



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**FINANCE
DIVISION**

*CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
FINANCE*

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Finance Director *	0	0	0	0	0	0	1	1
Senior Accountant	1	1	1	1	1	1	1	1
Account Specialist II	1	1	1	1	1	1	1	1
Account Specialist I **	0	0	0	0	0	0	0.625	0.625
TOTAL FTE	2	2	2	2	2	2	3.625	3.625

* Position funded starting April to assist in retirement transition.

** Position transferred from Administration Division

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Finance Section

ACCOUNT	Dept/Div	FY12	FY13	FY14	FY15	FY16	FY16	Y.T.D.	FY17	% Change
	Acct. #0513	Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/16	proposed	FY16 TO FY17
Salaries - Regular	1200	53,759	55,398	56,783	58,435	110,623	110,623	27,968	95,571	-13.6%
Salaries - PT	1310	0	0	0	0	0	9,514	0	19,078	100.5%
Education Special	1503	1,320	1,320	1,320	1,320	2,310	2,310	0	1,650	-28.6%
FICA	2100	3,983	4,339	4,445	4,562	8,639	9,365	2,008	9,080	-3.0%
FRS	2210	2,746	3,225	4,108	4,384	8,109	5,055	2,030	8,739	72.9%
Health/Life Insurance	2310	6,727	6,678	7,328	7,646	18,686	18,686	6,829	22,389	19.8%
L/T Disability Insurance	2320	445	457	482	541	1,053	1,053	404	1,579	50.0%
Workers Compensation	2400	126	120	125	128	204	204	154	180	-11.8%
People Costs		69,106	71,537	74,591	77,016	149,624	156,810	39,394	158,266	0.9%
Prof. Svcs - Acct/Audit	3200	11,194	6,188	14,093	10,520	11,080	11,080	6,384	11,600	4.7%
Contract Svce - Computer	3430	1,482	33,870	5,718	0	5,715	5,715	5,667	6,012	5.2%
Travel/Per Diem	4000	641	771	1,093	835	2,525	2,525	0	3,650	44.6%
Communications	4110	748	681	694	692	643	643	342	692	7.6%
Postage/UPS	4120	1,664	1,649	1,734	1,731	2,000	2,000	953	2,000	0.0%
Printing - Other	4790	235	370	221	335	450	450	183	470	4.4%
Bank Charges	4909	0	0	0	0	0	4,075	0	3,900	-4.3%
Office Supplies	5110	697	842	479	543	975	975	552	975	0.0%
Operating Supplies - Checks	5236	244	335	757	424	350	350	0	350	0.0%
Operating Supplies -General	5290	0	0	104	0	100	100	93	100	0.0%
Books/Publications	5410	230	92	92	92	100	100	92	100	0.0%
Dues/Memberships	5430	35	55	55	20	110	110	20	110	0.0%
Conf./ Training/Education	5440	243	15	45	820	1,355	1,355	885	1,760	29.9%
Operational Costs		17,413	44,868	25,085	16,012	25,403	29,478	15,171	31,719	7.6%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6910	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		86,519	116,405	99,676	93,028	175,027	186,288	54,565	189,985	2.0%

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$96,983 - This category covers wages for a Senior Accountant and Finance Director.

Salaries and Wages – Part Time - 1300

\$19,070 - This category covers wages for a part-time Account Specialist I.

Education Special – 1503

\$2,640 – Education Special pay is a benefit paid to employees for completed work related degree programs.

FICA – 2100

\$9,080 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$8,649 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$34,614 - This category covers the City's health (\$33,035) and disability insurance (\$1,579) costs.

Worker's Compensation– 2400

\$180 - This covers the cost for workman's compensation at the rate of .14% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$11,600 – Audit fee, annual state report, and preliminary work toward Comprehensive Annual Financial Report (CAFR) by Wells, Houser, Schatzel & Thomas, P.A, split 40% Finance/ 60% Fire (estimated new contract price of \$29,000).

Contract Services Computer - 3430

\$6,012 – Tyler Full Financial Software Support (\$14,287). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

Travel and Per Diem - 4000

\$3,650 - Costs to attend conferences and seminars not held locally. Tyler Software Conference (\$1,500) FGFOA Annual State Conference (\$1,600), Misc seminars (\$550) for Senior Accountant and Finance Director.

Communications - 4110

\$692 - This category covers telephone and internet costs.

Postage – 4120

\$2,000 – This category covers postage, certified mailings, as well as \$1,600 for A/P checks.

Printing - 4700

\$470 - These funds are for the printing of A/P envelopes (\$250), W2 and 1099 forms (\$250), split 40% Finance 60% Fire and Misc office printing (\$270).

Bank Charges – 4909

\$3,900 – These funds are for new bank charges related to the Financial Reform Law.

Office Supplies - 5110

\$975 - These funds are for supplies used to support Finance Division job tasks including supplies required by the payroll and accounts payable functions, and computer related supplies.

Operating Supplies – 5200

\$450 – These funds are for A/P checks (\$875) split 40% Finance 60% Fire and General supplies (\$100).

Books, Subscriptions and Publications - 5410

\$100 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division (\$250). These are split 40% Finance 60% Fire.

Dues and Memberships – 5430

\$110 – This category includes professional memberships to various organizations that provide resource materials for Finance Division development. Gulfcoast Chapter membership (\$40) and FGFOA membership (\$70) for Senior Accountant and Finance Director.

CITY OF SEMINOLE
Fiscal Year 2017
Administration Department – Finance Section

Conferences, Training and Education - 5440

\$1,760 – Tyler Software Conference (\$700) FGFOA Annual State Conference (\$400), FGFOA Gulfcoast local seminars (\$160) and FGFOA local meetings (\$250) and misc seminars and training (\$250) for Senior Accountant and Finance Director.