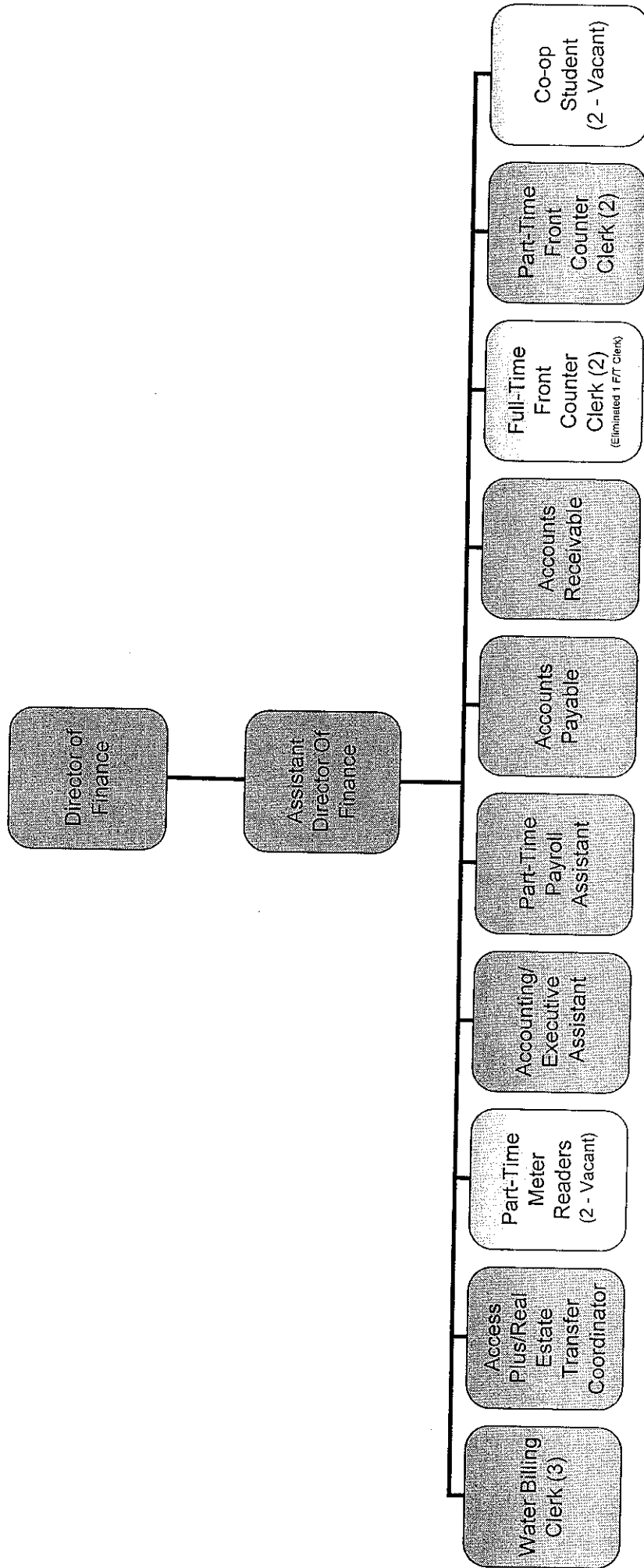


VILLAGE OF ROMEDEVILLE FINANCE DEPARTMENT

FY 2010-2011 ORGANIZATIONAL CHART



COST CENTER NARRATIVE

FUND: GENERAL CORPORATE FUND

DEPARTMENT: FINANCE DEPARTMENT

COST CENTER: ADMINISTRATION

PROGRAM DESCRIPTION:

The Finance Administration Cost Center consists of the Finance Director, Assistant Finance Director, Accounting/Executive Assistant, Accounts Receivable Clerk, Accounts Payable Clerk, three full-time receptionists, two part-time receptionists, one part-time payroll assistant and one co-op student. The Cost Center is responsible for all Financial Activities of the Village and oversight of the entire Finance Department. Financial activities include financial planning and monitoring, investment and custodial services of Village Funds, budget preparation and implementation, financial reporting, cash collections and disbursements, oversight of Water Billing, front counter services and information distribution.

OBJECTIVES:

CURRENT FISCAL YEAR:

Complete the E-Government Software implementation for on-line services.

Develop comprehensive Policies and Procedures Manual

Cross-train Finance and Community Development Front-Counter staff.

Transition to the new Village Hall

LONG TERM:

Ensure that Finance Department to continue to meet needs of all aspects of Village growth through technology and staff in an economic and efficient manner.

Develop reporting measures which provides concise, proactive, relevant and easily understood information for Residents, Elected Officials, Staff and other Village stakeholders.

BUDGET HIGHLIGHT:

Cross-train Finance and Community Development Front-Counter staff in anticipation of New Village Hall opening in 2010.

COST CENTER NARRATIVE

FUND: GENERAL CORPORATE FUND

DEPARTMENT: FINANCE DEPARTMENT

COST CENTER: GENERAL SERVICES

PROGRAM DESCRIPTION:

The Finance General Services Cost Center accounts for activities that benefit all Village Departments including unemployment benefits, general phone system usage and maintenance, the Mistwood Golf Course property tax abatement, Ward Family property tax abatement, annual audit, utility audit fees, Village Hall security system maintenance, payment of real estate taxes, Finance Department laser fiche program., office supplies and forms.

OBJECTIVES:

CURRENT FISCAL YEAR:

Perform Arbitrage for 2004 Bond Issue.

Create Main Filing System

LONG TERM:

Ensure that Finance Department to continue to meet needs of all aspects of Village growth through technology and staff in an economic and efficient manner.

BUDGET HIGHLIGHT:

Create Main Filing System

VILLAGE OF ROMEOVILLE
FINANCE DEPARTMENT CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2010-11

<u>ACCOUNT NUMBER</u>	<u>CAPITAL PROJECT</u>	<u>DEPARTMENT</u>	<u>DEPT RANK</u>	<u>2010-11</u>
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TOTAL FINANCE DEPARTMENT CAPITAL REQUESTS \$0

VILLAGE OF ROMEVILLE
 FINANCE DEPARTMENT CAPITAL IMPROVEMENT PLAN
 FISCAL YEARS 2010-11 TO 2014-15

ACCOUNT NUMBER	CAPITAL PROJECT	DEPARTMENT	DEPT RANK	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL	FUNDING
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TOTAL FINANCE DEPARTMENT CAPITAL REQUESTS

\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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VILLAGE OF ROMEIOVILLE
 FINANCE DEPARTMENT PERSONNEL PLAN
 FISCAL YEAR 2010-11

DEPARTMENT	COST CENTER	POSITION	GRADE/STEP	QUANTITY	DEPT PRIORITY RANK	2010-11	ADDITIONAL COSTS	TOTAL
FINANCE	ADMIN	FULL TIME FRONT COUNTER CLERK (Transfer positions from Community Development - 10 Months)	AFSCME 9	2	1	72,761	34,443	107,204
TOTAL FINANCE DEPARTMENT PERSONNEL REQUESTS								
						\$ 72,761	\$ 34,443	\$ 107,204

VILLAGE OF ROWEVILLE
 FINANCE DEPARTMENT PERSONNEL PLAN
 FISCAL YEARS 2010-11 TO 2014-15

DEPARTMENT	COST CENTER	POSITION	GRADE/STEP	QUANTITY	DEPT PRIORITY RANK	2010-11	2011-12	2012-13	2013-14	2014-15	ADDITIONAL COSTS	TOTAL
Original												
FINANCE	ADMIN	FULL TIME FRONT COUNTER CLERK (Transfer Com Dev)	AFSCME 9-G	2	1	72,761					34,443	107,204
FINANCE	ADMIN	OFFICE MANAGER	NON-UNION 9-A	1	2		46,748				34,975	81,723
FINANCE	ADMIN	MAIL ROOM CLERK	AFSCME 8-A	1	3			30,497			31,883	62,380
FINANCE	ADMIN	PURCHASING COORDINATOR	NON-UNION 14-A	1	4					64,911	38,425	103,336
TOTAL FINANCE DEPARTMENT PERSONNEL REQUESTS						\$ 72,761	\$ 46,748	\$ 30,497	\$ -	\$ 64,911	\$ 139,726	\$ 354,644

FINANCE

		<u>Budget Request</u>	<u>Original Request</u>
SALARIES			
01.06.01.101	FULL-TIME SALARIES	430,000	480,600
	Finance Director		Openchowski
	Assistant Finance Director		Stach
	Accounting Assistant		Warren
	Accounts Receivable Clerk		Wolf
	Accounts Payable Clerk		Scharnagle
	Receptionist		Maggio
	Receptionist - Split (10 Months Finance)		Brooker
	Receptionist - Split (10 Months Finance)		Vacant
01.06.01.105	PART-TIME SALARIES	79,400	85,200
	Receptionist		Cajigas
	Receptionist		Dowhen
	Payroll Assistant		Bourg
01.06.01.106	OVERTIME	1,000	2,000
01.06.01.111	GROUP INSURANCE	91,400	96,200
	Health Insurance		
	Life Insurance		
01.06.01.114	CLOTHING ALLOWANCE	-	-
01.06.01.121	IMRF	56,600	62,900
01.06.01.122	FICA	31,700	35,300
01.06.01.123	MEDICARE	7,500	8,300
01.06.01.127	LONGEVITY	1,700	1,700
	TOTAL SALARIES	699,300	772,200
CONTRACTUAL			
01.06.01.202	TRAINING & CONFERENCES	2,000	2,000
	GFOA		
	IGFOA		
	Software Training		
	New World Conference		
	2 Training opportunities for each employee		
01.06.01.299	OTHER CONTRACTUAL	-	-
	TOTAL CONTRACTUAL	2,000	2,000
COMMODITIES			
01.06.01.301	DUES	1,000	1,000
	GFOA		
	IGFOA		
	IMTA		
	Rotary		
01.06.01.303	PUBLICATIONS	500	500
01.06.01.317	OFFICE SUPPLIES	2,500	2,500
01.06.01.330	BANK CHARGES	36,000	36,000
01.06.01.340	MERCHANT ACCOUNT FEES	45,000	45,000
	TOTAL COMMODITIES	85,000	85,000

CAPITAL OUTLAY

06.01.402	NON-CAPITAL OUTLAY	-	-
	TOTAL CAPITAL OUTLAY	-	-
	TOTAL ADMINISTRATION	786,300	859,200

FINANCE GENERAL SERVICES

CONTRACTUAL

01.06.05.205	POSTAGE	45,000	49,000
01.06.05.210	COMMUNICATIONS General Phone Service & 311	175,000	175,000
01.06.05.232	GENERAL TAX ABATEMENT Ward Property/Mistwood	6,000	6,000
01.06.05.265	MAINTENANCE OF MOBILE EQUIPMENT	-	-
01.06.05.276	AUDIT EXPENSE	60,000	60,000
01.06.05.299	OTHER CONTRACTUAL FIXED ASSET APPRAISAL SECURITY ALARM FEES AZAVAR Tax Audit Fees POSTAGE MACHINE LEASE FOLDER/INSERTER LEASE ARBITRAGE CALCULATIONS COPIER RENTAL MISCELLANEOUS	33,000	35,000
	TOTAL CONTRACTUAL	319,000	325,000

COMMODITIES

01.06.05.317	OFFICE SUPPLIES	16,500	16,500
	TOTAL COMMODITIES	16,500	16,500

OTHER

01.06.05.651	RESERVE FOR FUND BALANCE	-	-
01.06.05.652	RESERVE FOR REAL ESTATE TRANSFER TAX REFUND	2,000	2,000
01.06.05.699	BAD DEBT EXPENSE	-	-
	TOTAL OTHER	2,000	2,000
	TOTAL GENERAL SERVICES	337,500	343,500
	TOTAL FINANCE DEPARTMENT	1,123,800	1,202,700

2010-2011 Expense History - Budget Worksheet Report

Account Number	Description	2006 Actual Amount	2007 Actual Amount	2008 Actual Amount	2009 Actual Amount	2010 Estimated Amount	2010 Adopted Budget	2011 Adopted Budget
Fund	01	General Corporate Fund						
Department	06	Finance						
Cost Center	01	Administration						
Salaries								
101	Salaries Full Time	\$278,074.09	\$303,057.62	\$332,282.21	\$366,539.09	\$380,100.00	\$380,000.00	\$430,000.00
105	Salaries - Part Time	\$51,525.53	\$43,241.83	\$59,518.48	\$77,526.55	\$74,100.00	\$73,700.00	\$79,400.00
106	Salaries - Overtime	\$586.67	\$3,008.67	\$2,480.88	\$1,125.87	\$600.00	\$2,000.00	\$1,000.00
111	Group Insurance	\$38,173.58	\$51,131.10	\$67,551.42	\$76,025.73	\$74,700.00	\$81,400.00	\$91,400.00
114	Clothing Allowance	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
121	IMRF	\$31,440.86	\$33,614.82	\$36,651.43	\$41,946.77	\$45,600.00	\$46,600.00	\$56,600.00
122	FICA	\$19,833.93	\$20,988.25	\$23,798.03	\$26,976.74	\$27,400.00	\$28,900.00	\$31,700.00
123	Medicare	\$4,803.65	\$5,071.33	\$5,742.14	\$6,483.67	\$6,600.00	\$6,800.00	\$7,500.00
127	Longevity	\$500.00	\$1,100.00	\$1,100.00	\$1,400.00	\$1,700.00	\$1,700.00	\$1,700.00
	Total Salaries	\$425,288.31	\$461,213.62	\$529,124.39	\$598,024.42	\$610,800.00	\$621,100.00	\$699,300.00
Contractual								
202	Training and Conferences	\$1,362.48	\$3,197.41	\$2,474.67	\$3,566.04	\$2,000.00	\$2,000.00	\$2,000.00
230	Printing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
299	Other Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Contractual	\$1,362.48	\$3,197.41	\$2,474.67	\$3,566.04	\$2,000.00	\$2,000.00	\$2,000.00
Commodities								
301	Dues	\$1,577.00	\$1,277.00	\$1,355.00	\$1,495.00	\$900.00	\$1,400.00	\$1,000.00
303	Publications	\$0.00	\$469.95	\$722.95	\$253.00	\$500.00	\$400.00	\$500.00
317	Office Supplies	\$1,877.64	\$2,078.39	\$2,321.61	\$3,272.24	\$5,300.00	\$2,500.00	\$2,500.00
330	Miscellaneous Charges	\$33,018.36	\$24,768.42	\$17,450.88	\$43,257.45	\$41,000.00	\$35,000.00	\$36,000.00
340	Merchant Account Fees	\$18,988.79	\$25,351.92	\$35,312.60	\$36,824.68	\$43,600.00	\$35,000.00	\$45,000.00
	Total Commodities	\$55,461.79	\$53,945.68	\$57,163.04	\$85,102.37	\$91,300.00	\$74,300.00	\$85,000.00
Fixed Assets								
401	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402	Non-Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
406	Buildings & Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2010-2011 Expense History - Budget Worksheet Report

Account Number	Description	2006 Actual Amount	2007 Actual Amount	2008 Actual Amount	2009 Actual Amount	2010 Estimated Amount	2010 Adopted Budget	2011 Adopted Budget
Fund	01	General/Corporate Fund						
Department	06	Finance						
Cost Center	01	Administration						
<u>Other</u>								
699	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Center Total: Administration		\$482,112.58	\$518,356.71	\$588,762.10	\$686,692.83	\$704,100.00	\$697,400.00	\$786,300.00
<u>Support Services</u>								
<u>Salaries</u>								
112	Unemployment Benefits	\$34,741.18	\$2,626.63	\$10,017.01	\$635.00	\$10,400.00	\$15,000.00	\$0.00
<u>Total: Salaries</u>		\$34,741.18	\$2,626.63	\$10,017.01	\$635.00	\$10,400.00	\$15,000.00	\$0.00
<u>Contractual</u>								
205	Postage	\$49,277.22	\$49,944.96	\$51,522.48	\$55,926.04	\$46,600.00	\$51,500.00	\$45,000.00
210	Communications	\$157,285.40	\$171,808.66	\$200,259.91	\$180,951.04	\$174,700.00	\$175,000.00	\$175,000.00
232	General Tax Abatement	\$242.27	\$238.62	\$2,107.93	\$226.07	\$6,000.00	\$1,000.00	\$6,000.00
265	Maint. of Mobile Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	Audit Expenses	\$51,682.00	\$43,167.00	\$69,170.00	\$91,015.00	\$60,000.00	\$60,000.00	\$60,000.00
299	Other Contractual Services	\$198,645.50	\$30,654.96	\$24,056.18	\$53,778.35	\$35,000.00	\$45,000.00	\$33,000.00
<u>Total: Contractual</u>		<u>\$457,132.39</u>	<u>\$295,814.20</u>	<u>\$347,116.50</u>	<u>\$381,896.50</u>	<u>\$322,300.00</u>	<u>\$332,500.00</u>	<u>\$319,000.00</u>
<u>Commodities</u>								
317	Office Supplies	\$22,355.90	\$16,778.21	\$16,354.84	\$18,179.34	\$16,500.00	\$16,500.00	\$16,500.00
<u>Total: Commodities</u>		<u>\$22,355.90</u>	<u>\$16,778.21</u>	<u>\$16,354.84</u>	<u>\$18,179.34</u>	<u>\$16,500.00</u>	<u>\$16,500.00</u>	<u>\$16,500.00</u>
<u>Fixed Assets</u>								
401	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Fixed Assets</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>Other</u>								
651	Reserve for Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
652	Real Estate Transfer Tax Refund	\$10,999.89	\$9,790.27	\$10,245.24	\$1,538.50	\$2,000.00	\$4,000.00	\$2,000.00
697	Boundary Line Bolingbrook	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
699	Bad Debt Expense	\$174.80	\$447.00	\$38,379.11	\$34,541.71	\$1,000.00	\$0.00	\$0.00

2010-2011 Expense History - Budget Worksheet Report

Account Number	Description	2006 Actual Amount	2007 Actual Amount	2008 Actual Amount	2009 Actual Amount	2010 Estimated Amount	2010 Adopted Budget	2011 Adopted Budget
Fund	01							
Department	06							
	General/Corporate Fund							
	Finance							
Cost Center	05							
	Support Services							
Total: Other		\$11,174.69	\$10,237.27	\$48,624.35	\$36,080.21	\$3,000.00	\$4,000.00	\$2,000.00
Cost Center Total: Support Services		\$525,404.16	\$325,456.31	\$422,112.70	\$436,791.05	\$352,200.00	\$368,000.00	\$337,500.00
Department Total: Finance		\$1,007,516.74	\$843,813.02	\$1,010,874.80	\$1,123,483.88	\$1,056,300.00	\$1,065,400.00	\$1,123,800.00