



Human Resources Budget Review Detailed - GF

Budget Year 2019

G/L Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Actual Amount	2018 Amended Budget	Amount Change FY18-FY19	2019 Submitted Budget	% Change FY18-FY19
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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	270,459.97	258,454.57	280,638.66	290,783.17	273,493.00	18,702.00	292,195.00	6.83
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Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Assistant Director	.5200	78,613.00	40,879.00
Submitted Budget	Payroll Manager	1.0000	74,594.00	74,594.00
Submitted Budget	Payroll Clerk	1.0000	43,076.00	43,076.00
Submitted Budget	Executive Director	.2000	120,000.00	24,000.00
Submitted Budget	HR Generalist - Vacant	1.0000	33,422.00	33,422.00
Submitted Budget	Payroll Accrual	.0027	304,669.76	823.00
Submitted Budget	HR Coordinator	1.0000	33,400.12	33,400.12
Submitted Budget	Senior HR Specialist	1.0000	42,000.00	42,000.00
Submitted Budget Totals				\$292,194.12

001.120.120.40200	Overtime Salaries	.00	185.85	.00	7.50	.00	.00	.00	.00
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001.120.120.45000	Healthcare Contribution	46,990.52	46,909.16	58,232.71	55,441.45	60,847.00	36,679.00	97,526.00	60.28
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Comments

Level	Comment
Submitted Budget	Per the Finance Depts Employer health and dental insurance Budget Rates provided increased our budget by 47,313.00 for health coverage from 2018.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Payroll Clerk	1.0000	8,700.00	8,700.00
Submitted Budget	Payroll Manager	1.0000	25,334.00	25,334.00
Submitted Budget	Executive Director	.2000	14,700.00	2,940.00
Submitted Budget	Payroll/Administrative Clerk - vacant	1.0000	18,195.00	18,195.00
Submitted Budget	Assistant Director	.5200	18,195.00	9,461.40
Submitted Budget	HR Sr Specalist	1.0000	14,700.00	14,700.00
Submitted Budget	HR Coordinator	1.0000	18,195.00	18,195.00
Submitted Budget Totals				\$97,525.40

001.120.120.45009	Healthcare Subsidy	.00	.00	(2,706.70)	(2,656.07)	.00	.00	.00	.00
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001.120.120.45010	Dental Contribution	2,178.13	1,872.35	2,285.85	2,381.35	2,894.00	352.00	3,246.00	12.16
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Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Assistant Director	.5200	636.00	330.72
Submitted Budget	Payroll Manager	1.0000	636.00	636.00



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Fund 001 - General Fund										
EXPENSE										
Department 120 - Human Resource Management										
Sub-Department 120 - Human Resource Management										
	Submitted Budget					1.0000	636.00	636.00		
	Submitted Budget					1.0000	244.00	244.00		
	Submitted Budget					.2000	636.00	127.20		
	Submitted Budget					1.0000	636.00	636.00		
	Submitted Budget					1.0000	636.00	636.00		
								Submitted Budget Totals	\$3,245.92	
001.120.120.45019	Dental Subsidy	.00	.00	(57.82)	(206.80)	.00	.00	.00	.00	
001.120.120.50000	Project Administration Services	16,697.50	17,564.16	200.00	15,869.29	.00	3,000.00	3,000.00	.00	
Comments										
	<i>Level</i>	<i>Comment</i>								
	Submitted Budget	Support for Professional or Technical Support within HR								
Budget Transactions										
	<i>Level</i>	<i>Transaction</i>				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>		
	Submitted Budget	Support Contracts HR				1.0000	3,000.00	3,000.00		
								Submitted Budget Totals		
								\$3,000.00		
001.120.120.52130	Repairs and Maint- Computers	101.70	.00	.00	.00	.00	3,000.00	3,000.00	.00	
Comments										
	<i>Level</i>	<i>Comment</i>								
	Submitted Budget	Supplies and Annual Service Fee for Badge ID Machine								
Budget Transactions										
	<i>Level</i>	<i>Transaction</i>				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>		
	Submitted Budget	Supplies and Annual Service Fee for Badge ID Machine				1.0000	3,000.00	3,000.00		
								Submitted Budget Totals		
								\$3,000.00		
001.120.120.52140	Repairs and Maint- Copiers	.00	.00	1,410.10	361.27	1,839.00	.00	1,839.00	.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	Repairs/Maintenance-Copier				1.0000	1,839.00	1,839.00		
								Submitted Budget Totals		
								\$1,839.00		



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Fund 001 - General Fund									
EXPENSE									
Department 120 - Human Resource Management									
Sub-Department 120 - Human Resource Management									
001.120.120.53100	Conferences and Meetings	3,790.00	6,036.76	4,969.14	5,032.71	5,256.00	2,244.00	7,500.00	42.69
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		SHRM Conferences and New World Conferences attendances for Executive level in HR.							
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		Conferences and Meetings		1.0000		7,500.00		7,500.00	
Submitted Budget Totals								<u>\$7,500.00</u>	
001.120.120.53110	Employee Training	5,767.40	4,636.90	2,977.00	1,869.16	.00	1,000.00	1,000.00	.00
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		On the Job training funds for 2019 are allocated from the Riverboat Grant Fund 25,000							
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 Training		1.0000		1,000.00		1,000.00	
Submitted Budget Totals								<u>\$1,000.00</u>	
001.120.120.53120	Employee Mileage Expense	37.29	131.93	105.52	18.51	100.00	50.00	150.00	50.00
Budget Transactions									
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>	
Submitted Budget		Mileage		1.0000		150.00		150.00	
Submitted Budget Totals								<u>\$150.00</u>	
001.120.120.53130	General Association Dues	834.00	933.00	959.00	.00	.00	1,800.00	1,800.00	.00
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		SHRM and Payroll Association Dues for HRM							
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 Dept. Association Dues		1.0000		1,800.00		1,800.00	
Submitted Budget Totals								<u>\$1,800.00</u>	



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Fund 001 - General Fund									
EXPENSE									
Department 120 - Human Resource Management									
Sub-Department 120 - Human Resource Management									
001.120.120.55000	Miscellaneous Contractual Exp	5,300.00	4,174.90	3,455.00	4,574.50	27,800.00	(9,800.00)	18,000.00	(35.25)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget Reserve of funds for temporary staffing for Payroll if necessary. Fingerprinting									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Temp Agency 1.0000 13,500.00 13,500.00									
Submitted Budget ROE - Fingerprint and background checks 1.0000 4,500.00 4,500.00									
Submitted Budget Totals \$18,000.00									
001.120.120.60000	Office Supplies	497.48	1,216.35	476.04	4,155.07	1,000.00	4,000.00	5,000.00	400.00
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget HR Office Supplies									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Office Supplies 1.0000 5,000.00 5,000.00									
Submitted Budget Totals \$5,000.00									
001.120.120.60010	Operating Supplies	2,501.65	2,283.99	1,633.06	1,765.55	2,000.00	1,600.00	3,600.00	80.00
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Payroll Yearend Operating Supplies, compliance posters 1.0000 3,600.00 3,600.00									
Submitted Budget Totals \$3,600.00									
001.120.120.60020	Computer Related Supplies	360.50	635.01	642.65	.00	500.00	(500.00)	.00	(100.00)
001.120.120.60050	Books and Subscriptions	1,220.00	1,295.00	1,395.00	.00	1,200.00	(700.00)	500.00	(58.33)
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Books and Subscriptions 1.0000 500.00 500.00									
Submitted Budget Totals \$500.00									



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Fund 001 - General Fund										
EXPENSE										
Department 120 - Human Resource Management										
Sub-Department 120 - Human Resource Management										
001.120.120.60080	Employee Recognition Supplies	634.93	553.73	2,070.45	57.04	500.00	.00	500.00	.00	
Budget Transactions										
Level		Transaction		Number of Units		Cost Per Unit		Total Amount		
Submitted Budget		Employee Recognition Supplies		1.0000		500.00		500.00		
								Submitted Budget Totals		\$500.00
Sub-Department	120 - Human Resource Management Totals	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
Department	120 - Human Resource Management Totals	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
	EXPENSE TOTALS	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
Fund	001 - General Fund Totals	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
	EXPENSE TOTALS	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
Fund	001 - General Fund Totals	(\$357,371.07)	(\$346,883.66)	(\$358,685.66)	(\$379,453.70)	(\$377,429.00)	(\$61,427.00)	(\$438,856.00)	16.28%	
Net Grand Totals										
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
	EXPENSE GRAND TOTALS	\$357,371.07	\$346,883.66	\$358,685.66	\$379,453.70	\$377,429.00	\$61,427.00	\$438,856.00	16.28%	
	Net Grand Totals	(\$357,371.07)	(\$346,883.66)	(\$358,685.66)	(\$379,453.70)	(\$377,429.00)	(\$61,427.00)	(\$438,856.00)	16.28%	