

**Town of Atlantic Beach
FY 2006-07 Budget
Summary Account View**

Department - Administrative Services

Summary Account Description	FY 04-05		FY 05-06			FY 06-07	
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2006)	Estimated Annual	Department Request	Council Approved
Personal Services	312,681	384,119	332,743	213,066	329,674	363,431	363,431
Purchased Services	115,802	111,989	149,134	100,292	140,839	148,919	148,919
Supplies	16,102	18,160	23,916	12,029	23,366	23,400	23,400
Property, Land and Equipment	17,857	18,100	21,050	15,331	19,050	20,050	20,050
Other and Special Projects	218,623	217,435	217,115	97,611	169,288	441,153	441,153
Department Totals	681,065	749,803	743,958	438,329	682,217	996,954	996,954

**Town of Atlantic Beach
FY 2006-07 Budget
Summary Account / Activity View**

Department - Administrative Services

Summary Account Description	Activity	FY 04 - 05		FY 05 - 06			FY 06 - 07	
		Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Estimated Remaining	Department Request
Personal Services	1	92,970	148,415	142,970	88,951	142,870	0	151,862
	2	187,963	200,314	139,032	89,082	138,118	0	152,432
	3	0	0	13,012	3,411	12,662	0	27,521
	4	31,748	35,390	37,729	31,622	36,024	0	31,617
	Personal Services	312,681	384,119	332,743	213,066	329,674	0	363,431
Purchased Services	1	31,445	30,075	48,170	27,946	41,280	0	46,767
	2	26,041	27,414	27,689	20,117	28,370	0	29,908
	3	3,386	4,000	16,000	6,753	14,000	0	15,700
	4	54,930	50,500	57,275	45,476	57,189	0	56,545
	Purchased Services	115,802	111,989	149,134	100,292	140,839	0	148,919
Supplies	1	4,972	7,000	6,500	1,981	6,000	0	6,000
	2	8,780	8,660	14,416	7,696	14,416	0	14,400
	3	0	0	500	337	450	0	500
	4	2,350	2,500	2,500	2,015	2,500	0	2,500

**Town of Atlantic Beach
FY 2006-07 Budget
Summary Account / Activity View**

Department - Administrative Services

Summary Account Description	Activity	FY 04 - 05		FY 05 - 06			FY 06 - 07	
		Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Estimated Remaining	Department Request
	Supplies	16,102	18,160	23,916	12,029	23,366	0	23,400
Land, Property & Equip	2	17,857	18,100	21,050	15,331	19,050	0	20,050
	Land, Property & Equip	17,857	18,100	21,050	15,331	19,050	0	20,050
Other & Special Services	1	32,275	30,280	29,100	29,834	38,100	0	38,100
	2	2,291	2,440	1,600	740	1,610	0	1,110
	3	0	0	150	0	0	0	50
	4	31,895	32,340	34,265	30,946	33,437	0	35,600
	9	152,161	152,375	152,000	36,092	96,141	0	366,293
	Other & Special Services	218,623	217,435	217,115	97,611	169,288	0	441,153
Department Totals		681,065	749,803	743,958	438,329	682,217	0	996,954

**Town of Atlantic Beach
FY 2006-07 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 1 - Finance

Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
Personal Services	92,970	148,415	142,970	88,951	142,870	151,862
Purchased Services	31,445	30,075	48,170	27,946	41,280	46,767
Supplies	4,972	7,000	6,500	1,981	6,000	6,000
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	32,275	30,280	29,100	29,834	38,100	38,100
Activity Totals	161,663	215,770	226,740	148,712	228,250	242,729

**Town of Atlantic Beach
FY 2006-07 Budget
Departmental Activities/Deliverables**

**Department - Administrative Services
Activity 1 - Finance**

Activity No.	Activity Title	Deliverables	FTE	Activity Budgeted Effort/Costs			
				Direct Expenses		All Other Expenses	
				Account No.	Amount	% Dept Non-Direct	Amount
1	Finance	Budget Preparation and Control	3.5	Personal Services		100	151,862
		Accounting Control		Prof Services	36,000		
		Cash Receipting, Billings and Collections		Employee Dev.		100	2,000
		Purchasing and Accounts Payable		Maint/Repair Equip		100	8,000
		Payroll and Benefits Administration		Legal Advertising	250		
		Revenues, Taxes and Fees Management		Supplies	6,000		
		Investment Management		State Sales Tax	18,000		
		Daily and Monthly Operational Reports		Co Sales Tax	12,000		
		Annual Reports (CAFR & AFIR)		Dues/Subscriptions		100	550
				Liab/Flood Ins.		100	517
				Chk Serv Charges	7,550		
Activity Totals			3.5		79,800		162,929
				Activity Totals		242,729	

**Town of Atlantic Beach
FY 2006-07 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 2 - Administration

Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
Personal Services	187,963	200,314	139,032	89,082	138,118	152,432
Purchased Services	26,041	27,414	27,689	20,117	28,370	29,908
Supplies	8,780	8,660	14,416	7,696	14,416	14,400
Property, Land and Equipment	17,857	18,100	21,050	15,331	19,050	20,050
Other and Special Projects	2,291	2,440	1,600	740	1,610	1,110
Activity Totals	242,932	256,928	203,787	132,965	201,564	217,900

**Town of Atlantic Beach
FY 2006-07 Budget
Departmental Activities/Deliverables**

**Department - Administrative Services
Activity 2 - Administrative Support**

Activity No.	Activity Title	Deliverables	FTE	Activity Budgeted Effort/Costs			
				Direct Expenses		All Other Expenses	
				Account No.	Amount	% Dept Non-Direct	Amount
2	Administrative Support	Citizen Contact Support	1.5	Personal Services		100	152,432
		Mail Services		Employee Dev.		100	6,000
		Personnel Administration		Maint/Repair Equip		100	11,000
		Event Development and Management		Telephone/Postage		100	9,625
		General Administrative Functions		Advertising		100	800
				EAP Program			1,450
				Liab/Flood Ins.		100	1,033
				Computers/Small Equip		100	8,650
				Supplies			4,500
				Safety Program			1,250
				Equipment Rental		100	20,050
				Dues/Subscriptions		100	610
				Miscellaneous			500
		Activity Totals			1.5		7,700
				Activity Totals		217,900	

**Town of Atlantic Beach
FY 2006-07 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 3 - Town Clerk

Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
Personal Services	0	0	13,012	3,411	12,662	27,521
Purchased Services	3,386	4,000	16,000	6,753	14,000	15,700
Supplies	0	0	500	337	450	500
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	0	0	150	0	0	50
Activity Totals	3,386	4,000	29,662	10,501	27,112	43,771

**Town of Atlantic Beach
FY 2006-07 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 4 - Governing Body

Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
Personal Services	31,748	35,390	37,729	31,622	36,024	31,617
Purchased Services	54,930	50,500	57,275	45,476	57,189	56,545
Supplies	2,350	2,500	2,500	2,015	2,500	2,500
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	31,895	32,340	34,265	30,946	33,437	35,600
Activity Totals	120,923	120,730	131,769	110,059	129,150	126,261

**Town of Atlantic Beach
 FY 2006-07 Budget
 Activity / Summary Account View**

Department - Administrative Services

Activity 9 - Debt Service

Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
Other and Special Projects	152,161	152,375	152,000	36,092	96,141	366,293
Activity Totals	152,161	152,375	152,000	36,092	96,141	366,293

**Town of Atlantic Beach
FY 2006-07 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
10-1001-101	SALARIES	E01	Personal Services	65,439	107750	97,720	63,843	97720	102530.6
10-1001-103	OVERTIME	E01	Personal Services	0	0	0	0	0	0
10-1001-105	SOCIAL SECURITY	E01	Personal Services	4,939	8290	7,525	4,832	7525	7923.91
10-1001-106	RETIREMENT	E01	Personal Services	7,218	11890	10,780	7,042	10780	11432.16
10-1001-107	401K	E01	Personal Services	1,963	3240	4,886	3,192	4886	5126.53
10-1001-108	CHRISTMAS BONUS	E01	Personal Services	400	400	600	500	500	1050
10-1001-109	HEALTH/STD/LIFE INS	E01	Personal Services	9,661	12825	17,995	6,210	17995	19999.81
10-1001-110	DENTAL INSURANCE	E01	Personal Services	1,468	2000	1,900	1,767	1900	2000
10-1001-111	WORKER'S COMP	E01	Personal Services	1,882	2020	1,564	1,564	1564	1798.6
10-1001-202	LEGAL ADVERTISING	E02	Purchased Services	268	220	200	0	215	250
10-1001-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	1,230	1540	2,000	550	1600	2000
10-1001-212	MAINT & REPAIR EQUIPMENT	E02	Purchased Services	2,600	3500	8,000	5,584	8000	8000
10-1001-214	OTHER INSURANCE	E02	Purchased Services	889	940	470	463	465	517
10-1001-216	PROFESSIONAL SERVICE	E02	Purchased Services	26,459	23875	37,500	21,349	31000	36000
10-1001-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1001-307	DEPT SUPPLIES	E03	Supplies	4,972	7000	6,500	1,981	6000	6000
10-1001-501	CHK SERV. CHARGES	E05	Other and Special Projects	6,381	6380	6,000	5,042	7550	7550
10-1001-502	CO SALES TAX	E05	Other and Special Projects	8,557	7500	7,500	8,668	12000	12000
10-1001-503	STATE SALES TAX	E05	Other and Special Projects	16,534	15000	15,000	15,628	18000	18000
10-1001-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	510	600	600	495	550	550
10-1001-508	MISCELLANEOUS	E05	Other and Special Projects	294	800	0	0	0	0

**Town of Atlantic Beach
FY 2006-07 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
10-1001-516	FEMA	E05	Other and Special Projects	0	0	0	0	0	0
10-1002-101	SALARIES	E01	Personal Services	143,900	155,214	103,917	66,317	103,917	114,523.8
10-1002-103	OVERTIME	E01	Personal Services	1,699	1,000	0	0	0	0
10-1002-105	SOCIAL SECURITY	E01	Personal Services	11,096	12,120	7,981	5,052	7,981	8,791.67
10-1002-106	RETIREMENT	E01	Personal Services	11,516	11,370	11,464	7,315	11,464	12,769.4
10-1002-107	401K	E01	Personal Services	3,132	3,140	5,196	3,316	5,196	5,726.19
10-1002-108	CHRISTMAS BONUS	E01	Personal Services	600	600	400	300	300	400
10-1002-109	HEALTH/STD/LIFE INS	E01	Personal Services	12,407	13,070	6,356	4,264	6,356	7,061.29
10-1002-110	DENTAL INSURANCE	E01	Personal Services	1,422	1,600	1,200	814	1,200	1,200
10-1002-111	WORKER'S COMP	E01	Personal Services	2,190	2,200	2,519	1,704	1,704	1,959.6
10-1002-201	ADVERTISING	E02	Purchased Services	550	490	800	357	800	800
10-1002-206	EAP PROGRAM	E02	Purchased Services	915	930	1,450	725	1,450	1,450
10-1002-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	7,833	7,750	6,000	3,795	6,000	6,000
10-1002-212	MAINT & REPAIR EQUIPMENT	E02	Purchased Services	10,701	11,750	10,500	7,097	10,900	11,000
10-1002-214	OTHER INSURANCE	E02	Purchased Services	3,494	3,494	939	620	620	1,032.9
10-1002-222	TELEPHONE & POSTAGE	E02	Purchased Services	2,549	3,000	8,000	7,523	8,600	9,625
10-1002-305	COMPUTERS & SMALL EQUIPMENT	E03	Supplies	0	0	8,666	5,627	8,666	8,650
10-1002-307	DEPT SUPPLIES	E03	Supplies	7,780	7,660	4,500	1,278	4,500	4,500
10-1002-317	SAFETY PROGRAM	E03	Supplies	1,000	1,000	1,250	790	1,250	1,250
10-1002-402	EQUIPMENT RENTAL	E04	Property, Land and Equipmer	6,956	7,100	21,050	15,331	19,050	20,050
10-1002-405	PHONE SYSTEM	E04	Property, Land and Equipmer	10,901	11,000	0	0	0	0

**Town of Atlantic Beach
FY 2006-07 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
10-1002-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	496	560	600	610	610	610
10-1002-508	MISCELLANEOUS	E05	Other and Special Projects	1,795	1880	1,000	130	1000	500
10-1002-516	FEMA	E05	Other and Special Projects	0	0	0	0	0	0
10-1003-101	SALARIES	E01	Personal Services	0	0	8,870	3,168	8870	22165.8
10-1003-103	OVERTIME	E01	Personal Services	0	0	1,000	0	1000	1000
10-1003-105	SOCIAL SECURITY	E01	Personal Services	0	0	1,143	242	1143	1772.18
10-1003-106	RETIREMENT	E01	Personal Services	0	0	1,649	0	1649	2582.99
10-1003-107	401K	E01	Personal Services	0	0	0	0	0	0
10-1003-108	CHRISTMAS BONUS	E01	Personal Services	0	0	0	0	0	0
10-1003-109	HEALTH/STD/LIFE INS	E01	Personal Services	0	0	0	0	0	0
10-1003-110	DENTAL INSURANCE	E01	Personal Services	0	0	350	0	0	0
10-1003-111	WORKER'S COMP	E01	Personal Services	0	0	0	0	0	0
10-1003-202	LEGAL ADVERTISING	E02	Purchased Services	0	0	1,200	389	700	700
10-1003-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	0	0	1,600	1,284	1300	1800
10-1003-213	MUNICIPAL CODE	E02	Purchased Services	3,386	4000	5,000	130	5000	5000
10-1003-214	OTHER INSURANCE	E02	Purchased Services	0	0	0	0	0	0
10-1003-215	PRINTING & PUBLICATIONS	E02	Purchased Services	0	0	8,200	4,950	7000	8200
10-1003-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1003-307	DEPT SUPPLIES	E03	Supplies	0	0	500	337	450	500
10-1003-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	0	0	150	0	0	50
10-1004-104	GOVERNING BODY STIPEND	E01	Personal Services	15,100	16200	16,200	10,750	16200	16200

**Town of Atlantic Beach
FY 2006-07 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 04 - 05		FY 05 - 06			FY 06 - 07
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2005)	Estimated Annual	Department Request
10-1004-109	HEALTH/STD/LIFE INS	E01	Personal Services	13,268	15510	17,628	18,868	17628	13206.34
10-1004-110	DENTAL INSURANCE	E01	Personal Services	1,814	2000	2,100	1,909	2100	2100
10-1004-111	WORKER'S COMP	E01	Personal Services	1,565	1680	1,801	96	96	110.4
10-1004-201	ADVERTISING	E02	Purchased Services	2,004	1900	200	116	116	150
10-1004-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	1,636	1800	2,000	1,360	2000	2000
10-1004-214	OTHER INSURANCE	E02	Purchased Services	3,800	3800	3,995	3,993	3993	4394.5
10-1004-216	PROFESSIONAL SERVICE	E02	Purchased Services	47,489	43000	51,080	40,008	51080	50000
10-1004-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1004-307	DEPT SUPPLIES	E03	Supplies	2,350	2500	2,500	2,015	2500	2500
10-1004-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	2,774	3300	3,700	3,692	3700	3700
10-1004-505	ELECTION OF TOWN BOARD	E05	Other and Special Projects	0	0	4,965	2,801	2801	0
10-1004-506	COMMUNITY PROMOTION	E05	Other and Special Projects	29,121	29040	22,500	21,700	23836	28300
10-1004-508	MISCELLANEOUS	E05	Other and Special Projects	0	0	0	0	0	500
10-1004-521	FLAGS	E05	Other and Special Projects	0	0	3,100	2,753	3100	3100
10-1004-529	CONTRACTED SERVICES	E02	Purchased Services	0	0	0	0	0	0
10-1009-507	DEBT SERVICE	E05	Other and Special Projects	152,161	152375	152,000	36,092	96141	366293
	Department Totals			681,065	749,803	743,958	438,329	682,217	996,954