

Department - Fund Summary

Fund: GENERAL (1001)
Department: VILLAGE CLERK (41100)

<i>Expenditure Title</i>	<i>Account Number</i>		<i>2006 Actual</i>		<i>2007 Actual</i>		<i>2008 Budget</i>		<i>2008 Estimated</i>		<i>2009 Budget</i>
Full Time Salaries	510501	\$	420,619	\$	380,875	\$	465,528	\$	462,998	\$	485,218
Part-time Salaries			14,000		-		-		-		-
Overtime	510503		20,000		21,132		8,000		20,000		20,000
<i>Personal Services</i>		\$	454,619	\$	402,008	\$	473,528	\$	482,998	\$	505,218
Life Insurance		\$	524	\$	462	\$	430	\$	736	\$	409
Health Insurance	520521		40,101		40,733		85,976		73,840		89,584
Social Security Exepense	520522		-		-		-		30,187		30,084
Medicare Expense	520523		-		-		-		6,908		7,036
IMRF Contributions	520527		67,637		61,181		81,947		49,292		46,096
<i>Fringe Benefits</i>		\$	108,262	\$	102,376	\$	168,353	\$	160,963	\$	173,208
Printing	550601	\$	20,572	\$	19,286	\$	38,180	\$	28,928	\$	38,300
Membership Dues	550602		1,109		1,550		1,280		1,200		1,300
Postage	550603		15,154		16,195		14,500		14,500		14,800
Office Supplies	560620		6,334		5,123		5,400		5,400		5,500
<i>Materials & Supplies</i>		\$	43,169	\$	42,154	\$	59,360	\$	50,028	\$	59,900
Conferences/Training	530650	\$	2,215	\$	298	\$	760	\$	170	\$	1,000
Captioning Services	530655		50,039		49,026		51,000		51,000		51,000
Consultant Fees	530659		4,055		3,990		29,000		5,000		4,000
Legal Advertisements	550652		-		-		480		-		500
Office Machine Support	550671		65		-		395		-		400
<i>Contractual Services</i>		\$	56,374	\$	53,314	\$	81,635	\$	56,170	\$	56,900
<i>Department-Fund Total</i>		\$	662,424	\$	599,852	\$	782,876	\$	750,159	\$	795,227

Department - Fund Summary

Fund:	GENERAL (1001)	<u>No.</u>	<u>Program Name</u>
Department:	VILLAGE CLERK (41100)	101	Base
		122	Vehicle Lincenses

<i>Expenditure Title</i>	<i>Program</i>	
	<i>101</i>	<i>122</i>
Full-Time Salaries	\$ 485,218	\$ -
Overtime	20,000	-
<i>Personal Services</i>	\$ 505,218	\$ -
Life Insurance	\$ 409	-
Health Insurance	89,584	-
Social Security	30,084	-
Medicare	7,036	-
Pension Contributions	46,096	-
<i>Fringe Benefits</i>	\$ 173,208	\$ -
Printing	\$ 9,500	\$ 28,800
Membership Dues	1,300	-
Postage	7,800	7,000
Office Supplies	5,500	-
<i>Materials & Supplies</i>	\$ 24,100	\$ 35,800
Conferences & Training	\$ 1,000	\$ -
Captioning Services	51,000	-
Consultant Fees	4,000	-
Legal Advertisements	500	-
Office Machine Service	400	-
<i>Contractual Services</i>	\$ 56,900	\$ -
<i>Department-Fund Total</i>	\$ 759,427	\$ 35,800

Program Detail

Fund: GENERAL (1001)
Department: VILLAGE CLERK (41100)
PROGRAM: Base (101)

Program Description:

The Base program contains costs associated with administration within the office of the Village Clerk including the salaries and benefits of the Village Clerk and Deputy Clerk as well as portions of salaries and benefits of other administrative positions.

Account Description	Account No.	Narrative Description	2009 Budget
Salaries	510501	Salaries of Village Clerk and staff	\$ 485,218
Overtime	510503	Anticipated overtime for administration	20,000
Life Insurance	520520	Village cost for employees' life insurance	409
Health Insurance	520521	Village cost for employees' health insurance	89,584
Social Security	520522	Village cost for employer taxes	30,084
Medicare	520523	Village cost for employer taxes	7,036
IMRF Contributions	520522	Village cost for employees' pension contribution	46,096
Printing	550601	Department forms	9,500
Membership Dues	550602	Membership fees and various reference materials	1,300
Postage	550603	Pro-rata share of department postage	7,800
Office Supplies	560620	Central Store for department supplies	5,500
Conferences/Training	530650	Specific conference and task training for	1,000
Legal Advertisement	550652	Classified advertising; legal notices	500
Consultant	530655	Sterling Codifiers--Codification services for Village Code including normal annual expense (\$4,000)	4,000
Captioning Services	530659	Captioning and minute-taking service for Village Board and Committees	51,000
Office Machine Service	550671	Service Contracts for Department Office Equipment	400
PROGRAM TOTAL			\$ 759,427

Program Detail

Fund: GENERAL (1001)
Department: VILLAGE CLERK (41100)
PROGRAM: Vehicle Licenses (122)

Program Description:

The Vehicle License program includes costs associated with various portions of salaries and benefits of one part-time and three full-time personnel. Costs of postage and printing of vehicle license applications and decals as well as data entry are also included. Sales of this license produce three distinct revenue streams: online, cashier, and lockbox mail.

Account Description	Account No.	Narrative Description	2009 Budget
Printing	550601	License renewal preparation, printing and data entry costs	28,800
Postage	550603	Postage associated with license renewal and postcard mailings	7,000
PROGRAM TOTAL			\$ 35,800