00		1,208.00
Submitted Budget Totals							\$1,838.34	
001.120.120.53050	Employment Advertising	1,498.36	4,473.00	.00	.00	.00	.00	.00
001.120.120.53100	Conferences and Meetings	2,235.00	2,523.98	3,790.00	6,036.76	2,790.00	3,756.00	34.62
Comments								
<i>Level</i>		<i>Comment</i>						
Submitted Budget		2 payroll employees to annual Tyler conference and 2 HR employees to annual SHRM conference to maintain professional certifications						



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Fund 001 - General Fund								
EXPENSE								
Department 120 - Human Resource Management								
Sub-Department 120 - Human Resource Management								
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Submitted Budget	1095-C forms and envelopes					1.00	750.00	750.00
Submitted Budget	ID badges and supplies					1.00	500.00	500.00
Submitted Budget	W-2 forms and envelopes					1.00	750.00	750.00
	Submitted Budget Totals							\$2,000.00
001.120.120.60020	Computer Related Supplies	239.75	217.82	360.50	635.01	700.00	522.00	(25.42)
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Submitted Budget	fax toner cartridge					2.00	58.00	116.00
Submitted Budget	printer toner cartridges					7.00	58.00	406.00
	Submitted Budget Totals							\$522.00
001.120.120.60050	Books and Subscriptions	97.00	.00	1,220.00	1,295.00	1,295.00	1,295.00	.00
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Submitted Budget	BLR.HR.COM subscriptions					1.00	1,295.00	1,295.00
	Submitted Budget Totals							\$1,295.00
001.120.120.60080	Employee Recognition Supplies	157.81	387.50	634.93	553.73	500.00	500.00	.00
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Submitted Budget	Employee Recognition 2017					1.00	500.00	500.00
	Submitted Budget Totals							\$500.00
Sub-Department 120 - Human Resource Management		\$391,412.81	\$362,813.41	\$357,371.07	\$346,883.66	\$403,554.00	\$415,431.00	2.94%
Totals								
Department 120 - Human Resource Management Totals		\$391,412.81	\$362,813.41	\$357,371.07	\$346,883.66	\$403,554.00	\$415,431.00	2.94%
EXPENSE TOTALS		\$391,412.81	\$362,813.41	\$357,371.07	\$346,883.66	\$403,554.00	\$415,431.00	2.94%
Fund 001 - General Fund Totals								
EXPENSE TOTALS		\$391,412.81	\$362,813.41	\$357,371.07	\$346,883.66	\$403,554.00	\$415,431.00	2.94%
Fund 001 - General Fund Totals		(\$391,412.81)	(\$362,813.41)	(\$357,371.07)	(\$346,883.66)	(\$403,554.00)	(\$415,431.00)	2.94%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$391,412.81	\$362,813.41	\$357,371.07	\$346,883.66	\$403,554.00	\$415,431.00	2.94%
Net Grand Totals		(\$391,412.81)	(\$362,813.41)	(\$357,371.07)	(\$346,883.66)	(\$403,554.00)	(\$415,431.00)	2.94%