

UTILITY BILLING
ACCT. 02-6200

The Finance Department handles all financial and personnel related services for the Utility Fund. To properly reflect the true costs of these services, a portion of all salaries and fringe benefits of these persons will be charged to the Utility Fund. 25% of the personnel costs for the Director of Finance and the two Accounting Technicians and 50% of personnel costs for both Account Clerks have been allocated to this account. No portion of the costs for administrative oversight of the fund by either the Town Manager nor Public Works Director are charged to this account, but should be for proper accountability and booking of true operation costs. However, the rate structure would probably make this practice impossible without adverse effects on balancing the fund. The Finance Department oversees the input of the meter readings, prepares and mails the utility bills, and collects payments. They also maintain the general ledger for utility fund operations and process payroll and benefits administration for employees operating in this fund. A portion of all maintenance agreements for computer hardware and software is also being charged to this account.

Budget Detail:

1001 - Wages - Full Time - Portion of costs for salaries and fringe benefits for Finance Department personnel are allocated to this account.

3000 - Contractual Services - 25% of all hardware and software maintenance, as well as maintenance agreements for office equipment, and 25% of costs for the annual audit is allocated to this account.

3800 - Postage and Delivery Services - Costs for mailing monthly utility bills.

6001 - Office Supplies - A portion of office supplies for the Finance Department.

New Needs/Requests:

No specific special request for FY 2010.

**UTILITY BILLING &
6200 ADMINISTRATION**

	FY 04 Actual	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Budget	FY 09 Estimated	FY 10 Proposed	Increase/ (Decrease)
1001 Wages - Full Time	58,423	56,412	58,743	51,852	63,248	67,543	67,605	67,605	62
1002 Wages - Part Time	0	0	0	0	0	0	0	0	0
2001 FICA	4,019	4,277	4,848	4,017	5,419	5,167	5,172	5,172	5
2002 Retirement/Life Insurance	9,187	9,764	10,218	11,449	15,547	11,887	11,898	11,898	11
2003 Deferred Comp Match	0	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	9,460	9,460	9,919	9,254	10,493	12,212	12,128	12,289	77
2011 Workers' Compensation Insurance	102	180	157	157	80	101	92	103	2
3000 Contractual Services	14,686	16,580	22,476	19,094	20,169	23,600	20,452	21,424	(2,176)
3300 Repairs & Maintenance	0	0	0	0	0	0	0	0	0
3600 Advertising	0	0	0	0	0	0	0	0	0
3700 Printing and Binding	1,882	1,899	2,980	1,813	3,534	2,125	2,207	2,500	375
3800 Postage & Delivery Services	4,175	4,182	4,349	4,402	4,770	4,925	4,990	7,613	2,688
5200 Communications	0	0	0	0	0	0	0	0	0
5500 Travel & Training	0	0	0	0	0	0	0	0	0
5800 Miscellaneous	0	0	0	0	0	0	0	0	0
6001 Office Supplies	2,021	1,915	2,449	3,096	2,659	3,522	2,437	2,600	(922)
7002 Furniture & Fixtures	0	0	0	317	0	0	0	0	0
7003 Data Processing Equipment	(17)	6,304	0	1,485	0	0	0	0	0
TOTAL	103,938	110,973	116,140	106,935	125,920	131,082	126,980	131,204	122

0.09%