

Department of Finance -- Fiscal Services

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$636,369	\$654,959	\$694,478
Fringe Benefits	175,889	174,822	209,370
Materials & Supplies	10,700	13,351	11,750
Contractual Services	47,500	183,756	167,100
Total	870,458	1,026,888	1,082,698

Department Description

The Finance Department is responsible for developing, maintaining and administering all programs related to the general accounting, budget and investment functions for the Village. Specifically, the department is responsible for accounts receivable and payable for all operating and non-operating funds, cash and treasury management, payroll and pension payment administration for the Village as well as for the West Suburban Consolidated Dispatch Center and for all accounting functions and payroll functions for the Oak Park Public Library. In addition, the department coordinates the performance of outside consultants such as auditing and actuarial firms, is responsible for the coordination and assistance of purchasing materials and supplies and performs research and analysis on the fiscal impact of management decisions and proposals.

The Finance/Central Services division is responsible for the distribution and receipt of all incoming and outgoing Village correspondence, and is the staging area for receipt of all materials and supplies for the Village.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Director of Finance	1	1
Asst. Director of Finance	1	1
Senior Accountant	1	1
Accountant	3	3
Account Clerk II	1	1
Cashier	4	4
Executive Secretary	<u>1</u>	<u>1</u>
Total	12.0	12.0

**VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY**

Fund: *General*
Fund Code: *1001*
Department Code: *41300*
Department: *Finance - Fiscal Services*

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 680,577	\$ 743,188	\$ 635,669	\$ 642,196	\$ 639,578
Part-Time Salaries	510502	-	-	-	-	-
Overtime	510503	30,987	17,572	700	12,763	1,000
<i>Personal Services</i>		<i>711,564</i>	<i>760,760</i>	<i>636,369</i>	<i>654,959</i>	<i>640,578</i>
Life Insurance	520520	504	770	324	660	660
Health Insurance Opt. Out	520515	-	-	-	8,700	8,700
Dental Insurance	520526	-	-	-	-	-
Health Insurance	520521	67,150	76,307	77,334	69,692	83,644
Pension Contributions	520522	80,834	102,889	98,231	95,770	100,266
<i>Fringe Benefits</i>		<i>148,488</i>	<i>179,966</i>	<i>175,889</i>	<i>174,822</i>	<i>193,270</i>
Printing	550601	4,029	4,434	2,000	2,000	2,000
Dues & Subscriptions	550602	1,249	1,200	1,500	1,451	1,000
Postage	550603	27,311	25,503	3,000	5,300	5,000
Paper Supply	560617	-	-	-	-	-
Equipment Rental	560670	-	-	-	-	-
Travel Reimbursement	550605	117	70	200	100	1,500
Office Supplies	560620	5,804	3,836	3,500	4,000	2,050
Clothing	560625	723	387	500	500	200
<i>Materials & Supplies</i>		<i>39,233</i>	<i>35,430</i>	<i>10,700</i>	<i>13,351</i>	<i>11,750</i>
Conferences & Training	530650	4,617	5,203	2,000	2,000	-
Legal Advertisements	550652	1,012	1,184	2,000	2,000	1,000
Collection Agency Expense	530654	-	-	-	105,473	100,000
Consultant Fees	530655	5,000	4,598	3,000	8,505	85,000
Auditing Services	530670	75,280	102,680	35,000	60,830	41,000
External Support	530656	36,857	51,152	5,000	4,848	10,000
Office Machine Service	550671	395	212	500	100	100
<i>Contractual Services</i>		<i>123,161</i>	<i>165,029</i>	<i>47,500</i>	<i>183,756</i>	<i>237,100</i>
Software	570711	110,688	-	-	-	-
Equipment	570720	-	-	-	-	-
Office Machinery	570725	-	-	-	-	-
Furnishings	570740	-	-	-	-	-
<i>Capital Outlay</i>		<i>110,688</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Department Total		\$ 1,133,134	\$ 1,141,185	\$ 870,458	\$ 1,026,888	\$ 1,082,698

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

Fund: *General*
Fund Code: *1001*
Department Code: *41300*
Department: *Finance - Fiscal Services*

<u>Program No.</u>	<u>Program Name</u>
101	Base
171	Accounting
172	Cash Receipts
173	Cash Disbursements
174	Parking Office

<u>Expenditure Title</u>	<u>Program 101</u>	<u>Program 171</u>	<u>Program 172</u>	<u>Program 173</u>	<u>Program 174</u>	<u>Program</u>
Full-Time Salaries	\$ 222,435	\$ 163,302	\$ 79,322	\$ 109,314	\$ 65,205	\$ -
Part-Time Salaries	-	-	-	-	-	-
Overtime	-	-	500	-	500	-
<i>Personal Services</i>	222,435	163,302	79,822	109,314	65,705	-
Life Insurance	264	158	53	132	53	-
Health Insurance Opt Out	1,500	4,800	-	2,400	-	-
Health Insurance	24,268	12,888	19,080	4,608	22,800	-
Dental Insurance	-	-	-	-	-	-
Pension Contributions	34,900	25,589	12,430	17,129	10,218	-
<i>Fringe Benefits</i>	60,932	43,435	31,563	24,269	33,071	-
Printing	500	500	300	500	200	-
Dues & Subscriptions	750	250	-	-	-	-
Postage	5,000	-	-	-	-	-
Paper Supply	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Travel Reimbursement	1,000	500	-	-	-	-
Office Supplies	500	500	250	500	300	-
Clothing	-	-	200	-	-	-
<i>Materials & Supplies</i>	7,750	1,750	750	1,000	500	-
Conferences & Training	-	-	-	-	-	-
Legal Advertisements	1,000	-	-	-	-	-
Collection Agency Expense	100,000	-	-	-	-	-
Consultant Fees	85,000	-	-	-	-	-
Auditing Services	41,000	-	-	-	-	-
External Support	10,000	-	-	-	-	-
Office Machine Service	100	-	-	-	-	-
<i>Contractual Services</i>	237,100	-	-	-	-	-
Software	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Office Machinery	-	-	-	-	-	-
Furnishings	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
<i>Department Total</i>	\$ 528,217	\$ 208,487	\$ 112,135	\$ 134,583	\$ 99,276	\$ -

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Finance - Fiscal Services
PROGRAM: Base
PROGRAM ID: 101

Program Description:

The Base program of Finance - Fiscal Services includes the salaries and benefits of the Director of Finance, Asst Director and Executive Secretary. Primary functions include the development, coordination and compilation of the annual budget, annual financial reports and overall support to all Village Departments. General Fund costs for the examination and preparation of the annual audit are included in this program.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries for Director, Assistant Director and Executive Secretary	\$ 276,335
Overtime	510503	Anticipated overtime for administration	
Health Insurance OPT OUT	520515	Health Insurance Opt Out Plan	1,500
Life Insurance	520520	Village cost for employees' life insurance	264
Health Insurance	520521	Village cost for employees' health insurance	31,968
Pension Contributions	520522	Village cost for employees' pension contribution	43,300
Printing	550601	Includes printing of budget and related documents	500
Dues and Subscriptions	550602	Membership fees and various reference material	750
Postage	550603	Pro-rata share of department postage	5,000
Travel Reimbursement	550605	Reimbursement for employee vehicle use	1,000
Office Supplies	560620	Pro-rata share of department supplies	500
Collection Agency Expense	530654	Professional fees associated with Collection Agency Expense	100,000
Legal Advertisement	550652	Printing of Annual Treasurer's Report in local newspaper required by state statute	1,000
Consultant	530655	Actuarial study fee for Police and Fire Pension funds	15,000
Auditing Services	530670	Professional fees associated with the annual audit of the Village's financial statements with the auditing firm of Sikich Gardner & Company - Costs also included in Water, Sewer and Parking Funds	41,000
External Support	530656	Annual Support Services Agreement for Accounting software	10,000
Office Machine Service	550671	Service Contracts for Department Office Equipment	100
TOTAL			\$ 528,217

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Finance - Fiscal Services
PROGRAM: Accounting
PROGRAM ID: 171

Program Description:

The program Accounting represents efforts of two full-time personnel that maintain the general ledger, reconciles banks statements, assists with the annual audit, prepares and responds to other Village departments for financial status reports, etc. Included in the program budget are the salaries and benefits, dues for professional affiliations and reimbursements for employee vehicle use as well as costs associated with task training for support staff.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries for senior accountant and staff accountants	\$ 163,302
Overtime	510503	Anticipated overtime	
Health Insurance OPT OUT	520515	Health Insurance OPT OUT Plan	4,800
Life Insurance	520520	Village cost for employees' life insurance	158
Health Insurance	520521	Village cost for employees' health insurance	12,888
Pension Contributions	520522	Village cost for employees' pension contribution	25,589
Printing	550601	Miscellaneous inter-departmental forms, etc.	500
Dues and Subscriptions	550602	IGFOA Annual Dues	250
Travel Reimbursement	550605	Reimbursement for employee vehicle use	500
Office Supplies	560620	Pro-rata share of department supplies	500
TOTAL			\$ 208,487

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Finance - Fiscal Services
PROGRAM: Cash Receipts
PROGRAM ID: 172

Program Description:

The program Cash Receipts is exclusively associated with the collection of receipts for Village services, including utility billing, parking fines, vehicle and business licenses and all other permits, fees, fines, etc. Included are costs associated with the salaries and benefits of two full-time personnel, along with minor costs for materials and supplies

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries of two full-time Cashiers	\$ 79,322
Overtime	510503	Anticipated overtime	500
Life Insurance	520520	Village cost for employees' life insurance	53
Health Insurance	520521	Village cost for employees' health insurance	19,080
Pension Contributions	520522	Village cost for employees' pension contribution	12,430
Printing	550601	Misc. department printing (transfer stamps, internal forms, etc)	300
Office Supplies	560620	Pro-rata share of department supplies	250
Clothing	560625	Purchase of VOP logo shirts for support staff	200
TOTAL			\$ 112,135

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Finance - Fiscal Services
PROGRAM: Cash Disbursements
PROGRAM ID: 173

Program Description:

Cash Disbursements accounts for the function of disbursement of Village funds, including payroll, Fire and Police Pension disbursements and accounts payable. The program supports the salaries and benefits of two full-time personnel along with materials and supplies necessary for program administration.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries of two full-time personnel providing Accounts Payable and Payroll functions	\$ 109,314
Health Insurance OPT OUT	520515	Health Insurance OPT OUT Plan	2,400
Life Insurance	520520	Village cost for employees' life insurance	132
Health Insurance	520521	Village cost for employees' health insurance	4,608
Pension Contributions	520522	Village cost for employees' pension contribution	17,129
Printing	550601	Printing of check stock and miscellaneous forms	500
Office Supplies	560620	Pro-rata share of department supplies	500
TOTAL			\$ 134,583

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Finance - Fiscal Services
PROGRAM: Parking Office
PROGRAM ID: 174

Program Description:

The Parking Office program is exclusively associated with the collection of receipts from Parking services, including parking permits and fines. Included are costs associated with the salaries and benefits of two full-time personnel, along with minor costs for materials and supplies.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries of two full-time Cashiers	\$ 65,205
Overtime	510503	Anticipated overtime	500
Life Insurance	520520	Village cost for employees' life insurance	53
Health Insurance	520521	Village cost for employees' health insurance	22,800
Pension Contributions	520522	Village cost for employees' pension contribution	10,218
Printing	560620	Misc. department printing (internal forms, etc.)	200
Office Supplies	560620	Pro-rata share of department supplies	300
TOTAL			\$ 99,276