

	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Estimate</b>	<b>2009 Budget</b>
<b>Finance Office Expenditures</b>					
Personal Services	\$ 155,784	\$ 187,214	\$ 214,145	\$ 206,073	\$ 178,307
Contractual Services	37,490	38,388	30,800	37,456	9,750
Commodities	7,685	5,202	4,500	5,275	6,500
Distributed Costs	14,766	14,382	17,980	16,436	18,113
<b>Total Finance Office Expenditures</b>	<b>\$ 215,725</b>	<b>\$ 245,186</b>	<b>\$ 267,425</b>	<b>\$ 265,240</b>	<b>\$ 212,670</b>

**FINANCE OFFICE OVERVIEW**

The Director of Finance is responsible for the total operation of the Finance Office and Tax Collection. The Finance Office is responsible for the following functions:

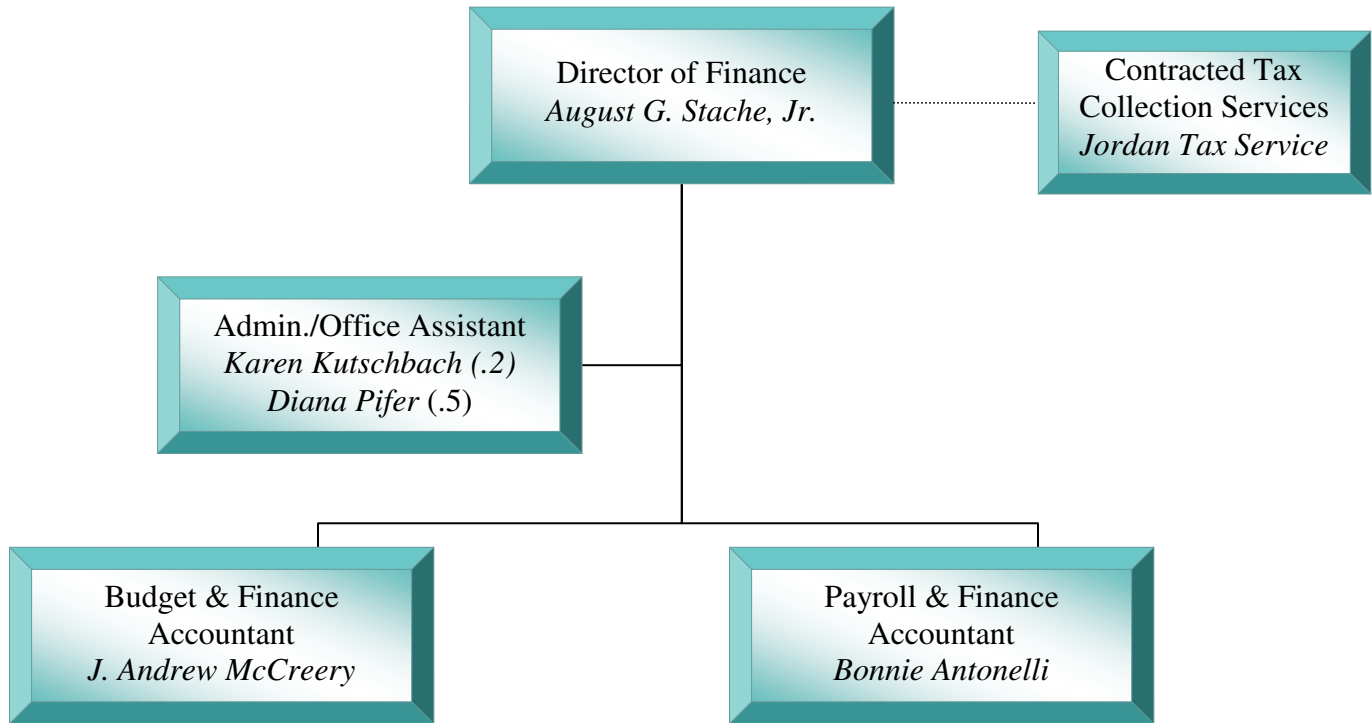
- Budget preparation and expenditure control
- Financial reporting and projecting
- Administering Payroll for the Township and Tri-Community South EMS
- Purchasing systems
- Preparation of all payroll and expenditure vouchers
- Administration of lien programs
- Coordination of independent audit activity
- Debt management
- Insurance management
- Investment of idle funds
- Pension plan administration
- Property and inventory control
- Staff assistance to the Township Manager's office

**DEPARTMENT STATISTICS AND BENCHMARKS**

Items Processed	General Fund		TCS-EMS Fund		Payroll Fund		Sanitary Sewer Fund	
	Nov-07	Nov-08	Nov-07	Nov-08	Nov-07	Nov-08	Nov-07	Nov-08
Vouchers	5,169	6,010	859	827	452	459	409	58
Checks & EFTs	2,845	3,420	536	544	3,639	3,881	294	52
Accounts Receivable Invoices	545	528	n/a	n/a	n/a	n/a	n/a	n/a
Deposits	553	659	704	589	n/a	n/a	26	34

**DEPARTMENT ORGANIZATIONAL STRUCTURE**

The proposed authorized personnel responsible for programs and services for the Finance and Tax Collection Departments for 2009 are as follows:



Position Title	Pay Grade	Minimum	Maximum	2009 Positions
Director of Finance	3	\$73,374	\$102,723	1
Budget and Finance Accountant	7	\$33,121	\$46,369	1
Payroll and Finance Accountant	8	\$22,081	\$38,641	1
<b>Total</b>				<b>3</b>

***Budgetary Allocations***

Certain Township employees have responsibilities outside of their primary department. A budgetary allocation for Finance employee's wages and benefits has been made as follows:

Position Title	Administration	Finance	Tax Collection	Sanitary Sewer	CRC
Director of Finance	n/a	55%	25%	17.5%	2.5%
Budget and Finance Accountant	n/a	70%	10%	17.5%	2.5%
Payroll and Finance Accountant	n/a	80%	5%	10%	5%
Office Assistant (Administration)	80%	20%	n/a	n/a	n/a

**FINANCE OFFICE**

**GENERAL FUND  
GENERAL GOVERNMENT**



**DEPARTMENT EXPENDITURES**

<b>Finance Office Expenditures 01-10-103-500???-000</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2008 Estimate</b>	<b>2009 Budget</b>
<b>Personal Services</b>					
101 Full-Time Wages	\$ 109,682	\$ 134,336	\$ 149,990	\$ 145,000	\$ 128,406
110 Overtime Wages	-	-	100	-	100
120 Part time Wages	1,139	-	-	-	-
162 Group Life Insurance	878	1,164	1,320	1,350	1,373
163 Medical Insurance	26,439	29,032	37,460	35,295	25,298
164 Workmen's Compensation	483	739	630	650	648
166 Pension Costs	7,462	10,191	11,390	10,865	10,730
167 Longterm Disability Insurance	420	558	675	720	821
168 Post Retirement Plan	1,000	1,000	1,100	1,100	1,100
198 Social Security Expense	8,281	10,194	11,480	11,093	9,831
<b>Total Personal Services</b>	<b>\$ 155,784</b>	<b>\$ 187,214</b>	<b>\$ 214,145</b>	<b>\$ 206,073</b>	<b>\$ 178,307</b>
<b>Contractual Services</b>					
212 Professional Auditing Services	\$ 13,495	\$ 14,650	\$ 15,000	\$ 16,459	
230 Association Dues	865	875	1,000	1,005	
231 Travel & Conference Expense	1,847	3,446	1,800	5,500	2,000
250 Repairs & Maintenance- Office Equipment	11,805	15,205	6,000	8,492	750
275 Services-Printing & Duplicating	1,423	1,014	2,000	1,000	2,000
280 Mileage Reimbursement	2	-	-	-	-
290 Other Contractual Services	8,053	3,198	5,000	5,000	5,000
<b>Total Contractual Services</b>	<b>\$ 37,490</b>	<b>\$ 38,388</b>	<b>\$ 30,800</b>	<b>\$ 37,456</b>	<b>\$ 9,750</b>
<b>Commodities</b>					
300 Office Furniture & Equipment	\$ 2,100	\$ -	\$ 1,000	\$ 275	\$ 1,000
301 Expendable Office Supplies	3,923	1,416	1,500	1,000	1,500
390 Other Supplies	1,662	3,786	2,000	4,000	4,000
<b>Total Commodities</b>	<b>\$ 7,685</b>	<b>\$ 5,202</b>	<b>\$ 4,500</b>	<b>\$ 5,275</b>	<b>\$ 6,500</b>
<b>Distributed Costs</b>					
602 Dist. Data Processing Costs	\$ 14,766	\$ 14,382	\$ 17,980	\$ 16,436	\$ 18,113
<b>Total Distributed Costs</b>	<b>\$ 14,766</b>	<b>\$ 14,382</b>	<b>\$ 17,980</b>	<b>\$ 16,436</b>	<b>\$ 18,113</b>
<b>Total Finance Office Expenditures</b>	<b>\$ 215,725</b>	<b>\$ 245,186</b>	<b>\$ 267,425</b>	<b>\$ 265,240</b>	<b>\$ 212,670</b>

**BUDGETARY COMMENT**

Funds requested for the Finance Office are \$54,755 or 20.5% less than appropriated in 2008 mainly due to changes in personnel cost allocations.