

**Town of Atlantic Beach
FY 2007-08 Budget
Summary Account View**

Department - Administrative Services

Summary Account Description	FY 05-06		FY 06-07			FY 07-08	
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request	Council Approved
Personal Services	311,836	325,703	362,691	237,878	358,239	379,279	379,279
Purchased Services	162,608	161,784	148,970	78,188	142,300	134,550	134,550
Supplies	20,737	23,081	23,450	17,664	23,400	28,222	28,222
Property, Land and Equipment	18,773	21,050	20,050	9,118	20,050	20,050	20,050
Other and Special Projects	447,158	212,340	457,793	75,297	473,018	444,003	444,003
Intergovernmental Transfers	1,562,426	0	0	0	0	0	0
Department Totals	2,523,540	743,958	1,012,954	418,145	1,017,007	1,006,104	1,006,104

**Town of Atlantic Beach
FY 2007-08 Budget
Summary Account / Activity View**

Department - Administrative Services

Summary Account Description	Activity	FY 05-06		FY 06-07			FY 07-08
		Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Personal Services	1	138,658	143,445	151,862	103,470	151,012	153,380
	2	131,476	138,667	152,432	100,827	152,432	163,291
	3	8,734	10,062	27,521	16,494	25,521	43,701
	4	32,968	33,529	30,876	17,086	29,274	18,907
	Personal Services	311,836	325,703	362,691	237,878	358,239	379,279
Purchased Services	1	40,276	41,020	46,767	23,572	46,750	33,800
	2	34,814	34,489	29,958	19,137	31,900	30,050
	3	12,240	13,000	15,700	2,403	7,700	12,100
	4	75,278	73,275	56,545	33,076	55,950	58,600
	Purchased Services	162,608	161,784	148,970	78,188	142,300	134,550
Supplies	1	4,736	6,000	6,000	2,235	6,000	6,000
	2	12,914	14,081	14,400	12,923	14,350	19,172
	3	380	500	550	504	550	550
	4	2,706	2,500	2,500	2,002	2,500	2,500
	Supplies	20,737	23,081	23,450	17,664	23,400	28,222
Land, Property & Equip	2	18,773	21,050	20,050	9,118	20,050	20,050
	Land, Property & Equip	18,773	21,050	20,050	9,118	20,050	20,050

**Town of Atlantic Beach
FY 2007-08 Budget
Summary Account / Activity View**

Department - Administrative Services

Summary Account Description	Activity	FY 05-06		FY 06-07			FY 07-08
		Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Other & Special Services	1	49,283	49,200	47,100	31,541	47,100	38,600
	2	1,145	1,615	1,150	840	1,150	1,150
	3	0	150	100	100	100	100
	4	32,958	33,215	43,150	42,815	46,850	43,700
	9	363,772	128,160	366,293	0	377,818	360,453
	Other & Special Services	447,158	212,340	457,793	75,297	473,018	444,003
Intergovernmental Transfers	1	1,562,426	0	0	0	0	0
	Intergovernmental Transfer	1,562,426	0	0	0	0	0
Department Totals		2,523,540	743,958	1,012,954	418,145	1,017,007	1,006,104

**Town of Atlantic Beach
FY 2007-08 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 1 - Finance

Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Personal Services	138,658	143,445	151,862	103,470	151,012	153,380
Purchased Services	40,276	41,020	46,767	23,572	46,750	33,800
Supplies	4,736	6,000	6,000	2,235	6,000	6,000
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	49,283	49,200	47,100	31,541	47,100	38,600
Intergovernmental Transfer	1,562,426	0	0	0	0	0
Activity Totals	1,795,380	239,665	251,729	160,818	250,862	231,780

**Town of Atlantic Beach
FY 2007-08 Budget
Departmental Activities/Deliverables**

Department - Administrative Services

Activity 1 - Finance

Activity No.	Activity Title	Deliverables	FTE
1	Finance	Budget Preparation and Control	3.5
		Accounting Control	
		Cash Receipting, Billings and Collections	
		Purchasing and Accounts Payable	
		Payroll and Benefits Administration	
		Revenues, Taxes and Fees Management	
		Investment Management	
		Daily and Monthly Operational Reports	
		Annual Reports (CAFR & AFIR)	
Activity Totals			3.5

**Town of Atlantic Beach
FY 2007-08 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 2 - Administration

Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Personal Services	131,476	138,667	152,432	100,827	152,432	163,291
Purchased Services	34,814	34,489	29,958	19,137	31,900	30,050
Supplies	12,914	14,081	14,400	12,923	14,350	19,172
Property, Land and Equipment	18,773	21,050	20,050	9,118	20,050	20,050
Other and Special Projects	1,145	1,615	1,150	840	1,150	1,150
Activity Totals	199,122	209,902	217,990	142,846	219,882	233,713

**Town of Atlantic Beach
 FY 2007-08 Budget
 Departmental Activities/Deliverables**

Department - Administrative Services

Activity 2 - Administrative Support

Activity No.	Activity Title	Deliverables	FTE
2	Administrative Support	Citizen Contact Support	1.5
		Mail Services	
		Personnel Administration	
		Event Development and Management	
		General Administrative Functions	
Activity Totals			1.5

**Town of Atlantic Beach
FY 2007-08 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 3 - Town Clerk

Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Personal Services	8,734	10,062	27,521	16,494	25,521	43,701
Purchased Services	12,240	13,000	15,700	2,403	7,700	12,100
Supplies	380	500	550	504	550	550
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	0	150	100	100	100	100
Activity Totals	21,355	23,712	43,871	19,501	33,871	56,451

**Town of Atlantic Beach
FY 2007-08 Budget
Departmental Activities/Deliverables**

Department - Administrative Services

Activity 3 - Town Clerk

Activity No.	Activity Title	Deliverables	FTE
3	Town Clerk	Town Council Administrative Support	1.0
		Board Meetings Manangement and Support	
		Town Ordinances and Records Management	
		General Statute and Town Ordinance Support	
		Citizen Contact Support	
Activity Totals			1

**Town of Atlantic Beach
FY 2007-08 Budget
Activity / Summary Account View**

Department - Administrative Services

Activity 4 - Governing Body

Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Personal Services	32,968	33,529	30,876	17,086	29,274	18,907
Purchased Services	75,278	73,275	56,545	33,076	55,950	58,600
Supplies	2,706	2,500	2,500	2,002	2,500	2,500
Property, Land and Equipment	0	0	0	0	0	0
Other and Special Projects	32,958	33,215	43,150	42,815	46,850	43,700
Activity Totals	143,911	142,519	133,071	94,980	134,574	123,707

**Town of Atlantic Beach
FY 2007-08 Budget
Departmental Activities/Deliverables**

Department - Administrative Services

Activity 4 - Governing Body

Activity No.	Activity Title	Deliverables	FTE
4	Governing Body	Town Elected Governing Body	6
		Town Policy and Ordinance Setting	
		Direction Setting for Town Manager	
		Community Promotions	
		Citizen Feedback Management	
		Town Attorney	
Activity Totals			6

**Town of Atlantic Beach
 FY 2007-08 Budget
 Activity / Summary Account View**

Department - Administrative Services

Activity 9 - Debt Service

Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
	Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
Other and Special Projects	363,772	128,160	366,293	0	377,818	360,453
Activity Totals	363,772	128,160	366,293	0	377,818	360,453

**Town of Atlantic Beach
FY 2007-08 Budget
Departmental Activities/Deliverables**

Department - Administrative Services

Activity 9 - Debt Service

Activity No.	Activity Title	Deliverables
9	Debt Service	General Debt Service = \$68,453
		Ford Escape - \$7,537
		GMC Pickup - \$8,594
		Firetruck - \$52,322
		Sewer = 2/3 of land purchase = \$292,000
Activity Totals		

**Town of Atlantic Beach
FY 2007-08 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
10-1001-101	SALARIES	E01	Personal Services	94,086	97,720	102,531	70,290	102,531	105,082
10-1001-103	OVERTIME	E01	Personal Services	0	0	0	0	0	300
10-1001-105	SOCIAL SECURITY	E01	Personal Services	7,113	7,525	7,924	5,377	7,924	8,150
10-1001-106	RETIREMENT	E01	Personal Services	10,794	11,280	11,432	7,838	11,432	11,750
10-1001-107	401K	E01	Personal Services	4,704	4,886	5,127	3,515	5,127	5,270
10-1001-108	CHRISTMAS BONUS	E01	Personal Services	500	500	1,050	1,000	1,000	1,150
10-1001-109	HEALTH/STD/LIFE INS	E01	Personal Services	17,946	17,995	20,000	13,293	20,000	18,110
10-1001-110	DENTAL INSURANCE	E01	Personal Services	1,950	1,975	2,000	360	1,200	1,500
10-1001-111	WORKER'S COMP	E01	Personal Services	1,564	1,564	1,798	1,798	1,798	2,068
10-1001-202	LEGAL ADVERTISING	E02	Purchased Services	200	200	250	0	250	250
10-1001-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	1,200	1,350	2,000	1,045	2,000	2,000
10-1001-212	MAINT & REPAIR EQUIPMENT	E02	Purchased Services	7,904	8,000	8,000	6,027	8,000	8,000
10-1001-214	OTHER INSURANCE	E02	Purchased Services	463	470	517	500	500	550
10-1001-216	PROFESSIONAL SERVICE	E02	Purchased Services	30,509	31,000	36,000	16,000	36,000	23,000
10-1001-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1001-307	DEPT SUPPLIES	E03	Supplies	4,736	6,000	6,000	2,235	6,000	6,000
10-1001-501	CHK SERV. CHARGES	E05	Other and Special Projects	7,499	7,100	7,550	4,417	7,550	7,550

**Town of Atlantic Beach
FY 2007-08 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
10-1001-502	CO SALES TAX	E05	Other and Special Projects	14,538	14,500	12,000	6,375	12,000	12,000
10-1001-503	STATE SALES TAX	E05	Other and Special Projects	26,727	27,000	18,000	11,355	18,000	18,000
10-1001-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	520	600	550	495	550	550
10-1001-508	MISCELLANEOUS	E05	Other and Special Projects	0	0	9,000	8,899	9,000	500
10-1001-516	FEMA	E05	Other and Special Projects	0	0	0	0	0	0
10-1001-601	TRANSFER TO CIRCLE	E06	Intergovernmental Transfers	1,562,426	0	0	0	0	0
10-1002-101	SALARIES	E01	Personal Services	98,569	103,917	114,524	75,115	114,524	117,374
10-1002-103	OVERTIME	E01	Personal Services	0	0	0	0	0	0
10-1002-105	SOCIAL SECURITY	E01	Personal Services	7,507	7,981	8,792	5,345	8,792	11,039
10-1002-106	RETIREMENT	E01	Personal Services	11,312	11,814	12,769	7,504	12,769	12,975
10-1002-107	401K	E01	Personal Services	4,928	5,196	5,726	3,365	5,726	5,869
10-1002-108	CHRISTMAS BONUS	E01	Personal Services	300	300	400	400	400	350
10-1002-109	HEALTH/STD/LIFE INS	E01	Personal Services	5,895	6,356	7,061	5,944	7,061	12,230
10-1002-110	DENTAL INSURANCE	E01	Personal Services	1,261	1,400	1,200	1,196	1,200	1,200
10-1002-111	WORKER'S COMP	E01	Personal Services	1,704	1,704	1,960	1,960	1,960	2,254
10-1002-201	ADVERTISING	E02	Purchased Services	599	600	800	508	800	800
10-1002-206	EAP PROGRAM	E02	Purchased Services	1,450	1,450	1,500	1,500	1,500	1,550

**Town of Atlantic Beach
FY 2007-08 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
10-1002-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	6,039	6,050	6,000	3,164	8,000	6,000
10-1002-212	MAINT & REPAIR EQUIPMENT	E02	Purchased Services	11,483	11,250	11,000	7,590	11,000	11,000
10-1002-214	OTHER INSURANCE	E02	Purchased Services	5,620	5,939	1,033	657	1,000	1,100
10-1002-222	TELEPHONE & POSTAGE	E02	Purchased Services	9,622	9,200	9,625	5,719	9,600	9,600
10-1002-305	COMPUTERS & SMALL EQUIPMENT	E03	Supplies	9,053	9,081	8,650	8,603	8,650	13,422
10-1002-307	DEPT SUPPLIES	E03	Supplies	2,801	3,750	4,500	3,127	4,500	4,500
10-1002-317	SAFETY PROGRAM	E03	Supplies	1,061	1,250	1,250	1,192	1,200	1,250
10-1002-402	EQUIPMENT RENTAL	E04	Property, Land and Equipmen	18,773	21,050	20,050	9,118	20,050	20,050
10-1002-405	PHONE SYSTEM	E04	Property, Land and Equipmen	0	0	0	0	0	0
10-1002-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	610	615	650	635	650	650
10-1002-508	MISCELLANEOUS	E05	Other and Special Projects	535	1,000	500	205	500	500
10-1002-516	FEMA	E05	Other and Special Projects	0	0	0	0	0	0
10-1003-101	SALARIES	E01	Personal Services	8,113	8,870	22,166	13,926	22,166	28,954
10-1003-103	OVERTIME	E01	Personal Services	0	0	1,000	0	0	1,000
10-1003-105	SOCIAL SECURITY	E01	Personal Services	621	1,143	1,772	1,065	1,772	2,292
10-1003-106	RETIREMENT	E01	Personal Services	0	49	2,583	1,502	1,583	3,340
10-1003-107	401K	E01	Personal Services	0	0	0	0	0	1,500

**Town of Atlantic Beach
FY 2007-08 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
10-1003-108	CHRISTMAS BONUS	E01	Personal Services	0	0	0	0	0	100
10-1003-109	HEALTH/STD/LIFE INS	E01	Personal Services	0	0	0	0	0	6,015
10-1003-110	DENTAL INSURANCE	E01	Personal Services	0	0	0	0	0	500
10-1003-111	WORKER'S COMP	E01	Personal Services	0	0	0	0	0	0
10-1003-202	LEGAL ADVERTISING	E02	Purchased Services	732	1,200	700	294	600	600
10-1003-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	1,394	1,600	1,800	60	100	1,500
10-1003-213	MUNICIPAL CODE	E02	Purchased Services	3,128	3,200	5,000	714	4,000	4,000
10-1003-214	OTHER INSURANCE	E02	Purchased Services	0	0	0	0	0	0
10-1003-215	PRINTING & PUBLICATIONS	E02	Purchased Services	6,986	7,000	8,200	1,335	3,000	6,000
10-1003-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1003-307	DEPT SUPPLIES	E03	Supplies	380	500	550	504	550	550
10-1003-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	0	150	100	100	100	100
10-1004-104	GOVERNING BODY STIPEND	E01	Personal Services	16,150	16,200	16,200	10,600	16,200	16,605
10-1004-105	SOCIAL SECURITY	E01	Personal Services	0	0	0	0	0	1,270
10-1004-109	HEALTH/STD/LIFE INS	E01	Personal Services	14,662	15,128	12,466	6,073	12,466	405
10-1004-110	DENTAL INSURANCE	E01	Personal Services	2,060	2,100	2,100	306	500	500
10-1004-111	WORKER'S COMP	E01	Personal Services	96	101	110	108	108	127

**Town of Atlantic Beach
FY 2007-08 Budget
Account Number View**

Department - Administrative Services

Account Number	Account Description	Summary Account	Summary Account Description	FY 05 - 06		FY 06 - 07			FY 07 - 08
				Prior YTD Actual	Prior Year Budget	Current Year Budget	Transactions YTD (02/2007)	Estimated Annual	Department Request
10-1004-201	ADVERTISING	E02	Purchased Services	116	200	150	0	150	150
10-1004-207	EMPLOYEE DEVELOPMENT	E02	Purchased Services	1,783	2,000	2,000	666	2,000	4,450
10-1004-214	OTHER INSURANCE	E02	Purchased Services	3,993	3,995	4,395	3,500	3,800	4,000
10-1004-216	PROFESSIONAL SERVICE	E02	Purchased Services	69,387	67,080	50,000	28,910	50,000	50,000
10-1004-222	TELEPHONE & POSTAGE	E02	Purchased Services	0	0	0	0	0	0
10-1004-307	DEPT SUPPLIES	E03	Supplies	2,706	2,500	2,500	2,002	2,500	2,500
10-1004-504	DUES & SUBSCRIPTIONS	E05	Other and Special Projects	3,692	3,700	4,250	4,250	4,250	4,250
10-1004-505	ELECTION OF TOWN BOARD	E05	Other and Special Projects	2,801	2,865	0	0	0	4,700
10-1004-506	COMMUNITY PROMOTION	E05	Other and Special Projects	22,925	23,000	35,300	36,148	39,000	31,150
10-1004-508	MISCELLANEOUS	E05	Other and Special Projects	0	0	500	0	500	500
10-1004-521	FLAGS & BANNERS	E05	Other and Special Projects	3,541	3,650	3,100	2,418	3,100	3,100
10-1004-529	CONTRACTED SERVICES	E02	Purchased Services	0	0	0	0	0	0
10-1009-507	DEBT SERVICE	E05	Other and Special Projects	363,772	128,160	366,293	0	377,818	360,453
	Department Totals			2,523,540	743,958	1,012,954	418,145	1,017,007	1,006,104

**Town of Atlantic Beach
 FY 2007-08 Budget
 Expansion, Equipment and Capital Outlay Needs
 6/28/2007**

Department - Administrative Services

Activity No.	Activity Title	Summary Account	Budget Requirement	Description of Need / Justification / Impact
		2006-2007 Personal Services	0	
4	Governing Body	Purchased Services	30,000	Space needs study (professional services) for Town facilities
		2006-2007 Purchased Services	30,000	
2	Administration	Supplies	1,200	L-Shaped Desk - Current desk is in poor condition, isn't stable and has already separated in half twice. For over a year, staff has checked at Federal Surplus and cannot locate any in fair condition.
1	Finance	Supplies	2,500	Laser printer - Current printer is only for continuous-feed forms, will not work with water bills being ordered in July.
4	Governing Body	Supplies	4,000	Banners - Replacement of banners due to wind and sun damage
		2006-2007 Supplies	7,700	
2	Administration	Land, Prop & Equip	12,000	Server - Current server is in great need of replacement due to age and upgrading/storage needs
2	Administration	Land, Prop & Equip	6,000	Burster - Current burster only separates continuous-feed forms, will not work with new tax bills or water bills which will be ordered in July. These will have to be separated by hand without new burster.
		2006-2007 Land, Property and Equipment	18,000	