

Date: June 2024

WORKING DRAFT

Fund Name and Number: 100-General Fund

Dept Name and Number: 25 - Utility Billing

Line Item	Description From Budget	2021-2022 Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Proposed Budget	Percent Increase (Decrease)	Comments
5000	Salary	\$ 89,006	\$ 79,040	\$ 72,400	\$ 73,730	2%	
5007	Stipends/Certifications			\$ 600	\$ 800	33%	
5010	Training	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	0%	
5020	Health Insurance	\$ 9,422	\$ 9,422	\$ 10,100	\$ 10,500	4%	Actual
5030	Workers Comp. Insurance	\$ 950	\$ 950	\$ 950	\$ 900	-5%	Actual
5035	Social Security/Medic. Tax	\$ 6,809	\$ 6,047	\$ 5,585	\$ 5,702	2%	7.65% of salary related line items
5040	Unemployment Comp. Ins.	\$ 152	\$ 113	\$ 90	\$ 117	30%	Actual
5050	TMRS Exp.	\$ 10,681	\$ 9,485	\$ 9,490	\$ 9,875	4%	13.25% of salary related line items
<b>Total Personnel Expenses</b>		<b>\$ 118,020</b>	<b>\$ 106,056</b>	<b>\$ 100,715</b>	<b>\$ 103,124</b>	<b>2%</b>	
5101	Fax / Copier	\$ 100	\$ 100	\$ 100	\$ 100	0%	
5103	Printing & Reproduction	\$ 4,000	\$ 4,000	\$ 3,500	\$ 3,500	0%	\$1,600 Envelopes, \$1,340 Bill Shells
5110	Postage	\$ 2,500	\$ 2,500	\$ 5,500	\$ 5,000	-9%	\$4,200 Postage, \$1,282 Lease
5120	Subscriptions & Memberships	\$ 500	\$ 500	\$ 250	\$ 250	0%	
5125	Travel	\$ 500	\$ 500	\$ 500	\$ 500	0%	
5140	Telephone	\$ 750	\$ 750	\$ 500	\$ 1,100	120%	Updated phone breakdown
5158	Office Supplies	\$ 300	\$ 600	\$ 400	\$ 400	0%	
<b>Total Supplies &amp; Operations Expenses</b>		<b>\$ 8,650</b>	<b>\$ 8,950</b>	<b>\$ 10,750</b>	<b>\$ 10,850</b>	<b>1%</b>	
5202	T Tech Fees	\$ 200	\$ 200	\$ -			Not Using
5210	Legal Services	\$ 500	\$ 500	\$ -			Not Using
<b>Total Contractual Services</b>		<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ -</b>		
5300	Computer Software/Support	\$ 15,000	\$ 15,000	\$ 12,000	\$ 15,000	25%	Incode Actual \$4651.98 + Univista - \$3,650/ \$7,385.00 Badger Annual chg / \$550.00 Tyler Annual Maint.
<b>Total Miscellaneous/Other Expenses</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 12,000</b>	<b>\$ 15,000</b>	<b>25%</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 142,370</b>	<b>\$ 130,706</b>	<b>\$ 123,465</b>	<b>\$ 128,974</b>	<b>4%</b>	
		2021-2022	2022-2023	2023-2024	2024-2025		

Exceptional Line Item Requests for Current Budget Cycle by Priority Level

Line Item	Requested Amount	Comments
5007 - Stipends	TBD	Mileage Stipend
<b>Total Exceptional Items Requested:</b>		<b>\$0</b>

Total Budget Allocation Requested: \$ 128,974  
 Total Exceptional Items Requested: \$ -

**Grand Total Budget Request for Department: \$ 128,974**

\$ 5,509  
 4%