

**VILLAGE OF OAK PARK 2008 BUDGET: DEPARTMENT SUMMARY**

**FINANCE - all funds**

<b>Summary of Expenditures</b>	<b>2007 Budget</b>	<b>2007 Projected</b>	<b>2008 Proposed</b>	<b>07 Proj. to '08 Budget</b>	
				<b>\$/#</b>	<b>%</b>
Personnel Services	\$815,298	\$832,196	\$849,224	\$17,028	2.0%
Benefits	236,262	227,555	263,324	\$35,770	15.7%
Materials and Supplies	475,000	551,577	566,650	\$15,073	2.7%
Contractual Services	282,900	363,900	461,950	\$98,050	26.9%
<b>TOTAL</b>	<b>\$1,809,460</b>	<b>\$1,975,227</b>	<b>\$2,141,148</b>	<b>\$165,920</b>	<b>8.4%</b>

<b>Personnel Full-Time Equivalent</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
	16.50	16.50	16.50	16.50

**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.

Areas of oversight include: accounts receivable and payable for all funds, cash and treasury management, payroll administration. Finance also provides accounting services to community partner agencies such as West Suburban Consolidated Dispatch Center and the Oak Park Public Library.

In addition, the department monitors all procurement activity throughout the Village to ensure compliance with all rules and regulations.

**VILLAGE OF OAK PARK 2008 BUDGET: DEPARTMENT. FUND SUMMARY**

**Fund: GENERAL (1001)**  
**Department: FINANCE (41300)**

<i>Expenditure Title</i>	<i>Account Number</i>	<i>2005 Actual</i>	<i>2006 Actual</i>	<i>2007 Budget</i>	<i>2007 Projected</i>	<i>2008 Budget</i>
Full Time Salaries	510501	\$ 806,766	\$ 742,965	\$ 692,842	\$ 685,741	\$ 732,524
Part-time Salaries	510502	-				-
Overtime	510503	18,714	16,481	10,282	30,500	3,000
<i>Personal Services</i>		\$ 825,480	\$ 759,446	\$ 703,124	\$ 716,241	\$ 735,524
Life Insurance	520520	\$ 922	\$ 788	\$ 739	\$ 808	\$ 762
Health Insurance	520521	80,151	81,890	100,276	90,005	96,386
Pension Contributions	520522	110,971	120,930	110,067	110,640	127,476
<i>Fringe Benefits</i>		\$ 192,044	\$ 203,608	\$ 211,082	\$ 201,453	\$ 224,624
Printing	550601	\$ 4,501	\$ 4,399	\$ 2,500	\$ 4,169	\$ 17,500
Dues & Subscriptions	550602	1,730	1,207	1,000	100	1,100
Postage	550603	25,836	23,907	5,100	30,305	200
Paper	560617	37,008	29,691	16,000	32,233	25,000
Office Supplies	560620	9,223	11,418	12,050	14,549	13,850
Travel Reimbursement	550605	70	117	1,500	300	350
Office Equipment	560670	76,211	69,795	65,000	46,000	107,250
Clothing	560625	387	-	200	372	450
Telecommunication Maint	550672	50,770	31,825	40,000	30,000	35,000
Telecommunication Servic	540690	295,893	338,715	310,950	364,817	340,000
<i>Materials &amp; Supplies</i>		\$ 501,629	\$ 511,074	\$ 454,300	\$ 522,845	\$ 540,700
Conferences/Training	560650	\$ 5,203	\$ 1,207	\$ 500	\$ 900	\$ 5,000
Legal Advertisements	550652	1,184	936	1,000	1,000	800
Collection Agency Expens	530654	-	109,092	100,000	119,000	118,500
Consultant Fees	530655	4,598	81,289	85,000	130,000	-
Auditing Services	530670	102,680	56,985	41,000	60,000	65,000
External Support	530656	51,152	28,345	10,000	23,000	22,000
Office Machine Support	550671	337	424	100	8,000	650
<i>Contractual Services</i>		\$ 165,154	\$ 278,278	\$ 237,600	\$ 341,900	\$ 211,950
<b><i>Fund.Department Total</i></b>		<b>\$ 1,684,307</b>	<b>\$ 1,752,406</b>	<b>\$ 1,606,106</b>	<b>\$ 1,782,439</b>	<b>\$ 1,712,798</b>

**VILLAGE OF OAK PARK 2008 BUDGET: PROGRAM SUMMARY**

<b>Fund:</b>	<b>GENERAL (1001)</b>	<b><i>Program No.</i></b>	<b><i>Program Name</i></b>
<b>Department:</b>	<b>FINANCE (41300)</b>	101	Administration/General
		170	Fiscal Services
		171	Central Services

<b>Expenditure Title</b>	<b><i>Program</i></b>				
	<b><i>101</i></b>	<b><i>102</i></b>	<b><i>103</i></b>		
Full Time Salaries	\$ 271,875	\$ 406,500	\$ 74,329		
Overtime	1,500	1,000	500		
<b><i>Personal Services</i></b>	<b>\$ 273,375</b>	<b>\$ 407,500</b>	<b>\$ 74,829</b>	<b>\$ -</b>	<b>\$ -</b>
Life Insurance	\$ 300	\$ 416	\$ 100		
Health Insurance	32,000	65,000	10,400		
Pension Contributions	47,850	110,330	12,750		
<b><i>Fringe Benefits</i></b>	<b>\$ 80,150</b>	<b>\$ 175,746</b>	<b>\$ 23,250</b>	<b>\$ -</b>	<b>\$ -</b>
Printing	\$ 1,250	\$ 3,850	\$ 12,400		
Dues & Subscriptions	800	300	-		
Postage	200	-	-		
Paper	-	-	25,000		
Office Supplies	1,000	2,850	10,000		
Travel Reimbursement	300	50	-		
Office Equipment	-	-	107,250		
Clothing	-	450	-		
Telecommunication Maintenance	-	-	35,000		
Telecommunication Service	-	-	340,000		
<b><i>Materials &amp; Supplies</i></b>	<b>\$ 3,550</b>	<b>\$ 7,500</b>	<b>\$ 529,650</b>	<b>\$ -</b>	<b>\$ -</b>
Conferences/Training	\$ -	\$ -	\$ 5,000		
Legal Advertisements	800	-	-		
Collection Agency Expense	118,500	-	-		
Consultant Fees	-	-	-		
Auditing Services	65,000	-	-		
External Support	22,000	-	-		
Office Machine Support	150	-	500		
<b><i>Contractual Services</i></b>	<b>\$ 206,450</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b><i>Fund.Department Total</i></b>	<b>\$ 563,525</b>	<b>\$ 590,746</b>	<b>\$ 633,229</b>	<b>\$ -</b>	<b>\$ -</b>

**VILLAGE OF OAK PARK 2008 BUDGET:PROGRAM WORKSHEET**

**Fund:** GENERAL (1001)  
**Department:** FINANCE (41300)  
**PROGRAM:** Administration / General (101)

**Program Description:**

Administration includes the salaries and benefits of the Chief and Deputy Chief Financial Officers and Executive Secretary. Primary functions include the development, coordination and compilation of the annual budget, annual financial reports and overall support to Village Departments.

Account Description	Account No.	Narrative Description	2008 Budget Request
Full Time Salaries	510501	Salaries for Administrative Staff	\$ 271,875
Overtime	510503	Anticipated overtime for administration	1,500
Life Insurance	520520	Village cost for employees' life insurance	300
Health Insurance	520521	Village cost for employees' health insurance	32,000
Pension Contributions	520522	Village cost for employees' pension contribution	47,850
Printing	550601	Includes printing of budget and related documents	1,250
Dues and Subscriptions	550602	Membership fees and various reference material	800
Postage	550603	Pro-rata share of department postage	200
Travel Reimbursement	550605	Reimbursement for employee vehicle use	300
Office Supplies	560620	Pro-rata share of department supplies	1,000
Collection Agency Expense	530654	Professional fees associated with Collection Agency Expense	118,500
Legal Advertisement	550652	Printing of Annual Treasurer's Report in local newspaper required by state statute	800
Consultant	530655	Added support for on-going PeopleSoft implementation	-
Auditing Services	530670	Professional fees associated with the annual audit of the Village's financial statements.	65,000
External Support	530656	Annual Support Services Agreement for Accounting software	22,000
Office Machine Service	550671	Service Contracts for Department Office Equipment	150
<b>PROGRAM TOTAL</b>			<b>\$ 563,525</b>

## VILLAGE OF OAK PARK 2008 BUDGET:PROGRAM WORKSHEET

**Fund:** GENERAL (1001)  
**Department:** FINANCE (41300)  
**PROGRAM:** Fiscal Operations (170)

**Program Description:**

Fiscal operations perform the bulk of finance-related services to Village departments and Oak Park residents. All major services from the billing of utility services, collection of payments to the Village, general ledger accounting, accounts payable and payroll are provided by fiscal operations.

Account Description	Account No.	Narrative Description	2008 Budget Request
Full Time Salaries	510501	Full-time Salaries of Accounting, Payroll, Accounts Payable and Cashiering staff	\$ 406,500
Overtime	510503	Anticipated overtime	1,000
Life Insurance	520520	Village cost for employees' life insurance	416
Health Insurance	520521	Village cost for employees' health insurance	65,000
Pension Contributions	520522	Village cost for employees' pension contribution	110,330
Dues and Subscriptions	550602	IGFOA, GFOA Annual Dues	300
Printing	550601	Miscellaneous department forms	3,850
Clothing	560625	Logo shirts for support staff	450
Travel Reimbursement	550605	Reimbursement for employee vehicle use	50
Office Supplies	560620	Pro-Rate Share of department supplies	2,850
<b>PROGRAM TOTAL</b>			<b>\$ 590,746</b>

**VILLAGE OF OAK PARK 2008 BUDGET: PROGRAM WORKSHEET**

**Fund:** GENERAL (1001)  
**Department:** FINANCE (41300)  
**PROGRAM:** Procurement / Central Services (171)

**Program Description:**

Purchasing provides backbone support to Village operations in procureing goods and services in a fiscally and legally responsible manner. Central Services provides a staging area for receipt of all materials and supplies for the Village as well as housing main service printers and copiers. Purchasing is also responsible for the Village's MBE/WBE outreach program.

<b>Account Description</b>	<b>Account No.</b>	<b>Narrative Description</b>	<b>2008 Budget Request</b>
Full-time Salaries	510501	Salaries for Purchasing Staff	\$ 74,329
Overtime	510503	Anticipated overtime	500
Life Insurance	520520	Village cost for employees' life insurance	100
Health Insurance	520521	Village cost for employees' health insurance	10,400
Pension Contributions	520522	Village cost for employees' pension contribution	12,750
Printing	550601	Stationary, letterhead and other central uses	12,400
Consulting Services	530655	MBE/WBE outreach services	-
Office Supplies	560620	Central supply of toner cartridges	10,000
Paper	560617	Central supply of printer and copier paper	25,000
Conferences and Training	530650	Training for Purchasing Manager	5,000
Equipment Rental	560670	Central postage machine, three copiers	107,250
Office Machine Service	550671	Maintenance of central equipment	500
Telecommunication Maintenance	550672	Landline maintenance	35,000
Telecommunication Service	540690	Landline service charges	340,000
<b>PROGRAM TOTAL</b>			<b>\$ 633,229</b>

**VILLAGE OF OAK PARK 2008 BUDGET: DEPARTMENT. FUND SUMMARY**

**Fund: SEWER (5050)**  
**Department: FINANCE (41300)**

<i>Expenditure Title</i>	<i>Account Number</i>	<i>2005 Actual</i>	<i>2006 Actual</i>	<i>2007 Budget</i>	<i>2007 Projected</i>	<i>2008 Budget</i>
Full Time Salaries	510501	\$ 74,467	\$ 76,503	\$ 111,174	\$ 114,755	\$ 112,700
Part-time Salaries		-	-	-	-	-
Overtime	510503	889	1,015	1,000	1,200	1,000
<i>Personal Services</i>		\$ 75,356	\$ 77,518	\$ 112,174	\$ 115,955	\$ 113,700
Life Insurance	520520	\$ 52	\$ 7,003	\$ 79	\$ 78	\$ 100
Health Insurance	520521	6,581	4,603	7,680	6,905	10,500
Pension Contributions	520522	11,415	12,746	17,421	19,119	28,100
<i>Fringe Benefits</i>		\$ 18,048	\$ 24,352	\$ 25,180	\$ 26,102	\$ 38,700
Printing	550601	\$ 352	\$ 653	\$ 500	\$ 980	\$ 850
Postage	550603	19,362	18,153	20,000	27,230	24,500
Office Supplies	560620	234	195	200	225	300
Clothing	560625	398	368	-	298	300
<i>Materials &amp; Supplies</i>		\$ 20,346	\$ 19,369	\$ 20,700	\$ 28,732	\$ 25,950
Consultant	530655	\$ -	\$ -	\$ -	\$ -	\$ 100,000
External Support	530656	-	21,871	45,300	22,000	125,000
Auditing Services	530670	\$ -	-	-	-	25,000
<i>Contractual Services</i>		\$ -	\$ 21,871	\$ 45,300	\$ 22,000	\$ 250,000
<b><i>Fund.Department Total</i></b>		<b>\$ 113,749</b>	<b>\$ 143,111</b>	<b>\$ 203,354</b>	<b>\$ 192,789</b>	<b>\$ 428,350</b>

**VILLAGE OF OAK PARK 2008 BUDGET: PROGRAM SUMMARY**

<b>Fund:</b>	<b>SEWER (5050)</b>	<b><u>No.</u></b>	<b><u>Program Name</u></b>
<b>Department:</b>	<b>FINANCE (41300)</b>	172	Utility Billing

<b>Expenditure Title</b>	<b>Program 172</b>
Full Time Salaries	\$ 112,700
Part-time Salaries	-
Overtime	1,000
<i>Personal Services</i>	\$ 113,700
Life Insurance	\$ 100
Health Insurance	10,500
Pension Contributions	28,100
<i>Fringe Benefits</i>	\$ 38,700
Printing	\$ 850
Postage	24,500
Office Supplies	300
Clothing	300
<i>Materials &amp; Supplies</i>	\$ 25,950
Consultant	\$ 100,000
External Support	125,000
Auditing Services	25,000
<i>Contractual Services</i>	\$ 250,000
<b><i>Fund.Department Total</i></b>	<b>\$ 428,350</b>

## VILLAGE OF OAK PARK 2008 BUDGET: PROGRAM WORKSHEET

**Fund:** SEWER (5050)  
**Department:** FINANCE (41300)  
**PROGRAM:** Fiscal Operations (101)

**Program Description:**

This 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

Account Description	Account No.	Narrative Description	2008 Budget Request
Full Time Salaries	510501	Salaries to support 3 full-time equivalent positions including meter reader (1) and Account Clerk II (2)	\$ 112,700
Overtime	510503	Anticipated overtime	1,000
Life Insurance	520520	Village cost for employees' life insurance	100
Health Insurance	520521	Village cost for employees' health insurance	10,500
Pension Contributions	520522	Village cost for employees' pension contribution	28,100
Printing	550601	Printing of bill stock	850
Postage	550603	Postage for utility bills	24,500
Office Supplies	560620	Pro-rate share of department supplies	300
Clothing	560625	Uniforms as needed by field staff	300
Consultant	530655	Added support for on-going review projects	100,000
External Support	530656	Troubleshooting support for meter reading equipment and utility billing software	125,000
Auditing Services	530670	Pro-Rata share of annual audit of Village funds	25,000
Office Machine Service	550671	Maintenance fees for department office	-
Software	570711	Utility billing software upgrades	-
<b>PROGRAM TOTAL</b>			<b>\$ 428,350</b>