

## **BUDGET FOOTNOTES FINANCE DEPARTMENT**

- 1     **Audit Fees: (\$29,300)** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for FY07/08 represents audit fees for the review of fiscal year May 1, 2006 through April 30, 2007 which is scheduled for the summer of 2007. Per Village Board policy, the audit firm must be changed at least every five year period. This was scheduled to take place for the FY06/07 audit, however the Village Board approved a one year extension of the current audit firm due to a planned staffing vacancy during the summer of 2007. We will begin the request for proposals process to select a new auditor in early calendar year 2008.
  
- 2     **Postage: (\$4,600)** This line item reflects the cost of postage for the mailing of approximately 12,000 vehicle registration applications (for approximately 16,000 vehicles) and annual business registration materials. Postage costs for the monthly water / sewer / refuse bills are budgeted in the Water & Sanitary Sewer and Residential Solid Waste Funds.
  
- 3     **Printing: (\$0)** Costs of an outside printing vendor to handle the printing and mailing of more than 100,000 utility bills annually have been moved to the Water & Sanitary Sewer and Residential Solid Waste Funds (approx \$36,000) to more accurately reflect these costs in the Funds which incur them. Transfers from these funds to the General Fund, which represent the General Fund's administrative and support costs, will be reduced accordingly.  
  
Other costs previously charged to this line item (vehicle sticker application printing and mailing and various other departmental forms such as blank check stock, year-end tax forms, business registration forms, transfer tax applications, and other miscellaneous printed materials) have been consolidated into the Operating Supplies (530105) line item as described in footnote 6 below.
  
- 4     **Maintenance - Equipment: (\$82,000)** Most of this line item includes annual maintenance and support costs for our financial accounting system (\$51,000) which includes unlimited phone support for system users, database technical support, on-line trouble shooting and "free" product upgrades. Additional costs budgeted include use fees for our human resources software (\$11,000), software maintenance for our document imaging system (\$10,000), and contracts on various departmental printers and copiers as well as licensing fees for computer network virus protection software, and network nightly back-up and monitoring software (\$10,000). Beginning in FY07/08, the cost for our annual software maintenance fees for our Geographic Information System (GIS) (\$11,000) will be reflected in the Public Works Administration and Engineering division.
  
- 5     **Professional Services / Other: (\$20,000)** This line item is allocated for the use of network consulting services on an as-needed project basis (\$5,000) and is also used for our subscription to GIS services provided by DuPage County (\$6,000) and other miscellaneous professional services (\$2,000).

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An additional \$5,000 has been budgeted for actuarial services needed to comply with GASB Statement 45, Accounting for Other Post-Employment Benefits (OPEB). This pronouncement requires the actuarial determination of any employer liability resulting from benefits provided to former employees of the Village (i.e. health benefits) and is required to be implemented for the Village’s fiscal year which ends April 30, 2009.

Another \$2,000 is allocated for accounting services to be provided from our audit firm to assist in the implementation of GASB Statement 44, “Economic Condition Reporting: The Statistical Section”, which requires modifications to the statistical section of our Comprehensive Annual Financial Report (CAFR) for the year ending April 30, 2007.

**6      Operating Supplies: (\$22,000)**

Annual Vehicle Sticker Program		
Outsourced Printing and Mailing	\$8,500	
Second Reminder Notice	1,500	
Vehicle Decals	<u>2,000</u>	
		\$12,000
Carbonless Forms		5,000
Payroll Forms (i.e. check stock)		2,000
Bus. Lic Decals, Dog Tags, etc.		1,200
Report Supplies (Budget, CAFR, etc.)		1,000
Miscellaneous Supplies		<u>800</u>
		<u>\$22,000</u>

**7      Computer Equipment / Projects: (\$62,000)** Funds are allocated for the replacement of PCs and printers across all Village departments (except Recreation) which have reached the end of their useful lives (\$22,000). Additional projects include software upgrades to our office automation products which includes a migration to Microsoft Office 2007 (\$27,000) (our current version is three releases behind and is no longer supported) and replacement of the Village’s e-mail server and related software (\$13,000) (the current e-mail server has been in place since 2002 and is one of the most heavily used in the Village).

**8      Equipment: (\$8,000)** Civic Center carpet and “finishes” replacements completed in 2006 did not include improvements in office furniture in view from public areas. Funds allocated will be applied toward replacing work stations in the Cashier’s area with refurbished or “lightly used” furniture which better utilizes this small office space.