

Personnel Allocation

AUTHORIZED BUDGET					
FY 19/20	SUSPENDED	DELETED	FY 20/21	RELEASED	FY21/22
11.50	1.00	0.00	10.00	1.00	11.00

1301 FINANCE

POSITION TITLE	FY 19/20 AUTHORIZED	FY 20/21 SUSPENDED	FY 20/21 DELETED	FY 20/21 AUTHORIZED	RELEASED FROM SUSPENSION	FY 21/22 AUTHORIZED
Accounting Assistant	0.50	-	-	-	-	-
Accounting Coordinator	1.00	-	-	1.00	-	1.00
Assistant Finance Director	1.00	-	-	1.00	-	1.00
Budget Specialist	1.00	-	-	1.00	-	1.00
Central Purchasing Agent	1.00	-	-	1.00	-	1.00
Chief Accountant	1.00	-	-	1.00	-	1.00
Coordinator III	3.00	-	-	3.00	-	3.00
Chief Financial Officer	1.00	-	-	1.00	-	1.00
Finance/Payroll Specialist	1.00	-	-	1.00	-	1.00
Revenue Collection Supervisor	1.00	1.00	-	-	1.00	1.00
TOTAL EMPLOYEES:	11.50	1.00	-	10.00	1.00	11.00

SALARY BUDGET
FY 21/22 POSITION CONTROL

SS Cap (does not incl Med)
140,000 FY2021

7.65%

\$14,798 PY \$14,156

COST CENTER/ POSITION TITLE	GRD/ STEP	FY 20/21 Apprvd FTEs	FY 21/22 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12 FY21/22 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 17T	1.00	1.00	1.00						47,461	49,359					3,949		
ASSISTANT FINANCE DIRECTOR	U U01	1.00	1.00	1.00						97,730	101,639			600				
BUDGET SPECIALIST	N 26N	1.00	1.00	1.00						57,788	60,100					4,808		
CENTRAL PURCH AGENT	G 26T	1.00	1.00	1.00						56,690	58,958					4,717		
CHIEF ACCOUNTANT	U UPD	1.00	1.00	1.00						76,491	79,551			360		6,364		
CHIEF FINANCIAL OFFICER	C 04C	1.00	1.00	1.00		1.00				125,000	130,000							
COORDINATOR III	G 16T	1.00	1.00	1.00						43,409	45,145					3,612		
COORDINATOR III	G 16T	1.00	1.00	1.00						50,845	52,879					4,230		
COORDINATOR III	G 16T	1.00	1.00	1.00						42,871	44,586					3,567		
FINANCIAL/PAYROLL SPECIALIST	N 26N	1.00	1.00	1.00						57,788	60,100					4,808		
REVENUE COLLECTION SUPERVISOR	N 26T	0.00	1.00	1.00						51,373	53,428					4,274		
		10.00	11.00	11.00	0.00	1.00	-		1.00	707,446	735,744	0	1,000	960	56,434	40,408	162,775	997,322

City of Key West
Budget Preparation Worksheets
Fiscal Year 2021/2022

Fund: 001 General Fund
Department: 1301 Finance

Key	Object	Account Description	Category	FY 2018/2019 Actuals	FY 2019/2020 Actuals	FY 2020/2021 Adopted	FY 2020/2021 6 Mth Amnd	FY 2020/2021 6 Mth Actuals	FY 2021/2022 Dept Req	FY 2021/2022 CM Review
0011301	5131200	Regular Salaries & Wages		\$714,594	\$769,094	\$673,904	\$673,904	\$306,572	\$753,529	\$735,744
0011301	5131400	Overtime		\$519	\$125	\$1,000	\$1,000	\$0	\$1,000	\$1,000
0011301	5131500	Special Pay		\$1,980	\$1,035	\$960	\$960	\$480	\$960	\$960
0011301	5132100	FICA Taxes		\$51,553	\$54,125	\$51,704	\$51,704	\$21,913	\$57,795	\$56,434
0011301	5132200	Retirement Contributions		\$43,245	\$38,808	\$34,747	\$34,747	\$16,165	\$40,408	\$40,408
0011301	5132300	Life & Health Insurance		\$149,935	\$150,901	\$141,563	\$141,563	\$66,862	\$162,775	\$162,775
Personnel Services				\$961,825	\$1,014,088	\$903,878	\$903,878	\$411,992	\$1,016,467	\$997,321
0011301	5133100	Professional Services		\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000
		INDIRECT COST ALLOCATION STUDY UPDATE								\$5,000
0011301	5133400	Other Contractual Service		\$7,400	\$5,774	\$6,000	\$6,000	\$2,392	\$6,000	\$6,000
		ARMORED CAR PICKUP								\$6,000
0011301	5134000	Travel & Per Diem		\$2,458	\$400	\$500	\$500	\$0	\$500	\$500
		INVESTMENT SEMINAR								\$500
0011301	5134100	Communications/Postage		\$204	\$201	\$250	\$250	\$37	\$250	\$250
0011301	5134400	Rentals & Leases		\$3,971	\$3,988	\$4,440	\$4,440	\$1,335	\$4,440	\$4,440
		1 COPIER/PRINTER/SCANNER MACHINE - 12 @ 370								\$4,440
0011301	5134600	Repairs and Maintenance		\$2,354	\$2,354	\$2,400	\$2,400	\$1,590	\$2,400	\$2,500
		COIN SORTER MAINTENANCE AGREEMENT								\$1,600
		FORMAX FOLDER/SEALER MAINTENANCE AGREEMENT								\$900
0011301	5134700	Printing & Binding		\$411	\$377	\$1,200	\$1,200	\$363	\$1,200	\$800
		CHECK STOCK								\$500
		FIXED ASSET TAGS								\$300
0011301	5134900	Other Current Charges		(\$581)	(\$589)	\$500	\$500	(\$367)	\$500	\$500
		TRIM ADVERTISEMENTS - BUDGET								\$500

City of Key West
Budget Preparation Worksheets
Fiscal Year 2021/2022

Fund: 001 General Fund
Department: 1301 Finance

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0011301	5135100	Office Supplies		\$5,062	\$6,895	\$6,000	\$6,000	\$3,159	\$6,000	\$6,000
		CHECK PRINTING SUPPLIES-MICR AND NON MICR INK								\$6,000
0011301	5135400	Books-Subscrip-Membership		\$1,240	\$945	\$970	\$970	\$7	\$970	\$1,400
		CAFR APPLICATION								\$1,100
		FGFOA MEMBERSHIP - 4 @ \$50								\$200
		GFOA MEMBERSHIP - 1 @ \$100								\$100
0011301	5135500	Training		\$690	\$0	\$750	\$750	\$320	\$750	\$750
		INVESTMENT SEMINAR REGISTRATION								\$250
		WEBINAR REGISTRATIONS								\$500
Operating Expenditures				\$28,209	\$20,345	\$28,010	\$28,010	\$8,836	\$28,010	\$28,140
Finance - Total				\$990,035	\$1,034,433	\$931,888	\$931,888	\$420,828	\$1,044,477	\$1,025,461