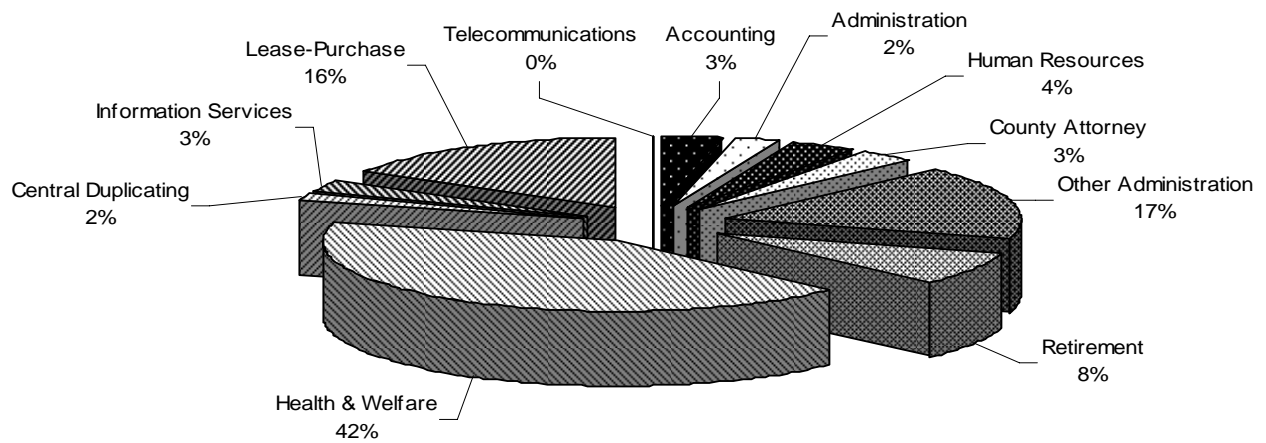


# Administration and Internal Services

- Accounting
- Administration
- Human Resources
- County Attorney
- Other Administration
- Retirement
- Health & Welfare
- Central Duplicating
- Information Services
- Lease Purchase
- Telecommunications

## Administration & Internal Services 2007 Budget Expenditures



## ACCOUNTING

### DEPARTMENT INFORMATION:

Fund: 01-General  
 Department: 1000-Accounting  
 Shelley Pankey  
 824-9106

### MISSION STATEMENT:

It is the mission of the Accounting Department to process financial information with confidentiality, integrity and high ethical standards while providing accurate accounting information to Moffat County citizens and inter-departments for the basis of informed decision-making.

### PROGRAMS AND SERVICES:

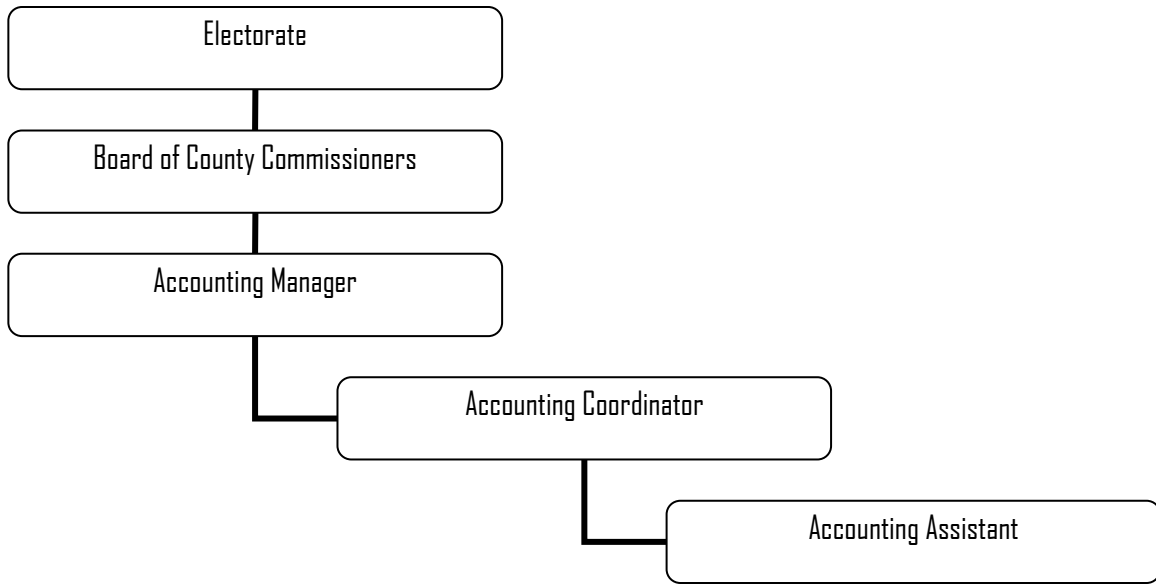
- Payroll
  1. Tax Reporting
  2. Benefit Deduction Processing
  3. Direct Deposit
- Accounts Payable
  1. Invoicing
  2. Check Processing
  3. Credit Card Processing
  4. Check Reconciliation
- Accounts Receivable
  1. Daily, Monthly, Quarterly, Annual Invoice Billing
  2. Daily Cash Receipting
- General Ledger
  1. Daily Revenue Receipting
  2. Balance Cash To Treasurer Monthly
  3. Export Departmental Expenditure, Revenue Reports Monthly
  4. End Of Year Processing
  5. Audit Entries And Reversals
  6. Generate New Accounts As Needed
- Purchasing
  1. Generate Purchase Orders From Requisitions 3 Times Daily Minimum
  2. Change Orders As Required on Purchase Orders
  3. Assist Personnel In Entering Requisitions Daily

### TRENDS AND ISSUES:

Put all county departments on Receipt Ledger.  
 Have all county departments on Eden's Account Receivable only.  
 Perfect the Visa process by changing the policy.

<b>GOALS:</b>			
<ol style="list-style-type: none"> <li>1. Have all users comfortable with the Purchase Order process.</li> <li>2. Continuing education on Crystal Reporting.</li> <li>3. Assist all Departments in all aspects in the use of Eden.</li> <li>4. Continue cross training Accounting Assistant in all office functions.</li> </ol>			
<b>OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>➤ Work with all users on a daily basis, keep them up to date on any changes in the program throughout the year</li> <li>➤ Continue working with Eden on creating reports as needed throughout the year.</li> <li>➤ Train on payroll, general ledger, accounts receivable to backup other personnel in the office as needed.</li> </ul>			
<b>PERFORMANCE MEASUREMENTS:</b>			
	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
<ul style="list-style-type: none"> <li>• Accounts Payable Cost per Payment Made</li> <li>• Payroll Cost per paycheck processed</li> </ul>			

**Accounting Organizational Chart**



Accounting Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Accounting Mgr.	1.0	29	48,412	63,251
Accounting Coordinator	1.0	23	40,817	56,311
Accounting Technician	1.0	19	34,429	38,419
Regular	3.0			157,981
Total	3.0			\$ 157,981

**Accounting Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-1000-02-6000 ACCTNG-ACCOUNTING-DIRECTOR	39,734	41,808	44,988	47,632
01-1000-03-6000 ACCTNG-ACCOUNTING ASSISTANT	35,876	37,419	38,932	40,643
01-1000-10-6000 ACCTNG-ACCOUNTING CLERK	23,645	26,520	30,898	34,429
01-1000-00-6034 ACCTNG-OVERTIME	1,042	1,987	2,000	2,000
01-1000-00-6038 ACCTNG-LONGEVITY	0	0	220	953
01-1000-00-6060 ACCTNG-FRINGE BENEFITS	29,596	29,626	30,037	34,323
<b>Personnel Expenditures:</b>	<b>129,893</b>	<b>137,360</b>	<b>147,075</b>	<b>159,981</b>
01-1000-00-6085 ACCTNG-OFFICE SUPPLIES	5,043	3,961	3,828	4,000
01-1000-00-6086 ACCTNG-POSTAGE	1,624	1,636	2,330	2,330
01-1000-00-6087 ACCTNG-COPIES	855	586	1,000	1,000
01-1000-00-6090 ACCTNG-COMPUTER EXPENSE/SERV.	626	313	1,100	1,000
01-1000-00-6103 ACCTNG-TELEPHONE	1,347	1,332	1,300	1,300
01-1000-00-6108 ACCTNG-TRAVEL EXPENSES	1,000	954	1,000	0
01-1000-00-6115 ACCTNG-PAPER SUPPLIES	159	118	300	300
01-1000-00-6120 ACCTNG-MAINTENANCE CONTRACTS	13,215	16,067	17,025	17,200
01-1000-00-6500 ACCTNG-LEASED EQUIP IS	0	0	160	1,100
01-1000-00-6501 ACCTNG-INTERNET ACCESS/ROUTER MAINT	114	114	210	400
<b>Operating Expenditures:</b>	<b>23,983</b>	<b>25,081</b>	<b>28,253</b>	<b>28,630</b>
01-1000-00-6220 ACCTNG-CAPITAL OUTLAY-OFFICE	23,385	0	0	0
<b>Capital Expenditures:</b>	<b>23,385</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>177,261</b>	<b>162,441</b>	<b>175,328</b>	<b>188,611</b>

**Accounting Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9200-4842 STATE-IMPACT GRANT	23,385	0	0	0
<b>Revenue Total:</b>	<b>23,385</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ADMINISTRATION

### DEPARTMENT INFORMATION:

Fund: 01-General  
 Department: 1100-Administration  
 Tanneal Gerber  
 824-9140

### MISSION STATEMENT:

It is the mission of the Moffat County Administration to assist County Department Heads and Elected Officials in successfully managing their departments, assist the County to use its resources effectively and efficiently and to serve the citizens of Moffat County by providing accurate and timely information.

### PROGRAMS AND SERVICES:

- Preparation of the County Budget
- Write and administer grants
- Coordinate the annual audit
- Prepare the year trial balances
- Prepare other yearly reports including the local Highway Finance Report, Landfill Assurance Report, Conservation Trust Fund Report, and Disclosure Statements.
- Prepare the monthly Sales Tax Report
- Oversee the Fixed Asset Accounting
- Oversee the purchasing of Office Supplies
- Oversee the Citizen Budget Advisory Committee
- Assist Department Heads and Elected Officials with finance duties

### TRENDS AND ISSUES:

Need to expand the interaction between the County and the citizens through citizen advisory boards.

Need to continue the future planning process of the County by updating a three-year financial plan.

### GOALS:

1. Increase citizen awareness and participation in Moffat County's operations
2. Continually monitor and report on the County's financial status
3. Continue to implement financial policies to guide Department Heads and Elected Officials
4. Increase funding from Grant sources

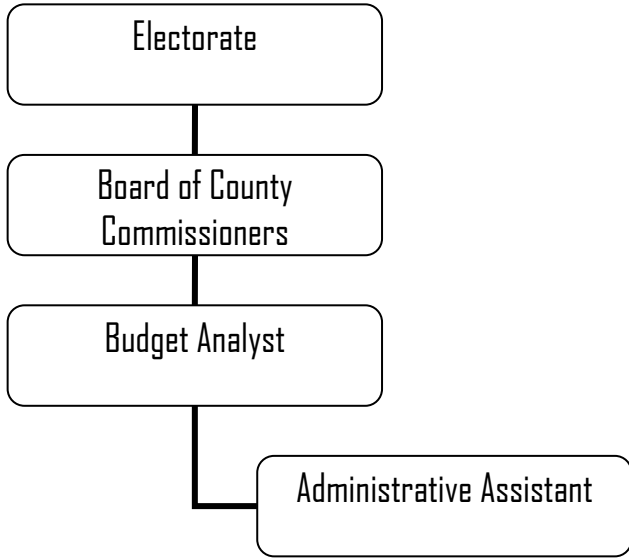
### OBJECTIVES:

- Promote citizen advisory boards
- Update the three-year financial plan
- Report quarterly on County Financial status
- Develop a manual containing operating policies/procedures for Department Heads/Elected Officials
- Continue assisting Department Heads/Elected Officials in searching, applying, and tracking grants

### PERFORMANCE MEASUREMENTS:

	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
Number of grants served as fiscal agent for	4	8	10

**Administration Organizational Chart**



**Administration Personnel Schedule**

Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Budget Analyst	1.0	42	62,712	68,960
Administrative Assistant	1.0	19	31,699	47,386
Regular	2.0			116,346
<b>Total</b>	<b>2.0</b>			<b>\$ 116,346</b>

**Administration Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-1100-03-6000 ADMIN-BUDGET ANALYST	46,555	49,192	55,508	62,712
01-1100-10-6000 ADMIN-CLERICAL	0	0	29,120	31,699
01-1100-00-6060 ADMIN-FRINGE BENEFITS	4,648	4,985	21,049	21,935
<b>Personnel Expenditures:</b>	<b>51,203</b>	<b>54,177</b>	<b>105,677</b>	<b>116,346</b>
01-1100-00-6084 ADMIN-MISC EQUIPMENT	0	0	0	400
01-1100-00-6085 ADMIN-OFFICE SUPPLIES	851	785	1,000	1,000
01-1100-00-6086 ADMIN-POSTAGE	427	327	390	500
01-1100-00-6087 ADMIN-COPIES	2,501	2,902	2,900	3,000
01-1100-00-6088 ADMIN-ADVERTISING LEGAL	115	329	350	400
01-1100-00-6090 ADMIN-COMPUTER/EXPENSE/SERVICE	2,387	3,016	3,700	5,000
01-1100-00-6103 ADMIN-TELEPHONE	840	926	900	900
01-1100-00-6108 ADMIN-TRAVEL EXPENSES	441	463	500	600
01-1100-00-6300 ADMIN-DUES & MEETINGS	309	933	800	800
01-1100-00-6301 ADMIN-EMPLOYEE EDUCATION	350	75	0	0
01-1100-00-6349 ADMIN-MISCELLANEOUS	0	0	100	100
01-1100-00-6500 ADMIN-LEASED EQUIP IS	432	413	399	800
01-1100-00-6501 ADMIN-INTERNET ACCESS/ROUTER MAINT	114	0	160	350
<b>Operating Expenditures:</b>	<b>8,767</b>	<b>10,169</b>	<b>11,199</b>	<b>13,850</b>
01-1100-00-6220 ADMIN-CAPITAL OUTLAY-OFFICE	10,500	0	28,000	0
<b>Capital Expenditures:</b>	<b>10,500</b>	<b>0</b>	<b>28,000</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>70,470</b>	<b>64,346</b>	<b>144,876</b>	<b>130,196</b>

**Administration Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9200-4842 STATE-IMPACT GRANT	10,500	0	0	0
<b>Revenue Total:</b>	<b>10,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

## HUMAN RESOURCES

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### DEPARTMENT INFORMATION:

Fund: 01-General  
 Department: 1400-Human Resource  
 Lynnette Running  
 824-9108

### MISSION STATEMENT:

To conduct all aspects of the Human Resources function in such a manner as to improve the recruitment and retention of qualified employees and to minimize risk through compliance with all local, state, and national laws and regulations.

### PROGRAMS AND SERVICES:

- ❖ Administer Moffat County benefits
  - Cafeteria Plan (Section 125)
  - Education Assistance
  - Insurance
    - Medical, Dental and Vision
    - Life
    - Additional Life
    - Supplemental Insurance
      - AFLAC
      - Conseco
  - Pre-paid Legal
  - Retirement
  - 457 Plan
- ❖ Administer FMLA (Family Medical Leave Act)
- ❖ Administer performance appraisal system
- ❖ Administer Workers' Compensation
- ❖ Assist employees and Department Heads/Elected Officials with personnel matters
- ❖ Assist Risk Management with insurance compliance requirements and minimizing insurance costs
- ❖ Assist the Safety Committee in minimizing workers' compensation costs
- ❖ Develop and administer personnel policies and procedures
- ❖ Ensure that County policies and procedures are being followed
- ❖ Maintain employee records
  - Human Resource Information System with 2,812 employee records
  - 256 active employee files
  - 2,556 inactive employee files
- ❖ Maintain I-9 records and verification
- ❖ Maintain and modify compensation plan
- ❖ Train and ensure that the County is in compliance with employment laws

### TRENDS AND ISSUES:

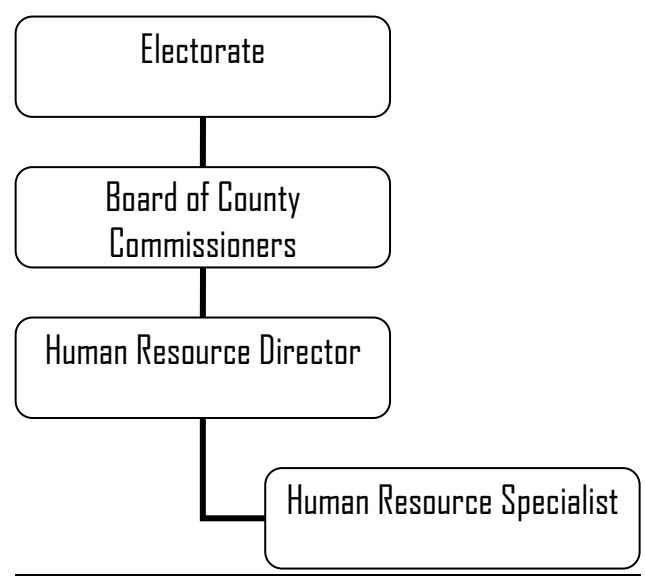
- ❖ Assist County Departments with the implementation of the newly revised County Handbook
- ❖ Implement a process to centralize the hiring process through the Human Resources Department in order to ensure that the proper checks/verifications and notifications are made for all applicants applying for and being hired by Moffat County.

<b>GOALS:</b>	
1.	Maintain/update employee handbook as needed
2.	Maintain/update county job descriptions as needed
3.	Maintain/update county compensation plan as needed
4.	Create new and/or review and update current policies and procedures
5.	Conduct needs analysis and provide training for county departments
6.	Continue to closely monitor and manage workers' compensation claims
7.	Assist the safety committee (training, employee awareness, and reduce workers' compensation costs)
8.	Work with Risk Management to comply with insurance requirements and help minimize insurance costs.
9.	Obtain employee Motor Vehicle Records (MVR) on a yearly basis to ensure that all employees are within County established guidelines.

<b>OBJECTIVES:</b>	
1.	Work with Department Heads/Elected Officials in order to maintain the handbook. Follow insurance requirements as to what should be included in the handbook.
2.	Meet with Department Heads/Elected Officials and employees to make sure job descriptions are accurate and up to date. Complete job descriptions for any positions that may not have one.
3.	Participate in compensation surveys. Obtain additional information from Department Heads/Elected Officials and employees.
4.	Utilize Department Head/Elected Official meetings to obtain information about areas that are unclear and need further clarifications. Follow insurance requirements as to what policies and procedures they would like implemented.
5.	Work with Department Heads/Elected Officials in order to establish and prioritize what training should be done. Stay informed of any local, state, or federal laws that may be changing that will require training. Conduct employee surveys as to what type of training they feel would be most beneficial to them.
6.	Maintain close working relationships with medical facilities and doctors providing treatment to our employees, our workers compensation carrier, and our employees so we can stay on top of all of our workers' compensation claims in order to provide better service to the employee and save the County money.
7.	Attend monthly Safety Committee meetings. Provide employee training on safety issues. Provide more training to employees regarding workers' compensation.
8.	Continue a close working relationship with risk management and the County's insurance carrier to ensure that the proper requirements are being followed and implemented in order to remain in compliance with our insurance requirements.
9.	Obtain employee Motor Vehicle Records from the State on an annual basis to ensure employees are within County established guidelines.

<b>PERFORMANCE MEASUREMENTS:</b>	<b>ACTUAL 2005</b>	<b>ESTIMATE 2006</b>	<b>PROJECTED 2007</b>
• # FTE's provided services	213.97	213.63	211.28
• # employees terminated (full-time)	22	23	24
• # employees hired (Total/Seasonal)	72/32	78/38	70/30
• # of positions advertised for	73	89	80
• # of applications received	507	447	500

**Human Resource Organizational Chart**



Human Resources Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Human Resource Director	1.0	42	61,450	81,058
HR Specialist	1.0	21	36,797	47,376
Regular	2.0			128,433
Total	2.0			\$ 128,433

### Human Resource Expenditures

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-1400-02-6000 H.R.-DIRECTOR	47,765	51,771	55,245	61,450
01-1400-10-6000 H.R.-ASSISTANT	15,910	30,411	33,835	36,797
01-1400-31-6000 H.R.-PART TIME CLERK	88	0	0	0
01-1400-00-6034 H.R.-OVERTIME	61	0	0	0
01-1400-00-6038 H.R.-LONGEVITY	0	0	0	0
01-1400-00-6060 H.R.-FRINGE BENEFITS	18,214	20,611	21,761	30,186
<b>Personnel Expenditures:</b>	<b>82,038</b>	<b>102,793</b>	<b>110,841</b>	<b>128,433</b>
01-1400-00-6084 H.R.-MISC EQUIPMENT	0	-50	0	0
01-1400-00-6085 H.R.-OFFICE SUPPLIES	1,732	1,037	1,000	1,000
01-1400-00-6086 H.R.-POSTAGE	320	214	400	400
01-1400-00-6087 H.R.-COPIES	2,179	1,068	3,000	3,000
01-1400-00-6088 H.R.-ADVERTISING/LEGAL NOTICES	2,587	2,676	2,500	2,500
01-1400-00-6090 H.R.-COMPUTER SERVICES	231	384	1,000	1,000
01-1400-00-6103 H.R.-TELEPHONE	688	710	1,000	1,000
01-1400-00-6108 H.R.-TRAVEL	-63	44	100	100
01-1400-00-6120 H.R.-MAINTENANCE CONTRACTS	4,033	4,100	4,300	4,300
01-1400-00-6300 H.R.-DUES & MEETINGS	5,207	5,094	1,500	1,500
01-1400-00-6301 H.R.-EMPLOYEE EDUCATION	32,643	32,955	36,575	36,575
01-1400-00-6308 H.R.-EDUCATION & TRAVEL	8,694	5,783	10,000	17,300
01-1400-00-6500 H.R.-LEASED EQUIP IS	636	686	750	750
01-1400-00-6501 H.R.-INTERNET ACCESS/ROUTER MAINT	114	114	200	381
<b>Operating Expenditures:</b>	<b>59,001</b>	<b>54,815</b>	<b>62,325</b>	<b>69,806</b>
01-1400-00-6220 H.R.-CAPITAL OUTLAY	6,000	0	0	0
<b>Capital Expenditures:</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>147,039</b>	<b>157,608</b>	<b>173,166</b>	<b>198,239</b>

### Human Resource Revenues

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-9800-4558 REIMB HUMAN RESOURCE COST	0	0	0	0
01-9800-4561 REIMB-SOCIAL SERVICES REIMB HR	0	614	0	0
<b>Revenue Total:</b>	<b>0</b>	<b>614</b>	<b>0</b>	<b>0</b>

## COUNTY ATTORNEY

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### DEPARTMENT INFORMATION:

Fund: 01-General  
 Department: 1700-County Attorney  
 Kathleen Taylor  
 826-3404

### MISSION STATEMENT:

To provide legal advice and representation to the Moffat County Board of County Commissioners and other County Departments and Elected Officials and to provide legal representation to the Moffat County Department of Social Services.

### PROGRAMS AND SERVICES:

The County Attorney's office provides legal counsel to the Board of County Commissioners, elected County officials and the County departments and boards. The office represents Moffat County in connection with litigation, administrative proceeding, settlement discussions and similar proceedings except as to insured claims, and negotiates, prepares and enforces leases and contracts to which Moffat County is a party.

The Legal Assistant in the County Attorney's Office serves as Director of Risk Management for Moffat County and Custodian of Public Records. She also serves as back up for the Information Services Department.

The County Attorney also provides legal counsel to the Department of Social Services, including child welfare and child support enforcement services. Social Services is responsible for a portion of the County Attorney's budget, including its proportional share of the County Attorney's and Legal Assistant's time used by Social Services, its proportional share of the ongoing expenses of the County Attorney's Office, and all direct costs incurred by the County Attorney's Office on behalf of Social Services. The Social Services' proportional share is determined annually, based upon the use of the services provided to the Department of Social Services by the County Attorney's Office during the prior year.

### TRENDS AND ISSUES:

The County Attorney's Office continues to experience an increase in the demand for services by the Moffat County Department of Social Services due to an increase in child welfare services and a corresponding increase in district court filings in the area of child abuse and neglect. The County Attorney's Office has devoted a significant amount of time to the legal ramifications of the impact of increased oil and gas activity on Moffat County's roads and services. The Legal Assistant in the County Attorney's Office has assumed the positions of Director of Risk Management and Custodian of Public Records, which continues to impact the amount of time the Legal Assistant has to perform the duties of her primary position of paralegal to the County Attorney.

**GOALS:**

- Maintain internal office relationships with county departments, elected officials and boards to insure efficiency and functional working relationships.
- Assist Human Resources Department develop new employee handbook and update policies and procedures.
- Attend educational seminars in order to maintain proficiency of County Attorney and staff regarding all legal issues pertaining to local government
- Provide legal information and training to county departments as requested by County Commissioners, department heads and elected officials.
- Remain current on state and federal constitutional issues, statutes, court decisions, and general county law in order to provide advice to the County Commissioners and Elected Officials regarding compliance with and implications of new laws and regulation.

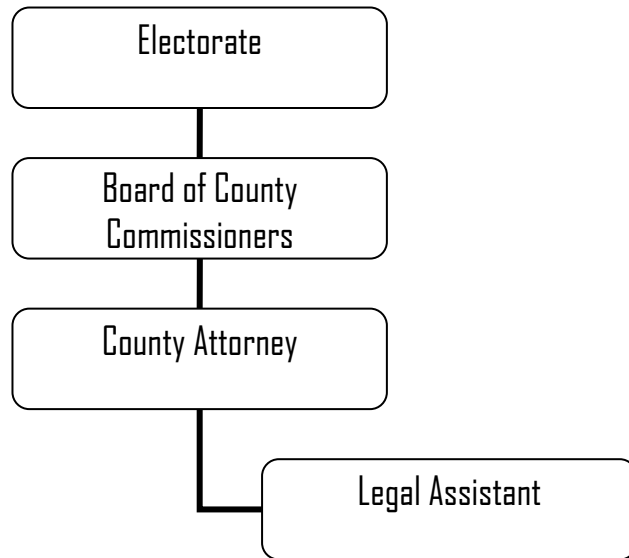
**OBJECTIVES:**

- Maintain ongoing contact throughout the year with County Commissioners, department heads, elected officials and board members.
- Attend Board of County Commissioner meetings and workshops and county board meetings as requested.
- Work closely with Human Resources Director to ensure compliance with state and federal laws.
- Attend Colorado County Attorney Summer and Winter Conferences and other continuing legal education seminars relevant to county government and child protection.
- Work with Social Services staff and outside counsel to resolve child protection and child support cases in the best interests of Moffat County's children.

**PERFORMANCE MEASUREMENTS:**

	ACTUAL 2005	ESTIMATED 2006	PROJECTED 2007
• Legal Representation of the Board of County Commissioners (Total Attorney & Paralegal Hours)	426	400	500
• Legal Representation of Other Elected Officials (Total Attorney & Paralegal Hours)	135	160	175
• Legal Representation of County Departments (Total Attorney & Paralegal Hours)	2079	2100	2300
• Risk Management (Total Attorney & Paralegal Hours)	231	245	240
• Processing of Colorado Open Records Act Requests (Total Attorney & Paralegal Hours)	50	80	50
• Legal Representation of Moffat County Department of Social Services	1058	1090	800
• Total Attorney and Paralegal Hours	43	40	30
• Child Welfare Cases Opened/Ongoing	15	20	20
• Child Welfare Cases Closed	53	50	50
• Child Support Cases Opened/Ongoing	46	44	45

**County Attorney Organizational Chart**



County Attorney Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
County Attorney	1.0	61	84,781	102,841
Paralegal/Risk Mgmt	1.0	23	40,643	57,044
Regular	2.0			159,885
Total	2.0			\$ 159,885

**County Attorney Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-1700-02-6000 ATTORNEY-ATTORNEY	74,733	75,608	79,560	84,781
01-1700-10-6000 ATTORNEY-CLERICAL	35,876	38,418	39,025	40,643
01-1700-00-6060 ATTORNEY-FRINGE BENEFITS	24,982	32,414	33,226	34,461
<b>Personnel Expenditures:</b>	<b>135,591</b>	<b>146,440</b>	<b>151,811</b>	<b>159,885</b>
01-1700-00-6084 ATTORNEY-MISC EQUIPMENT	308	0	179	350
01-1700-00-6085 ATTORNEY-OFFICE SUPPLIES	703	682	1,000	1,000
01-1700-00-6086 ATTORNEY-POSTAGE	331	418	600	475
01-1700-00-6087 ATTORNEY-COPIES	1,513	1,701	1,600	1,800
01-1700-00-6088 ATTORNEY-LEGAL NOTICES	359	498	300	500
01-1700-00-6090 ATTORNEY-COMPUTER SERVICE	2,731	2,875	0	31
01-1700-00-6103 ATTORNEY-TELEPHONE	973	1,140	1,200	1,200
01-1700-00-6108 ATTORNEY-TRAVEL EXPENSE	913	1,430	1,200	500
01-1700-00-6180 ATTORNEY-BOOKS	533	432	463	500
01-1700-00-6187 ATTORNEY-RISK MANAGEMENT EXPENSES	494	315	700	250
01-1700-00-6300 ATTORNEY-DUES & MEETINGS	350	350	695	700
01-1700-00-6330 ATTORNEY-REIMBURSEMENT/SOC SERV	-2,293	0	0	0
01-1700-00-6331 ATTORNEY-SS REIMB SALARIES	-37,162	0	0	0
01-1700-00-6338 ATTORNEY-CIVIL SERVICES	431	242	600	425
01-1700-00-6349 ATTORNEY-MISCELLANEOUS	0	2	0	25
01-1700-00-6500 ATTORNEY-LEASED EQUIP IS	0	505	700	700
01-1700-00-6501 ATTORNEY-INTERNET ACCESS/ROUTER MAINT	114	114	188	350
<b>Operating Expenditures:</b>	<b>-29,702</b>	<b>10,704</b>	<b>9,425</b>	<b>8,806</b>
01-1700-00-6220 ATTORNEY-CAPITAL OUTLAY	0	0	0	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>105,889</b>	<b>157,144</b>	<b>161,236</b>	<b>168,691</b>

**County Attorney Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9800-4555 REIMB-ATTORNEY SALARIES	0	45,250	35,000	30,000
01-9800-4556 REIMB-ATTORNEY EXPENSES	0	4,028	2,500	2,000
<b>Revenue Total:</b>	<b>0</b>	<b>49,278</b>	<b>37,500</b>	<b>32,000</b>

## OTHER ADMINISTRATION

<b>DEPARTMENT INFORMATION:</b>			
Fund: 01-General Department: 5300-Other Administration Tinneal Gerber 824-9140			
<b>PROGRAMS AND SERVICES:</b>			
<p>This department contains several expenditure items that are for the benefit of the entire General Fund. Expenditures in this department include</p> <ul style="list-style-type: none"> <li>• Social Service Cost Allocation</li> <li>• Unemployment</li> <li>• Liability Insurance</li> <li>• Board of County Commissioners' Vehicles</li> <li>• Platte River</li> <li>• Treasurer's Fees</li> <li>• Road and Bridge Projects</li> <li>• Employee Vacation and Sick Leave</li> <li>• Contingency</li> <li>• Safety Incentives</li> </ul>			
<b>TRENDS AND ISSUES:</b>			
The liability insurance continues to see increases in rates. For the 2005 Budget year, we are projecting a 9% increase over 2004.			
<b>GOALS:</b>			
<ul style="list-style-type: none"> <li>• To decrease the cost of liability insurance</li> </ul>			
<b>OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>➤ Continue monthly safety meetings</li> <li>Continue to educate employees on liability issue</li> </ul>			
<b>PERFORMANCE MEASUREMENTS:</b>			
	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
• Average Liability Insurance cost per General Fund Department	\$5,090	\$3,947	\$3,947

**Other Administration Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-5300-00-6366 OTHER ADMIN-COMPENSATION PLAN	0	0	0	25,000
<b>Personnel Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
01-5300-00-6030 OTHER ADMIN-SS COST ALLOCATION	5,000	4,460	4,460	4,460
01-5300-00-6036 MISC VACATION SICK PAID OUT	20,145	8,788	10,000	10,000
01-5300-00-6061 OTHER ADMIN-UNEMPLOYMENT	21,775	6,569	10,000	25,000
01-5300-00-6079 OTHER ADMIN-PROFESSIONAL SERVICES OTHER	47,984	0	35,000	0
01-5300-00-6110 OTHER ADMIN-INSURANCE	176,360	193,412	150,000	150,000
01-5300-00-6121 OTHER ADMIN-BOCC VEHICLES	2,007	1,765	3,000	3,000
01-5300-00-6246 OTHER ADMIN-PLATTE RIVER AUTHO	23,435	23,435	23,435	23,435
01-5300-00-6348 OTHER ADMIN-MISCELLANEOUS	5,000	127,536	100,000	0
01-5300-00-6349 OTHER ADMIN-X-MAS PARTY PICNIC	2,094	5,222	7,500	7,500
01-5300-00-6350 OTHER ADMIN-TREASURER FEES	235,138	304,821	440,000	440,000
01-5300-00-6365 OTHER ADMIN-R&B PROJECTS	8,362	11,471	20,000	25,000
01-5300-00-6367 OTHER ADMIN-COUNTY TV/RADIO	20,817	3,046	1,100	10,000
01-5300-00-6371 OTHER ADMIN-CONTINGENCY	0	0	150,000	200,000
01-5300-00-6378 OTHER ADMIN-SAFETY INCENTIVE	3,996	4,021	4,000	4,000
<b>Operating Expenditures:</b>	<b>572,113</b>	<b>694,546</b>	<b>958,495</b>	<b>902,395</b>
<b>Expenditure Total:</b>	<b>572,113</b>	<b>694,546</b>	<b>958,495</b>	<b>927,395</b>

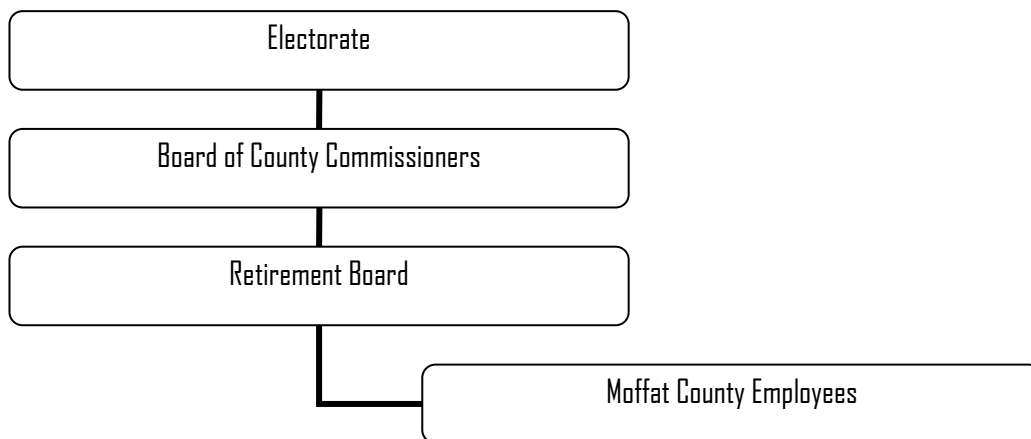
**Other Administration Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9100-4530 FEDERAL-COST ALLOCATION	47,380	37,324	36,531	30,000
01-9200-4512 STATE-M C TUNNEL SALE	272	416	200	200
01-9200-4842 STATE-IMPACT GRANT	121,423	139,734	27,838	25,000
01-9200-4840 STATE-MISC REVENUE	125	0	0	0
01-9400-4795 MISC REV-CABLE FRANCHISE FEE	0	2,643	0	0
01-9500-4801 MISC REV-INTEREST EARNED	50,209	82,090	100,000	100,000
01-9500-4810 MISC REV-TV LEASE	0	2,068	0	0
01-9500-4830 MISC REV-SALE OF ASSETS	0	575	300	0
01-9500-4840 MISC REVENUE	21,463	16,165	41,000	15,000
01-9500-4841 MISC REV-PLATTE RIVER POWER	32,234	32,234	32,234	32,234
01-9800-4530 REIMB-CAPS/USEFUL PUBLIC SERV	0	309	664	500
01-9800-4536 REIMB-DEPARTMENTS/COPIES - TELEPHONE	0	147	0	0
01-9800-4551 REIMB-INSURANCE REIMBURSEMENT	823	0	0	0
<b>Revenue Total:</b>	<b>273,929</b>	<b>313,705</b>	<b>238,767</b>	<b>202,934</b>

## RETIREMENT

<b>DEPARTMENT INFORMATION:</b>			
Fund: 03-Retirement Department: 0100-Retirement Lynnette Running 824-9108			
<b>PROGRAMS AND SERVICES:</b>			
This department maintains all financial records concerning county contributions to the employee retirement fund. This fund is guided and monitored by the Moffat County Retirement Board. After one year of continuous service all full time county employees are enrolled in the Retirement Plan.  Through payroll deduction, employees must make a pre-tax contribution of 6% of their eligible pay. Moffat County then makes a money purchase contribution in an amount equal to 6% of the employees eligible compensation.			
<b>TRENDS AND ISSUES:</b>			
No changes for budget year 2007.			
<b>GOALS:</b>			
1. Continue to stay in compliance with IRS Rules and Regulations.			
<b>OBJECTIVES:</b>			
➤ Continue regular employee meetings with Valic. Closely Monitor basis points, administration fees and fund performance with the help of Innovest Portfolio Solutions, Inc.			
<b>PERFORMANCE MEASUREMENTS:</b>	<b>ACTUAL 2005</b>	<b>ESTIMATE 2006</b>	<b>PROJECTED 2007</b>
• Number of full time employees on the plan.	162	159	165

### Retirement Board Organizational Chart



**Retirement Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
03-0100-00-6065 RETIREMENT-GENERAL	153,788	147,940	169,552	177,739
03-0100-00-6066 RETIREMENT-ROAD & BRIDGE	113,208	117,851	126,402	130,368
03-0100-00-6067 RETIREMENT-LANDFILL	3,399	7,617	8,886	10,011
03-0100-00-6069 RETIREMENT-SENIOR CITIZENS	16,173	17,801	17,114	17,609
03-0100-00-6070 RETIREMENT-LIBRARY	14,174	15,135	16,970	15,528
03-0100-00-6072 RETIREMENT-CEMETERY	2,095	2,222	2,159	2,370
03-0100-00-6073 RETIREMENT-PSC JAIL	31,329	35,578	41,940	47,362
03-0100-00-6074 RETIREMENT-INFORMATION SERVICES	2,458	973	3,191	3,483
03-0100-00-6079 RETIREMENT-PROF SERV OTHER	15,418	-637	5,100	5,100
03-0100-00-6085 RETIREMENT-OFFICE SUPPLIES	0	-7,270	50	50
03-0100-00-6087 RETIREMENT-COPIES	58	244	500	500
03-0100-00-6349 RETIREMENT-MISCELLANEOUS	35	79	500	500
<b>Operating Expenditures:</b>	<b>352,135</b>	<b>337,533</b>	<b>392,364</b>	<b>410,620</b>
<b>Expenditure Total:</b>	<b>352,135</b>	<b>337,533</b>	<b>392,364</b>	<b>410,620</b>

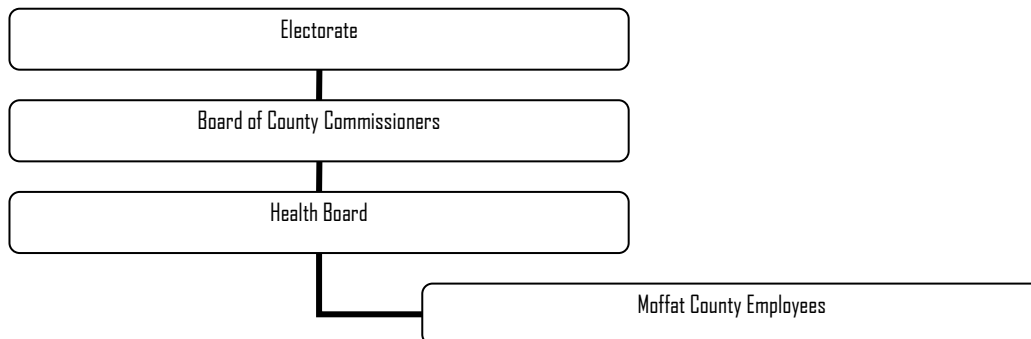
**Retirement Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
03-9000-4501 RET TAXES-CURRENT PROPERTY	295,112	377	0	0
03-9000-4503 RET TAXES-INT & PENALTY	588	95	0	0
<b>Property Taxes:</b>	<b>295,700</b>	<b>472</b>	<b>0</b>	<b>0</b>
03-9500-4800 RET MISC-SALES & LEASES	10,767	0	0	0
03-9800-4941 RET-REIMB HOUSING AUTH	3,475	5,604	7,000	7,200
<b>Miscellaneous :</b>	<b>14,243</b>	<b>5,604</b>	<b>7,000</b>	<b>7,200</b>
03-9500-4801 RET INTEREST EARNED	2,332	5,016	10,000	10,000
<b>Interest:</b>	<b>2,332</b>	<b>5,016</b>	<b>10,000</b>	<b>10,000</b>
03-9901-4360 TRANSFER IN FROM GENERAL	0	340,000	398,444	410,398
<b>Transfer In:</b>	<b>0</b>	<b>340,000</b>	<b>398,444</b>	<b>410,398</b>
<b>Revenue Total:</b>	<b>312,275</b>	<b>351,091</b>	<b>415,444</b>	<b>427,598</b>

## HEALTH AND WELFARE

<b>DEPARTMENT INFORMATION:</b>			
Fund: 14-Health & Welfare Department: 0100-Health & Welfare Lynnette Running 824-9108			
<b>PROGRAMS AND SERVICES:</b>			
<p>This department monitors and maintains all financial records concerning the County's benefit plans. The plan include major medical, dental, vision, and COBRA. Each department contributes to this fund and the monies are paid out as required. This fund is guided and monitored by the Moffat County Health and Welfare Board.</p> <p>Moffat County currently is self-funded, which gives the Health and Welfare Board more control over our plan. The benefits of being self insured include paying only claims that are incurred rather than anticipated claims, keeping the savings of lower than expected claims instead of forfeiting it to the insurance company, only paying up to our stop-loss limit of \$75,000 per claim or \$1,775,942 total per year if claims are higher than expected, and having greater flexibility in determining which benefits to offer.</p>			
<b>TRENDS AND ISSUES:</b>			
No changes for budget year 2006.			
<b>GOALS:</b>			
<ol style="list-style-type: none"> <li>1. Continue to review current plan design to control cost for 2007. This may include reducing benefits, offering different plans to employees and changing from a self-funded plan to a fully funded plan.</li> <li>2. Continue to update current plan documents to include all amendments and distribute to all employees.</li> <li>3. Distribute benefit statements to all employees detailing benefits they are now receiving</li> <li>4. Continue to monitor plan for compliance purposes</li> </ol>			
<b>OBJECTIVES:</b>			
➤ The Health & Welfare Board will continue to work toward minimal changes in benefits while keeping them as low as possible.			
<b>PERFORMANCE MEASUREMENTS:</b>			
	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
<ul style="list-style-type: none"> <li>• Cost per Employee in premiums per month.                             <ul style="list-style-type: none"> <li>Single</li> <li>Single + Spouse</li> <li>Family</li> </ul> </li> </ul>			

### Health Board Organizational Chart



### Health & Welfare Expenditures

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
14-0100-00-6059 H&W-PRESCRIPTIONS	181,929	168,374	200,000	200,000
14-0100-00-6061 H&W-REINSURANCE REFUNDS	0	-251	0	0
14-0100-00-6062 H&W-CLAIMS/DENTAL	121,774	111,510	144,870	144,870
14-0100-00-6063 H&W-CLAIMS/MEDICAL	1,237,489	923,770	1,352,627	1,348,553
14-0100-00-6064 H&W-ADMIN FEE/DENTAL/CNTY	878	0	0	0
14-0100-00-6065 H&W-ADMIN FEE/MEDICL/CNTY	340,856	315,894	412,987	420,280
14-0100-00-6066 H&W-ADMIN FEE/DENTAL/SS	134	0	624	800
14-0100-00-6067 H&W-ADMIN FEE/MEDICAL/SS	32,918	22,091	52,000	60,000
14-0100-00-6069 H&W-ADMIN FEE/MEDICAL/COBRA	645	0	0	0
14-0100-00-6070 H&W-PREM VISION/SS	4,476	6,205	5,200	5,200
14-0100-00-6071 H&W-PREM VISION/CNTY	39,866	41,395	35,000	35,000
14-0100-00-6072 H&W-PREM VISION/COBRA	1,086	754	1,000	1,000
14-0100-00-6073 H&W-PREM OHIO LIFE/CNTY	145	0	0	0
14-0100-00-6074 H&W-PREM LIFE/CNTY	12,580	0	19,836	19,836
14-0100-00-6075 H&W-PREM LONG TERM DISABILITY	0	0	11,200	20,400
14-0100-00-6100 H&W-OPERATING EXPENSES	91	1,073	2,000	2,000
14-0100-00-6101 H&W-WELLNESS	3,688	1,950	5,000	5,000
14-0100-00-6340 H&W-ADMIN FEE PREMIUMS & OTHER	6,478	391	25,000	25,000
14-0100-00-6346 H&W-ADJUST LIFE	-99	-1,794	0	0
14-0100-00-6347 H&W-ADJUST MEDICAL	3,054	0	3,000	3,000
14-0100-00-6348 H&W-ADJUST DENTAL	-96	0	600	600
14-0100-00-6349 H&W-ADJUST VISION	909	-155	0	0
<b>Operating Expenditures:</b>	<b><u>1,988,801</u></b>	<b><u>1,591,206</u></b>	<b><u>2,270,944</u></b>	<b><u>2,291,539</u></b>
<b>Expenditure Total:</b>	<b><u>1,988,801</u></b>	<b><u>1,591,206</u></b>	<b><u>2,270,944</u></b>	<b><u>2,291,539</u></b>

### Health & Welfare Revenues

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
14-9400-4770 H&W-PREMIUMS/MEDICAL/COUNTY	1,366,430	1,382,414	1,510,947	1,501,769
14-9400-4771 H&W-PREMIUMS/MEDICALL SOC SERV	176,723	189,370	188,901	193,488
14-9400-4772 H&W-PREMIUMS/MEDICAL/COBRA	25,424	37,205	34,939	34,939
14-9400-4773 H&W-PREMIUMS/DENTAL/COUNTY	102,269	106,484	105,691	118,758
14-9400-4774 H&W-PREMIUMS/DENTAL/SOC SERV	14,960	12,807	13,563	15,839
14-9400-4777 H&W-PREMIUMS/VISION/SOC SERV	5,806	6,050	5,850	5,850
14-9400-4778 H&W-PREMIUMS/VISION/COUNTY	39,212	40,687	42,448	41,218
14-9400-4780 H&W-PREMIUMS/LIFE	10,704	4,137	18,000	18,000
14-9400-4781 H&W-PREMIUMS/LIFE SOC SER	0	280	0	0
14-9400-4782 H&W-EMPLOYEE CONTRIBUTIONS	199,086	180,522	220,200	331,440
14-9500-4515 H&W-INSURANCE CAP PROCEEDS	284,885	0	0	0
<b>Charges for Service:</b>	<b><u>2,225,499</u></b>	<b><u>1,959,955</u></b>	<b><u>2,140,539</u></b>	<b><u>2,261,301</u></b>
14-9500-4840 H&W-MISC REVENUE	828	0	0	0
<b>Miscellaneous:</b>	<b><u>828</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
14-9400-4776 H&W-INTEREST ON CHECKING	12	66	20	20
14-9500-4801 H&W-INTEREST EARNED	7,528	23,727	33,000	30,000
<b>Interest:</b>	<b><u>7,540</u></b>	<b><u>23,727</u></b>	<b><u>33,000</u></b>	<b><u>30,000</u></b>
<b>Revenue Total:</b>	<b><u>2,233,867</u></b>	<b><u>1,983,682</u></b>	<b><u>2,173,539</u></b>	<b><u>2,291,301</u></b>

## CENTRAL DUPLICATING

### DEPARTMENT INFORMATION:

Fund: 16-Internal Service Fund  
 Department: 0100-Central Duplicating  
 Shelley Pankey  
 824-9106

### PROGRAMS AND SERVICES:

This department accounts for all in-house copy costs and postage expenses. Each department contributes its share to support this fund.

### TRENDS AND ISSUES:

With the implementation of central purchasing for office supplies in the county there may be a need for increased cash flow due to the up front cost to purchase supplies.

### GOALS:

1. Set up effective billing system through Accounts Receivable Module in Eden

### OBJECTIVES:

- Increase fees on usage to achieve balanced expenditures & revenues.
- Save the county money through bulk purchasing options by reduced expenses to individual budgets.

**Central Duplicating Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
16-0100-00-6085 INFO SYSTEMS-OFFICE SUPPLIES	89	54	0	0
16-0100-00-6086 CENTRAL DUP-POSTAGE	14,000	14,002	15,600	16,800
16-0100-00-6087 CENTRAL DUP-COPIES-OPEN RECORD	117	100	100	100
16-0100-00-6100 CENTRAL DUP-OPERATING SUPPLIES	4,360	3,084	600	700
16-0100-00-6103 CENTRAL DUP-TELEPHONE	25,822	25,313	35,800	36,000
16-0100-00-6109 CENTRAL DUP-WAREHOUSE SUPPLIES	0	8,881	22,000	26,300
16-0100-00-6113 CENTRAL DUP-PSC PHONE & REIMB	9,349	10,155	10,000	10,000
16-0100-00-6119 CENTRAL DUP-LEASING	15,399	13,113	12,000	14,000
16-0100-00-6120 CENTRAL DUP-MAINT. CONTRACTS	6,752	4,447	4,000	5,000
16-0100-00-6203 CENTRAL DUP-INTERNET SERVICE	288	275	400	400
16-0100-00-6349 CENTRAL DUP-IS MISC	1	0	0	0
<b>Operating Expenditures:</b>	<b>76,176</b>	<b>79,424</b>	<b>100,500</b>	<b>109,300</b>
16-5101-00-6360 TRANSFER OUT GENERAL	0	0	0	0
<b>Transfer Out:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures Total:</b>	<b>76,176</b>	<b>79,424</b>	<b>100,500</b>	<b>109,300</b>

**Central Duplicating Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
16-9400-4791 CNTRL DUP-PLAT MAPS	1,643	1,068	1,000	1,000
16-9500-4830 CNTRL DUP-SALE OF ASSETS	1,350	0	0	0
16-9800-4535 CNTRL DUP-PAPER	851	478	0	0
16-9800-4536 CNTRL DUP-POSTAGE	14,577	13,244	15,600	16,800
16-9800-4537 CNTRL DUP-COPIES	14,964	15,463	15,000	15,000
16-9800-4538 CENTRAL DUP-REIMB OPEN RECORDS	1,167	764	361	500
16-9800-4603 CNTRL DUP-REIMB WAREHOUSE	0	6,183	22,000	26,300
16-9800-6103 CNTRL DUP-TELEPHONE	36,499	38,832	35,800	36,000
<b>Charges of Service:</b>	<b>71,052</b>	<b>76,030</b>	<b>89,761</b>	<b>95,600</b>
16-9901-4360 TRANSFER IN FROM GENERAL	12,789	50,000	83,000	120,000
<b>Transfer In:</b>	<b>12,789</b>	<b>50,000</b>	<b>83,000</b>	<b>120,000</b>
<b>Revenue Total:</b>	<b>83,841</b>	<b>126,030</b>	<b>172,761</b>	<b>215,600</b>

## INFORMATION SERVICES

### DEPARTMENT INFORMATION:

Fund: 16-Internal Service Fund  
 Department: 0200-Information Services  
 Mason Siedschlaw  
 826-3403

### MISSION STATEMENT:

It is the mission of the Moffat County Information Services Department to provide timely, quality services to all of the departments within Moffat County, by prudent utilization of available resources for the purposes of:

- Providing for access while protecting the security and integrity of our networks, applications, and data
- Prudently pursuing new technologies and new horizons
- Practicing continuous improvement
- Remaining responsive to the evolving needs of Moffat County

### PROGRAMS AND SERVICES:

Information Services provides the implementation and maintenance to network services that Moffat County uses in its organization. Specific tasks may include the coordination of requests for services between users and operating or applications systems. Confer with users or review requests for services or other information to identify requirements for information services; coordinate with departments, contractors or vendors as needed to provide required services or support. Maintain an inventory of information services equipment, supplies, and materials; review technical publications and other information to identify new technology and improvements in hardware or software, make recommendations concerning new purchases, changes in contracts or other actions, prepare and coordinate purchase orders, contracts and other documents as required. Aid in training or assist users with various system applications, respond to various problems and coordinate with staff to affect solutions or enhance systems performance.

### GOALS:

- Provide on-going assistance to county personnel/departments to troubleshoot/correct information services related problems
- Review countywide server replacement policies and implement the upgrade of outdated servers if needed
- Continue the optimization of the local network and VPN (Virtual Private Network) for consistent connectivity
- Order and install upgraded workstations for numerous departments throughout the County
- Review and test Spyware/Adware programs to be implemented on a network wide basis to stop the spread of such programs on the network

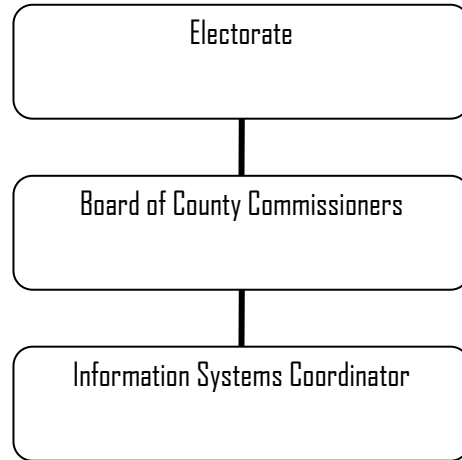
### OBJECTIVES:

- Maintain good communication with all departments throughout the County to assess current I.S. needs
- Work on staff development/certifications to enhance networking and systems knowledge
- Continue to setup workstations on the Terminal Services VPN (Virtual Private Network) as the need arises

### PERFORMANCE MEASUREMENTS:

	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
• Number of Workstations Maintained	87	104	105
• Number of Servers Maintained	8	10	10
• Number of Network Hardware Devices	27	31	31

**Information Services Organizational Chart**



Internal Services - Information Services Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Information Systems Coordinator	1.0	38	58,053	73,725
Regular	1.0			73,725
Total	1.0			\$ 73,725

### Information Service Expenditures

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
16-0200-02-6000 I. S. COORDINATOR	42,887	49,987	55,202	58,053
16-0200-00-6034 INFO SYSTEMS - OVERTIME	2,773	1,696	1,500	3,000
16-0200-00-6036 INFO SYSTEMS - VACATION/SICK PAID OUT	8,356	0	0	0
16-0200-00-6060 FRINGE BENEFITS	14,730	18,379	17,762	15,672
<b>Personnel Expenditures:</b>	<b>68,745</b>	<b>70,063</b>	<b>74,464</b>	<b>76,725</b>
16-0200-00-6085 OFFICE SUPPLIES	873	1,060	800	1,000
16-0200-00-6086 POSTAGE	21	102	100	200
16-0200-00-6087 COPIES	46	16	40	75
16-0200-00-6090 COMPUTER EXPENSE/SERVICES	3,893	4,021	3,400	4,000
16-0200-00-6100 OPERATING SUPPLIES	2,845	819	1,250	2,000
16-0200-00-6103 TELEPHONE	284	577	750	800
16-0200-00-6108 TRAVEL EXPENSES	651	197	800	1,500
16-0200-00-6120 MAINTENANCE CONTRACTS	9,069	8,825	7,600	8,500
16-0200-00-6300 DUES & MEETINGS	500	500	0	0
16-0200-00-6349 MISCELLANEOUS	1,440	1,009	850	1,000
16-0200-00-6501 I.S.-INTERNET ACCESS/ROUTER MAINT	0	0	320	17,950
<b>Operating Expenditures:</b>	<b>19,621</b>	<b>17,125</b>	<b>15,910</b>	<b>37,025</b>
16-0200-00-6220 INFO SYSTEMS-CAPITAL OUTLAY	0	20,479	12,800	26,800
<b>Capital Expenditures:</b>	<b>0</b>	<b>20,479</b>	<b>12,800</b>	<b>26,800</b>
<b>Expenditures Total:</b>	<b>88,367</b>	<b>107,667</b>	<b>103,174</b>	<b>140,550</b>

### Information Service Revenues

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
16-9800-4539 REIMB-CNTRL DUP LEASED EQUIPMENT IS	7,336	10,396	14,500	20,500
16-9800-4540 CENTRAL DUP-INTERNET ACCESS/ROUTER MAINT	5,088	5,088	19,500	22,988
16-9800-4559 CNTRL DUP-REIMB COMPUTER EXPENSES	1,190	1,287	2,500	2,500
<b>Charges of Service:</b>	<b>13,614</b>	<b>16,770</b>	<b>36,500</b>	<b>45,988</b>
<b>Revenue Total:</b>	<b>13,614</b>	<b>16,770</b>	<b>36,500</b>	<b>45,988</b>

## Lease-Purchase Fund

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**DEPARTMENT INFORMATION:**

Fund:17-Lease-Purchase  
Department: 0100-Lease-Purchase  
Tinneal Gerber  
824-9140

**PROGRAMS AND SERVICES:**

This Fund accounts for the resources used to make the lease-purchase payments on the certificates of participation for the Public Safety Center.

**TRENDS AND ISSUES:**

No changes for budget year 2007.

**GOALS:**

1. Complete all transactions required to make necessary payments

**OBJECTIVES:**

- Continue weekly finance meetings to assure cash flows

**Lease-Purchase Expenditures**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
17-0100-00-6021 DEBT SERVICE-PRINCIPAL ON BOND	370,000	365,000	340,000	355,000
17-0100-00-6112 DEBT SERVICE-INTEREST ON BONDS	556,489	540,711	525,192	525,192
17-0100-00-6374 DEBT SERVICE-TRADE CHARGE	4,300	4,300	8,550	8,550
<b>Operating Expenditures:</b>	<b>930,789</b>	<b>910,011</b>	<b>873,742</b>	<b>888,742</b>
17-5121-00-6360 TRANSFER OUT JAIL	0	0	0	0
<b>Transfer Out:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>930,789</b>	<b>910,011</b>	<b>873,742</b>	<b>888,742</b>

**Lease-Purchase Revenues**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
17-9000-4503 DEBT SERV-INT INCOME ACCRUED	42,839	48,339	48,000	48,000
<b>Interest:</b>	<b>42,839</b>	<b>48,339</b>	<b>48,000</b>	<b>48,000</b>
17-9921-4360 TRANSFER IN FROM JAIL	880,688	858,984	865,192	871,479
<b>Transfer In:</b>	<b>880,688</b>	<b>858,984</b>	<b>865,192</b>	<b>871,479</b>
<b>General Fund Revenue Total:</b>	<b>923,527</b>	<b>907,322</b>	<b>913,192</b>	<b>919,479</b>

## Telecommunications

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<b>DEPARTMENT INFORMATION:</b>
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Fund: 18-Telecommunications Department: 0100-Telecommunications Tinneal Gerber 824-9140
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<b>PROGRAMS AND SERVICES:</b>
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This fund accounts for the NC Telecomm prepaid services.
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<b>TRENDS AND ISSUES:</b>
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There are no significant projects that the finance staff is aware of that are not part of ongoing organizational activities
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**Telecommunications Expenditures**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
18-5101-00-6360 TRANSFER TO GENERAL	0	0	4,000	7,379
18-5108-00-6360 TRANSFER OUT TO CAPITAL	53,809	0	0	0
<b>Transfer Out:</b>	<b>53,809</b>	<b>0</b>	<b>4,000</b>	<b>7,379</b>
<b>Total Expenditures:</b>	<b>53,809</b>	<b>0</b>	<b>4,000</b>	<b>7,379</b>

**Telecommunications Revenues**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
18-9200-4263 PSC-INTEREST EARN TREAS	276	492	0	0
18-9200-4264 PSC-NC TELECOM INTEREST	8,398	13,923	20,600	15,000
<b>Interest:</b>	<b>8,673</b>	<b>14,415</b>	<b>20,600</b>	<b>15,000</b>
<b>Total Revenue:</b>	<b>8,673</b>	<b>14,415</b>	<b>20,600</b>	<b>15,000</b>