

# JD PEACOCK II

CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA



June 1, 2018

Okaloosa County Commission  
Honorable Graham Fountain, Chair  
302 Wilson St.  
Crestview, FL 32536

Dear Chairman Fountain:

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2017-2018. The supporting documentation attached includes comprehensive Clerk's Office general fund information. Our budget request as related to BCC operations is summarized below. Line item departmental detail pages and the budget summary are submitted to the County Finance Office to be made available to the County Administrator and the Board when Budget Workshops begin.

The amounts requested for the departments funded by the Board are as follows:

BCC Finance, Including Internal Audit Function (IG)	\$ 1,420,178
Clerk to BCC	\$ 170,024

This is a total request from this office of **\$1,590,202 or \$4,083** below the current approved funding level, a decrease of **0.3%**. This request includes a 3% COLA for all employees.

Sincerely,

JD Peacock II  
Clerk of Circuit Court & Comptroller

cc: Okaloosa County Commission  
John Hofstad, County Administrator  
Stephanie Herrick, County Budget Director  
Gary Stanford, County Finance Officer

**Clerk of Circuit Court and Comptroller  
Okaloosa County, Florida  
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**Clerk's Board of County Commission Responsibilities**

The budget relating to the responsibilities of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian and Treasurer of all County funds and other county-related duties, and for Chapter 29 obligations. An appropriation is received from the Board of County Commissioners for these obligations. Additional funding is provided from fee revenue.

	FY 16-17 Actual	FY 17-18 Amended	FY 18-19 Proposed	FY 18-19 % +/-
<b>REVENUE</b>				
<b>Okaloosa County General Fund</b>	1,594,630	1,594,285	1,590,202	<b>-0.3%</b> <b>\$ (4,083)</b>
Clerk's General Fund	397,280	403,840	420,651	
<b>Total Revenue</b>	<b>\$ 1,991,910</b>	<b>\$ 1,998,125</b>	<b>\$ 2,010,853</b>	
<b>EXPENDITURES</b>				
<b>Clerk to the Board of County Commissioners</b>				
Personal Services	145,788	117,143	162,846	<b>Add Courier \$ 44,073</b>
Operating	3,900	3,350	7,178	
Capital	-	-	-	
<b>Total</b>	<b>\$ 149,688</b>	<b>\$ 120,493</b>	<b>\$ 170,024</b>	<b>41.1%</b>
<b>BCC Finance Department</b>				
Personal Services	993,631	982,315	976,862	
Operating	99,000	80,100	120,885	
Capital	10,000	-	-	
<b>Total</b>	<b>\$ 1,102,631</b>	<b>\$ 1,062,415</b>	<b>\$ 1,097,747</b>	<b>3.3%</b>
<b>Inspector General</b>				
Personal Services	148,195	139,168	127,489	
Operating	12,655	12,500	11,800	
Capital	2,500	-	-	
<b>Total</b>	<b>\$ 163,350</b>	<b>\$ 151,668</b>	<b>\$ 139,289</b>	<b>-8.2%</b>
<b>Administrative Support<sup>1</sup></b>	<b>\$ 187,271</b>	<b>\$ 259,709</b>	<b>\$ 183,142</b>	<b>-29.5%</b>
<b>Article V Court IT Costs<sup>2</sup></b>				
Personal Services	235,150	276,090	373,888	
Operating	145,420	112,750	26,763	
Capital	8,400	15,000	20,000	
<b>Total</b>	<b>\$ 388,970</b>	<b>\$ 403,840</b>	<b>\$ 420,651</b>	<b>4.2%</b>
<b>Total Expenditures</b>	<b>\$ 1,991,910</b>	<b>\$ 1,998,125</b>	<b>\$ 2,010,853</b>	<b>0.6%</b>

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**NOTES**

- 1 Administrative Support includes allocated Finance, Payroll, Human Resources and Information Services provided from other sections of the clerk's office.
  
- 2 In 2000, the State mandated that certain costs of the courts would be funded by the counties. The new chapter 29 defined the courts to include the costs for the circuit and county courts for the Clerk in addition to the judges and attorneys. Counties in accordance with F.S. 29.008 are required to fund the cost of communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities. Each year, an audit is done of the expenditures and reported to the State of Florida's Chief Financial Officer.

**Personnel (FTE), BCC**

	<b>FY 16-17 Actual</b>	<b>FY 17-18 Estimated</b>	<b>FY 18-19 Proposed</b>	<b>% Diff.</b>	
Clerk to BCC	1.5	2.0	3.0	1.0	Add Courier
BCC Finance Department	12.5	10.0	9.5	-0.5	
Inspector General (Internal Audit)	2.0	2.0	2.0	0.0	
Article V Court Information Technology	4.0	4.0	4.0	0.0	
Total FTE	20.0	18.0	18.5	0.5	

**Clerk to the BCC Performance Measures**

VAB Fillings	65	65	72	10.8%
Meetings Attended	40	45	45	0.0%
Minutes Prepared	40	45	45	0.0%
Time to post Official Minutes	4 weeks	3.5 weeks	3 Weeks	-16.7%

**BCC Finance**

Vendor Payments	3323	3026	3,000	-0.9%
Payroll Transactions	19940	21219	21,000	-1.0%
Invoices Processed	21381	17786	17,750	-0.2%
P-Card Transactions Processed	22362	15543	15,000	-3.5%
Purchase Orders Processed	1107	1155	1,100	-4.8%
Contract Payments Processed	5988	4961	5,000	0.8%
Budget Amendments	99	62	75	21.0%
Invoice (Average Receipt to Paid, Days)	25.57	25.75	15	-41.7%
Contract Payments (Average Receipt to Paid,	31.20	25.51	20	-21.6%
Biweekly Payroll (Avg processing time in hours)	39	39	25	-35.9%

**Inspector General (Internal Audit)**

Audits	3	3	3	0.0%
Hours on BCC Audits	2,100	2,100	2,100	0.0%
Hours Consulting BCC Departments	1,200	1,200	1,200	0.0%

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**Department 104, Clerk to the BCC**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
512010 REGULAR SALARIES & WAGES	123,373	90,345	93,816
513010 OTHER SALARIES & WAGES	-	-	0
514010 OVERTIME	-	206	0
521010 FICA TAXES/MATCHING	9,386	6,911	7,177
522010 RETIREMENT CONTRIBUTION	9,038	6,794	7,749
523010 LIFE & HEALTH INSURANCE	8,373	12,647	12,623
524010 WORKERS COMPENSATION	212	240	230
525010 UNEMPLOYMENT COMPENSATION	-	-	0
531020 PROF SERV - OTHER	-	-	100
531030 PROF SERV - COMP CONSULT	-	-	0
540110 TRAVEL	477	500	500
541010 COMMUNICATIONS	-	-	0
542020 POSTAGE / FREIGHT	-	-	0
544010 RENT/LEASE - EQUIPMENT	-	250	250
545010 INS & BONDS - PREMIUMS	1,026	1,500	978
546020 REPAIR/MAINT - OFC EQUIP	-	-	0
546030 REPAIR/MAINT - COMP EQUIP	-	-	0
547010 PRINTING AND BINDING	86	100	100
551010 OFFICE SUPPLIES	809	1,000	250
552030 SOFTWARE AQUISITION	-	-	0
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	-	0
554020 DUES & MEMBERSHIPS	-	-	0
<b>Total Department</b>	<b>\$ 152,780</b>	<b>\$ 120,493</b>	<b>123,773</b>

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**Department 101, Elected Administration**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
511010 SALARIES ELECTED OFFICIAL	64,862	64,941	67,641
521010 FICA TAXES/MATCHING	4,630	4,968	5,175
522010 RETIREMENT CONTRIBUTION	28,116	27,550	32,941
523010 LIFE & HEALTH INSURANCE	2,882	5,000	2,856
524010 WORKERS COMPENSATION	53	-	58
531020 PROF SERV - OTHER	33	50	
540110 TRAVEL	3,666	4,000	2000
541010 COMMUNICATIONS	202	-	1500
545010 INS & BONDS - PREMIUMS	256	-	245
549090 CURR CHG - OTHER MISC EXP	16	-	0
551010 OFFICE SUPPLIES	919	-	0
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	200	0
554020 DUES & MEMBERSHIPS	1,230	250	250
555010 TRAINING & EDUCATION	175	1,000	250
<b>Total Department</b>	<b>\$ 107,040</b>	<b>\$ 107,959</b>	<b>112,915</b>
General Fund Allocation	<b>(86,250)</b>	<b>(82,199)</b>	<b>(56,457)</b>
<b>Total BCC Allocation</b>	<b>\$ 20,790</b>	<b>\$ 25,760</b>	<b>56,457</b>

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**Department 105, Clerk Finance**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	
512010	REGULAR SALARIES & WAGES	67,551	100,508	0
513010	OTHER SALARIES & WAGES	-	100	0
514010	OVERTIME	35	100	0
521010	FICA TAXES/MATCHING	4,764	7,613	0
522010	RETIREMENT CONTRIBUTION	7,925	14,153	0
523010	LIFE & HEALTH INSURANCE	12,158	7,017	0
524010	WORKERS COMPENSATION	166	274	0
531020	PROF SERV - OTHER	95	50	0
534030	SOFTWARE MAINTENANCE	-	-	0
534090	MISC CONTRACTUAL SERVICES	3,368	3,000	0
540110	TRAVEL	682	500	0
541010	COMMUNICATIONS	-	-	0
542020	POSTAGE / FREIGHT	35	100	0
544010	RENT/LEASE - EQUIPMENT	950	1,000	0
545010	INS & BONDS - PREMIUMS	800	800	0
546020	REPAIR/MAINT - OFC EQUIP	-	-	0
546030	REPAIR/MAINT - COMP EQUIP	-	-	0
547010	PRINTING AND BINDING	-	-	0
549090	CURR CHG - OTHER MISC EXP	-	100	0
551010	OFFICE SUPPLIES	1,006	1,000	0
552030	SOFTWARE AQUISITION	-	-	0
554010	BOOKS/PUBS/SUBS/MEMBERSHP	-	150	0
554020	DUES & MEMBERSHIPS	580	250	0
555010	TRAINING & EDUCATION	-	1,000	0
<b>Total Department</b>		<b>\$ 100,115</b>	<b>\$ 137,715</b>	<b>0</b>
General Fund Allocation		<b>(70,708)</b>	<b>(106,086)</b>	<b>0</b>
<b>Total BCC Allocation</b>		<b>\$ 29,407</b>	<b>\$ 31,629</b>	<b>0</b>

***This department eliminated during re-org of Finance Department***

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**Finance Department, (102,1021,1022, 1023)**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	
512010	REGULAR SALARIES & WAGES	872,443	718,341	818,103
513010	OTHER SALARIES & WAGES	-	103	-
514010	OVERTIME	-	235	10,000
521010	FICA TAXES/MATCHING	62,418	54,800	62,585
522010	RETIREMENT CONTRIBUTION	118,752	96,995	129,482
523010	LIFE & HEALTH INSURANCE	82,410	109,241	112,076
524010	WORKERS COMPENSATION	1,379	2,600	1,437
525010	UNEMPLOYMENT COMPENSATION	-	100	-
531010	PROF SERV - ATTORNEY	3,240	5,000	475
531020	PROF SERV - OTHER	440	500	413
531030	PROF SERV - COMP CONSULT	9,375	2,000	7,655
532010	AUDIT-STATE REQUIRED -CPA	2,245	1,000	10,190
534030	SOFTWARE MAINTENANCE	54	-	50,000
534090	MISC CONTRACTUAL SERVICES	23,774	18,000	13,759
540110	TRAVEL	11,997	10,000	5,000
541010	COMMUNICATIONS	1,031	250	1,000
542020	POSTAGE / FREIGHT	6,058	5,000	100
544010	RENT/LEASE - EQUIPMENT	2,999	2,500	2,359
545010	INS & BONDS - PREMIUMS	6,668	6,600	7,391
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	149	-	-
546030	REPAIR/MAINT - COMP EQUIP	-	-	-
547010	PRINTING AND BINDING	1,417	2,000	1,000
549010	ADVERTISING - LEGAL	-	-	-
549090	CURR CHG - OTHER MISC EXP	797	-	108
551010	OFFICE SUPPLIES	11,732	10,400	3,350
552010	CLOTHING/WEARING APPAREL	-	250	-
552020	FUEL - FLEET MAINTENANCE	509	1,000	-
552030	SOFTWARE AQUISITION	694	-	1,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	2,302	2,500	1,700
554020	DUES & MEMBERSHIPS	4,319	3,000	3,985
555010	TRAINING & EDUCATION	15,313	10,000	11,400
564010	EQUIPMENT	7,626	-	-
568010	INTANGIBLE ACQUISITION	-	-	-
<b>Total Department</b>		<b>\$ 1,250,142</b>	<b>\$ 1,062,415</b>	<b>\$ 1,254,569</b>
Official Records Allocation		-	-	<b>(156,821)</b>
<b>Total BCC Allocation</b>		<b>1,250,142</b>	<b>1,062,415</b>	<b>1,097,747</b>

**Clerk of Circuit Court and Comptroller  
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**Department 1081, Administration**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	
512010	REGULAR SALARIES & WAGES	180,194	128,750	57,137
513010	OTHER SALARIES & WAGES	-	5,000	-
514010	OVERTIME	-	-	-
521010	FICA TAXES/MATCHING	13,296	10,300	4,371
522010	RETIREMENT CONTRIBUTION	34,265	24,720	11,058
523010	LIFE & HEALTH INSURANCE	10,320	11,500	4,730
524010	WORKERS COMPENSATION	178	240	86
531010	PROF SERV - ATTORNEY	20,662	25,000	15,000
531020	PROF SERV - OTHER	2,281	5,000	500
531030	PROF SERV - COMP CONSULT	-	-	-
534010	CS-PERSONNEL	6,686	-	-
534030	SOFTWARE MAINTENANCE	-	-	25,000
534040	SOFTWARE MAINTENANCE-CTS	234	-	-
534090	MISC CONTRACTUAL SERVICES	145	250	250
540110	TRAVEL	4,828	5,000	750
541010	COMMUNICATIONS	2,280	1,500	-
541030	COMMUNICATIONS - COURT	1,528	500	250
542020	POSTAGE / FREIGHT	3	100	50
544010	RENT/LEASE - EQUIPMENT	-	100	-
544020	RENT/LEASE - BUILDINGS	1,200	-	-
545010	INS & BONDS - PREMIUMS	862	850	800
546010	REPAIR/MAINT - FACILITIES	-	-	-
546020	REPAIR/MAINT - OFC EQUIP	37	-	-
546030	REPAIR/MAINT - COMP EQUIP	-	-	-
547010	PRINTING AND BINDING	1,243	150	250
549030	ARTICLE IV-D REPAYMENT	-	-	10,000
549090	CURR CHG - OTHER MISC EXP	2,342	1,500	1,000
551010	OFFICE SUPPLIES	8,485	8,000	250
552020	FUEL - FLEET MAINTENANCE	2,361	1,000	1,500
552030	SOFTWARE AQUISITION	-	-	-
554010	BOOKS/PUBS/SUBS/MEMBERSHP	1,611	1,500	2,500
554020	DUES & MEMBERSHIPS	730	1,000	500
555010	TRAINING & EDUCATION	5,693	2,500	1,000
564010	EQUIPMENT	24,177	-	25,000
599090	RESERVE FOR CONTINGENCIES	13,898	50,000	75,000
<b>Total Department</b>	<b>\$ 339,540</b>	<b>\$ 284,460</b>	<b>\$ 236,982</b>	
General Fund Allocation	(301,855)	(259,140)	(189,586)	
<b>Total BCC Allocation</b>	<b>\$ 37,685</b>	<b>\$ 25,320</b>	<b>\$ 47,396</b>	



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**Department 106, Records Management**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
512010 REGULAR SALARIES & WAGES	102,847	100,741	90,607
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	7,462	7,706	6,931
522010 RETIREMENT CONTRIBUTION	8,914	8,845	8,676
523010 LIFE & HEALTH INSURANCE	18,883	24,272	21,172
524010 WORKERS COMPENSATION	324	308	259
525010 UNEMPLOYMENT COMPENSATION	107	100	-
531020 PROF SERV - OTHER	662	100	100
534010 CS-PERSONNEL	2,940	100	-
534090 MISC CONTRACTUAL SERVICES	1,652	2,500	1,250
540110 TRAVEL	804	1,000	600
541010 COMMUNICATIONS	-	100	-
542020 POSTAGE / FREIGHT	17	100	9,000
544010 RENT/LEASE - EQUIPMENT	3,499	1,500	1,500
545010 INS & BONDS - PREMIUMS	1,564	1,500	1,500
546010 REPAIR/MAINT - FACILITIES	-	100	-
546020 REPAIR/MAINT - OFC EQUIP	-	100	-
547010 PRINTING AND BINDING	17	100	-
549090 CURR CHG - OTHER MISC EXP	-	100	500
551010 OFFICE SUPPLIES	316	500	1,000
552020 FUEL - FLEET MAINTENANCE	1,215	1,000	1,000
554010 BOOKS/PUBS/SUBS/MEMBERSHP	-	100	-
554020 DUES & MEMBERSHIPS	-	100	-
555010 TRAINING & EDUCATION	1,149	1,000	500
564010 EQUIPMENT	469	-	-
<b>Total Department</b>	<b>\$ 152,842</b>	<b>\$ 151,972</b>	<b>\$ 144,595</b>
General Fund Allocation	<b>(115,643)</b>	<b>(117,372)</b>	<b>(115,676)</b>
<b>Total BCC Allocation</b>	<b>\$ 37,199</b>	<b>\$ 34,600</b>	<b>\$ 28,919</b>

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**Department 107, Inspector General**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
512010 REGULAR SALARIES & WAGES	115,502	136,544	129,303
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	8,310	10,446	9,892
522010 RETIREMENT CONTRIBUTION	13,472	15,707	18,764
523010 LIFE & HEALTH INSURANCE	11,041	15,761	15,729
524010 WORKERS COMPENSATION	191	247	230
525010 UNEMPLOYMENT COMPENSATION	-	100	-
531010 PROF SERV - ATTORNEY	924	1,500	1,500
531020 PROF SERV - OTHER	79	100	200
531030 PROF SERV - COMP CONSULT	-	100	-
534030 SOFTWARE MAINTENANCE	978	650	1,000
534090 MISC CONTRACTUAL SERVICES	486	500	-
540110 TRAVEL	3,909	2,500	1,500
541010 COMMUNICATIONS	-	100	100
542020 POSTAGE / FREIGHT	-	-	-
544010 RENT/LEASE - EQUIPMENT	2,779	1,000	1,000
545010 INS & BONDS - PREMIUMS	923	950	1,000
546020 REPAIR/MAINT - OFC EQUIP	-	-	-
546030 REPAIR/MAINT - COMP EQUIP	-	-	-
547010 PRINTING AND BINDING	103	100	100
549090 CURR CHG - OTHER MISC EXP	-	-	500
551010 OFFICE SUPPLIES	966	1,000	500
552020 FUEL - FLEET MAINTENANCE	1,719	250	750
552030 SOFTWARE AQUISITION	300	300	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	330	500	1,250
554020 DUES & MEMBERSHIPS	1,470	1,000	1,400
555010 TRAINING & EDUCATION	959	2,500	1,000
564010 EQUIPMENT	-	-	-
<b>Total Department</b>	<b>164,441</b>	<b>191,856</b>	<b>185,718</b>
Official Records Allocation	-	<b>(40,188)</b>	<b>(46,430)</b>
<b>Total BCC Allocation</b>	<b>164,441</b>	<b>151,668</b>	<b>139,289</b>

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**Department 1084, Information Systems**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
512010	REGULAR SALARIES & WAGES	134,170	153,319
513010	OTHER SALARIES & WAGES	-	-
514010	OVERTIME	-	-
521010	FICA TAXES/MATCHING	9,329	11,729
522010	RETIREMENT CONTRIBUTION	15,702	17,888
523010	LIFE & HEALTH INSURANCE	16,053	24,272
524010	WORKERS COMPENSATION	207	350
525010	UNEMPLOYMENT COMPENSATION	-	-
531010	PROF SERV - ATTORNEY	-	-
531020	PROF SERV - OTHER	303	250
531030	PROF SERV - COMP CONSULT	9,061	5,000
534010	CS-PERSONNEL	7,306	-
534030	SOFTWARE MAINTENANCE	15,132	10,000
534090	MISC CONTRACTUAL SERVICES	679	750
540110	TRAVEL	2,382	1,200
541010	COMMUNICATIONS	7,923	7,500
542020	POSTAGE / FREIGHT	-	50
544010	RENT/LEASE - EQUIPMENT	1,084	500
545010	INS & BONDS - PREMIUMS	1,000	1,000
546010	REPAIR/MAINT - FACILITIES	-	100
546020	REPAIR/MAINT - OFC EQUIP	-	100
546030	REPAIR/MAINT - COMP EQUIP	525	2,500
547010	PRINTING AND BINDING	43	100
549010	ADVERTISING - LEGAL	-	100
549090	CURR CHG - OTHER MISC EXP	-	100
551010	OFFICE SUPPLIES	4,183	5,000
552030	SOFTWARE AQUISITION	6,485	5,000
554010	BOOKS/PUBS/SUBS/MEMBERSHP	66	100
554020	DUES & MEMBERSHIPS	-	100
555010	TRAINING & EDUCATION	2,108	2,500
564010	EQUIPMENT	21,605	2,500
568010	INTANGIBLE ACQUISITION	-	2,500
<b>Total Department</b>		<b>\$ 255,345</b>	<b>\$ 254,507</b>
General Fund Allocation		<b>(203,420)</b>	<b>(203,981)</b>
<b>Total BCC Allocation</b>		<b>\$ 51,925</b>	<b>\$ 50,526</b>
		<b>\$ 251,846</b>	<b>\$ 251,846</b>

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**Department 1085, 1531, Court Information Systems**

Account	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed
512010 REGULAR SALARIES & WAGES	29,901	204,067	276,781
513010 OTHER SALARIES & WAGES	-	-	-
514010 OVERTIME	-	-	-
521010 FICA TAXES/MATCHING	14,997	15,611	21,174
522010 RETIREMENT CONTRIBUTION	28,324	23,807	33,239
523010 LIFE & HEALTH INSURANCE	25,683	32,306	42,191
524010 WORKERS COMPENSATION	324	300	503
525010 UNEMPLOYMENT COMPENSATION	-	-	-
531010 PROF SERV - ATTORNEY	-	-	-
531020 PROF SERV - OTHER	168	100	100
531030 PROF SERV - COMP CONSULT	14,055	8,500	2,500
534010 CS-PERSONNEL	11,428	-	-
534030 SOFTWARE MAINTENANCE	51,646	38,000	-
534090 MISC CONTRACTUAL SERVICES	1,062	2,000	2,000
540110 TRAVEL	3,867	2,750	2,750
541010 COMMUNICATIONS	12,280	15,000	5,000
542020 POSTAGE / FREIGHT	-	100	100
544010 RENT/LEASE - EQUIPMENT	1,695	700	700
545010 INS & BONDS - PREMIUMS	1,564	1,750	1,750
546010 REPAIR/MAINT - FACILITIES	-	100	100
546020 REPAIR/MAINT - OFC EQUIP	-	100	100
546030 REPAIR/MAINT - COMP EQUIP	10,091	20,000	1,000
547010 PRINTING AND BINDING	50	100	100
549010 ADVERTISING - LEGAL	-	100	100
549090 CURR CHG - OTHER MISC EXP	-	100	100
551010 OFFICE SUPPLIES	9,067	10,000	5,000
552030 SOFTWARE AQUISITION	(6,220)	10,000	-
554010 BOOKS/PUBS/SUBS/MEMBERSHP	3,760	750	2,300
554020 DUES & MEMBERSHIPS	-	100	-
555010 TRAINING & EDUCATION	5,159	2,500	3,063
564010 EQUIPMENT	4,339	10,000	5,000
568010 INTANGIBLE ACQUISITION	-	5,000	15,000
<b>Total Department</b>	<b>223,240</b>	<b>403,841</b>	<b>420,651</b>