

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 001 General Fund
Department: 1301 Finance

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
0011301	5131200	Regular Salaries & Wages		\$848,495	\$761,408	\$940,925	\$955,913	\$432,121	\$1,128,989	\$1,128,989
0011301	5131400	Overtime		\$3,731	\$481	\$1,000	\$1,000	\$168	\$1,000	\$1,000
0011301	5131500	Special Pay		\$1,230	\$1,350	\$4,800	\$4,800	\$2,100	\$4,200	\$4,200
0011301	5132100	FICA Taxes		\$61,549	\$54,854	\$72,424	\$73,571	\$31,638	\$86,765	\$86,765
0011301	5132200	Retirement Contributions		\$47,188	\$50,970	\$75,354	\$76,553	\$31,468	\$84,119	\$84,119
0011301	5132300	Life & Health Insurance		\$160,840	\$159,617	\$209,887	\$209,887	\$82,172	\$230,271	\$230,271
Personnel Services				\$1,123,033	\$1,028,679	\$1,304,390	\$1,321,724	\$579,667	\$1,535,344	\$1,535,344
0011301	5133100	Professional Services		\$180	\$0	\$0	\$0	\$0	\$30,000	\$0
0011301	5133400	Other Contractual Service		\$5,997	\$5,983	\$6,000	\$6,000	\$2,473	\$6,000	\$6,000
		ARMORED CAR PICKUP								\$6,000
0011301	5134000	Travel & Per Diem		\$411	\$523	\$6,250	\$6,250	\$247	\$4,750	\$5,250
		FAPPO ANNUAL CONFERENCE TRAVEL								\$1,500
		FGFOA ANNUAL CONFERENCE TRAVEL								\$1,500
		FGFOA LEADERSHIP ACADEMY TRAVEL								\$1,000
		INVESTMENT SEMINAR TRAVEL								\$500
		GRANT TRAVEL								\$500
		SUNPASS								\$250
0011301	5134100	Communications/Postage		\$15	\$7	\$100	\$100	\$84	\$150	\$150
0011301	5134400	Rentals & Leases		\$0	\$1,482	\$4,440	\$4,440	\$1,481	\$4,440	\$4,440
		COPIER/PRINTER/SCANNER MACHINE LEASE								\$4,440
0011301	5134600	Repairs and Maintenance		\$2,464	\$2,687	\$2,700	\$2,700	\$1,908	\$2,900	\$2,900
		COIN SORTER MAINTENANCE AGREEMENT								\$2,000
		FORMAX FOLDER/SEALER MAINTENANCE AGREEMENT								\$900
0011301	5134700	Printing & Binding		\$181	\$344	\$100	\$100	\$10	\$100	\$100
0011301	5134900	Other Current Charges		(\$170)	\$971	\$1,000	\$1,000	\$523	\$1,000	\$1,000
0011301	5135100	Office Supplies		\$7,476	\$5,906	\$7,000	\$7,000	\$4,627	\$7,500	\$7,500

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0011301	5135200	Operating Supplies		\$0	\$1,140	\$500	\$500	\$0	\$500	\$500
		STAFF SHIRTS							\$500	\$500
0011301	5135400	Books-Subscrip-Membership		\$1,264	\$17,262	\$31,305	\$31,305	\$31,856	\$36,130	\$23,793
		ACFR AWARD SUBMISSION								\$530
		AGA MEMBERSHIP 2 @ \$100								\$200
		DEBTBOOK SUBSCRIPTION								\$20,000
		eCIVIS - GRANT SOFTWARE								\$2,363
		FAPPO MEMBERSHIP								\$275
		FGFOA MEMBERSHIP - 4 @ \$50								\$200
		GFOA MEMBERSHIP - 1 @ \$225								\$225
0011301	5135500	Training		\$0	\$35	\$4,505	\$4,505	\$1,154	\$4,505	\$4,550
		CPFO PROGRAM								\$1,200
		FAPPO CONFERENCE REGISTRATION								\$500
		FGFOA ANNUAL CONFERENCE REGISTRATION								\$750
		FGFOA LEADERSHIP ACADEMY								\$1,000
		INVESTMENT SEMINAR REGISTRATION								\$100
		MISC WEBINAR REGISTRATIONS								\$1,000
Operating Expenditures				\$17,816	\$36,339	\$63,900	\$63,900	\$44,363	\$97,975	\$56,183
Finance - Total				\$1,140,850	\$1,065,018	\$1,368,290	\$1,385,624	\$624,030	\$1,633,319	\$1,591,527

City of Key West
 FY 24/25 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY23/24	FY24/25
13.00	13.00

1301 FINANCE

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
Accounting Coordinator	2.00	2.00			
Accounts Payable Specialist	1.00	1.00			
Assistant Finance Director	1.00	1.00			
Budget Specialist	1.00	1.00			
Central Purchasing Agent	1.00	1.00			
Chief Accountant	1.00	1.00			
Coordinator III	1.00	1.00			
Department Auditor-Contract Administrator	1.00	1.00			
Director of Finance	1.00	1.00			
Finance/Payroll Specialist	1.00	1.00			
Procurement Manager	1.00	1.00			
Senior Grants Administrator	1.00	1.00			
TOTAL FULL TIME:	13.00	13.00	TOTAL PART TIME:	-	-

**SALARY BUDGET
FY 24/25 POSITION CONTROL**

SS Cap (does not incl Med)
174,900 FY25

7.65%

\$17,713 PY \$17,491

<u>COST CENTER/ POSITION TITLE</u>	<u>GRD/ STEP</u>	<u>FY 23/24 Apprvd FTEs</u>	<u>FY 24/25 Proposed FTEs</u>	<u>Health Insurance FTEs</u>	<u>PART TIME</u>	<u>CTRCT COUNT</u>	<u>TEMP COUNT</u>	<u>Notes</u>	<u>Change in FTEs</u>	<u>Annual Salary</u>	<u>12 FY 24/25 Salary</u>	<u>12 Longevity</u>	<u>14 Over time</u>	<u>15 Special Pay</u>	<u>21 FICA Medicare</u>	<u>22 Retire Contrib</u>	<u>23 Health Life Ins</u>	<u>TOTAL</u>	
1301 FINANCE																			
ACCOUNTING COORDINATOR	G 117	1.00	1.00	1.00						63,008	66,158					5,293			
ACCOUNTING COORDINATOR	G 117	1.00	1.00	1.00						69,152	72,610					5,809			
ACCOUNTS PAYABLE SPECIALIST	G 118	1.00	1.00	1.00						63,013	66,164					5,293			
ASSISTANT FINANCE DIRECTOR	U 136	1.00	1.00	1.00						98,727	103,663					8,293			
BUDGET SPECIALIST	N 126	1.00	1.00	1.00						74,931	78,678					6,294			
CENTRAL PURCHASING AGENT	G 126	1.00	1.00	1.00						74,768	78,506								
CHIEF ACCOUNTANT	U 130	1.00	1.00	1.00						95,970	100,769					8,061			
COORDINATOR III	G 116	1.00	1.00	1.00						65,000	68,250					5,460			
DEPART AUDITOR-CONTRACT ADMIN	N 122	1.00	1.00	1.00						66,750	70,088					5,607			
DIRECTOR OF FINANCE	N 140	1.00	1.00	1.00						144,375	151,594			4200		12,128			
FINANCIAL/PAYROLL SPECIALIST	N 126	1.00	1.00	1.00						80,623	84,654					6,772			
PROCUREMENT MANAGER	N 129	1.00	1.00	1.00						90,000	94,500					7,560			
SENIOR GRANTS ADMINISTRATOR	N 126	1.00	1.00	1.00						88,911	93,357					7,469			
		13.00	13.00	13.00	0.00	-	-		0.00	1,075,228	1,128,989	0	1,000	4,200	86,765	84,119	230,271	1,535,344	
											Base	Taxes	Pension						
											2% Merit Inc	22,580	1727	1806	26,114	Merit Contingency			