

**City of Key West**  
**Budget Preparation Worksheets**  
**Fiscal Year 2025/2026**

Fund: 001    General Fund  
Department: 1301    Finance

Key	Object	Account Description	Category	FY 2022/2023 Actuals	FY 2023/2024 Actuals	FY 2024/2025 Adopted	FY 2024/2025 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2025/2026 Dept Req	FY 2025/2026 CM Review
0011301	5131200	Regular Salaries & Wages		\$761,408	\$952,547	\$1,138,315	\$1,138,315	\$521,782	\$1,247,651	\$1,247,651
0011301	5131400	Overtime		\$481	\$544	\$1,000	\$1,000	\$553	\$1,000	\$1,000
0011301	5131500	Special Pay		\$1,350	\$4,233	\$4,200	\$4,200	\$2,067	\$4,200	\$4,200
0011301	5132100	FICA Taxes		\$54,854	\$70,127	\$87,479	\$87,479	\$39,021	\$95,843	\$95,843
0011301	5132200	Retirement Contributions		\$50,970	\$62,996	\$105,924	\$105,924	\$44,801	\$108,670	\$108,670
0011301	5132300	Life & Health Insurance		\$159,617	\$188,134	\$230,271	\$230,271	\$97,849	\$238,809	\$238,809
<b>Personnel Services</b>				<b>\$1,028,679</b>	<b>\$1,278,580</b>	<b>\$1,567,189</b>	<b>\$1,567,189</b>	<b>\$706,073</b>	<b>\$1,696,173</b>	<b>\$1,696,173</b>
0011301	5133400	Other Contractual Service		\$5,983	\$5,921	\$6,000	\$6,000	\$2,445	\$6,000	\$6,000
		ARMORED CAR PICKUP								\$6,000
0011301	5134000	Travel & Per Diem		\$523	\$2,273	\$4,250	\$4,250	\$0	\$4,750	\$2,000
		FGFOA ANNUAL CONFERENCE TRAVEL								\$2,000
0011301	5134100	Communications/Postage		\$7	\$106	\$150	\$150	\$1	\$150	\$150
0011301	5134400	Rentals & Leases		\$1,482	\$3,658	\$4,440	\$4,440	\$2,429	\$5,300	\$5,000
		COPIER/PRINTER/SCANNER MACHINE LEASE								\$5,000
0011301	5134600	Repairs and Maintenance		\$2,687	\$4,342	\$2,900	\$2,900	\$1,908	\$2,850	\$2,850
		COIN SORTER MAINTENANCE AGREEMENT								\$1,950
		FORMAX FOLDER/SEALER MAINTENANCE AGREEMENT								\$900
0011301	5134700	Printing & Binding		\$344	\$76	\$100	\$100	\$0	\$0	\$0
0011301	5134900	Other Current Charges		\$971	\$1,208	\$1,000	\$1,000	\$1,511	\$2,500	\$2,000
		PROCUREMENT ADVERTISEMENTS								\$1,000
		TRIM ADVERTISEMENTS - BUDGET								\$1,000
0011301	5135100	Office Supplies		\$5,906	\$8,122	\$7,500	\$7,500	\$3,002	\$7,500	\$7,500
0011301	5135200	Operating Supplies		\$1,140	\$308	\$500	\$500	\$324	\$500	\$500
0011301	5135400	Books-Subscrip-Membership		\$17,262	\$32,943	\$23,793	\$23,793	\$30,707	\$34,125	\$32,545
		ACFR AWARD SUBMISSION								\$530
		AGA MEMBERSHIP								\$100

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		AMAZON BUSINESS MEMBERSHIP								\$500
		CONTRACT MANAGEMENT SOFTWARE SUBSCRIPTION								\$5,200
		DEBTBOOK SUBSCRIPTION								\$23,000
		FAPPO MEMBERSHIP								\$120
		FGFOA/SFFGFOA MEMBERSHIP - 3 @ \$115								\$345
		GFOA MEMBERSHIP - 1 @ \$225								\$225
		GRANT MANAGEMENT SOFTWARE SUBSCRIPTION								\$2,400
		NATIONAL INSTITUTE OF PUBLIC PROCUREMENT MEMBERSHIP								\$125
0011301	5135500 Training			\$35	\$1,282	\$3,550	\$3,550	\$0	\$4,670	\$2,350
		CGFO APPLICATION AND TESTING								\$500
		FGFOA ANNUAL CONFERENCE REGISTRATION								\$750
		INVESTMENT SEMINAR REGISTRATION								\$100
		MISC WEBINAR REGISTRATIONS								\$1,000
Operating Expenditures				\$36,339	\$60,239	\$54,183	\$54,183	\$42,327	\$68,345	\$60,895
Finance - Total				\$1,065,018	\$1,338,819	\$1,621,372	\$1,621,372	\$748,400	\$1,764,518	\$1,757,068

## 1301 FINANCE

<b>AUTHORIZED BUDGET</b>	
<b>FY24/25</b>	<b>FY25/26</b>
13.00	13.00

**TOTAL:**

POSITION TITLE	AUTHORIZED BUDGET	
	FY24/25	FY25/26
<b>FULL TIME:</b>		
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

POSITION TITLE	AUTHORIZED BUDGET	
	FY24/25	FY25/26
<b>PART TIME:</b>		
TOTAL PART TIME:	-	-

SALARY BUDGET  
FY 25/26 POSITION CONTROL

FY 25/26 POSITION CONTROL										SS Cap (does not incl Med) 176,100 FY25		7.65%		\$18,370		PY \$17,713			
COST CENTER/ POSITION TITLE	GRD/ STEP	FY 24/25 Apprvd FTEs	FY 25/26 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12 FY 25/26 Salary	12 Longevity	14 Over time	15 Special Pay	21 FICA Medicare	22 Retire Contrib	23 Health Life Ins	TOTAL	
1301 FINANCE																			
ACCOUNTING COORDINATOR	G 117	1.00	1.00	1.00						69,945	73,443					7,344			
ACCOUNTING COORDINATOR	G 117	1.00	1.00	1.00						75,146	78,904					7,890			
ACCOUNTS PAYABLE SPECIALIST	G 118	1.00	1.00	1.00						69,614	73,095					7,309			
BUDGET SPECIALIST	N 126	1.00	1.00	1.00						81,272	85,335					8,534			
CENTRAL PURCHASING AGENT	G 126	1.00	1.00	1.00						81,678	85,762								
CHIEF ACCOUNTANT	U 130	1.00	1.00	1.00						102,784	107,923					10,792			
COORDINATOR III	G 116	1.00	1.00	1.00						72,121	75,727					7,573			
DEPART AUDITOR-CONTRACT ADMIN	N 122	1.00	1.00	1.00						72,562	76,190								
DEPUTY FINANCE DIRECTOR	U 136	1.00	1.00	1.00						119,000	124,950					12,495			
DIRECTOR OF FINANCE	N 140	1.00	1.00	1.00						175,000	183,750			4,200	(735)	18,375			
FINANCIAL/PAYROLL SPECIALIST	N 126	1.00	1.00	1.00						88,074	92,478					9,248			
PROCUREMENT MANAGER	N 129	1.00	1.00	1.00						86,100	90,405					9,041			
SENIOR GRANTS ADMINISTRATOR	N 126	1.00	1.00	1.00						94,943	99,690					9,969			
		13.00	13.00	13.00	0.00	-	-		0.00	1,188,239	1,247,651	0	1,000	4,200	95,843	108,670	238,809	1,696,174	
											2% Merit Inc	Base 24,953	Taxes 1909	Pension 2171	29,033	Merit Contingency			