

## Department of Finance – Central Services

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$62,837	\$70,399	\$62,546
Fringe Benefits	14,034	17,103	17,812
Materials & Supplies	41,300	22,000	26,600
Contractual Services	369,000	412,506	416,650
<b>Total</b>	<b>487,171</b>	<b>522,008</b>	<b>523,608</b>

### Division Description

The Finance Department - 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. It is also responsible for coordination and assistance purchasing materials and supplies, and performs assistance and outreach support for Minority and Women Business Enterprise firms

### Authorized Positions

	<u>2006</u>	<u>2007</u>
Purchasing Coordinator	1	1
Central Services Clerk	.5	.5
Total	<u>1.5</u>	<u>1.5</u>

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

**Fund:** *General*  
**Fund Code:** *1001*  
**Department Code:** *41320*  
**Department:** *Finance - Central Services*

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 58,628	\$ 63,578	\$ 48,782	\$ 51,462	\$ 53,264
Part-Time Salaries	510502	-	-	14,055	17,937	9,282
Overtime	510503	234	1,142	-	1,000	-
<i>Personal Services</i>		58,862	64,720	62,837	70,399	62,546
Life Insurance	520520	126	152	64	79	79
Health Insurance	520521	3,203	3,844	4,192	7,476	7,932
Pension Contributions	520522	6,034	8,082	9,778	9,548	9,801
<i>Fringe Benefits</i>		9,363	12,078	14,034	17,103	17,812
Printing	550601	-	67	500	-	500
Dues & Subscriptions	550602	495	530	500	500	-
Postage	550603	221	333	200	100	100
Mileage Reimbursement	550605	-	-	100	-	-
Office Supplies	560620	3,052	7,079	15,000	4,900	5,000
Stock Supplies - Inventory	560615	12,535	2,144	5,000	500	5,000
Paper	560617	30,138	37,008	20,000	16,000	16,000
<i>Materials &amp; Supplies</i>		46,441	47,161	41,300	22,000	26,600
Conferences & Training	560650	-	-	1,500	600	500
Legal Advertisements	550652	-	-	1,000	-	-
Barrie Park Expenses	530850	-	-	-	13	-
Consultant Fees	530655	-	-	-	-	-
Equipment Rental	560670	80,525	72,375	65,000	64,314	65,000
Office Machine Service	550671	-	125	1,500	600	200
Telephone Maintenance	550672	30,458	50,770	50,000	36,029	40,000
Telephone Charges	540690	328,284	295,893	250,000	310,950	310,950
<i>Contractual Services</i>		439,267	419,163	369,000	412,506	416,650
Telephone System Equipm	570292	-	-	-	-	-
Software	570711	-	-	-	-	-
Equipment	570720	-	-	-	-	-
<i>Capital Outlay</i>		-	-	-	-	-
<i>Fund Transfer to CIP</i>		-	-	-	-	-
<b>Division Total</b>		<b>\$ 553,933</b>	<b>\$ 543,122</b>	<b>\$ 487,171</b>	<b>\$ 522,008</b>	<b>\$ 523,608</b>

VILLAGE OF OAK PARK 2007 BUDGET  
PROGRAM EXPENDITURE SUMMARY

Program No.	Program Name
101	Base
181	Purchasing/Minority Outreach

Fund: General  
Fund Code: 1001  
Department Code: 41320  
Department: Finance - Central Services

Expenditure Title	Program 101	Program 181	Program	Program	Program	Program
Full-Time Salaries	\$ 26,632	\$ 26,632	\$ -	\$ -	\$ -	\$ -
Part-Time Salaries	9,282	-	-	-	-	-
Overtime	-	-	-	-	-	-
<i>Personal Services</i>	35,914	26,632	-	-	-	-
Life Insurance	46	33	-	-	-	-
Health Insurance	5,412	2,520	-	-	-	-
Pension Contributions	5,628	4,173	-	-	-	-
<i>Fringe Benefits</i>	11,086	6,726	-	-	-	-
Printing	500	-	-	-	-	-
Dues & Subscriptions	-	-	-	-	-	-
Postage	50	50	-	-	-	-
Mileage Reimbursement	-	-	-	-	-	-
Office Supplies	5,000	-	-	-	-	-
Stock Supplies - Inventory	5,000	-	-	-	-	-
Paper	16,000	-	-	-	-	-
<i>Materials &amp; Supplies</i>	26,550	50	-	-	-	-
Conferences & Training	500	-	-	-	-	-
Legal Advertisements	-	-	-	-	-	-
Consultant Fees	-	-	-	-	-	-
Equipment Rental	65,000	-	-	-	-	-
Office Machine Service	200	-	-	-	-	-
Telephone Maintenance	40,000	-	-	-	-	-
Telephone Charges	310,950	-	-	-	-	-
<i>Contractual Services</i>	416,650	-	-	-	-	-
Software	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
<i>Fund Transfer to CIP</i>	-	-	-	-	-	-
<b>Division Total</b>	\$ 490,200	\$ 33,408	\$ -	\$ -	\$ -	\$ -

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

**DEPARTMENT:** Finance - Central Services  
**PROGRAM:** Base  
**PROGRAM ID:** 101

**Program Description:**

Central Services Base program is associated with the activities of 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. Costs include the salary and benefits of one part-time Central Services Clerk (100%) and Purchasing Coordinator (50%). Also included are costs associated with copy paper for Village departments, maintenance fees for Village machines, and telephone costs for Village communications, (i.e., local, cellular and long-distance telephone charges) and stock of general office supplies used by all operating departments.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salary for 1 full-time Purchasing Coordinator (50%)	\$ 26,632
Part-Time Salaries	510502	Salary for 1 part-time Central Services Clerk	9,282
Life Insurance	520520	Village cost for employees' life insurance	46
Health Insurance	520521	Village cost for employees' health insurance	5,412
Pension Contributions	520522	Village cost for employees' pension contribution	5,628
Printing	550601	Village Stationary (letterhead, envelopes, etc.)	500
Postage	550603	Pro-rata share of department postage	50
Office Supplies/Toner Cartridges	560620	Office Supplies including Toner Cartridges	5,000
Stock Supplies - Inventory	560615	Central supply of miscellaneous office supply	5,000
Paper	560617	Central supply of printer & computer paper & labels	16,000
Conferences and Training	530650	Specific conference and task training for support staff	500
Equipment Rental	560670	Postage machine & 3 copy machines (1 2 Million Copies)	65,000
Office Machine Service	550671	Copier, fax machine maintenance	200
Telephone Maintenance	550672	Telephone line maintenance	40,000
Telephone Charges	540690	Telephone line charges	310,950
<b>TOTAL</b>			<b>\$ 490,200</b>

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

**DEPARTMENT:** Finance - Central Services  
**PROGRAM:** Purchasing/Minority Outreach  
**PROGRAM ID:** 181

**Program Description:**

The Purchasing/Minority Outreach program includes activities associated with the procurement of materials and supplies for Village operations along with outreach efforts to Minority and Women owned business enterprises for those materials and supplies. Costs include the salary and benefits of the Purchasing Coordinator (50%), membership fees and reference materials along with task training costs for staff.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Full-time salary of Purchasing Assistant (50%)	\$ 26,632
Life Insurance	520520	Village cost for employees' life insurance	33
Health Insurance	520521	Village cost for employees' health insurance	2,520
Pension Contributions	520522	Village cost for employees' pension contribution	4,173
Postage	550603	Pro-rata share of department postage	50
<b>TOTAL</b>			<b>\$ 33,408</b>

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