



FY21 Finance GF Budget Detail

Budget Year 2021

G/L Account	Account Description	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Amended Budget	Amount Change FY20-FY21	2021 Submitted Budget	% Change FY20-FY21
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Fund **001 - General Fund**

EXPENSE

Department **040 - Finance**

Sub-Department **040 - Finance**

001.040.040.40000	Salaries and Wages	548,618.83	568,196.55	574,851.81	722,853.01	776,140.00	20,834.00	796,974.00	2.68
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Comments

Level	Comment
Submitted Budget	In 2020, the payroll/accounting clerk full time position was split into two part time positions without benefits. The health & dental budget for the one full time position was added to the wage budget for the two half-time positions. a 2% wage increase was included for all non-union employees.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Onzick, Joseph - Executive Director Finance	1.0000	138,582.00	138,582.00
Submitted Budget	Waggoner, Erica - Assistant Director Finance	1.0000	93,844.00	93,844.00
Submitted Budget	Gaber, Juliet - Accountant	1.0000	65,491.00	65,491.00
Submitted Budget	Ramer-Holmes, Amy- Senior Accountant/Fin. Analyst	1.0000	79,981.00	79,981.00
Submitted Budget	Dobersztyn, Theresa - Director Purchasing	1.0000	97,920.00	97,920.00
Submitted Budget	Calamia, Maria- Assistant Director Purchasing	1.0000	67,626.00	67,626.00
Submitted Budget	Vacancy - Payroll Clerk	1.0000	24,247.00	24,247.00
Submitted Budget	Keovongsak, Tim - Buyer III	1.0000	51,489.00	51,489.00
Submitted Budget	Payroll Accrual	.0029	794,669.00	2,304.54
Submitted Budget	Clark, Patsy - Payroll Manager	1.0000	84,660.00	84,660.00
Submitted Budget	Marszalek, Nina	1.0000	51,000.00	51,000.00
Submitted Budget	Vacancy - Accounting Clerk	1.0000	24,247.00	24,247.00
Submitted Budget	2% Non-Union Increase	.0200	779,087.00	15,581.74
Submitted Budget Totals				\$796,973.28

001.040.040.45000	Healthcare Contribution	108,633.71	120,812.97	120,715.93	165,478.97	169,747.00	17,709.00	187,456.00	10.43
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Comments

Level	Comment
Submitted Budget	Rates reflect estimated increases of 2.5% for HMO and 10% for PPO, plus a shift of another quarter of the way towards 17%/83% across-the-board employee/employer contribution rates.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Ramer-Holmes, Amy - Senior Accountant / Financial Analyst	1.0000	30,215.00	30,215.00
Submitted Budget	Keovongsak, Tim - Buyer III	1.0000	30,215.00	30,215.00
Submitted Budget	Onzick, Joseph - Executive Director Finance	1.0000	20,130.00	20,130.00
Submitted Budget	Waggoner, Erica - Assistant Director Finance	1.0000	30,215.00	30,215.00
Submitted Budget	Calamia, Maria - Assistant Director Purchasing	1.0000	10,482.00	10,482.00
Submitted Budget	Gaber, Juliet - Accountant	1.0000	17,887.00	17,887.00



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Fund 001 - General Fund										
EXPENSE										
Department 040 - Finance										
Sub-Department 040 - Finance										
	Submitted Budget					1.0000	17,100.00	17,100.00		
	Submitted Budget					1.0000	20,730.00	20,730.00		
	Submitted Budget					1.0000	10,482.00	10,482.00		
	Submitted Budget Totals							\$187,456.00		
001.040.040.45009	Healthcare Subsidy	(5,731.77)	(5,786.21)	(4,891.19)	.00	.00	.00	.00	.00	
001.040.040.45010	Dental Contribution	3,306.87	3,901.70	3,527.74	4,315.47	4,608.00	124.00	4,732.00	2.69	
Comments										
	<i>Level</i>	<i>Comment</i>								
	Submitted Budget	Reflects 5% estimated rate increase								
Budget Transactions										
	<i>Level</i>	<i>Transaction</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>			
	Submitted Budget	Ramer-Holmes, Amy - Senior Accountant / Financial Analyst			1.0000	699.00	699.00			
	Submitted Budget	Keovongsak, Tim - Buyer III			1.0000	699.00	699.00			
	Submitted Budget	Onzick, Joseph - Executive Director Finance			1.0000	699.00	699.00			
	Submitted Budget	Waggoner, Erica - Assistant Director Finance			1.0000	699.00	699.00			
	Submitted Budget	Calamia, Maria - Assistant Director Purchasing			1.0000	269.00	269.00			
	Submitted Budget	Gaber, Juliet - Accountant			1.0000	699.00	699.00			
	Submitted Budget	Marszalek, Nina - Senior Payroll Specialist			1.0000	269.00	269.00			
	Submitted Budget	Clark, Patsy - Payroll Manager			1.0000	699.00	699.00			
	Submitted Budget Totals							\$4,732.00		
001.040.040.45019	Dental Subsidy	(92.90)	(339.09)	(14.22)	.00	.00	.00	.00	.00	
001.040.040.50130	Certified Audit Contract	105,060.00	108,210.00	95,757.00	98,542.00	99,150.00	2,975.00	102,125.00	3.00	
Comments										
	<i>Level</i>	<i>Comment</i>								
	Submitted Budget	Based on rate increase locked in with 5 year contract. Agreed Upon Procedure for the Health Department will be charged directly to the Health Department and Workforce Development will be charged their share of the Single Audit expense based on their percent of total federal expenditures.								
Budget Transactions										
	<i>Level</i>	<i>Transaction</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>			
	Submitted Budget	FY21 audit services per contracted price			1.0000	110,210.00	110,210.00			
	Submitted Budget	Chargeback to Health Department for AUP			1.0000	(2,060.00)	(2,060.00)			
	Submitted Budget	Estimated Chargeback to Workforce Development for Single Audit			.4500	(13,390.00)	(6,025.50)			
	Submitted Budget Totals							\$102,124.50		



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Fund 001 - General Fund									
EXPENSE									
Department 040 - Finance									
Sub-Department 040 - Finance									
001.040.040.50150	Contractual/Consulting Services	11,512.53	4,880.00	.00	3,200.00	8,300.00	(5,000.00)	3,300.00	(60.24)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget Based on 4 year contract with Menard actuarial services to prepare GASB 45 OPEB valuation report for CAFR.									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Menard Consulting - OPEB Actuarial Evaluation 1.0000 3,300.00 3,300.00									
Submitted Budget Totals \$3,300.00									
001.040.040.52140	Repairs and Maint- Copiers	911.89	611.30	657.72	431.05	700.00	.00	700.00	.00
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget Copier maintenance for Purchasing and shared copier with 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 Toshiba Copier 4.0000 100.00 400.00									
Submitted Budget Impact Networking - Copier 1.0000 300.00 300.00									
Submitted Budget Totals \$700.00									
001.040.040.53060	General Printing	3,320.00	2,459.15	.00	.00	.00	.00	.00	.00
001.040.040.53070	Legal Printing	724.37	124.21	93.15	139.54	260.00	.00	260.00	.00
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget Expense of publishing required legal notices for RFP's and hearings pertaining to Finance sponsored contracts and financing.									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget Legal Notice Regarding Availability of CAFR 1.0000 65.00 65.00									
Submitted Budget Legal Notice Regarding RFP's handled by Finance 3.0000 65.00 195.00									
Submitted Budget Totals \$260.00									



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Fund 001 - General Fund										
EXPENSE										
Department 040 - Finance										
Sub-Department 040 - Finance										
001.040.040.53100	Conferences and Meetings	2,429.56	1,125.80	.00	.00	2,300.00	.00	2,300.00	.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		NWS Conference (for Payroll or Finance)		1.0000		2,300.00		2,300.00		
								Submitted Budget Totals		\$2,300.00
001.040.040.53110	Employee Training	4,525.78	2,357.80	334.78	1,053.50	5,159.00	.00	5,159.00	.00	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		Expense of training required to maintain certifications in Finance, Purchasing and Payroll.								
Budget Transactions										
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>		<i>Total Amount</i>		
Submitted Budget		GFOA Annual Government Update (4 CPE)		3.0000		180.00		540.00		
Submitted Budget		GFOA Webinars (2 CPE per webinar)		18.0000		85.00		1,530.00		
Submitted Budget		IAPPO Training - Local		2.0000		150.00		300.00		
Submitted Budget		IAPPO Training - Springfield		1.0000		150.00		150.00		
Submitted Budget		IAPPO Training - Springfield hotel		1.0000		250.00		250.00		
Submitted Budget		IAPPO Training - Springfield meals		1.0000		77.00		77.00		
Submitted Budget		NIGP Local Training		2.0000		400.00		800.00		
Submitted Budget		Payroll Training		1.0000		1,000.00		1,000.00		
Submitted Budget		Other Compliance Training (1099, etc...)		1.0000		512.00		512.00		
								Submitted Budget Totals		\$5,159.00
001.040.040.53120	Employee Mileage Expense	163.97	28.57	19.13	24.36	290.00	.00	290.00	.00	
Comments										
<i>Level</i>		<i>Comment</i>								
Submitted Budget		Mileage reimbursement for attendance at required offsite meetings and trainings.								
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 reimbursement		.5800		500.00		290.00		
								Submitted Budget Totals		\$290.00



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Fund **001 - General Fund**

EXPENSE

Department **040 - Finance**

Sub-Department **040 - Finance**

001.040.040.53130	General Association Dues	4,036.50	4,207.50	3,922.50	4,840.00	5,379.00	.00	5,379.00	.00
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Comments

Level	Comment
Submitted Budget	Expenses related to organizations that provide guidance pertaining to standards related to certifications and financial reports and audits.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	GFOA (Government Finance Officers Association) membership fee	1.0000	1,775.00	1,775.00
Submitted Budget	GFOA Certificate of Excellence in Financial Reporting Program	1.0000	1,150.00	1,150.00
Submitted Budget	GFOA Distinguished Budget Presentation Program	1.0000	725.00	725.00
Submitted Budget	American Payroll Association	2.0000	254.00	508.00
Submitted Budget	Fox Valley Payroll Association	2.0000	50.00	100.00
Submitted Budget	IAPPO (Illinois Associatio of Public Procurement Officials)	3.0000	45.00	135.00
Submitted Budget	MAPP (Midwest Association of Public Procurement)	3.0000	45.00	135.00
Submitted Budget	NIGP (National Institute of Governmental Purchasing) addl member	2.0000	80.00	160.00
Submitted Budget	NIGP (National Institute of Governmental Purchasing) base member	1.0000	196.00	196.00
Submitted Budget	NIGP 5 Digit Commodity Code Software License	1.0000	495.00	495.00
Submitted Budget Totals				\$5,379.00

001.040.040.60000	Office Supplies	1,792.23	1,582.26	830.30	1,710.45	2,350.00	.00	2,350.00	.00
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Comments

Level	Comment
Submitted Budget	General office supplies and potable water.

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Submitted Budget	Drinking Water - Ice Mountain	1.0000	350.00	350.00
Submitted Budget	Office Supplies (printer cartridges, paper, folders, pens, marke	1.0000	2,000.00	2,000.00
Submitted Budget Totals				\$2,350.00

001.040.040.60020	Computer Related Supplies	1,534.83	645.82	540.17	2,634.02	2,500.00	.00	2,500.00	.00
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Comments

Level	Comment
Submitted Budget	Forms required for printing 1099's and W-2's.



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Fund 001 - General Fund									
EXPENSE									
Department 040 - Finance									
Sub-Department 040 - Finance									
Budget Transactions									
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
	Submitted Budget					1.0000	500.00	500.00	
	Submitted Budget					1.0000	2,000.00	2,000.00	
						Submitted Budget Totals		\$2,500.00	
001.040.040.60570	Office Furniture - Non-Capital	.00	.00	.00	3,239.65	.00	.00	.00	.00
	Sub-Department 040 - Finance Totals	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	Department 040 - Finance Totals	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	EXPENSE TOTALS	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	Fund 001 - General Fund Totals	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	EXPENSE TOTALS	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	Fund 001 - General Fund Totals	(\$790,746.40)	(\$813,018.33)	(\$796,344.82)	(\$1,008,462.02)	(\$1,076,883.00)	(\$36,642.00)	(\$1,113,525.00)	3.40%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$790,746.40	\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,076,883.00	\$36,642.00	\$1,113,525.00	3.40%
	Net Grand Totals	(\$790,746.40)	(\$813,018.33)	(\$796,344.82)	(\$1,008,462.02)	(\$1,076,883.00)	(\$36,642.00)	(\$1,113,525.00)	3.40%