

Department of Finance – Utility Billing

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$104,749	\$108,415	\$112,174
Fringe Benefits	23,307	24,026	25,180
Materials & Supplies	18,900	20,500	20,700
Contractual Services	23,500	21,700	45,300
Capital Outlay	25,000	25,000	-
Total	195,456	199,641	203,354

Division Description

The Finance Department – Utility Billing Division is responsible for the preparation and distribution of utility billings for the Village's Water, Sewer and Solid Waste Utilities.

Authorized Positions

	<u>2006</u>	<u>2007</u>
Customer Service Representative	2	2
Meter Reader	<u>1</u>	<u>1</u>
Total	3	3

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

Fund: Sewer (fund through Water prior to 2007)
Fund Code: 5050
Department Code: 41300
Department: Finance - Utility Billing

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 84,813	\$ -	\$ 103,749	\$ 107,415	\$ 111,174
Overtime	510503	2,342	-	1,000	1,000	1,000
<i>Personal Services</i>		87,155	-	104,749	108,415	112,174
Health Insurance OPT Out	520515				2,400	2,640
Life Insurance	520520	83	-	97	70	79
Health Insurance	520521	5,351	-	6,660	4,584	5,040
Pension Contributions	520522	10,551	-	16,550	16,972	17,421
<i>Fringe Benefits</i>		15,985	-	23,307	24,026	25,180
Printing	550601	626	-	500	300	500
Dues & Subscriptions	550602	-	-	-	-	-
Postage	550603	21,481	-	18,000	20,000	20,000
Mileage Reimbursement	550605	-	-	-	-	-
Office Supplies	560620	1,103	-	100	200	200
Clothing	560625	723	-	300	-	-
<i>Materials & Supplies</i>		23,933	-	18,900	20,500	20,700
Conferences & Training	530650	4,986	-	1,000	-	-
External Support	530656	-	-	15,000	19,700	45,300
Auditing Services	530670	-	-	7,500	2,000	-
Office Machine Service	550671	-	-	-	-	-
<i>Contractual Services</i>		4,986	-	23,500	21,700	45,300
Software	570711	-	-	25,000	25,000	-
Equipment	570705	-	-	-	-	-
Office Machinery	570725	-	-	-	-	-
Furnishings	570740	-	-	-	-	-
<i>Capital Outlay</i>		-	-	25,000	25,000	-
Division Total		\$ 127,073	\$ -	\$ 195,456	\$ 199,641	\$ 203,354

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY

<u>Program No.</u>	<u>Program Name</u>
101	Base

Fund: Sewer
Fund Code: 5050
Department Code: 41300
Department: Finance - Utility Billing

<u>Expenditure Title</u>	<u>Program</u> 101	<u>Program</u>	<u>Program</u>	<u>Program</u>	<u>Program</u>	<u>Program</u>
Full-Time Salaries	\$ 111,174	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	1,000	-	-	-	-	-
<i>Personal Services</i>	112,174	-	-	-	-	-
Health Insurance OPT Out	2,640	-	-	-	-	-
Life Insurance	79	-	-	-	-	-
Health Insurance	5,040	-	-	-	-	-
Pension Contributions	17,421	-	-	-	-	-
<i>Fringe Benefits</i>	25,180	-	-	-	-	-
Printing	500	-	-	-	-	-
Dues & Subscriptions	-	-	-	-	-	-
Postage	20,000	-	-	-	-	-
Mileage Reimbursement	-	-	-	-	-	-
Office Supplies	200	-	-	-	-	-
Clothing	-	-	-	-	-	-
<i>Materials & Supplies</i>	20,700	-	-	-	-	-
Conferences & Training	-	-	-	-	-	-
External Support	45,300	-	-	-	-	-
Auditing Services	-	-	-	-	-	-
Office Machine Service	-	-	-	-	-	-
<i>Contractual Services</i>	45,300	-	-	-	-	-
Software	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Office Machinery	-	-	-	-	-	-
Furnishings	-	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-	-
Division Total	\$ 203,354	\$ -	\$ -	\$ -	\$ -	\$ -

VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET

DEPARTMENT: Finance - Utility Billing
 PROGRAM: Base
 PROGRAM ID: 101

Program Description:

The Finance - Utility Billing program supports two full-time water billing and refuse collection clerks and water meter reader. Also included are costs associated with the printing of the utility bills, postage, and other materials and supplies necessary for program execution. Funded by the Water Fund, costs associated with meter reading equipment software upgrades along with other equipment replacement costs are also reflected.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full Time Salaries	510501	Salaries to support 3 full-time equivalent positions including meter reader (1) and Account Clerk II (2)	\$ 111,174
Overtime	510503	Anticipated overtime	1,000
Health Insurance OPT-Out		Health Insurance OPT out	2,640
Life Insurance	520520	Village cost for employees' life insurance	79
Health Insurance	520521	Village cost for employees' health insurance	5,040
Pension Contributions	520522	Village cost for employees' pension contribution	17,421
Printing	550601	Printing of bill stock	500
Postage	550603	Postage for utility bills	20,000
Office Supplies	560620	Pro-rata share of department supplies	200
External Support	530656	Troubleshooting support for meter reading equipment and utility billing software	45,300
TOTAL			\$ 203,354