

Administrative Services

Mission Statement

Finance & Purchasing

To provide leadership in responsibly managing the City's financial resources.

Graphics

To assist City Divisions in reaching their goals through creative visual communications

FY 2002/03 Accomplishments

- Received Government Finance Officers Association certificate of achievement for excellence in financial reporting
- Received California Society of Municipal Finance Officers award for Excellence in Budgeting for the Annual Budget.
- Digitized the annual budget and Quarterly Budget Reports and posted them on the City's Web site
- Implemented GASB 34 reporting module for the CAFR
- Continue stabilization of PeopleSoft Financial system
- Successfully Completed the Rollout of Procurement Cards to all City Divisions
- Issued, evaluated, negotiated and awarded a PO for the new Police Building Furniture
- Presented a class in Glendale U on Purchasing the Glendale Way.
- Purchasing Administrator appointed as a National Committee Member by the National Institute of Governmental Purchasing
- Provided vendor registration on the City's web site
- Supported the Pacific Park Project through design and printing
- Participated in Police Bldg. Dedication Committee and produced all marketing materials
- Put Budget book on CD
- Increased awareness of electronic job submission for Xerox 6100 and currently receive 30% of all jobs on-line
- Participated in Xerox Users Group quarterly meetings to expand knowledge of equipment and procedures
- Supported Community Development's Neighborhood Outreach program with the Coming Home To Glendale brochure
- Created new design for Fire patches
- Modified several brochures and flyers for insertion on the web

FY 2003/04 Goals

- Upgrade Peoplesoft Human Resources to version 8.3
- Rewrite Administrative Policy Manual section for Finance, Purchasing and Graphics
- Provide on-going end user training on the PeopleSoft system. Both for new users and those more experience.
- Refine and polish the class "Purchasing the Glendale Way".
- Complete the review, update and rewrite of the Purchasing section of the APM
- Pre-plan and prepare for the next Peoplesoft Financials upgrade 8.x
- Expand service for all divisions to include folding and insertion of checks, flyers, licenses and miscellaneous other items.
- Upgrade computer technology to stay current with market
- Expand translation services

2003/04 Budget Adopted Appropriations

	Salaries and Benefits	Maintenance and Operation	Capital Outlay	Self Insurance	Total
<u>General Fund</u>					
Administration	401,805	397,407	-	-	799,212
Accounts Payable	330,402	66,024	-	-	396,426
Budget	59,235	16,027	-	-	75,262
Accounting	228,394	57,264	-	-	285,658
Grants	245,748	62,009	-	-	307,757
Payroll	274,566	65,887	-	-	340,453
Purchasing	331,441	25,848	-	-	357,289
Graphics	370,263	129,153	-	-	499,416
Transfer to Other Funds	-	136,911	-	-	136,911
Budgeted Underexpenditures					(25,000)
Total General Fund	2,241,854	956,530	-	-	3,173,384
<u>Unemployment Insurance Fund</u>					
	-	-	-	155,000	155,000
<u>Uninsurable Litigation Fund</u>					
	-	-	-	2,362,000	2,362,000
<u>Liability Insurance Fund</u>					
	274,865	20,000	-	452,135	747,000
<u>Auto Insurance Fund</u>					
	-	-	-	347,000	347,000
<u>Dental Insurance Fund</u>					
	-	-	-	655,000	655,000
<u>Medical Insurance Fund</u>					
	47,500	-	-	5,379,500	5,427,000
<u>Vision Insurance Fund</u>					
	-	-	-	94,000	94,000
<u>Employee Benefits Fund</u>					
	-	-	-	1,573,000	1,573,000
Total Adopted Appropriation	2,564,219	976,530	-	11,017,635	14,533,384

	Budget 2003-2004
Total Personnel	38.80

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	401,805
Maintenance & Operation	-	-	-	-	397,407
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 789,212</u>

Personnel Classification Detail

	Budget 2003-2004
Accountant	0.00
Accounting Services Specialist	0.00
Accounting Systems Administrator	0.00
Administrative Analyst	1.00
Administrative Associate	0.00
Assistant Finance Director	1.00
Audit Administrator	0.00
Director of Finance & Admin. Services	1.00
Executive Secretary (Steno) (Conf)	1.00
Office Specialist I	0.00
Office Services Specialist II	1.00
Principal Accountant	0.00
Senior Accountant	0.00
Senior Accounting Services Specialist	0.00
Senior Accounting Technician	0.00
Senior Accounting Technician (Confid.)	0.00
Senior Executive Analyst	0.00
TOTAL	<u>5.00</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	348,785
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	5,439
41700 Other Benefits	-	-	-	-	807
41800 Life Insurance	-	-	-	-	633
41900 Disability Insurance	-	-	-	-	2,576
42000 Vision Insurance	-	-	-	-	733
42100 Medical Insurance	-	-	-	-	30,863
42200 Dental Insurance	-	-	-	-	3,382
42300 Unemployment Insurance	-	-	-	-	363
42400 Compensation Insurance	-	-	-	-	5,439
42500 Medicare	-	-	-	-	2,770
42600 Social Security	-	-	-	-	15
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 401,805</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	5,012
43110 Contractual Services	-	-	-	-	58,446
43113 County Admin Fees	-	-	-	-	310,000
44120 Repairs to Office Equipment	-	-	-	-	983
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	983
44450 Postage	-	-	-	-	3,686
44550 Travel	-	-	-	-	1,436
44650 Training	-	-	-	-	2,457
44700 Computer Software	-	-	-	-	246
44750 Insurance & Surety Bonds	-	-	-	-	6,214
44800 Membership & Dues	-	-	-	-	246
45050 Periodicals & Newspapers	-	-	-	-	147
45100 Books	-	-	-	-	123
45150 Furniture & Equipment	-	-	-	-	983
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	4,146
45350 General Supplies	-	-	-	-	230
46900 Business Meetings	-	-	-	-	92
47000 Miscellaneous	-	-	-	-	1,977
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 397,407</u>

Account Summary	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	330,402
Maintenance & Operation	-	-	-	-	66,024
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 396,426</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>
Accountant	0.00
Accounting Services Specialist	2.00
Accounting Systems Administrator	0.00
Administrative Analyst	0.00
Administrative Associate	0.00
Assistant Finance Director	0.00
Audit Administrator	0.00
Director of Finance & Admin. Services	0.00
Executive Secretary (Steno) (Conf)	0.00
Office Specialist I	0.00
Office Services Specialist II	0.00
Principal Accountant	0.00
Senior Accountant	0.00
Senior Accounting Services Specialist	1.00
Senior Accounting Technician	1.00
Senior Accounting Technician (Confid.)	0.00
Senior Executive Analyst	0.00
TOTAL	<u><u>4.00</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	279,860
41200 Overtime	-	-	-	-	3,000
41300 Hourly Wages	-	-	-	-	5,000
41600 Compensated Absences	-	-	-	-	4,364
41700 Other Benefits	-	-	-	-	647
41800 Life Insurance	-	-	-	-	508
41900 Disability Insurance	-	-	-	-	2,067
42000 Vision Insurance	-	-	-	-	588
42100 Medical Insurance	-	-	-	-	24,764
42200 Dental Insurance	-	-	-	-	2,714
42300 Unemployment Insurance	-	-	-	-	291
42400 Compensation Insurance	-	-	-	-	4,364
42500 Medicare	-	-	-	-	2,223
42600 Social Security	-	-	-	-	12
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 330,402</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	-
43110 Contractual Services	-	-	-	-	46,896
43113 County Admin Fees	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	789
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	789
44450 Postage	-	-	-	-	2,957
44550 Travel	-	-	-	-	1,152
44650 Training	-	-	-	-	1,972
44700 Computer Software	-	-	-	-	197
44750 Insurance & Surety Bonds	-	-	-	-	4,986
44800 Membership & Dues	-	-	-	-	197
45050 Periodicals & Newspapers	-	-	-	-	118
45100 Books	-	-	-	-	99
45150 Furniture & Equipment	-	-	-	-	789
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	3,238
45350 General Supplies	-	-	-	-	185
46900 Business Meetings	-	-	-	-	74
47000 Miscellaneous	-	-	-	-	1,586
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,024</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	59,235
Maintenance & Operation	-	-	-	-	16,027
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,262</u>

Personnel Classification Detail

	Budget 2003-2004
Accountant	0.00
Accounting Services Specialist	0.00
Accounting Systems Administrator	0.00
Administrative Analyst	0.75
Administrative Associate	0.00
Assistant Finance Director	0.00
Audit Administrator	0.00
Director of Finance & Admin. Services	0.00
Executive Secretary (Steno) (Conf)	0.00
Office Specialist I	0.00
Office Services Specialist II	0.00
Principal Accountant	0.00
Senior Accountant	0.00
Senior Accounting Services Specialist	0.00
Senior Accounting Technician	0.00
Senior Accounting Technician (Confid.)	0.00
Senior Executive Analyst	0.00
TOTAL	<u>0.75</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	48,978
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	1,052
41700 Other Benefits	-	-	-	-	156
41800 Life Insurance	-	-	-	-	123
41900 Disability Insurance	-	-	-	-	498
42000 Vision Insurance	-	-	-	-	142
42100 Medical Insurance	-	-	-	-	5,971
42200 Dental Insurance	-	-	-	-	654
42300 Unemployment Insurance	-	-	-	-	70
42400 Compensation Insurance	-	-	-	-	1,052
42500 Medicare	-	-	-	-	536
42600 Social Security	-	-	-	-	3
Total	\$ -	\$ -	\$ -	\$ -	\$ 59,235

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	-
43110 Contractual Services	-	-	-	-	11,307
43113 County Admin Fees	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	190
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	190
44450 Postage	-	-	-	-	713
44550 Travel	-	-	-	-	278
44650 Training	-	-	-	-	475
44700 Computer Software	-	-	-	-	48
44750 Insurance & Surety Bonds	-	-	-	-	1,202
44800 Membership & Dues	-	-	-	-	48
45050 Periodicals & Newspapers	-	-	-	-	28
45100 Books	-	-	-	-	24
45150 Furniture & Equipment	-	-	-	-	190
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	889
45350 General Supplies	-	-	-	-	45
46900 Business Meetings	-	-	-	-	18
47000 Miscellaneous	-	-	-	-	382
Total	\$ -	\$ -	\$ -	\$ -	\$ 16,027

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	228,394
Maintenance & Operation	-	-	-	-	57,264
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 285,658</u>

Personnel Classification Detail

	Budget 2003-2004
Accountant	2.00
Accounting Services Specialist	1.00
Accounting Systems Administrator	1.00
Administrative Analyst	0.00
Administrative Associate	1.00
Assistant Finance Director	0.00
Audit Administrator	0.00
Director of Finance & Admin. Services	0.00
Executive Secretary (Steno) (Conf)	0.00
Office Specialist I	0.00
Office Services Specialist II	0.00
Principal Accountant	1.00
Senior Accountant	0.00
Senior Accounting Services Specialist	0.00
Senior Accounting Technician	0.00
Senior Accounting Technician (Confid.)	0.00
Senior Executive Analyst	0.00
TOTAL	<u>6.00</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	185,984
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	4,351
41700 Other Benefits	-	-	-	-	645
41800 Life Insurance	-	-	-	-	507
41900 Disability Insurance	-	-	-	-	2,060
42000 Vision Insurance	-	-	-	-	586
42100 Medical Insurance	-	-	-	-	24,687
42200 Dental Insurance	-	-	-	-	2,705
42300 Unemployment Insurance	-	-	-	-	290
42400 Compensation Insurance	-	-	-	-	4,351
42500 Medicare	-	-	-	-	2,216
42600 Social Security	-	-	-	-	12
Total	\$ -	\$ -	\$ -	\$ -	\$ 228,394

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	-
43110 Contractual Services	-	-	-	-	46,749
43113 County Admin Fees	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	786
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	536
44450 Postage	-	-	-	-	448
44550 Travel	-	-	-	-	398
44650 Training	-	-	-	-	465
44700 Computer Software	-	-	-	-	197
44750 Insurance & Surety Bonds	-	-	-	-	4,971
44800 Membership & Dues	-	-	-	-	197
45050 Periodicals & Newspapers	-	-	-	-	118
45100 Books	-	-	-	-	98
45150 Furniture & Equipment	-	-	-	-	286
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	676
45350 General Supplies	-	-	-	-	184
46900 Business Meetings	-	-	-	-	74
47000 Miscellaneous	-	-	-	-	1,081
Total	\$ -	\$ -	\$ -	\$ -	\$ 57,264

Account Summary	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	245,748
Maintenance & Operation	-	-	-	-	62,009
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 307,757</u>

Personnel Classification Detail

	Budget 2003-2004
Accountant	0.00
Accounting Services Specialist	0.00
Accounting Systems Administrator	0.90
Administrative Analyst	0.75
Administrative Associate	0.15
Assistant Finance Director	0.00
Audit Administrator	0.00
Director of Finance & Admin. Services	0.00
Executive Secretary (Steno) (Conf)	0.00
Office Specialist I	0.00
Office Services Specialist II	0.00
Principal Accountant	0.00
Senior Accountant	0.00
Senior Accounting Services Specialist	0.00
Senior Accounting Technician	0.00
Senior Accounting Technician (Confid.)	0.00
Senior Executive Analyst	0.00
TOTAL	<u>1.80</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	206,063
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	4,071
41700 Other Benefits	-	-	-	-	604
41800 Life Insurance	-	-	-	-	474
41900 Disability Insurance	-	-	-	-	1,928
42000 Vision Insurance	-	-	-	-	549
42100 Medical Insurance	-	-	-	-	23,101
42200 Dental Insurance	-	-	-	-	2,532
42300 Unemployment Insurance	-	-	-	-	271
42400 Compensation Insurance	-	-	-	-	4,071
42500 Medicare	-	-	-	-	2,073
42600 Social Security	-	-	-	-	11
Total	\$ -	\$ -	\$ -	\$ -	\$ 245,748

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	-
43110 Contractual Services	-	-	-	-	43,746
43113 County Admin Fees	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	736
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	736
44450 Postage	-	-	-	-	2,759
44550 Travel	-	-	-	-	1,075
44650 Training	-	-	-	-	1,839
44700 Computer Software	-	-	-	-	184
44750 Insurance & Surety Bonds	-	-	-	-	4,651
44800 Membership & Dues	-	-	-	-	184
45050 Periodicals & Newspapers	-	-	-	-	110
45100 Books	-	-	-	-	92
45150 Furniture & Equipment	-	-	-	-	736
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	3,440
45350 General Supplies	-	-	-	-	172
46900 Business Meetings	-	-	-	-	69
47000 Miscellaneous	-	-	-	-	1,480
Total	\$ -	\$ -	\$ -	\$ -	\$ 62,009

Account Summary	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	274,566
Maintenance & Operation	-	-	-	-	65,887
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 340,453</u>

Personnel Classification Detail

	Budget <u>2003-2004</u>
Accountant	0.00
Accounting Services Specialist	0.00
Accounting Systems Administrator	0.00
Administrative Analyst	0.00
Administrative Associate	2.00
Assistant Finance Director	0.00
Audit Administrator	0.00
Director of Finance & Admin. Services	0.00
Executive Secretary (Steno) (Conf)	0.00
Office Specialist I	0.00
Office Services Specialist II	0.00
Principal Accountant	0.00
Senior Accountant	0.90
Senior Accounting Services Specialist	0.25
Senior Accounting Technician	0.00
Senior Accounting Technician (Confid.)	1.00
Senior Executive Analyst	0.00
TOTAL	<u><u>4.15</u></u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	229,897
41200 Overtime	-	-	-	-	2,500
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	4,327
41700 Other Benefits	-	-	-	-	641
41800 Life Insurance	-	-	-	-	503
41900 Disability Insurance	-	-	-	-	2,048
42000 Vision Insurance	-	-	-	-	583
42100 Medical Insurance	-	-	-	-	24,547
42200 Dental Insurance	-	-	-	-	2,690
42300 Unemployment Insurance	-	-	-	-	289
42400 Compensation Insurance	-	-	-	-	4,327
42500 Medicare	-	-	-	-	2,202
42600 Social Security	-	-	-	-	12
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 274,566</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	-	-	-	-
43110 Contractual Services	-	-	-	-	46,484
43113 County Admin Fees	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	781
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	781
44450 Postage	-	-	-	-	2,931
44550 Travel	-	-	-	-	1,141
44650 Training	-	-	-	-	1,955
44700 Computer Software	-	-	-	-	195
44750 Insurance & Surety Bonds	-	-	-	-	4,944
44800 Membership & Dues	-	-	-	-	195
45050 Periodicals & Newspapers	-	-	-	-	118
45100 Books	-	-	-	-	97
45150 Furniture & Equipment	-	-	-	-	781
45170 Computer Hardware	-	-	-	-	-
45250 Office Supplies	-	-	-	-	3,655
45350 General Supplies	-	-	-	-	184
46900 Business Meetings	-	-	-	-	73
47000 Miscellaneous	-	-	-	-	1,572
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 65,887</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	327,583	385,415	208,757	418,000	331,441
Maintenance & Operation	17,623	22,848	9,357	19,000	25,848
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 345,206</u>	<u>\$ 408,263</u>	<u>\$ 218,114</u>	<u>\$ 437,000</u>	<u>\$ 357,289</u>

Personnel Classification Detail

	Budget <u>2001-2002</u>	Budget <u>2002-2003</u>	Estimated <u>2002-2003</u>	Budget <u>2003-2004</u>
Administrative Associate	0.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	0.00
Buyer Supervisor	1.00	1.00	1.00	1.00
Office Services Specialist II	2.00	2.00	2.00	2.00
Purchasing Administrator	1.00	1.00	1.00	1.00
TOTAL	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	296,610	345,015	188,110	376,000	296,726
41300 Hourly Wages	113	111	23	-	111
41600 Compensated Absences	3,487	5,093	2,675	5,000	4,451
41700 Other Benefits	822	1,000	1,421	3,000	1,000
41800 Life Insurance	541	438	274	1,000	540
41900 Disability Insurance	1,567	1,886	1,033	2,000	1,966
42000 Vision Insurance	732	792	386	1,000	732
42100 Medical Insurance	18,165	24,521	11,345	23,000	18,464
42200 Dental Insurance	1,795	2,062	983	2,000	2,409
42300 Unemployment Insurance	295	340	193	-	346
42400 Compensation Insurance	1,603	1,698	1,061	2,000	1,484
42500 Medicare	1,852	2,459	1,254	3,000	3,212
Total	<u>\$ 327,583</u>	<u>\$ 385,415</u>	<u>\$ 208,757</u>	<u>\$ 418,000</u>	<u>\$ 331,441</u>
Maintenance & Operation Detail					
42800 Auto Allowance	12	639	-	-	639
43110 Contractual Services	-	202	-	-	202
44120 Repairs to Office Equipment	50	639	29	-	639
44300 Telephone	2,492	3,199	782	2,000	3,199
44450 Postage	1,594	1,665	770	2,000	1,665
44550 Travel	1,592	1,573	239	-	4,573
44650 Training	-	533	874	2,000	533
44700 Computer Software	62	533	-	-	533
44750 Insurance & Surety Bonds	5,010	6,226	3,280	7,000	6,226
44800 Membership & Dues	365	880	-	-	880
45050 Periodicals & Newspapers	19	107	-	-	107
45100 Books	-	267	-	-	267
45150 Furniture & Equipment	2,356	533	82	-	533
45250 Office Supplies	3,901	3,199	2,938	6,000	3,199
46900 Business Meetings	-	-	211	-	-
47000 Miscellaneous	172	2,653	154	-	2,653
Total	<u>\$ 17,623</u>	<u>\$ 22,848</u>	<u>\$ 9,357</u>	<u>\$ 19,000</u>	<u>\$ 25,848</u>

	<u>Expenditures Actual 2001-02</u>	<u>Current Year Appropriation 2002-03</u>	<u>Year to Date Expenditures 12/31/02</u>	<u>Estimated Expenditures 2002-03</u>	<u>Budget 2003-04</u>
Account Summary					
<u>Financial</u>					
Salaries & Benefits	414,758	496,106	256,992	515,000	470,263
Maintenance & Operation	168,590	206,853	83,767	168,000	199,853
Capital	55,994	20,000	-	-	-
Charges - Other Depts	(148,794)	(170,700)	(77,317)	(155,000)	(170,700)
Budgeted Underexpenditure	-	(15,000)	-	(15,000)	(15,000)
Total	<u>\$ 490,548</u>	<u>\$ 537,259</u>	<u>\$ 263,442</u>	<u>\$ 513,000</u>	<u>\$ 484,416</u>

Personnel Classification Detail

	Budget <u>2001-2002</u>	Budget <u>2002-2003</u>	Estimated <u>2002-2003</u>	Budget <u>2003-2004</u>
Duplicating Machine Operator	2.00	2.00	2.00	2.00
Graphics Administrator	1.00	1.00	1.00	1.00
Graphics Illustrator	2.00	2.00	2.00	2.00
Office Specialist I	2.00	2.00	2.00	2.00
Sr. Graphics Illustrator	1.00	1.00	1.00	1.00
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	339,680	411,963	211,468	423,000	389,805
41200 Overtime	151	8,318	-	-	9,000
41300 Hourly Wages	31,233	22,003	17,346	35,000	23,000
41600 Compensated Absences	4,156	5,657	3,121	6,000	5,847
41700 Other Benefits	1,658	1,000	2,524	5,000	1,000
41800 Life Insurance	479	389	244	-	480
41900 Disability Insurance	1,419	1,458	1,029	2,000	2,035
42000 Vision Insurance	767	792	391	1,000	732
42100 Medical Insurance	26,215	35,299	15,394	31,000	28,879
42200 Dental Insurance	2,661	2,492	1,461	3,000	2,795
42300 Unemployment Insurance	371	377	253	1,000	390
42400 Compensation Insurance	2,025	1,842	1,392	3,000	1,883
42500 Medicare	3,943	4,240	2,356	5,000	4,118
42600 Social Security	-	276	14	-	299
42799 Salary Charges Out	(89,817)	(100,000)	(46,390)	(93,000)	(100,000)
Total	<u>\$ 324,942</u>	<u>\$ 396,106</u>	<u>\$ 210,602</u>	<u>\$ 422,000</u>	<u>\$ 370,263</u>

Maintenance & Operation Detail

42800 Auto Allowance	280	505	115	-	505
43050 Repair Buildings & Grounds	10,044	-	-	-	-
43110 Contractual Services	28,138	44,703	25,426	51,000	44,703
44120 Repairs to Office Equipment	30,939	30,300	15,348	31,000	30,300
44300 Telephone	436	556	152	-	556
44450 Postage	140	101	109	-	101
44550 Travel	783	664	-	-	164
44600 Laundry & Towel Service	396	505	118	-	505
44650 Training	92	10,100	-	-	8,100
44700 Computer Software	3,002	5,050	-	-	5,050
44750 Insurance & Surety Bonds	6,311	6,093	4,303	9,000	6,093
45050 Periodicals & Newspapers	1,335	1,010	116	-	1,010
45100 Books	1,115	202	-	-	202
45150 Furniture & Equipment	411	5,050	-	-	5,050
45200 Maps & Blue Prints	1,209	2,020	644	1,000	2,020
45250 Office Supplies	79,624	90,944	35,782	72,000	87,944
45350 General Supplies	3,106	8,080	916	2,000	6,580
46900 Business Meetings	232	-	361	1,000	-
47000 Miscellaneous	1,057	970	389	1,000	970
47010 Discount Earned & Lost	(58)	-	(13)	-	-
49050 Charges-Other Depts	(58,978)	(70,700)	(30,927)	(62,000)	(70,700)
Total	<u>\$ 109,612</u>	<u>\$ 136,153</u>	<u>\$ 52,840</u>	<u>\$ 106,000</u>	<u>\$ 129,153</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
48020 Transfer - Special Revenue	136,911	136,911	37,300	136,911	136,911
48040 Transfer - Capital Funds	815,605	-	-	-	-
48050 Transfer - Public Service	-	-	-	-	-
Total	<u>\$ 952,516</u>	<u>\$ 136,911</u>	<u>\$ 37,300</u>	<u>\$ 136,911</u>	<u>\$ 136,911</u>

EQUIPMENT RESERVE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 601

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	1,861,145	1,790,000	865,402	1,790,000	1,790,000
Misc & Non-Operating Revenue	446,217	410,000	146,360	410,000	410,000
Fund Balance - Prior Year	-	191,613	-	191,613	-
Total Estimated Financing Resources	\$ 2,307,362	\$ 2,391,613	\$ 1,011,762	\$ 2,391,613	\$ 2,200,000
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	1,225,239	2,391,613	347,597	2,391,613	663,500
Charges to Other Funds	-	-	-	-	-
Unallocated	1,082,123	-	664,165	-	1,536,500
Total Estimated Requirements	\$ 2,307,362	\$ 2,391,613	\$ 1,011,762	\$ 2,391,613	\$ 2,200,000

EQUIPMENT RESERVE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 601

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37110 Charges For Vehicles	1,861,145	1,790,000	865,402	1,790,000	1,790,000
Total	\$ 1,861,145	\$ 1,790,000	\$ 865,402	\$ 1,790,000	\$ 1,790,000
<u>Misc & Non-Operating Revenue</u>					
38500 Donations & Contributions	-	-	-	-	-
38710 Interest & Inv. Revenue	302,626	300,000	137,357	300,000	300,000
38715 Interest & Inv. GASB 31	39,416	-	-	-	-
39080 Sales of Property	104,175	110,000	9,003	110,000	110,000
Total	\$ 446,217	\$ 410,000	\$ 146,360	\$ 410,000	\$ 410,000
Total Revenue	\$ 2,307,362	\$ 2,200,000	\$ 1,011,762	\$ 2,200,000	\$ 2,200,000

	Actual Expenditures 2001-2002	Current Year Appropriation 2002-2003	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-2003	Budget 2003-2004
ORG					
Information Services	-	-	-	-	-
Communication Services	-	26,011	-	26,011	-
Police	355,125	529,800	34,858	529,800	589,600
Police Helicopter	-	-	-	-	-
Civic Center Garage	54,422	-	-	-	15,900
Fire	85,022	1,194,802	-	1,194,802	58,000
Engineering Inspection	-	60,000	72,954	60,000	-
Building Maintenance	-	-	-	-	-
Street Administration	684,063	310,000	162,945	310,000	-
Mechanical Maintenance	39	-	-	-	-
Traffic Engineering	-	-	-	-	-
Traffic Safety Control	-	-	-	-	-
Parks Administration	46,385	172,000	36,224	172,000	-
Library	-	-	19,128	-	-
Neighborhood Services	183	99,000	21,488	99,000	-
Total	\$ 1,225,239	\$ 2,391,613	\$ 347,597	\$ 2,391,613	\$ 663,500

UNEMPLOYMENT INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 610

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	114,587	117,000	59,072	117,000	117,000
Misc & Non-Operating Revenue	42,210	38,000	17,426	38,000	38,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 156,797</u>	<u>\$ 155,000</u>	<u>\$ 76,498</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	156,797	155,000	76,498	155,000	155,000
Unallocated	-	-	-	-	-
Total Estimated Requirements	<u>\$ 156,797</u>	<u>\$ 155,000</u>	<u>\$ 76,498</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>

UNEMPLOYMENT INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 610

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	70,862	74,000	36,133	72,000	72,000
37010 Charges for Ins-Ent	34,923	35,000	18,239	36,000	36,000
37020 Charges for Ins-Fid	8,802	8,000	4,700	9,000	9,000
Total Total	\$ 114,587	\$ 117,000	\$ 59,072	\$ 117,000	\$ 117,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	37,615	38,000	17,426	38,000	38,000
38715 Interest & Inv. GASB 31	4,595	-	-	-	-
Total	\$ 42,210	\$ 38,000	\$ 17,426	\$ 38,000	\$ 38,000
Total Revenue	\$ 156,797	\$ 155,000	\$ 76,498	\$ 155,000	\$ 155,000

UNINSURABLE LITIGATION FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 611

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	1,961,534	2,015,000	1,011,110	2,022,000	2,022,000
Misc & Non-Operating Revenue	838,883	340,000	143,366	340,000	340,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 2,800,417</u>	<u>\$ 2,355,000</u>	<u>\$ 1,154,476</u>	<u>\$ 2,362,000</u>	<u>\$ 2,362,000</u>
Estimated Requirements					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	1,306,845	2,355,000	777,449	2,362,000	2,362,000
Unallocated	1,493,572	-	377,027	-	-
Total Estimated Requirements	<u>\$ 2,800,417</u>	<u>\$ 2,355,000</u>	<u>\$ 1,154,476</u>	<u>\$ 2,362,000</u>	<u>\$ 2,362,000</u>

UNINSURABLE LITIGATION FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 611

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
Charges For Services					
37000 Charges for Ins-Gov	1,218,958	1,271,000	621,605	1,243,000	1,243,000
37010 Charges for Ins-Ent	592,944	602,000	309,597	619,000	619,000
37020 Charges for Ins-Fid	149,632	142,000	79,908	160,000	160,000
Total	\$ 1,961,534	\$ 2,015,000	\$ 1,011,110	\$ 2,022,000	\$ 2,022,000
Misc & Non-Operating Revenue					
38710 Interest & Inv. Revenue	332,758	340,000	143,366	340,000	340,000
38715 Interest & Inv. GASB 31	48,511	-	-	-	-
38740 Joint Project	457,614	-	-	-	-
Total	\$ 838,883	\$ 340,000	\$ 143,366	\$ 340,000	\$ 340,000
Total Revenue	\$ 2,800,417	\$ 2,355,000	\$ 1,154,476	\$ 2,362,000	\$ 2,362,000

LIABILITY INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 612

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	705,356	472,000	288,444	577,000	577,000
Misc & Non-Operating Revenue	181,466	170,000	59,517	170,000	170,000
Fund Balance - Prior Year	3,155,682	-	-	246,622	-
Total Estimated Financing Resources	\$ 4,042,504	\$ 642,000	\$ 347,961	\$ 993,622	\$ 747,000
<u>Estimated Requirements</u>					
Salaries & Benefits	168,720	337,622	106,213	337,622	274,865
Maintenance & Operation	55,956	14,000	2,169	14,000	20,000
Capital	-	10,000	-	-	-
Self Insurance	3,817,828	280,378	(1,168,981)	642,000	452,135
Unallocated	-	-	1,408,560	-	-
Total Estimated Requirements	\$ 4,042,504	\$ 642,000	\$ 347,961	\$ 993,622	\$ 747,000

LIABILITY INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 612

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	286,219	168,000	132,918	266,000	266,000
37010 Charges for Ins-Ent	377,137	303,000	155,526	311,000	311,000
37020 Charges for Ins-Fid	42,000	1,000	-	-	-
Total	\$ 705,356	\$ 472,000	\$ 288,444	\$ 577,000	\$ 577,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	165,004	170,000	59,517	170,000	170,000
38715 Interest & Inv. GASB 31	16,462	-	-	-	-
Total	\$ 181,466	\$ 170,000	\$ 59,517	\$ 170,000	\$ 170,000
Total Revenue	\$ 886,822	\$ 642,000	\$ 347,961	\$ 747,000	\$ 747,000

	Expenditures Actual 2001-2002	Current Year Appropriation 2002-2003	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-2003	Budget 2003-2004
Account Summary					
<u>Financial</u>					
Salaries & Benefits	168,720	337,622	106,213	337,622	274,865
Maintenance & Operation	55,956	14,000	2,169	14,000	20,000
Capital	-	10,000	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 224,676</u>	<u>\$ 361,622</u>	<u>\$ 108,382</u>	<u>\$ 351,622</u>	<u>\$ 294,865</u>

Personnel Classification Detail

	Budget <u>2001-2002</u>	Budget <u>2002-2003</u>	Estimated <u>2002-2003</u>	Budget <u>2003-2004</u>
Administrative Analyst	1.00	1.00	1.00	1.25
Asst. City attorney	0.00	1.00	1.00	1.00
Office Services Specialist II	1.00	0.00	0.00	0.00
Risk Manager	0.00	1.00	1.00	1.00
TOTAL	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.25</u>

	Expenditures Actual 2001-2002	Current Year Appropriation 2002-2003	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-2003	Budget 2003-2004
Salaries & Benefits					
41100 Salaries	147,952	312,090	91,755	312,090	235,756
41600 Compensated Absences	1,663	2,431	1,552	2,431	3,259
41700 Other Benefits	2,737	750	2,503	750	3,000
41800 Life Insurance	338	307	212	307	576
41900 Disability Insurance	857	944	615	944	1,649
42000 Vision Insurance	331	276	230	276	612
42100 Medical Insurance	11,043	11,390	6,993	11,390	16,373
42200 Dental Insurance	1,634	763	1,021	763	2,296
42300 Unemployment Insurance	-	162	-	162	217
42400 Compensation Insurance	-	6,159	-	6,159	7,977
42500 Medicare	2,165	2,350	1,333	2,350	3,150
Total	<u>\$ 168,720</u>	<u>\$ 337,622</u>	<u>\$ 106,213</u>	<u>\$ 337,622</u>	<u>\$ 274,865</u>

Maintenance & Operation Detail

42800 Auto Allowance	209	-	-	500	500
45100 Books	-	-	-	-	6,000
45250 Office Supplies	16	4,000	-	3,500	3,500
47000 Miscellaneous	55,731	10,000	2,169	10,000	10,000
Total	<u>\$ 55,956</u>	<u>\$ 14,000</u>	<u>\$ 2,169</u>	<u>\$ 14,000</u>	<u>\$ 20,000</u>

AUTO INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 613

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	217,428	215,000	108,714	217,000	217,000
Misc & Non-Operating Revenue	144,918	130,000	57,943	130,000	130,000
Fund Balance - Prior Year	-	-	15,476	-	-
Total Estimated Financing Resources	\$ 362,346	\$ 345,000	\$ 182,133	\$ 347,000	\$ 347,000
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	251,103	345,000	182,133	347,000	347,000
Unallocated	111,243	-	-	-	-
Total Estimated Requirements	\$ 362,346	\$ 345,000	\$ 182,133	\$ 347,000	\$ 347,000

AUTO INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 613

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37000 Charges for Ins-Gov	142,308	135,000	71,154	142,000	142,000
37010 Charges for Ins-Ent	75,120	80,000	37,560	75,000	75,000
Total	\$ 217,428	\$ 215,000	\$ 108,714	\$ 217,000	\$ 217,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	130,042	130,000	57,943	130,000	130,000
38715 Interest & Inv. GASB 31	14,876	-	-	-	-
Total	\$ 144,918	\$ 130,000	\$ 57,943	\$ 130,000	\$ 130,000
Total Revenue	\$ 362,346	\$ 345,000	\$ 166,657	\$ 347,000	\$ 347,000

DENTAL INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 615

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	618,121	600,000	322,074	644,000	644,000
Misc & Non-Operating Revenue	11,559	11,000	2,390	11,000	11,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 629,680</u>	<u>\$ 611,000</u>	<u>\$ 324,464</u>	<u>\$ 655,000</u>	<u>\$ 655,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	542,318	611,000	267,616	655,000	655,000
Unallocated	87,362	-	56,848	-	-
Total Estimated Requirements	<u>\$ 629,680</u>	<u>\$ 611,000</u>	<u>\$ 324,464</u>	<u>\$ 655,000</u>	<u>\$ 655,000</u>

DENTAL INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 615

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37080 Charges for Ins-Dental	618,121	600,000	322,074	644,000	644,000
Total	\$ 618,121	\$ 600,000	\$ 322,074	\$ 644,000	\$ 644,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	10,010	11,000	2,390	11,000	11,000
38715 Interest & Inv. GASB 31	1,549	-	-	-	-
Total	\$ 11,559	\$ 11,000	\$ 2,390	\$ 11,000	\$ 11,000
Total Revenue	\$ 629,680	\$ 611,000	\$ 324,464	\$ 655,000	\$ 655,000

MEDICAL INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 616

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	4,700,009	4,522,000	2,673,416	5,347,000	5,347,000
Misc & Non-Operating Revenue	86,548	80,000	30,794	80,000	80,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	<u>\$ 4,786,557</u>	<u>\$ 4,602,000</u>	<u>\$ 2,704,210</u>	<u>\$ 5,427,000</u>	<u>\$ 5,427,000</u>
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	47,500
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	4,786,557	4,602,000	2,612,163	5,427,000	5,379,500
Unallocated	-	-	92,047	-	-
Total Estimated Requirements	<u>\$ 4,786,557</u>	<u>\$ 4,602,000</u>	<u>\$ 2,704,210</u>	<u>\$ 5,427,000</u>	<u>\$ 5,427,000</u>

MEDICAL INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 616

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37030 Charges for Ins-GCEA	1,468,403	1,400,000	848,009	1,696,000	1,696,000
37040 Charges for Ins-GPOA	486,651	457,000	272,358	545,000	545,000
37050 Charges for Ins-GFFA	724,247	683,000	398,939	798,000	798,000
37060 Charges for Ins-Retirees	788,996	780,000	431,883	864,000	864,000
37070 Charges for Ins-Other	1,231,712	1,202,000	722,227	1,444,000	1,444,000
Total	\$ 4,700,009	\$ 4,522,000	\$ 2,673,416	\$ 5,347,000	\$ 5,347,000
<u>Misc & Non-Operating Revenue</u>					
38560 Miscellaneous Revenue	8,301	-	-	-	-
38710 Interest & Inv. Revenue	72,842	80,000	30,794	80,000	80,000
38715 Interest & Inv. GASB 31	5,405	-	-	-	-
Total	\$ 86,548	\$ 80,000	\$ 30,794	\$ 80,000	\$ 80,000
Total Revenue	\$ 4,786,557	\$ 4,602,000	\$ 2,704,210	\$ 5,427,000	\$ 5,427,000

	Actual Expenditures 2001-2002	Current Year Appropriation 2002-2003	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-2003	Budget 2003-2004
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	47,500
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Charges-Other Depts	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 47,500

Personnel Classification Detail

	Budget <u>2001-2002</u>	Budget <u>2002-2003</u>	Estimated <u>2002-2003</u>	Budget <u>2003-2004</u>
Senior Accountant	0.00	0.00	0.00	0.10
Senior Accounting Services Specialist	0.00	0.00	0.00	0.75
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.85</u>

	Actual Expenditures 2001-2002	Current Year Appropriation 2002-2003	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-2003	Budget 2003-2004
Salaries & Benefits					
41100 Salaries	-	-	-	-	47,500
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	-
41700 Other Benefits	-	-	-	-	-
41800 Life Insurance	-	-	-	-	-
41900 Disability Insurance	-	-	-	-	-
42000 Vision Insurance	-	-	-	-	-
42100 Medical Insurance	-	-	-	-	-
42200 Dental Insurance	-	-	-	-	-
42300 Unemployment Insurance	-	-	-	-	-
42400 Compensation Insurance	-	-	-	-	-
42500 Medicare	-	-	-	-	-
Total	-	-	-	-	47,500

VISION INSURANCE FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 617

	Actual 2001- 2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003- 2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	88,906	87,000	46,276	93,000	93,000
Misc & Non-Operating Revenue	1,231	1,000	586	1,000	1,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	\$ 90,137	\$ 88,000	\$ 46,862	\$ 94,000	\$ 94,000
Estimated Requirements					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	90,137	88,000	46,862	94,000	94,000
Unallocated	-	-	-	-	-
Total Estimated Requirements	\$ 90,137	\$ 88,000	\$ 46,862	\$ 94,000	\$ 94,000

VISION INSURANCE FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 617

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37090 Charges for Ins-Vision	88,906	87,000	46,276	93,000	93,000
Total	\$ 88,906	\$ 87,000	\$ 46,276	\$ 93,000	\$ 93,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	1,069	1,000	586	1,000	1,000
38715 Interest & Inv. GASB 31	162	-	-	-	-
Total	\$ 1,231	\$ 1,000	\$ 586	\$ 1,000	\$ 1,000
Total Revenue	\$ 90,137	\$ 88,000	\$ 46,862	\$ 94,000	\$ 94,000

EMPLOYEE BENEFITS FUND
SUMMARY OF THE BUDGET FOR THE YEAR ENDED JUNE 30, 2004
FUND 640

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Estimated Financing Resources</u>					
Revenue					
Charges For Services	907,419	1,100,000	686,619	1,373,000	1,373,000
Misc & Non-Operating Revenue	288,097	200,000	108,585	200,000	200,000
Fund Balance - Prior Year	-	-	-	-	-
Total Estimated Financing Resources	\$ 1,195,516	\$ 1,300,000	\$ 795,204	\$ 1,573,000	\$ 1,573,000
<u>Estimated Requirements</u>					
Salaries & Benefits	-	-	-	-	-
Maintenance & Operation	-	-	-	-	-
Capital	-	-	-	-	-
Self Insurance	585,941	1,300,000	795,204	1,573,000	1,573,000
Unallocated	609,575	-	-	-	-
Total Estimated Requirements	\$ 1,195,516	\$ 1,300,000	\$ 795,204	\$ 1,573,000	\$ 1,573,000

EMPLOYEE BENEFITS FUND
 DETAIL OF FINANCIAL RESOURCES
 FUND 640

	Actual 2001-2002	Current Year 2002-2003	Year to Date 12/31/02	Revised Estimate 2002-2003	Budget 2003-2004
<u>Charges For Services</u>					
37100 Charges for Employee Benefits	907,419	1,100,000	686,619	1,373,000	1,373,000
Total	\$ 907,419	\$ 1,100,000	\$ 686,619	\$ 1,373,000	\$ 1,373,000
<u>Misc & Non-Operating Revenue</u>					
38710 Interest & Inv. Revenue	255,661	200,000	108,585	200,000	200,000
38715 Interest & Inv. GASB 31	32,436	-	-	-	-
Total	\$ 288,097	\$ 200,000	\$ 108,585	\$ 200,000	\$ 200,000
Total Revenue	\$ 1,195,516	\$ 1,300,000	\$ 795,204	\$ 1,573,000	\$ 1,573,000