

BOROUGH OF ALLENDALE
MEMORANDUM

TO: Gwen McCarthy Keith Cauwenberghs
 Jeff Picinich George Scherb
 Jean Manus Angela Mattiace
 John Wittekind Dave Baez

FROM: M. Alissa Mayer, CFO *MAM*

DATE: September 24, 2012

RE: 2012 Budget Worksheets

Attached are your 2013 budget worksheets.

It is important that you review your budgets with your committee chairperson. Please have the forms completed and returned to me by November 5.

Just a reminder, the "Actual" total for 2012 is only as of 9/24/12. You will need to project for the remainder of the year to get a more accurate figure.

Please feel free to contact me should you have any questions or need assistance with your budget. Detailed listings of your expenditures are readily available should you desire them.

Range of Budget Accounts: First to 3-01-50-899-000 Inc'l Revenue Accts: No
 Subtotal CAFR: Yes Subtotal Department: Yes Department Page Break: Yes
 For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number		2010	2011	2012	***** Year 2013 *****			%PY
		Approp Actual	Approp Actual	Approp Actual	Requested	Admin. Recmnd	Budgeted	
ADMINISTRATION								
3-01-20-100-000	H							
SALARIES & WAGES, ADMINISTRATION								
3-01-20-100-010	C							
Full Time								
3-01-20-100-011	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Part Time								
3-01-20-100-012	S	23,971.00 27,167.50	30,416.00 27,001.50	33,000.00 20,168.39	33,000			0.00
	Transfers	3,200.00	0.00	0.00				
Temporary and Seasonal								
3-01-20-100-013	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Overtime								
3-01-20-100-014	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Sick Reimbursement								
3-01-20-100-016	S	0.00 0.00	0.00 0.00	0.00 0.00				0.00
Control Total								
		23,971.00 27,167.50	30,416.00 27,001.50	33,000.00 20,168.39	0.00	0.00	0.00	0.00
	Transfers	3,200.00	0.00	0.00				
OTHER EXPENSES - ADMINISTRATION								
3-01-20-100-020	C							
Advertising								
3-01-20-100-021	S	300.00 151.96	0.00 79.30	0.00 0.00				0.00
Postage (+2000)								
3-01-20-100-022	S	4,000.00 3,910.35	8,000.00 5,384.49	4,000.00 4,648.88	6000			0.00
Printing & Stationary (-3000)								
3-01-20-100-023	S	4,000.00 2,333.00	2,000.00 6,408.50	6,000.00 3,383.50	3000			0.00

see newsletter

Description Budget Account Number		2010	2011	2012	***** Year 2013 *****			%PY
		Approp Actual	Approp Actual	Approp Actual	Requested	Admin. Recmnd	Budgeted	
Department: 3-01-20-100-000		ADMINISTRATION						
Newsletter printing	(-200)							
3-01-20-100-033	S	0.00	7,200.00	7,200.00	7000			0.00
		0.00	0.00	0.00				
Transfers		0.00	2,300.00-	0.00				
Train Permits								
3-01-20-100-035	S	0.00	1,000.00	1,000.00	1000			0.00
		0.00	0.00	0.00				
Supplies								
3-01-20-100-036	S	1,500.00	3,000.00	5,050.00	5050			0.00
		2,950.46	6,551.33	2,772.56				
Dues/Memberships/Subscriptions								
3-01-20-100-042	S	4,000.00	1,500.00	2,500.00	2500			0.00
		2,053.90	1,666.90	1,696.40				
Mileage								
3-01-20-100-045	S	100.00	100.00	100.00	100			0.00
		0.00	105.45	0.00				
Equipment Maintenance								
3-01-20-100-053	S	4,500.00	6,500.00	6,000.00	6000			0.00
		7,560.04	5,934.78	3,388.97				
Equipment Purchases	(+1000)							
3-01-20-100-058	S	1,100.00	2,500.00	2,000.00	3000			0.00
		2,687.94	435.59	1,809.43				
Web Master Services/Softwrae	(+1000)							
3-01-20-100-060	S	3,000.00	4,500.00	4,500.00	5500			0.00
		5,190.43	3,632.92	4,283.44				
Miscellaneous	(-200)							
3-01-20-100-063	S	5,500.00	14,500.00	9,200.00	9000			0.00
		4,622.70	8,870.45	6,807.63				
Transfers		4,000.00	6,000.00-	0.00				
Safety								
3-01-20-100-140	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Control Total		28,000.00	50,800.00	47,550.00	0.00	0.00	0.00	0.00
		31,460.78	39,069.71	28,790.81				
Transfers		4,000.00	8,300.00-	0.00				
Department Total		51,971.00	81,216.00	80,550.00	0.00	0.00	0.00	0.00
		58,628.28	66,071.21	48,959.20				
Transfers		7,200.00	8,300.00-	0.00				

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Year 2013 *****			%PY
				Requested	Admin. Recmnd	Budgeted	
Department: 3-01-20-110-000 MAYOR & COUNCIL							
MAYOR & COUNCIL							
3-01-20-110-000							
OTHER EXPENSES - MAYOR & COUNCIL							
3-01-20-110-020							
Dues/Subscriptions/Memberships							
3-01-20-110-042	S	750.00 285.00	750.00 650.00	750.00 200.00	<u>750</u>		0.00
Training/Education							
3-01-20-110-043	S	1,000.00 0.00	1,000.00 0.00	500.00 325.00	<u>500</u>		0.00
	Transfers	1,000.00-	0.00	0.00			
Mileage							
3-01-20-110-045	S	500.00 55.00	500.00 0.00	300.00 0.00	<u>300</u>		0.00
Miscellaneous (-1000)							
3-01-20-110-063	S	2,250.00 1,401.49	1,800.00 2,886.71	2,500.00 404.90	<u>1500</u>		0.00
Control Total							
		4,500.00 1,741.49	4,050.00 3,536.71	4,050.00 929.90	0.00	0.00	0.00
	Transfers	1,000.00-	0.00	0.00			
Department Total							
		4,500.00 1,741.49	4,050.00 3,536.71	4,050.00 929.90	0.00	0.00	0.00
	Transfers	1,000.00-	0.00	0.00			

Description		2010	2011	2012	*****	Year 2013	*****	
Budget Account Number		Approp	Approp	Approp	Requested	Admin. Recmnd	Budgeted	%PY
		Actual	Actual	Actual				
Department: 3-01-20-120-000		MUNICIPAL CLERK						
MUNICIPAL CLERK								
3-01-20-120-000	H							
SALARIES & WAGES - MUNICIPAL CLERK								
3-01-20-120-010 C								
Full Time								
3-01-20-120-011	S	94,305.00	92,034.00	93,875.00				0.00
		94,302.95	92,034.08	68,601.02				
	Transfers	0.00	100.00	0.00				
Part time								
3-01-20-120-012	S	0.00	0.00	0.00				0.00
		0.00	0.00	0.00				
Sick Reimbursement								
3-01-20-120-016	S	1,451.00	1,416.00	0.00				0.00
		0.00	1,415.91	0.00				
Control Total		95,756.00	93,450.00	93,875.00	0.00	0.00	0.00	0.00
	Transfers	94,302.95	93,449.99	68,601.02				
		0.00	100.00	0.00				
OTHER EXPENSES - MUNICIPAL CLERK								
3-01-20-120-020 C								
Advertising								
3-01-20-120-021	S	3,000.00	2,500.00	2,500.00	2500			0.00
		1,674.03	1,256.90	758.33				
	(+6600)							
Postage								
3-01-20-120-022	S	500.00	500.00	534.00	1200			0.00
		4,178.50	1,568.15	533.35				
Documents & Codification								
3-01-20-120-034	S	4,500.00	4,500.00	5,500.00	5500			0.00
		4,694.50	4,494.70	1,195.00				
Supplies								
3-01-20-120-036	S	1,800.00	250.00	250.00	250			0.00
		852.89	10.38	0.00				
Dues/Subscriptions/Membership								
3-01-20-120-042	S	300.00	300.00	300.00	300			0.00
		189.90	279.55	207.62				

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Year 2013 *****			%PY
				Requested	Admin. Recmnd	Budgeted	
Department: 3-01-20-120-000 MUNICIPAL CLERK							
Training/Education 3-01-20-120-044	(-300) S 1,200.00 10.00	600.00 229.00	600.00 0.00	300			0.00
Mileage 3-01-20-120-045	(-50) S 500.00 161.30	400.00 29.43	200.00 31.08	150			0.00
Miscellaneous 3-01-20-120-063	(-1416) S 500.00 3,091.75	600.00 1,839.42	2,916.00 0.00	1500			0.00
Elections 3-01-20-120-064	(+1500) S 12,000.00 5,879.09	6,000.00 5,357.58	6,000.00 6,606.38	7500			0.00
Control Total	24,300.00 20,731.96	15,650.00 15,065.11	18,800.00 9,331.76	0.00	0.00	0.00	0.00
Department Total	120,056.00 115,034.91	109,100.00 108,515.10	112,675.00 77,932.78	0.00	0.00	0.00	0.00
Transfers	0.00	100.00	0.00				