

**FY 2011/2012
TOWN CLERK**

**TOWN OF PARADISE
Fiscal Year 2011/12 Budget**

Account Number	Description	2010 Actual Amount	2011 Amended Budget	2011 Estimated Amount	2012 Department Requested	2012 Manager Recommend	2012 Council Adopted
Fund: 1010 - General Fund							
Department: 15 - Town Clerk							
Program: 4100 - Town Clerk							
Expenditures							
5100	Personnel Services	229,858	248,438	244,781	231,165	235,393	235,393
5200	Supplies and Services	11,793	24,945	24,996	18,504	16,259	16,259
5300	Capital Outlay	697	-	-	28,000	-	-
5500	Debt Service	864	1,080	1,057	193	193	193
Total Expenditures		243,212	274,463	270,834	277,862	251,845	251,845
Revenues							
	Service Fees						
	Fines and Forfeitures						
	Other						
Total Revenues		-	-	-	-	-	-
Net General Fund Support		243,212	274,463	270,834	277,862	251,845	251,845

Fiscal Year 2011-2012 Personnel Allocation

Position/Title	Weekly Hours	Percent Allocated	Full Time Equiv	Allocated Wages & Benefits
Town Clerk	40	100%	1	123,553
Assistant Town Clerk	40	100%	1	88,829
		Total	2	212,382

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Fund: 1010 - General Fund							
<u>Expenditures</u>							
Department: 15 - Town Clerk							
Program: 4100 - Town Clerk							
5101	Salaries - Permanent	163,901	171,138	167,623	152,687	155,803	155,803
5106.100	Incentives & Admin Leave Administrative Leave	2,267	7,464	7,464	7,879	8,040	8,040
5107	Car Allowance/Mileage	2,373	4,608	4,608	4,704	4,800	4,800
5111	Medicare	2,264	2,657	2,440	2,396	2,445	2,445
5112.101	Retirement Contribution PERS	19,545	22,198	21,442	18,263	18,635	18,635
5113	Worker's Compensation	1,233	1,368	1,400	1,192	1,217	1,217
5114.101	Health Insurance M. D. & V.	20,102	20,662	21,225	18,768	19,151	19,151
5115	Unemployment Compensation	-	-	-	6,448	6,448	6,448
5116.101	Life and Disability Insurance Life & Disab.	1,836	1,575	1,712	1,267	1,293	1,293
5119.100	Retiree Costs Medical Insurance	16,337	16,768	16,867	17,561	17,561	17,561
5201.100	Office Supplies General	510	1,000	400	2,095	500	500
5202.100	Operating Supplies General	643	300	500	700	550	550
5204	Subscriptions and Code Books	1,476	1,500	1,500	1,325	1,425	1,425
5210.100	Postage General	865	500	400	1,200	600	600
5213.100	Professional/Contract Services General	3,369	4,500	4,500	5,510	5,510	5,510
5214.100	Repair and Maint Service General	915	1,039	1,039	-	-	-
5218.100	Advertising General	2,982	3,000	4,000	6,344	6,344	6,344
5219.100	Printing General	-	54	54	50	50	50
5220.100	Employee Development General	1,034	52	52	1,280	1,280	1,280
5221	Election-County Services	-	13,000	12,551	-	-	-
5304	Furniture & Equipment	697	-	-	28,000	-	-
5501	Debt Service Payment - Principal	864	1,080	1,057	193	193	193
Expenditures Total		243,212	274,463	270,834	277,862	251,845	251,845

TOWN OF PARADISE
Expense Budget Transaction Report
Report by Budget Transactions - 2011/12 Budget

G/L Account Number	Transaction	Number of Units	Cost per Unit	Total Amount
<u>Expense</u>				
Fund: 1010 - General Fund				
Department: 15 - Town Clerk				
Program: 4100 - Town Clerk				
Account:5119 - Retiree Costs				
	Retiree Health Benefits	1.00	17,561.00	17,561.00
Account Total: Retiree Costs	1 Transaction			\$17,561.00
Account:5201 - Office Supplies				
	Day to Day Supplies	1.00	500.00	500.00
Account Total: Office Supplies	1 Transaction			\$500.00
Account:5202 - Operating Supplies				
	Records Management Supplies	1.00	550.00	550.00
Account Total: Operating Supplies	1 Transaction			\$550.00
Account:5204 - Subscriptions and Code Books				
	CA Government Code Updates	1.00	1,300.00	1,300.00
	Election Code Update	1.00	65.00	65.00
	Newspaper Subscription	1.00	60.00	60.00
Account Total: Subscriptions and Code Books	3 Transactions			\$1,425.00
Account:5210 - Postage				
	Notices - Hearings/Bids; PW Project information	1.00	600.00	600.00
Account Total: Postage	1 Transaction			\$600.00
Account:5213 - Professional/Contract Services				
	Access Shredding - Monthly Service	12.00	15.50	186.00
	City Clerks Assoc of CA Dues - Primary 120; Affiliate 75	1.00	195.00	195.00
	International Clerks Assoc Dues - Primary 175; Affiliate 75	1.00	250.00	250.00
	Muni Matrix CI Index Computer Program Annual Maintenance	1.00	499.00	499.00
	National Notary Association Membership	2.00	55.00	110.00
	Notary Commission Renewal 2012- Town Clerk	1.00	375.00	375.00
	Ordinance Codification/Editorial Service-PMC	13.00	265.00	3,445.00
	Paradise Municipal Code Online	1.00	450.00	450.00
Account Total: Professional/Contract Services	8 Transactions			\$5,510.00
Account:5218 - Advertising				
	Notices (Bid, Public Hearings)	50.00	65.00	3,250.00
	Ordinance Publication - 2.5 pages per ordinance @ \$95 a page	13.00	238.00	3,094.00

TOWN OF PARADISE
Expense Budget Transaction Report
Report by Budget Transactions - 2011/12 Budget

G/L Account Number	Transaction	Number of Units	Cost per Unit	Total Amount
Account Total: Advertising	2 Transactions			\$6,344.00
Account:5219 - Printing				
	Miscellaneous	1.00	50.00	50.00
Account Total: Printing	1 Transaction			\$50.00
Account:5220 - Employee Development				
	Technical Training - Registration Costs	1.00	1,280.00	1,280.00
Account Total: Employee Development	1 Transaction			\$1,280.00
Account:5501 - Debt Service Payment - Principal				
	West Am Computers (1) - Year 2 & 3 of 4	1.00	193.00	193.00
Account Total: Debt Service Payment - Principal	1 Transaction			\$193.00