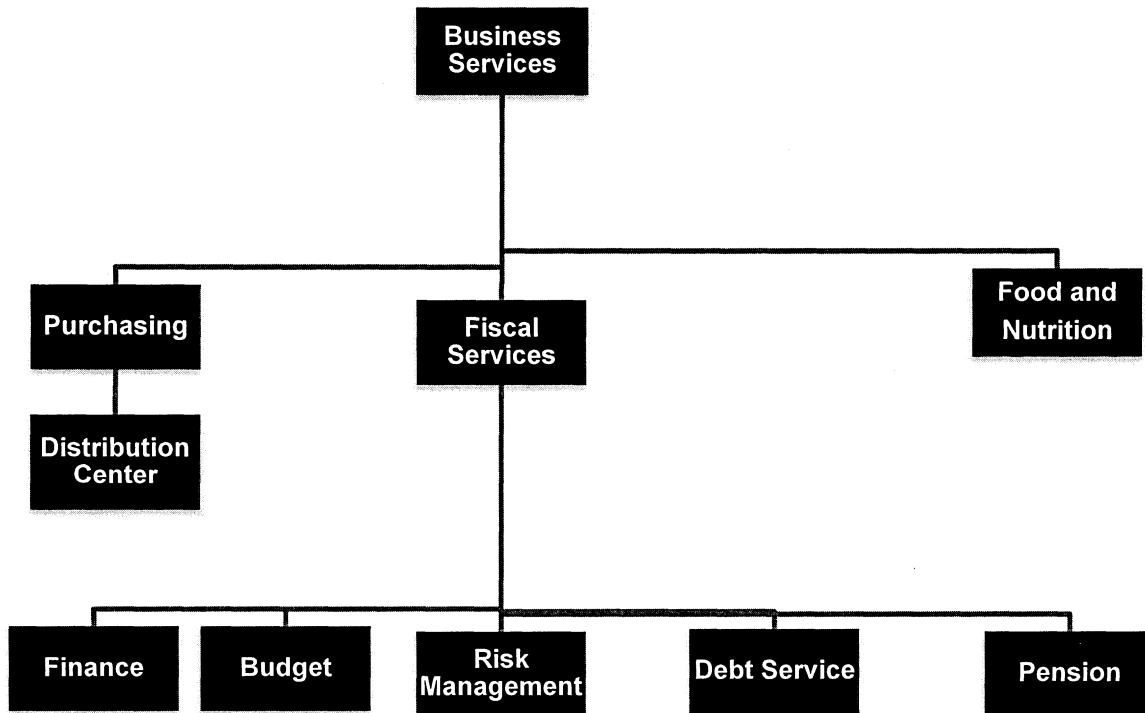


Business Services

Business Service programs entail the day-to-day financial, budget, risk management, payroll, and purchasing operations to support the faculty and staff of the Board of Education.

"Better Business for the Betterment of Students"

PROGRAM COMPONENT ORGANIZATION



	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	Change FY12- FY13	FY13 Budget
BUSINESS SERVICES	\$ 25,897,892	\$ 26,563,022	\$ 27,017,288	\$ 28,073,480	\$ 1,504,721	\$ 29,578,201
Fiscal Services	\$ 24,846,835	\$ 25,539,590	\$ 25,967,606	\$ 27,061,166	\$ 1,461,612	\$ 28,522,778
Purchasing	\$ 1,051,057	\$ 1,023,432	\$ 1,049,682	\$ 1,012,314	\$ 43,109	\$ 1,055,423

Summary Business Services

By Object Code	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
Salaries	\$2,446,023	\$2,306,820	\$2,334,750	\$2,394,482	\$127,649	\$2,522,131
Contracted Services	\$72,293	\$56,373	\$63,204	\$72,304	(\$1,796)	\$70,508
Supplies	\$29,741	\$30,155	\$51,029	\$46,037	(\$10,000)	\$36,037
Other Charges	\$23,802,204	\$24,782,766	\$25,113,324	\$26,010,157	\$1,394,168	\$27,404,325
Equipment	\$1,789	\$7,288	\$18,863	\$15,500	(\$5,300)	\$10,200
Transfers	(\$454,159)	(\$620,379)	(\$563,882)	(\$465,000)	\$0	(\$465,000)
Total	\$25,897,892	\$26,563,023	\$27,017,288	\$28,073,480	\$1,504,721	\$29,578,201

Budgeted Full Time Equivalent Positions

	FY10	FY11	FY12	Change	FY13
Admin/Supv/Assist Supv	4.0	4.0	4.0	0.0	4.0
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Clerical	15.0	14.0	14.0	0.0	14.0
Director	2.0	2.0	2.0	0.0	2.0
Purchasing Agent	4.0	4.0	4.0	0.0	4.0
Specialist	5.0	5.0	5.0	0.0	5.0
Warehouse	6.0	6.0	6.0	0.0	6.0
Total	37.0	36.0	36.0	0.0	36.0

By State Category	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
ADMINISTRATIVE SERVICES <i>FY13 FTE: 36.0</i>	\$2,122,565	\$1,815,933	\$1,945,235	\$2,114,449	\$110,553	\$2,225,002
INSTRUCTIONAL SALARIES <i>FY13 FTE: 0.0</i>	\$3,412	\$54	\$0	\$0	\$0	\$0
STUDENT TRANSPORTATION <i>FY13 FTE: 0.0</i>	\$77,685	\$77,375	\$85,000	\$85,000	(\$85,000)	\$0
FIXED CHARGES <i>FY13 FTE: 0.0</i>	\$23,397,302	\$24,357,947	\$24,675,339	\$25,546,796	\$1,462,873	\$27,009,669
CAPITAL OUTLAY <i>FY13 FTE: 0.0</i>	\$296,928	\$311,714	\$311,714	\$327,235	\$16,295	\$343,530
Grand Total <i>FTE FY13: 36.0</i>	\$25,897,892	\$26,563,023	\$27,017,288	\$28,073,480	\$1,504,721	\$29,578,201

Fiscal Services

Program Overview

Fiscal Services encompasses the Offices of the Assistant Superintendent, Budget, Risk Management, and the Finance Departments. Staff in the office facilitate the implementation of the financial, purchasing, and human resource integrated information management system and serve as the liaison to the software vendor.

The Office of the Assistant Superintendent is responsible for the overall management and guidance of Business Services and its employees. Preparation of quarterly financial reports and the Comprehensive Annual Financial Report are completed by the Assistant Superintendent.

The Budget Office is responsible for the compilation of data and records in the preparation of an annual budget. In addition, the Office reviews and analyzes financial data and projections to determine requested funding for future periods, staffing requirements, requests, and allocations, school financial reports, and budgetary estimates versus actual expenditures & revenues. The Budget Office is also responsible for the administration of the 403b and 457 deferred compensation plans.

Risk Management manages the various property and casualty insurance programs within the school system. The Risk Management Department administers and processes claims filed against HCPS. This includes Workers' Compensation, liability, property and automobile liability. In addition, Risk Management focuses on preventing losses through training, historical loss analysis, hazard identification, risk assessment, risk avoidance and risk transfer. Providing a safe environment for students, staff, and system visitors is the purpose of risk management, which works closely with school administrators and central office staff to mitigate our exposure to claims arising from accident or injury.

The Finance Department prepares all financial reports, manages all audits, performs accounting for all funds, manages grant accounting, receives and disburses payments, invests cash, oversees banking relations, and processes over 6,300 payments through the payroll system for regular, substitute and per diem employees each payday.

Accomplishment – FY 2011

- Creation and utilization by Business Services of Automated Leave Reporting.
- Established online registration and payment through Paypal for summer swim program.
- Received national recognition by receiving the GFOA Budget Presentation Award for the 9th year.
- Received national recognition by receiving the GFOA Achievement for Excellence in Finance reporting award for the 5th year.
- Received Maryland Association of Boards of Education (MABE) Risk Management Assessment Incentive. (Board Goal 4)
- Founding member and participant in the MABE OPEB Investment Trust, a unique pooling arrangement for Maryland school districts to reduce implementation and administrative costs, by pooling monies designated for their OPEB liabilities.
- Obtained premium reduction through MABE Risk Management Incentive Program.
- Increased quantity and quality of school safety inspections with an average score of 92.8%. (Board Goal 4)

Goals – FY 2013

- Develop comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices. (Board Goal 4)
- Provide professional development opportunities for staff at all levels. (Board Goal 3)
- Evaluate and recommend adoption of a budget module compatible with Lawson Financial systems.
- Promote/increase the use of the Safe Schools online training system wide. (Board Goal 4)
- Complete risk management incentive program submission to achieve premium reduction.
- Complete implementation of electronic student accident reporting. (Board Goal 4)

Objectives – FY 2013

- Seize opportunities to improve the school district's efficiency and reduce operating costs. (Board Goal 4)
- Expand the use of the SmartFindExpress (SFE) system to automate teacher and substitute attendance to all schools in Harford County.
- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report.
- Utilize a budget module to increase the efficiency and effectiveness of submitting and evaluating the annual budget request.
- Configure a budget module to report on activities of budget managers and programs directly via Lawson Financial Systems.

Fiscal Services

- Utilize electronic student accident reporting to analyze trends in student accidents and pursue initiatives to reduce accidents. (Board Goal 4)

FY 2013 Funding Adjustments

The changes for FY 2013 include:

Wage Adjustments of \$1,226,064:

- Negotiated salary adjustments totaling \$81,744;
- Social Security increases related to wage adjustments, \$1,096,229; and,
- Workers Compensation increases related to wage adjustments, \$48,091.

Base Budget Adjustments net change (\$2,701):

- Transfer funds to Capital Outlay, Principal – Administration Building Lease, \$16,295, from Fixed Charges, Interest – Administration Building Lease, (\$16,295); and,
- Funds adjusted as part of the High School Department Chair Initiative: Social Security, (\$2,587) and Workers compensation, (\$114).

Cost of Doing Business of \$238,249:

- Retirement increase for new positions and wage adjustments, \$9,504;
- Workers Compensation increase (combination of 9.1% rate increase and add back FY 2012 incentive deduction), \$208,234;
- Liability insurance increase (combination of 6.7% rate increase and add back incentives & rate stabilization deductions applied in FY 2012), \$108,247;
- Social Security increases related to wage increases and new positions totaling \$11,564;
- Decrease in bus fleet liability insurance, (\$85,000);
- Decrease in office supplies, (\$10,000); and,
- Decrease in computers/business equipment, (\$4,300).

Fiscal Services funding increased \$1,461,612 for fiscal 2013.

Fiscal Services

By Object Code	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
Salaries	\$1,436,223	\$1,332,400	\$1,340,688	\$1,437,788	\$81,744	\$1,519,532
Contracted Services	\$52,201	\$40,019	\$44,700	\$51,900	\$0	\$51,900
Supplies	\$18,072	\$13,893	\$32,176	\$29,376	(\$10,000)	\$19,376
Other Charges	\$23,793,844	\$24,768,079	\$25,100,724	\$25,995,602	\$1,394,168	\$27,389,770
Equipment	\$654	\$5,579	\$13,200	\$11,500	(\$4,300)	\$7,200
Transfers	(\$454,159)	(\$620,379)	(\$563,882)	(\$465,000)	\$0	(\$465,000)
Total	\$24,846,835	\$25,539,591	\$25,967,606	\$27,061,166	\$1,461,612	\$28,522,778

Budgeted Full Time Equivalent Positions						
	FY10	FY11	FY12	Change	FY13	
Admin/Supv/Assist Supv	3.0	3.0	3.0	0.0	3.0	
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0	
Clerical	8.0	7.0	8.0	0.0	8.0	
Director	2.0	2.0	2.0	0.0	2.0	
Specialist	5.0	5.0	5.0	0.0	5.0	
Total	19.0	18.0	19.0	0.0	19.0	

By State Category	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
FY13 FTE: 19.0 ADMINISTRATIVE SERVICES						
1 Books, Subs, Periodicals Fiscal Services 101-001-022-015 53475 <i>FY13 FTE: 0.0 Record# 2387</i>	\$75	\$75	\$0	\$100	\$0	\$100
2 Clerical Fiscal Services 101-001-022-015 51110 <i>FY13 FTE: 8.0 Record# 40</i>	\$358,598	\$318,874	\$316,238	\$355,938	\$18,237	\$374,175
3 Clerical Overtime Fiscal Services 101-001-022-015 51150 <i>FY13 FTE: 0.0 Record# 41</i>	\$1,492	\$1,502	\$12,000	\$7,200	\$216	\$7,416
4 Computers/Business Equipment Fiscal Services 101-001-022-015 55805 <i>FY13 FTE: 0.0 Record# 2210</i>	\$654	\$3,816	\$10,200	\$9,500	(\$4,300)	\$5,200
5 Consultants Fiscal Services 101-001-022-015 52205 <i>FY13 FTE: 0.0 Record# 42</i>	\$24,228	\$23,938	\$26,100	\$34,100	\$0	\$34,100
6 Copier/Machine Rental Fiscal Services 101-001-022-015 52370 <i>FY13 FTE: 0.0 Record# 43</i>	\$2,735	\$2,573	\$6,100	\$3,500	\$0	\$3,500
7 Equipment Maintenance Contracts Fiscal Services 101-001-022-015 52360 <i>FY13 FTE: 0.0 Record# 2386</i>	\$1,732	\$1,782	\$0	\$1,800	\$0	\$1,800
8 Institutes, Conferences, Mtgs Fiscal Services 101-001-022-015 54750 <i>FY13 FTE: 0.0 Record# 47</i>	\$9,890	\$9,081	\$21,921	\$21,921	\$0	\$21,921
9 Liability Insurance Board of Education 101-001-021-005 54655 <i>FY13 FTE: 0.0 Record# 26</i>	\$0	\$546	\$0	\$0	\$0	\$0
10 Maintenance/Mechanics/Techs Fiscal Services 101-001-022-015 51120 <i>FY13 FTE: 5.0 Record# 2318</i>	\$393,941	\$393,941	\$393,478	\$393,478	\$22,920	\$416,398
11 Mileage Reimbursement Fiscal Services 101-001-022-015 54720 <i>FY13 FTE: 0.0 Record# 2345</i>	\$5,576	\$5,432	\$6,750	\$7,250	\$0	\$7,250

By State Category				FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
12	Office Fiscal Services			\$17,688	\$13,426	\$25,726	\$25,726	(\$10,000)	\$15,726
	101-001-022-015	53440	FY13 FTE: 0.0		Record# 44				
13	Office Furniture/Equipment Fiscal Services			\$0	\$1,456	\$0	\$1,000	\$0	\$1,000
	101-001-022-015	55810	FY13 FTE: 0.0		Record# 2164				
14	Other GFOA Certifications			\$1,339	\$600	\$0	\$2,000	\$0	\$2,000
	101-001-022-015	54170	FY13 FTE: 0.0		Record# 1872				
15	Other Contracted Services Fiscal Services			\$23,506	\$11,727	\$12,500	\$12,500	\$0	\$12,500
	101-001-022-015	52170	FY13 FTE: 0.0		Record# 1750				
16	Postage/Courier Service Fiscal Services			\$35	\$56	\$0	\$100	\$0	\$100
	101-001-022-015	53450	FY13 FTE: 0.0		Record# 45				
17	Printing Fiscal Services			\$274	\$337	\$6,450	\$3,450	\$0	\$3,450
	101-001-022-015	53445	FY13 FTE: 0.0		Record# 1749				
18	Professional Dues Fiscal Services			\$5,124	\$5,384	\$0	\$5,400	\$0	\$5,400
	101-001-022-015	54730	FY13 FTE: 0.0		Record# 2388				
19	Professional Salaries Fiscal Services			\$678,780	\$618,030	\$618,972	\$678,972	\$40,305	\$719,277
	101-001-022-015	51100	FY13 FTE: 6.0		Record# 39				
20	Software Fiscal Services			\$0	\$306	\$3,000	\$1,000	\$0	\$1,000
	101-001-022-015	55460	FY13 FTE: 0.0		Record# 1849				
21	Temporary Help Fiscal Services			\$0	\$0	\$0	\$2,200	\$66	\$2,266
	101-001-022-015	51140	FY13 FTE: 0.0		Record# 2271				
22	Transfers Fiscal Services			(\$454,159)	(\$620,379)	(\$563,882)	(\$465,000)	\$0	(\$465,000)
	101-001-022-015	89000	FY13 FTE: 0.0		Record# 1847				
TOTAL ADMINISTRATIVE SERVICES				\$1,071,507	\$792,501	\$895,553	\$1,102,135	\$67,444	\$1,169,579
FY13 FTE: 0.0				INSTRUCTIONAL SALARIES					
23	Professional Salaries Incentive Clearing Account			\$3,412	\$54	\$0	\$0	\$0	\$0
	103-XXX-002-990	51100	FY13 FTE: 0.0		Record# 2182				
TOTAL INSTRUCTIONAL SALARIES				\$3,412	\$54	\$0	\$0	\$0	\$0
FY13 FTE: 0.0				STUDENT TRANSPORTATION					
24	Liability Insurance Regular Programs			\$77,685	\$77,375	\$85,000	\$85,000	(\$85,000)	\$0
	109-001-990-805	54655	FY13 FTE: 0.0		Record# 1735				
TOTAL STUDENT TRANSPORTATION				\$77,685	\$77,375	\$85,000	\$85,000	(\$85,000)	\$0
FY13 FTE: 0.0				FIXED CHARGES					
25	Interest Admin. Building Lease Interest - Administration Building			\$526,893	\$512,108	\$512,109	\$496,588	(\$16,295)	\$480,293
	112-001-990-990	54901	FY13 FTE: 0.0		Record# 2071				
26	Liability Insurance Fixed Charges			\$324,801	\$443,905	\$460,702	\$501,954	\$108,247	\$610,201
	112-001-990-990	54655	FY13 FTE: 0.0		Record# 1831				
27	Retirement Fixed Charges			\$1,776,474	\$2,566,489	\$2,613,020	\$3,403,600	\$9,504	\$3,413,104
	112-001-990-990	54665	FY13 FTE: 0.0		Record# 1548				
28	Social Security Fixed Charges			\$19,253,185	\$19,311,116	\$19,479,437	\$19,460,851	\$1,105,206	\$20,566,057
	112-001-990-990	54675	FY13 FTE: 0.0		Record# 1549				

By State Category				FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
29	Worker's Compensation Fixed Charges			\$1,515,947	\$1,524,328	\$1,610,071	\$1,683,803	\$256,211	\$1,940,014
	112-001-990-990	54685	<i>FY13 FTE: 0.0</i>		<i>Record# 1551</i>				
TOTAL FIXED CHARGES				\$23,397,302	\$24,357,947	\$24,675,339	\$25,546,796	\$1,462,873	\$27,009,669
FY13 FTE: 0.0				CAPITAL OUTLAY					
30	Principal Admin. Building Lease			\$296,928	\$311,714	\$311,714	\$327,235	\$16,295	\$343,530
	Principal - Administration Building Lease								
	115-001-037-990	54900	<i>FY13 FTE: 0.0</i>		<i>Record# 2070</i>				
TOTAL CAPITAL OUTLAY				\$296,928	\$311,714	\$311,714	\$327,235	\$16,295	\$343,530
Grand Total				\$24,846,835	\$25,539,591	\$25,967,606	\$27,061,166	\$1,461,612	\$28,522,778
FTE FY13: 19.0									

Purchasing

PURPOSE

The Purchasing Department consists of the Purchasing Office, the Distribution Center and Procurement Card Administration. This is a centralized procurement operation that transacts the acquisition of supplies and equipment, acquisition of services for the district, logistical support for items maintained in inventory and the operational administration of the P-Card program.

The mission of the Purchasing Department of Harford County Public Schools is to provide professional value-added strategic sourcing procurement and material management services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust with the assurance that each dollar expended will be used in the most efficient manner.

The Distribution Center receives, ships, and stores materials for the school system. It also provides a daily courier delivery service to all of the schools.

The HCPS Visa credit card program (P-Card) is administered in the Purchasing Office. It provides a more efficient and cost effective method for routine purchases and payments by reducing paperwork, streamlining the purchasing cycle and expediting the receipt of goods ordered. This program also generates rebates back to HCPS based on spending volume. In FY 2011, the rebate totaled \$107,841, an increase of \$4,929 over the prior year.

Purchasing Department commitment to our customers Service.....Savings.....Satisfaction

Accomplishments – FY 2011

- The department was reorganized so there's one point of contact for end users and to provide cross-training.
- Conducted a vendor fair to introduce end users to contracted vendors, their products and ordering processes.
- One staff member achieved National Institute of Governmental Purchasing (NIGP) certification.
- Secured grant funds for three staff members to take the certification tests and attend the ASBO conference.
- Developed a Standard Operating Procedure manual for internal processes.

Goals – FY 2013

- To continue to encourage and fund professional development for our staff. (Board Goal 3)
- To explore the possibility of implementing a market-place type shopping platform. (Board Goal 3)
- To examine national purchasing contracts for opportunities for savings and efficiencies. (Board Goal 4)
- To continue to develop and expand upon the Standard Operating Procedure manual and monitor internal processes to ensure compliance with the established procedures. (Board Goal 4)

Objectives – FY 2013

- Use the Standard Operating Procedure manual to develop standardized documents and revise our General Terms & Conditions and Insurance Requirements documents. (Board Goal 4)
- Analyze out of contract spend to direct end users to our established contracts. (Board Goal 4)
- Increase the use of certain contracts that may be "piggybacked" whenever they are determined to be in the best interest of HCPS. (Board Goal 4)
- Enhance the level of customer service provided to end users. (Board Goal 4)
- To ensure compliance with State mandated Minority Business Enterprise (MBE) program goal setting, goal achievement and reporting requirements.

FY 2013 Funding Adjustments

The changes for FY 2013 include:

Wage Adjustments of \$45,905:

- Negotiated salary adjustments totaling \$45,905.

Cost of Doing Business of (\$2,796):

- Decrease in Contracted Services of (\$1,796); and,
- Decrease in Computers/Business Equipment of (\$1,000).

Purchasing Department funding increased \$43,109 for fiscal 2013.

Purchasing

By Object Code	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
Salaries	\$1,009,801	\$974,420	\$994,062	\$956,694	\$45,905	\$1,002,599
Contracted Services	\$20,093	\$16,354	\$18,504	\$20,404	(\$1,796)	\$18,608
Supplies	\$11,670	\$16,262	\$18,853	\$16,661	\$0	\$16,661
Other Charges	\$8,360	\$14,687	\$12,600	\$14,555	\$0	\$14,555
Equipment	\$1,134	\$1,710	\$5,663	\$4,000	(\$1,000)	\$3,000
Total	\$1,051,057	\$1,023,432	\$1,049,682	\$1,012,314	\$43,109	\$1,055,423

Budgeted Full Time Equivalent Positions					
	FY10	FY11	FY12	Change	FY13
Admin/Supv/Assist Supv	1.0	1.0	1.0	0.0	1.0
Clerical	7.0	7.0	6.0	0.0	6.0
Purchasing Agent	4.0	4.0	4.0	0.0	4.0
Warehouse	6.0	6.0	6.0	0.0	6.0
Total	18.0	18.0	17.0	0.0	17.0

By State Category	FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
FY13 FTE: 17.0 ADMINISTRATIVE SERVICES						
1 Books, Subs, Periodicals Purchasing 101-001-022-020 53475 <i>FY13 FTE: 0.0 Record# 2347</i>	\$968	\$0	\$300	\$300	\$0	\$300
2 Clerical Purchasing 101-001-022-020 51110 <i>FY13 FTE: 6.0 Record# 50</i>	\$307,686	\$316,962	\$316,962	\$279,962	\$14,471	\$294,433
3 Computers/Business Equipment Purchasing 101-001-022-020 55805 <i>FY13 FTE: 0.0 Record# 63</i>	\$804	\$0	\$3,663	\$2,000	(\$1,000)	\$1,000
4 Copier/Machine Rental Purchasing 101-001-022-020 52370 <i>FY13 FTE: 0.0 Record# 2166</i>	\$3,029	\$2,874	\$3,435	\$3,335	\$0	\$3,335
5 Institutes, Conferences, Mtgs Purchasing 101-001-022-020 54750 <i>FY13 FTE: 0.0 Record# 62</i>	\$3,240	\$9,103	\$8,100	\$8,600	\$0	\$8,600
6 Maint./Mech./Tech. Overtime Purchasing 101-001-022-020 51160 <i>FY13 FTE: 0.0 Record# 54</i>	\$0	\$197	\$500	\$500	\$15	\$515
7 Maintenance/Mechanics/Techs Purchasing 101-001-022-020 51120 <i>FY13 FTE: 4.0 Record# 51</i>	\$311,829	\$290,079	\$307,611	\$312,611	\$17,664	\$330,275
8 Mileage Reimbursement Purchasing 101-001-022-020 54720 <i>FY13 FTE: 0.0 Record# 2367</i>	\$3,436	\$3,630	\$4,000	\$4,000	\$0	\$4,000
9 Office Purchasing 101-001-022-020 53440 <i>FY13 FTE: 0.0 Record# 59</i>	\$6,554	\$7,754	\$16,153	\$13,061	\$0	\$13,061
10 Other Contracted Services Purchasing 101-001-022-020 52170 <i>FY13 FTE: 0.0 Record# 56</i>	\$15,786	\$13,419	\$13,069	\$15,069	(\$1,796)	\$13,273
11 Other Equipment Purchasing 101-001-022-020 55170 <i>FY13 FTE: 0.0 Record# 1752</i>	\$330	\$1,710	\$2,000	\$2,000	\$0	\$2,000

By State Category				FY10 Actual	FY11 Actual	FY11 Budget	FY12 Budget	12 - 13 Change	FY13 Budget
12	Other Salaries Warehouse			\$266,244	\$266,244	\$266,054	\$266,054	\$8,869	\$274,923
	101-001-022-020	51170	FY13 FTE:	6.0	Record# 55				
13	Other Supplies Purchasing			\$4,144	\$8,030	\$1,400	\$3,000	\$0	\$3,000
	101-001-022-020	53170	FY13 FTE:	0.0	Record# 58				
14	Postage/Courier Service Purchasing			\$4	\$53	\$500	\$100	\$0	\$100
	101-001-022-020	53450	FY13 FTE:	0.0	Record# 61				
15	Printing Purchasing/Forms			\$0	\$424	\$500	\$200	\$0	\$200
	101-001-022-020	53445	FY13 FTE:	0.0	Record# 60				
16	Professional Dues Purchasing			\$1,684	\$1,954	\$500	\$1,955	\$0	\$1,955
	101-001-022-020	54730	FY13 FTE:	0.0	Record# 2390				
17	Professional Salaries Purchasing			\$124,041	\$100,937	\$100,435	\$95,067	\$4,811	\$99,878
	101-001-022-020	51100	FY13 FTE:	1.0	Record# 49				
18	Repairs-Equipment Purchasing			\$1,278	\$62	\$2,000	\$2,000	\$0	\$2,000
	101-001-022-020	52315	FY13 FTE:	0.0	Record# 57				
19	Temporary Help Purchasing			\$0	\$0	\$2,500	\$2,500	\$75	\$2,575
	101-001-022-020	51140	FY13 FTE:	0.0	Record# 52				
TOTAL ADMINISTRATIVE SERVICES				\$1,051,057	\$1,023,432	\$1,049,682	\$1,012,314	\$43,109	\$1,055,423
Grand Total				\$1,051,057	\$1,023,432	\$1,049,682	\$1,012,314	\$43,109	\$1,055,423
FTE FY13: 17.0									