



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022
Fund 001 - General Fund									
EXPENSE									
Department 040 - Finance									
Sub-Department 040 - Finance									
001.040.040.40000	Salaries and Wages	568,196.55	574,851.81	722,853.01	744,960.57	848,998.00	69,444.00	918,442.00	8.17

Comments	
Level	Comment
Submitted Budget	Budget Analyst who was added mid-year in FY21 with a partial year's budget was increased to a full year's budget in FY22. Also, part time payroll clerk was increased to full time in FY22.

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Submitted Budget	Onzick, Joseph - Executive Director Finance	1.0000	141,354.00	141,354.00	
Submitted Budget	Waggoner, Erica - Assistant Director Finance	1.0000	96,698.00	96,698.00	
Submitted Budget	Gaber, Juliet - Accountant	1.0000	68,111.00	68,111.00	
Submitted Budget	Ramer-Holmes, Amy- Senior Accountant/Fin. Analyst	1.0000	82,381.00	82,381.00	
Submitted Budget	Vacancy - Director Purchasing	1.0000	95,913.00	95,913.00	
Submitted Budget	Calamia, Maria- Assistant Director Purchasing	1.0000	69,655.00	69,655.00	
Submitted Budget	Clark, Patsy - Payroll Manager	1.0000	87,200.00	87,200.00	
Submitted Budget	Marszalek, Nina	1.0000	53,040.00	53,040.00	
Submitted Budget	Daccardo, Nicole - Accounting Clerk	1.0000	21,840.00	21,840.00	
Submitted Budget	2% Non-Union Increase	.0200	897,829.00	17,956.58	
Submitted Budget	Saenz - Payroll Clerk	.4853	45,000.00	21,838.50	
Submitted Budget	TBD - Payroll Clerk (increase to full time)	.5147	45,000.00	23,161.50	
Submitted Budget	Vacancy - Budget Analyst (partial year)	.6503	80,000.00	52,024.00	
Submitted Budget	Vacancy - Budget Analyst (increase to full year)	.3497	80,000.00	27,976.00	
Submitted Budget	Keovongsak, Tim - Buyer III	1.0000	56,637.00	56,637.00	
Submitted Budget	Payroll Accrual	.0029	915,786.00	2,655.78	
			Submitted Budget Totals	\$918,441.36	

001.040.040.45000	Healthcare Contribution	120,812.97	120,715.93	165,478.97	168,058.44	195,323.00	63,589.00	258,912.00	32.55
-------------------	-------------------------	------------	------------	------------	------------	------------	-----------	------------	-------

Comments	
Level	Comment
Submitted Budget	Full year's worth of benefits was added for Budget Analyst position and benefits were added for Payroll Clerk position that is being made full time in FY22. Maximum amount of benefits is being budgeted for vacancies.

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Submitted Budget	Ramer-Holmes, Amy - Senior Accountant / Financial Analyst	1.0000	29,616.00	29,616.00	
Submitted Budget	Keovongsak, Tim - Buyer III	1.0000	29,616.00	29,616.00	
Submitted Budget	Onzick, Joseph - Executive Director Finance	1.0000	20,324.00	20,324.00	



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022	
Fund <b>001 - General Fund</b>										
EXPENSE										
Department <b>040 - Finance</b>										
Sub-Department <b>040 - Finance</b>										
	Submitted Budget					1.0000	29,616.00	29,616.00		
	Submitted Budget					1.0000	10,280.00	10,280.00		
	Submitted Budget					1.0000	20,008.00	20,008.00		
	Submitted Budget					1.0000	29,616.00	29,616.00		
	Submitted Budget					1.0000	20,324.00	20,324.00		
	Submitted Budget					1.0000	10,280.00	10,280.00		
	Submitted Budget					1.0000	29,616.00	29,616.00		
	Submitted Budget					.5000	29,616.00	14,808.00		
	Submitted Budget					.5000	29,616.00	14,808.00		
	Submitted Budget Totals								\$258,912.00	
001.040.040.45009	Healthcare Subsidy	(5,786.21)	(4,891.19)	.00	.00	.00	.00	.00	.00	
001.040.040.45010	Dental Contribution	3,901.70	3,527.74	4,315.47	4,126.52	4,842.00	1,987.00	6,829.00	41.03	
Comments										
	<i>Level</i>	<i>Comment</i>								
	Submitted Budget	Full year's worth of benefits was added for Budget Analyst position and benefits were added for Payroll Clerk position that is being made full time in FY22. Maximum amount of benefits is being budgeted for vacancies.								
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	Vacancy - Budget Analyst (partial year)			.5000	699.00	349.50			
	Submitted Budget	Vacancy - Budget Analyst (increase to full year)			.5000	699.00	349.50			
	Submitted Budget	TBD - Payroll Clerk (increase to full time)			1.0000	699.00	699.00			
	Submitted Budget	Vacancy - Director of Purchasing			1.0000	699.00	699.00			
	Submitted Budget Totals								\$6,829.00	
001.040.040.45019	Dental Subsidy	(339.09)	(14.22)	.00	.00	.00	.00	.00	.00	



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022
Fund 001 - General Fund									
EXPENSE									
Department 040 - Finance									
Sub-Department 040 - Finance									
001.040.040.50130	Certified Audit Contract	108,210.00	95,757.00	98,542.00	98,978.00	138,125.00	(20,211.00)	117,914.00	(14.63)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget      There are no transition audits expected for FY22. An estimated additional amount to cover the expense of auditing the Agency Fund conversion is added to the audit expense.									
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                      113,510.00                      113,510.00									
Submitted Budget      Chargeback to Health Department for AUP                      1.0000                      (2,120.00)                      (2,120.00)									
Submitted Budget      Estimated Chargeback to Workforce Development for Single Audit                      .3500                      (13,790.00)                      (4,826.50)									
Submitted Budget      FY21 Additional Audit Services for Agency Fund Conversion                      .1000                      113,500.00                      11,350.00									
Submitted Budget Totals                      \$117,913.50									
001.040.040.50150	Contractual/Consulting Services	4,880.00	.00	3,200.00	2,925.00	3,300.00	.00	3,300.00	.00
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget      We are required to use an outside consultant to estimate the OPEB expense each year.									
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	611.30	657.72	431.05	766.67	700.00	1,060.00	1,760.00	151.42
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget      FY22 budget is based on FY21 actual with a slight increase for additional use by additional employees.									
Budget Transactions									
<i>Level</i> <i>Transaction</i> <i>Number of Units</i> <i>Cost Per Unit</i> <i>Total Amount</i>									
Submitted Budget      Impact Networking - Copier                      1.0000                      500.00                      500.00									
Submitted Budget      Toshiba Copier                      4.0000                      315.00                      1,260.00									
Submitted Budget Totals                      \$1,760.00									
001.040.040.53060	General Printing	2,459.15	.00	.00	356.38	.00	.00	.00	.00



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022
Fund <b>001 - General Fund</b>									
<b>EXPENSE</b>									
Department <b>040 - Finance</b>									
Sub-Department <b>040 - Finance</b>									
001.040.040.53070	Legal Printing	124.21	93.15	139.54	464.60	260.00	(50.00)	210.00	(19.23)
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		The cost of posting legal notices for RFP's and to announce the availability of our audited financial statements has declined. Budget is based on FY21 actual expense.							
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		35.00		35.00	
Submitted Budget		Legal Notice Regarding RFP's handled by Finance		5.0000		35.00		175.00	
Submitted Budget Totals								<u>\$210.00</u>	
001.040.040.53100	Conferences and Meetings	1,125.80	.00	.00	.00	2,300.00	.00	2,300.00	.00
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		This is reserved for the New World annual conference to which we normally send a representative from Finance or 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		NWS Conference (for Payroll or Finance)		1.0000		2,300.00		2,300.00	
Submitted Budget Totals								<u>\$2,300.00</u>	
001.040.040.53110	Employee Training	2,357.80	334.78	1,053.50	514.00	5,159.00	358.00	5,517.00	6.93
Comments									
<i>Level</i>		<i>Comment</i>							
Submitted Budget		This budget provides funding for training for finance, payroll and purchasing staff to be remain current in their knowledge as well as to maintain their certification. Nearly all staff are certified professionals. the budget was increased to accommodate the increase in personnel.							
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)		4.0000		135.00		540.00	
Submitted Budget		GFOA Webinars (per CPE hour)		40.0000		35.00		1,400.00	
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		3.0000		500.00		1,500.00	



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022
Fund <b>001 - General Fund</b>									
EXPENSE									
Department <b>040 - Finance</b>									
Sub-Department <b>040 - Finance</b>									
	Submitted Budget					1.0000	500.00	500.00	
	Other Compliance Training (1099, etc...)								
	Submitted Budget Totals							\$5,517.00	
001.040.040.53120	Employee Mileage Expense	28.57	19.13	24.36	8.20	290.00	(10.00)	280.00	(3.44)
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget      Provides reimbursement for employees who must attend meetings at other locations. The mileage rate was reduced from 58 cents to 56 cents.									
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                      .5600                      500.00                      280.00									
Submitted Budget Totals                      \$280.00									
001.040.040.53130	General Association Dues	4,207.50	3,922.50	4,840.00	4,275.00	5,379.00	328.00	5,707.00	6.09
Comments									
<i>Level</i> <i>Comment</i>									
Submitted Budget      Membership dues for Government Finance Officers Association, Purchasing associations, and Payroll association from which staff receive valuable professional information, advice and training. This is also the budget for the cost of being considered for GFOA's Certificate of Excellence program and Distinguished Budget Award programs. The budget was increased to accommodate the increase in personnel.									
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 Distinguished Budget Presentation Program                      1.0000                      725.00                      725.00									
Submitted Budget      American Payroll Association                      3.0000                      262.00                      786.00									
Submitted Budget      Fox Valley Payroll Association                      3.0000                      50.00                      150.00									
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      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 Totals                      \$5,707.00									



# FY22 Finance GF Budget Detail

Budget Year 2022

G/L Account	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	Amount Change FY21-FY22	2022 Submitted Budget	% Change 2021-2022
Fund 001 - General Fund									
<b>EXPENSE</b>									
Department 040 - Finance									
Sub-Department 040 - Finance									
001.040.040.60000	Office Supplies	1,582.26	830.30	1,710.45	2,065.90	2,350.00	300.00	2,650.00	12.76
Comments									
Level Comment									
Submitted Budget Use of office supplies are kept to a minimum as much work is done electronically. However, there are functions that are best performed using printed materials for which toner is used. The budget as increased slightly to accommodate the increase in personnel. This is also the budget for drinking water.									
Budget Transactions									
Level Transaction Number of Units Cost Per Unit Total Amount									
Submitted Budget Drinking Water - Ice Mountain 12.0000 35.00 420.00									
Submitted Budget Office Supplies (printer cartridges, paper, folders, pens, marke 1.0000 2,230.00 2,230.00									
Submitted Budget Totals \$2,650.00									
001.040.040.60020	Computer Related Supplies	645.82	540.17	2,634.02	1,900.10	2,500.00	(300.00)	2,200.00	(12.00)
Comments									
Level Comment									
Submitted Budget This is the budget for pre-preprinted forms used to generate W2's and 1099's. Less forms will be needed since we will no longer be printing the Affordable Care Act forms (1095's).									
Budget Transactions									
Level Transaction Number of Units Cost Per Unit Total Amount									
Submitted Budget Tax Forms (1099) 1.0000 600.00 600.00									
Submitted Budget Tax Forms (W2) 1.0000 1,600.00 1,600.00									
Submitted Budget Totals \$2,200.00									
001.040.040.60040	Postage	.00	.00	.00	306.10	.00	.00	.00	.00
001.040.040.60570	Office Furniture - Non-Capital	.00	.00	3,239.65	.00	.00	.00	.00	.00
Sub-Department 040 - Finance Totals		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
Department 040 - Finance Totals		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
<b>EXPENSE TOTALS</b>		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
Fund 001 - General Fund Totals		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
<b>EXPENSE TOTALS</b>		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
Fund 001 - General Fund Totals		(\$813,018.33)	(\$796,344.82)	(\$1,008,462.02)	(\$1,029,705.48)	(\$1,209,526.00)	(\$116,495.00)	(\$1,326,021.00)	9.63%
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>		\$813,018.33	\$796,344.82	\$1,008,462.02	\$1,029,705.48	\$1,209,526.00	\$116,495.00	\$1,326,021.00	9.63%
Net Grand Totals		(\$813,018.33)	(\$796,344.82)	(\$1,008,462.02)	(\$1,029,705.48)	(\$1,209,526.00)	(\$116,495.00)	(\$1,326,021.00)	9.63%