

BUDGET FOOTNOTES FINANCE DEPARTMENT

1. **Salaries: (\$693,500)** Salaries for FY10/11 declined due to the vacancy in the Finance Director position. Salaries for FY11/12 assume all positions will be filled. The Cashier's Office continues to operate at 10% fewer hours than in FY08/09.
2. **Audit Fees: (\$33,000)** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for FY11/12 represents audit fees for the review of fiscal year May 1, 2010 through April 30, 2011 which is scheduled for the summer of 2011.
3. **Banking Services: (\$15,000)** Prior to FY08/09, the Village paid for its banking services through a compensating balance arrangement. Following a request for proposal process in the fall of 2008, the new banking services agreement provides for compensation through monthly charges versus the requirement to maintain a compensating balance.
4. **Postage: (\$33,000)** This account pays for all general outgoing Village postage metered at the Civic Center. Also included are postage costs 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.

The increase in this line item since FY08/09 reflects the transfer of general metered postage from the General Services division which was closed in FY09/10.

5. **Maintenance - Equipment: (\$81,000)** Most of this line item includes annual maintenance and support costs for our financial accounting system (\$59,000). Additional costs budgeted include software maintenance for our document imaging system (\$8,500), 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 and postage meter maintenance (\$13,500).
6. **Professional Services / Other: (FY10/11 Estimated Actual \$46,000)** Estimated costs include additional funds for the use of temporary services as a result of the vacancy in the Finance Director position.

Professional Services / Other: (FY11/12 Budgeted \$8,500) Budgeted costs include use of network consulting services on an as-needed project basis (\$4,000) and other miscellaneous professional services (\$4,500).

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7. **Telecommunications: (\$33,000)** This line item pays for the main Village phone service (\$15,000). Additional items include leases and maintenance contracts on Civic Center and Reno Center telephone infrastructure (\$10,000), and internet service (\$8,000). These items were previously budgeted in the General Services division.

8. **Operating Supplies: (\$13,000)** This line item provides for many of the department's annual supplies and forms including decals and tags associated with vehicle, business and dog registration, real estate transfer tax decals, multi-part carbonless forms and applications, payroll and accounts payable check stock, year-end tax forms, and document publication supplies.

9. **Computer Equipment / Projects: (\$37,000)** Funds are allocated for the replacement of PCs and printers across all Village departments, which have reached the end of their useful lives and needed server replacements.