



# HR Budget Detail - GF

Budget Year 2020

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Amended Budget	Amount Change FY19-FY20	2020 Submitted Budget	% Change FY19-FY20
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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	258,454.57	280,638.66	290,783.17	210,203.28	179,607.00	13,592.00	193,199.00	7.56
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Comments

Level	Comment
Submitted Budget	Increase includes fully budgeted Sr. HR Generalist position in FY20, was partially budgeted in FY19 and 2% non-union increase with budget adjustment, Res. 19-183.

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	Executive Director	.2000	122,399.94	24,479.99
Submitted Budget	Payroll Accrual	.0055	320,674.94	1,763.71
Submitted Budget	HR Coordinator	1.0000	34,402.16	34,402.16
Submitted Budget	Senior HR Generalist	1.0000	43,259.84	43,259.84
Submitted Budget	Senior HR Generalist - New	1.0000	42,000.00	42,000.00
Submitted Budget	2% non-union salary increase	.0200	320,674.94	6,413.50
Submitted Budget Totals				\$193,198.20

001.120.120.40200	Overtime Salaries	185.85	.00	7.50	.00	.00	.00	.00	.00
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001.120.120.45000	Healthcare Contribution	46,909.16	58,232.71	55,441.45	43,715.09	68,894.00	(14,034.00)	54,860.00	(20.37)
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Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Executive Director	.2000	15,800.00	3,160.00
Submitted Budget	Senior HR Specialist	1.0000	9,155.00	9,155.00
Submitted Budget	Assistant Director	.5200	17,595.00	9,149.40
Submitted Budget	Senior HR Specialist	1.0000	15,800.00	15,800.00
Submitted Budget	HR Coordinator	1.0000	17,595.00	17,595.00
Submitted Budget Totals				\$54,859.40

001.120.120.45009	Healthcare Subsidy	.00	(2,706.70)	(2,656.07)	(1,770.35)	.00	.00	.00	.00
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001.120.120.45010	Dental Contribution	1,872.35	2,285.85	2,381.35	1,788.53	2,684.00	(706.00)	1,978.00	(26.30)
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Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Senior HR Generalist - new	1.0000	261.00	261.00
Submitted Budget	HR Coordinator	1.0000	681.00	681.00
Submitted Budget	Assistant Director	.5200	681.00	354.12
Submitted Budget	Senior HR Generalist	1.0000	681.00	681.00
Submitted Budget Totals				\$1,977.12



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Fund <b>001 - General Fund</b>										
EXPENSE										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>120 - Human Resource Management</b>										
001.120.120.45019	Dental Subsidy	.00	(57.82)	(206.80)	(5.61)	.00	.00	.00	.00	
001.120.120.50000	Project Administration Services	17,564.16	200.00	15,869.29	29.90	3,000.00	(2,000.00)	1,000.00	(66.66)	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		Project Administration		1.0000		1,000.00		1,000.00		
								Submitted Budget Totals		\$1,000.00
001.120.120.52130	Repairs and Maint- Computers	.00	.00	.00	.00	3,000.00	(1,500.00)	1,500.00	(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		Repair Computer - ID		1.0000		1,500.00		1,500.00		
								Submitted Budget Totals		\$1,500.00
001.120.120.52140	Repairs and Maint- Copiers	.00	1,410.10	361.27	1,693.23	1,839.00	(339.00)	1,500.00	(18.43)	
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		Copier Maintenance		1.0000		1,500.00		1,500.00		
								Submitted Budget Totals		\$1,500.00
001.120.120.53050	Employment Advertising	.00	.00	.00	.00	.00	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		Employment Advertising		1.0000		500.00		500.00		
								Submitted Budget Totals		\$500.00
001.120.120.53100	Conferences and Meetings	6,036.76	4,969.14	5,032.71	332.05	5,200.00	(700.00)	4,500.00	(13.46)	
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, meetings		1.0000		4,500.00		4,500.00		
								Submitted Budget Totals		\$4,500.00
001.120.120.53110	Employee Training	4,636.90	2,977.00	1,869.16	637.50	.00	.00	.00	.00	



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Fund <b>001 - General Fund</b>										
EXPENSE										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>120 - Human Resource Management</b>										
001.120.120.53120	Employee Mileage Expense	131.93	105.52	18.51	.00	150.00	.00	150.00	.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 mileage		1.0000		150.00		150.00		
								Submitted Budget Totals		150.00
001.120.120.53130	General Association Dues	933.00	959.00	.00	368.00	1,262.00	(62.00)	1,200.00	(4.91)	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		HR Professional/annual SHRM association fees for 4 HR staff members.								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		General Association Dues		1.0000		1,200.00		1,200.00		
								Submitted Budget Totals		\$1,200.00
001.120.120.55000	Miscellaneous Contractual Exp	4,174.90	3,455.00	4,574.50	50,050.70	18,000.00	14,000.00	32,000.00	77.77	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		Our 2020 budget for this line item includes the \$14,000 available funds from our HR generalist Position. These available salary funds were kept as HR's budget was lean and these funds were retained for future personnel needs for temp services.								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		Temporary services, background checks, ID machine contracts		1.0000		32,000.00		32,000.00		
								Submitted Budget Totals		\$32,000.00
001.120.120.60000	Office Supplies	1,216.35	476.04	4,155.07	4,443.24	4,200.00	.00	4,200.00	.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		Office supplies		1.0000		4,200.00		4,200.00		
								Submitted Budget Totals		\$4,200.00
001.120.120.60010	Operating Supplies	2,283.99	1,633.06	1,765.55	3,439.75	1,600.00	.00	1,600.00	.00	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		Yearly compliance posters (Illinois Chamber of Commerce.								



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Fund 001 - General Fund									
<b>EXPENSE</b>									
Department 120 - Human Resource Management									
Sub-Department 120 - Human Resource Management									
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Submitted Budget	Compliance Posters					1.0000	1,600.00	1,600.00	
								Submitted Budget Totals	\$1,600.00
001.120.120.60020	Computer Related Supplies	635.01	642.65	.00	.00	.00	.00	.00	.00
001.120.120.60050	Books and Subscriptions	1,295.00	1,395.00	.00	.00	500.00	(500.00)	.00	(100.00)
001.120.120.60080	Employee Recognition Supplies	553.73	2,070.45	57.04	371.64	500.00	.00	500.00	.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Submitted Budget	Employee recognition supplies (pin reorder)					1.0000	500.00	500.00	
								Submitted Budget Totals	\$500.00
Sub-Department 120 - Human Resource Management Totals		\$346,883.66	\$358,685.66	\$379,453.70	\$315,296.95	\$290,436.00	\$8,251.00	\$298,687.00	2.84%
Department 120 - Human Resource Management Totals		\$346,883.66	\$358,685.66	\$379,453.70	\$315,296.95	\$290,436.00	\$8,251.00	\$298,687.00	2.84%
<b>EXPENSE TOTALS</b>									
Fund 001 - General Fund Totals		\$346,883.66	\$358,685.66	\$379,453.70	\$315,296.95	\$290,436.00	\$8,251.00	\$298,687.00	2.84%
Fund 001 - General Fund Totals		(\$346,883.66)	(\$358,685.66)	(\$379,453.70)	(\$315,296.95)	(\$290,436.00)	(\$8,251.00)	(\$298,687.00)	2.84%
Net Grand Totals									
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$346,883.66	\$358,685.66	\$379,453.70	\$315,296.95	\$290,436.00	\$8,251.00	\$298,687.00	2.84%
Net Grand Totals		(\$346,883.66)	(\$358,685.66)	(\$379,453.70)	(\$315,296.95)	(\$290,436.00)	(\$8,251.00)	(\$298,687.00)	2.84%