

**ADMINISTRATIVE SERVICES DEPARTMENT
FY 2007**

**Total Budget
\$ 1,176,230**

Finance	\$	714,652
Municipal Court	\$	461,578

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department provides complete and accurate financial information to management, City Council, city departments and the citizens of Laramie. The Finance division is responsible for the supervision of all financial administration, including cash disbursements and revenue collection. This department also provides administrative direction for the investment and treasury functions for all city funds.

The Administrative Services Department includes two divisions: Finance and Municipal Court.

Finance Division:

Accounting staff is responsible for the recording and reporting of all expenditures and revenues of the city. Functions include: accounts receivable, accounts payable, payroll, fixed assets, financial reports, special project, and managing internal accounting control systems.

Utility Billing provides monthly statements to utility customers, collects payments, responds to public inquiries, and maintains utility billing records. Staff works with utility maintenance crews in responding to requests for service from utility customers. Staff is responsible for intra-city mail functions.

Collection staff provides cashier services which include for utility bill payments, sales tax, and license and permit fees.

Municipal Court:

Municipal Court adjudicates ordinance violations and ensures that all actions taken are consistent with established law. The Municipal Court Judge is appointed by City Council.

The court is responsible for collecting fines and penalties and educating the public about court processes.

CITY OF LARAMIE
GENERAL FUND BUDGET

FISCAL YEAR 2006 - 2007

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2004-2005 ACTUALS	2004-2005 BUDGET	Y-T-D 2005-2006 ACTUALS	2005-2006 BUDGET	2006-2007 BUDGET
Finance						
100-6010-415.10-10	Full Time	\$ 291,388	\$ 292,494	\$ 325,423	\$ 346,116	\$ 418,885
100-6010-415.10-20	Part Time	\$ 15,139	\$ 15,800	\$ 22,037	\$ 15,800	\$ -
100-6010-415.10-70	Vacation Accrual	\$ 8,288	\$ -	\$ 1,159	\$ -	\$ -
100-6010-415.11-10	Regular Overtime	\$ 7,958	\$ 8,961	\$ 8,320	\$ 10,285	\$ 10,629
100-6010-415.15-20	Longevity	\$ 6,532	\$ 6,695	\$ 6,703	\$ 6,703	\$ 7,095
100-6010-415.15-30	Vehicle Allowance	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
100-6010-415.21-00	FICA	\$ 23,695	\$ 24,944	\$ 26,730	\$ 28,100	\$ 32,168
100-6010-415.22-10	State Pension	\$ 25,374	\$ 27,487	\$ 28,677	\$ 30,610	\$ 36,655
100-6010-415.24-10	BCBS Medical	\$ 48,043	\$ 46,859	\$ 63,222	\$ 66,006	\$ 82,166
100-6010-415.24-20	Long Term Disability	\$ -	\$ -	\$ 466	\$ 494	\$ 627
100-6010-415.24-50	Life Insurance	\$ 538	\$ 488	\$ 619	\$ 653	\$ 789
100-6010-415.24-70	Health Savings	\$ -	\$ -	\$ -	\$ -	\$ 4,720
100-6010-415.25-00	Workers' Compensation	\$ 11,108	\$ 13,492	\$ 7,274	\$ 8,400	\$ 7,762
* PERSONNEL		\$ 440,463	\$ 439,620	\$ 493,030	\$ 515,567	\$ 603,896
100-6010-415.30-05	Professional & Consulting	\$ 11,578	\$ 31,200	\$ 30	\$ -	\$ -
100-6010-415.30-10	Accounting/Audit	\$ 14,436	\$ 15,000	\$ 8,150	\$ 15,000	\$ 15,000
100-6010-415.31-25	Licensing & Permits	\$ 36	\$ -	\$ 495	\$ -	\$ -
100-6010-415.31-80	Rentals & Leases	\$ 28	\$ 50	\$ -	\$ 50	\$ 50
100-6010-415.35-10	Local Business	\$ 161	\$ 350	\$ 243	\$ 350	\$ 300
100-6010-415.35-20	Non local	\$ 1,575	\$ 5,450	\$ 1,202	\$ 5,450	\$ 3,000
100-6010-415.35-30	Registrations/Education	\$ 1,933	\$ 2,275	\$ 1,832	\$ 1,375	\$ 2,500
100-6010-415.39-10	Postage	\$ 269	\$ 500	\$ 193	\$ 500	\$ 500
100-6010-415.39-20	Printing	\$ 1,245	\$ 879	\$ 1,284	\$ 1,500	\$ 2,000
100-6010-415.39-30	Copier & Copies	\$ 522	\$ 600	\$ 429	\$ 575	\$ 575
100-6010-415.39-40	Telephone	\$ 382	\$ 1,528	\$ 341	\$ 1,528	\$ 500
100-6010-415.39-51	Credit Cards	\$ -	\$ -	\$ -	\$ -	\$ -
100-6010-415.39-53	Collection/Bank Fees	\$ -	\$ -	\$ 25	\$ -	\$ -
100-6010-415.39-60	Dues/Memberships	\$ 150	\$ 945	\$ 885	\$ 500	\$ 1,000
100-6010-415.43-10	Maintenance Agreements	\$ 42,505	\$ 45,515	\$ 48,422	\$ 44,764	\$ 52,609
100-6010-415.43-30	Equipment Repair	\$ 765	\$ 500	\$ 935	\$ 300	\$ 1,000
100-6010-415.52-10	Bonding	\$ 425	\$ 600	\$ 425	\$ 600	\$ 500
100-6010-415.54-20	Employment	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
* CONTRACTUAL		\$ 76,010	\$ 105,692	\$ 65,191	\$ 72,792	\$ 79,834
100-6010-415.60-10	Office Supplies	\$ 3,752	\$ 6,000	\$ 4,066	\$ 6,000	\$ 5,000
100-6010-415.60-15	Computer Supplies/Equip	\$ 926	\$ 1,800	\$ 415	\$ 1,000	\$ 1,000
100-6010-415.60-20	Furniture & Fixtures	\$ 6,260	\$ 1,500	\$ 8,392	\$ 15,000	\$ 15,000
100-6010-415.60-25	Tools & Shop Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
100-6010-415.60-30	Books/Pubs/Subscription	\$ 198	\$ 1,000	\$ 346	\$ 1,000	\$ 500
100-6010-415.61-10	Operating Supplies	\$ 125	\$ -	\$ 23	\$ -	\$ -
100-6010-415.61-35	Safety Supplies	\$ -	\$ -	\$ 6	\$ -	\$ -
* MATERIALS AND SUPPLIES		\$ 11,261	\$ 10,300	\$ 13,248	\$ 23,000	\$ 21,500
100-6010-415.74-30	Office & Fixtures	\$ 4,725	\$ 35,000	\$ 50,578	\$ 60,000	\$ 9,422
100-6010-415.76-30	Office & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
100-6010-415.79-00	Capital Projects	\$ 5,796	\$ 17,500	\$ -	\$ 17,500	\$ -
100-6010-415.79-99	Contra Account F/A's	\$ -	\$ -	\$ (50,578)	\$ -	\$ -
* CAPITAL & EQUIPMENT		\$ 10,521	\$ 52,500	\$ -	\$ 77,500	\$ 9,422
100-6010-415.81-10	Depreciation Expense	\$ 2,072	\$ -	\$ -	\$ -	\$ -
* CAPITAL OBLIGATIONS		\$ 2,072	\$ -	\$ -	\$ -	\$ -
** FINANCE		\$ 540,327	\$ 608,112	\$ 571,469	\$ 688,859	\$ 714,652

CITY OF LARAMIE
GENERAL FUND BUDGET

FISCAL YEAR 2006 - 2007

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Y-T-D				
		2004-2005 ACTUALS	2004-2005 BUDGET	2005-2006 ACTUALS	2005-2006 BUDGET	2006-2007 BUDGET
Municipal Court						
100-1020-412.10-10	Full Time	\$ 119,676	\$ 130,646	\$ 128,840	\$ 128,091	\$ 182,252
100-1020-412.10-20	Part Time	\$ -	\$ -	\$ 3,659	\$ -	\$ -
100-1020-412.10-70	Vacation Accrual	\$ 5,300	\$ -	\$ 2,705	\$ -	\$ -
100-1020-412.11-10	Regular Overtime	\$ 10,188	\$ 2,412	\$ 5,971	\$ 2,412	\$ 2,496
100-1020-412.15-20	Longevity	\$ 4,402	\$ 4,397	\$ 4,514	\$ 4,514	\$ 4,776
100-1020-412.21-00	FICA	\$ 9,854	\$ 10,516	\$ 10,337	\$ 10,021	\$ 13,793
100-1020-412.22-10	State Pension	\$ 8,201	\$ 7,885	\$ 11,715	\$ 11,382	\$ 15,893
100-1020-412.24-10	BCBS Medical	\$ 24,475	\$ 27,090	\$ 30,756	\$ 30,987	\$ 41,003
100-1020-412.24-20	Long Term Disability	\$ -	\$ -	\$ 193	\$ 192	\$ 430
100-1020-412.24-50	Life Insurance	\$ 243	\$ 243	\$ 266	\$ 265	\$ 507
100-1020-412.24-70	Health Savings	\$ -	\$ -	\$ -	\$ -	\$ 1,852
100-1020-412.25-00	Workers' Compensation	\$ 4,708	\$ 5,667	\$ 3,374	\$ 4,424	\$ 3,443
* PERSONNEL		\$ 187,047	\$ 188,856	\$ 202,330	\$ 192,288	\$ 266,445
100-1020-412.30-05	Professional & Consulting	\$ 21,214	\$ 17,325	\$ 21,161	\$ 31,200	\$ -
100-1020-412.30-20	Bond Services	\$ 101	\$ -	\$ 100	\$ -	\$ 175
100-1020-412.31-15	Laundry Services	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.31-80	Rentals & Leases	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.34-40	Court Appt Attorney/Judge	\$ 4,198	\$ 7,800	\$ 8,525	\$ 7,800	\$ 7,800
100-1020-412.34-50	Jury Service	\$ 2,690	\$ 6,000	\$ 5,770	\$ 6,000	\$ 6,000
100-1020-412.35-10	Local Business	\$ 44	\$ -	\$ 128	\$ 200	\$ 200
100-1020-412.35-20	Non local	\$ 1,715	\$ 11,065	\$ 1,276	\$ 12,065	\$ 12,560
100-1020-412.35-30	Registrations/Education	\$ -	\$ 170	\$ 225	\$ 500	\$ 4,050
100-1020-412.39-10	Postage	\$ 1,641	\$ 1,400	\$ 2,106	\$ 1,500	\$ 1,500
100-1020-412.39-20	Printing	\$ 1,603	\$ 1,700	\$ 404	\$ 1,700	\$ 700
100-1020-412.39-30	Copier & Copies	\$ 959	\$ 400	\$ 1,641	\$ 938	\$ 1,700
100-1020-412.39-40	Telephone	\$ 437	\$ 975	\$ 1,769	\$ 700	\$ 2,000
100-1020-412.39-60	Dues/Memberships	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
100-1020-412.43-10	Maintenance Agreements	\$ -	\$ 143	\$ -	\$ -	\$ 8,115
100-1020-412.43-30	Equipment Repair	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.43-40	Building Repair	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.54-20	Employment	\$ 192	\$ -	\$ -	\$ -	\$ -
* CONTRACTUAL		\$ 34,894	\$ 47,078	\$ 43,205	\$ 62,703	\$ 44,900
100-1020-412.60-10	Office Supplies	\$ 2,910	\$ 6,150	\$ 2,359	\$ 3,000	\$ 3,000
100-1020-412.60-15	Computer Supplies/Equip	\$ 829	\$ 500	\$ 1,147	\$ 2,900	\$ 3,000
100-1020-412.60-20	Furniture & Fixtures	\$ 2,362	\$ -	\$ 219	\$ 1,000	\$ 1,000
100-1020-412.60-25	Tools & Shop Supplies	\$ -	\$ -	\$ 29	\$ -	\$ -
100-1020-412.60-30	Books/Pubs/Subscription	\$ 306	\$ 600	\$ 898	\$ 600	\$ 600
100-1020-412.61-10	Operating Supplies	\$ 3	\$ -	\$ 37	\$ -	\$ -
100-1020-412.61-60	Electrical/Electronic Supp	\$ -	\$ -	\$ 86	\$ -	\$ -
* MATERIALS AND SUPPLIES		\$ 6,410	\$ 7,250	\$ 4,775	\$ 7,500	\$ 7,600
100-1020-412.74-30	Office & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.76-30	Office & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
100-1020-412.79-00	Capital Projects	\$ -	\$ -	\$ -	\$ 89,768	\$ 142,633
* CAPITAL & EQUIPMENT		\$ -	\$ -	\$ -	\$ 89,768	\$ 142,633
** MUNICIPAL COURT		\$ 228,351	\$ 243,184	\$ 250,310	\$ 352,259	\$ 461,578