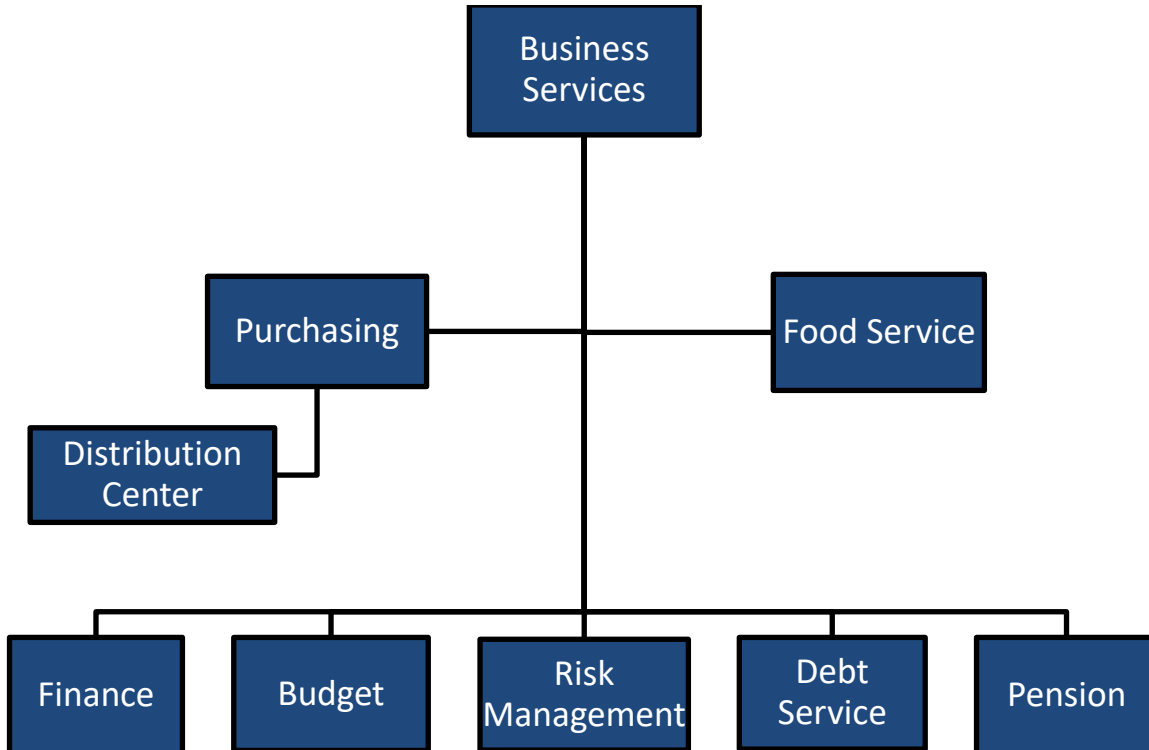


## Business Services Summary

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



	FY 2016 Actual	FY 2017 Actual	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	Change
<b>Business Services</b>	<b>\$ 34,881,745</b>	<b>\$ 34,198,345</b>	<b>\$ 35,740,987</b>	<b>\$ 36,047,372</b>	<b>\$ 37,721,460</b>	<b>\$ 1,674,088</b>
Fiscal Services	33,995,904	33,392,694	34,903,138	35,164,292	36,816,080	1,651,788
Purchasing	885,841	805,651	837,849	883,080	905,380	22,300

**Summary Report**

**Business Services**

**By Object Code**

	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>18-19 Change</b>	<b>FY19 Budget</b>
Salaries	\$2,174,484	\$2,276,422	\$2,288,640	\$2,401,473	\$114,304	\$2,515,777
Contracted Services	\$84,956	\$168,322	\$113,936	\$115,276	(\$16,296)	\$98,980
Supplies	\$17,745	\$15,976	\$25,174	\$24,834	(\$4,150)	\$20,684
Other Charges	\$33,036,068	\$32,227,176	\$33,860,763	\$33,993,708	\$1,580,230	\$35,573,938
Equipment	\$79,281	\$9,005	\$12,474	\$12,081	\$0	\$12,081
Transfers	(\$510,789)	(\$498,556)	(\$560,000)	(\$500,000)	\$0	(\$500,000)
<b>Total:</b>	<b>\$34,881,745</b>	<b>\$34,198,345</b>	<b>\$35,740,987</b>	<b>\$36,047,372</b>	<b>\$1,674,088</b>	<b>\$37,721,460</b>

**Budgeted Full Time Equivalent Positions**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>18-19</b>	<b>FY19</b>
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	12.0	11.0	11.0	0.0	11.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	11.0	11.0	11.0	0.0	11.0
Supervisor	2.0	2.0	2.0	0.0	2.0
Warehouse Person	5.0	5.0	5.0	0.0	5.0
	<b>34.0</b>	<b>33.0</b>	<b>33.0</b>	<b>0.0</b>	<b>33.0</b>

**By State Category**

	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>18-19 Change</b>	<b>FY19 Budget</b>	<b>FY19 FTE</b>
<b>ADMINISTRATIVE SERVICES</b>							
Contracted Services	\$84,956	\$168,322	\$113,936	\$115,276	\$(16,296)	\$98,980	
Equipment	\$79,281	\$9,005	\$12,474	\$12,081	\$0	\$12,081	
Other Charges	\$24,944	\$21,593	\$35,887	\$35,280	\$450	\$35,730	
Salaries	\$2,174,484	\$2,276,422	\$2,288,640	\$2,401,473	\$114,304	\$2,515,777	
Supplies	\$17,745	\$15,976	\$25,174	\$24,834	(\$4,150)	\$20,684	
Transfers	\$(510,789)	\$(498,556)	\$(560,000)	\$(500,000)	\$0	\$(500,000)	
<b>TOTAL:</b>	<b>\$1,870,620</b>	<b>\$1,992,762</b>	<b>\$1,916,111</b>	<b>\$2,088,944</b>	<b>\$94,308</b>	<b>\$2,183,252</b>	<b>33.0</b>
<b>FIXED CHARGES</b>							
Other Charges	\$32,502,707	\$31,680,540	\$33,299,832	\$33,416,215	\$1,562,050	\$34,978,265	
<b>TOTAL:</b>	<b>\$32,502,707</b>	<b>\$31,680,540</b>	<b>\$33,299,832</b>	<b>\$33,416,215</b>	<b>\$1,562,050</b>	<b>\$34,978,265</b>	<b>0.0</b>
<b>CAPITAL OUTLAY</b>							
Other Charges	\$508,418	\$525,043	\$525,044	\$542,213	\$17,730	\$559,943	
<b>TOTAL:</b>	<b>\$508,418</b>	<b>\$525,043</b>	<b>\$525,044</b>	<b>\$542,213</b>	<b>\$17,730</b>	<b>\$559,943</b>	<b>0.0</b>
<b>Grand Total:</b>	<b>\$34,881,745</b>	<b>\$34,198,345</b>	<b>\$35,740,987</b>	<b>\$36,047,372</b>	<b>\$1,674,088</b>	<b>\$37,721,460</b>	<b>33.0</b>

## Fiscal Services

### Program Overview

Fiscal Services encompasses the Office of the Assistant Superintendent and the Budget, Finance and Risk Management Departments.

The Office of the Assistant Superintendent is responsible for the overall management and guidance of Business Services and its employees. This office oversees the preparation and review of the quarterly financial reports and the Comprehensive Annual Financial Report. The Assistant Superintendent also oversees ancillary finance systems relating to meal funds, accounts receivable, school activity funds and participation fees. In addition, the Assistant Superintendent is a trustee 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.

The Budget Office is responsible for the compilation of data and records in the preparation of the annual budget. The office reviews and analyzes financial data and identifies trends in revenues and expenditures. The office works cooperatively with all departments to identify resource requirements to incorporate those needs into a budget that adequately provides for the entire systems' needs. The Budget Office is also responsible for the administration of the 403(b) and 457(b) deferred compensation plans and for Medical Assistance billing.

The Finance Office 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 6,100 payments through the payroll system for regular, substitute and per diem employees each payday. 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.

Risk Management manages the various property and casualty insurance programs within the school system. The office 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 exposure to claims arising from accident or injury.

### Board of Education Goals – FY 2019

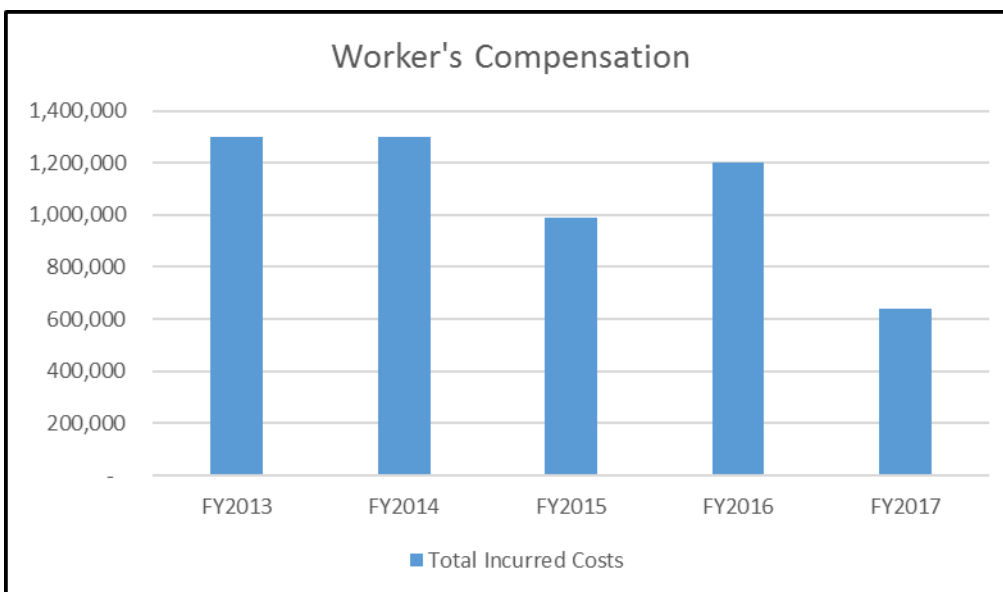
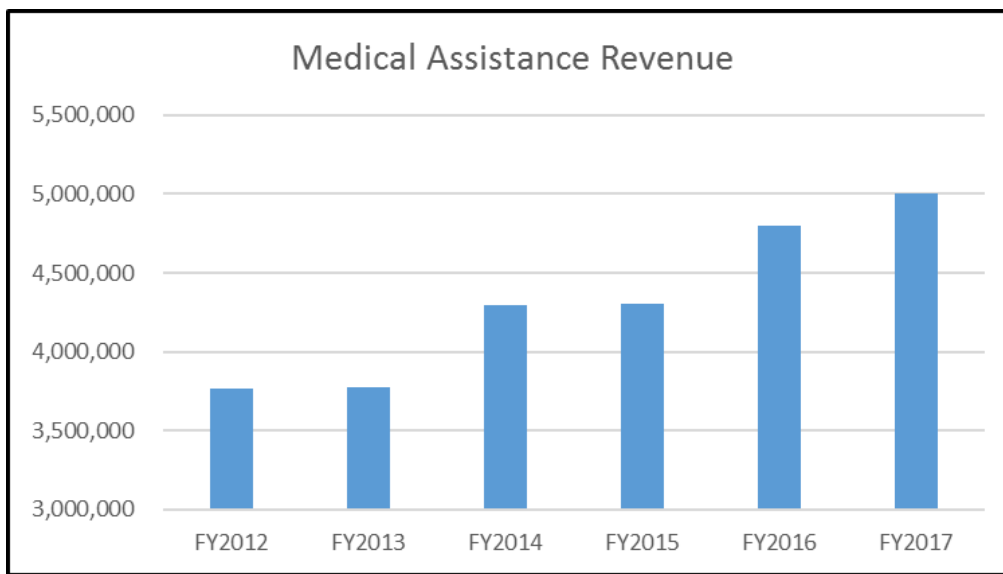
- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

### Departmental Objectives – FY 2019

- Increase Medical Assistance billing to \$5.25 million (Board Goal 4)
- Ensure financial policies and procedures are current and most appropriate for HCPS (Board Goal 4)
- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report (Board Goal 4)
- Ensure adequate financial and budget systems (Board Goal 4)
- Obtain unqualified financial and Single-Audit opinions with no Management Letter findings/comments (Board Goal 4)
- Ensure all grant funds are spent efficiently and in totality (Board Goal 4)
- Provide professional opportunities for staff at all levels (Board Goal 3)
- Complete MABE Grant funding submission to obtain risk management and safety initiative funding (Board Goal 4)
- Achieve 100% compliance with all recommendations on the MABE School Safety Inspection program (Board Goal 4)
- Reduce the Workers' Compensation Experience Mod below the current 1.08 status (Board Goal 4)

**Accomplishments – FY 2017**

- Received national awards for the Budget and Comprehensive Annual Financial Report (Board Goal 4)
- Received unmodified Single Audit and financial audit opinions from SB & Company, LLC with no Management Letter findings/comments. The Single Audit verifies adherence to the Uniform Guidance for Federal Funds (Board Goal 4)
- With IT, implemented an online medical billing program and increased Medical Assistance revenues to over \$5.0 million (Board Goal 4)
- Awarded two MABE grants totaling \$70,000 providing kiln venting at multiple schools, fire alarm covers installed for special education areas, personal protective equipment for students in welding program, ship ladders installed on roofs of multiple schools, weather safety jackets for the bus garage, and OSHA 10-Hour for the Electrical Industry training for electrical workers (Board Goal 4)
- Achieved 100% compliance with all recommendations on the MABE School Safety Inspection program (Board Goal 4)
- Workers' Compensation total incurred costs for FY2017 currently holding at \$640,000 compared to \$1.2 million for FY2016, \$1.0 million for FY2015, \$1.3 million each for FY2014 and FY2013 (Board Goal 4)



**FY 2019 Funding Adjustments****Wage and Benefits Adjustments of \$1,036,088:**

- Proposed salary/wage adjustments of \$72,008
- Social security adjustments for all employees, \$873,839
- Workers' compensation adjustments for all employees, \$90,241

**Base Budget Adjustments of \$27,459:**

- Decrease in debt service interest on A. A. Roberty building lease, (\$17,730)
- Increase in debt service principal on A. A. Roberty building lease, \$17,730
- Decrease other contracted services, (\$37,000)
- Decrease office supplies, (\$3,000)
- Decrease other charges, (\$1,500)
- Increase bank fees, \$40,000
- Increase professional dues, \$1,500
- Increases related to position additions and realignments: social security, \$12,794; pension, \$13,344; and workers' compensation insurance, \$1,321

**Cost of Doing Business Adjustments of \$588,241:**

- Projected rate increase for liability insurance, \$74,550
- Projected pension increase, \$250,026
- Projected workers' compensation increase, \$221,921
- Projected increase in social security, \$41,744

**The increase in expenditures from the fiscal 2018 budget for Business Services is \$1,651,788.**

# Fiscal Services

## By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$1,337,414	\$1,508,110	\$1,499,159	\$1,566,761	\$72,008	\$1,638,769
Contracted Services	\$58,496	\$144,043	\$90,580	\$90,720	\$3,000	\$93,720
Supplies	\$11,063	\$9,927	\$14,874	\$14,874	(\$3,000)	\$11,874
Other Charges	\$33,028,919	\$32,221,660	\$33,850,008	\$33,983,560	\$1,579,780	\$35,563,340
Equipment	\$70,802	\$7,510	\$8,517	\$8,377	\$0	\$8,377
Transfers	(\$510,789)	(\$498,556)	(\$560,000)	(\$500,000)	\$0	(\$500,000)
<b>Total:</b>	<b>\$33,995,904</b>	<b>\$33,392,694</b>	<b>\$34,903,138</b>	<b>\$35,164,292</b>	<b>\$1,651,788</b>	<b>\$36,816,080</b>

## Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	8.0	8.0	8.0	0.0	8.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	6.0	6.0	6.0	0.0	6.0
Supervisor	1.0	1.0	1.0	0.0	1.0
	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>	<b>19.0</b>

## By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
FTE: 19.0						
<b>ADMINISTRATIVE SERVICES</b>						
<b>Salaries</b>						
1 PROFESSIONAL Fiscal Services 101-XXX-022-015 51100 FTE: 5.0	\$521,024	\$606,694	\$610,730	\$622,333	\$20,938	\$643,271
2 CLERICAL Fiscal Services 101-XXX-022-015 51110 FTE: 8.0	\$353,857	\$375,662	\$375,150	\$399,804	\$29,447	\$429,251
3 MAINTENANCE/MECHANICS/TECHS Fiscal Services 101-XXX-022-015 51120 FTE: 6.0	\$453,852	\$511,101	\$508,138	\$533,139	\$21,442	\$554,581
4 TEMPORARY HELP Fiscal Services 101-XXX-022-015 51140 FTE: 0.0	\$0	\$853	\$2,450	\$2,450	\$0	\$2,450
5 CLERICAL - ADDT'L HRS Fiscal Services 101-XXX-022-015 51150 FTE: 0.0	\$8,681	\$13,800	\$2,691	\$9,035	\$181	\$9,216
<b>Total Salaries</b>	<b>\$1,337,414</b>	<b>\$1,508,110</b>	<b>\$1,499,159</b>	<b>\$1,566,761</b>	<b>\$72,008</b>	<b>\$1,638,769</b>
<b>Contracted Services</b>						
6 OTHER CONTRACTED SERVICES Fiscal Services 101-XXX-022-015 52170	\$34,220	\$44,377	\$37,000	\$37,000	\$(37,000)	\$0
7 BANK FEES Fiscal Services 101-XXX-022-015 52186	\$0	\$0	\$0	\$0	\$40,000	\$40,000

# By State Category

FY16  
Actual

FY17  
Actual

FY17  
Budget

FY18  
Budget

18-19  
Change

FY19  
Budget

## ADMINISTRATIVE SERVICES

### Contracted Services

8	CONSULTANTS Fiscal Services 101-XXX-022-015 52205	\$20,629	\$70,000	\$24,000	\$24,000	\$0	\$24,000
9	EQUIPMENT MAINTENANCE CONTRACT Fiscal Services 101-XXX-022-015 52360	\$1,872	\$1,911	\$1,800	\$1,940	\$0	\$1,940
10	COPIER / MACHINE RENTAL Fiscal Services 101-XXX-022-015 52370	\$1,775	\$1,775	\$1,800	\$1,800	\$0	\$1,800
11	SOFTWARE MAINTENANCE Fiscal Services 101-XXX-022-015 52380	\$0	\$25,980	\$25,980	\$25,980	\$0	\$25,980
<b>Total Contracted Services</b>		<b>\$58,496</b>	<b>\$144,043</b>	<b>\$90,580</b>	<b>\$90,720</b>	<b>\$3,000</b>	<b>\$93,720</b>

### Supplies

12	OFFICE Fiscal Services 101-XXX-022-015 53440	\$10,451	\$9,327	\$13,474	\$13,474	\$(3,000)	\$10,474
13	PRINTING Fiscal Services 101-XXX-022-015 53445	\$585	\$524	\$1,000	\$1,000	\$0	\$1,000
14	POSTAGE/COURIER SERVICE Fiscal Services 101-XXX-022-015 53450	\$27	\$29	\$100	\$100	\$0	\$100
15	BOOKS, SUBS, PERIODICALS Fiscal Services 101-XXX-022-015 53475	\$0	\$48	\$300	\$300	\$0	\$300
<b>Total Supplies</b>		<b>\$11,063</b>	<b>\$9,927</b>	<b>\$14,874</b>	<b>\$14,874</b>	<b>\$(3,000)</b>	<b>\$11,874</b>

### Other Charges

16	OTHER CHARGES Fiscal Services 101-XXX-022-015 54170	\$997	\$875	\$1,500	\$1,500	\$(1,500)	\$0
17	MILEAGE, PARKING, TOLLS Fiscal Services 101-XXX-022-015 54720	\$1,628	\$2,016	\$5,000	\$3,000	\$0	\$3,000
18	PROFESSIONAL DUES Fiscal Services 101-XXX-022-015 54730	\$2,863	\$4,725	\$6,152	\$6,152	\$1,500	\$7,652
19	INSTITUTES, CONFERENCES, MTGS. Fiscal Services 101-XXX-022-015 54750	\$12,306	\$8,462	\$12,480	\$14,480	\$0	\$14,480
<b>Total Other Charges</b>		<b>\$17,794</b>	<b>\$16,077</b>	<b>\$25,132</b>	<b>\$25,132</b>	<b>\$0</b>	<b>\$25,132</b>

### Equipment

20	SOFTWARE Fiscal Services 101-XXX-022-015 55460	\$58,341	\$0	\$500	\$500	\$0	\$500
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<b>By State Category</b>		<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>18-19 Change</b>	<b>FY19 Budget</b>
<b>ADMINISTRATIVE SERVICES</b>							
<b>Equipment</b>							
<b>21</b>	COMPUTERS/BUSINESS EQUIPMENT Fiscal Services 101-XXX-022-015 55805	\$12,460	\$6,410	\$7,517	\$7,377	\$0	\$7,377
<b>22</b>	OFFICE FURNITURE/EQUIPMENT Fiscal Services 101-XXX-022-015 55810	\$0	\$1,100	\$500	\$500	\$0	\$500
<b>Total Equipment</b>		<b>\$70,802</b>	<b>\$7,510</b>	<b>\$8,517</b>	<b>\$8,377</b>	<b>\$0</b>	<b>\$8,377</b>
<b>Transfers</b>							
<b>23</b>	INDIRECT COST RECOVERY Fiscal Services 101-XXX-022-015 89000	\$(510,789)	\$(498,556)	\$(560,000)	\$(500,000)	\$0	\$(500,000)
<b>Total Transfers</b>		<b>\$(510,789)</b>	<b>\$(498,556)</b>	<b>\$(560,000)</b>	<b>\$(500,000)</b>	<b>\$0</b>	<b>\$(500,000)</b>
<b>Total ADMINISTRATIVE SERVICES</b>		<b>\$984,779</b>	<b>\$1,187,111</b>	<b>\$1,078,262</b>	<b>\$1,205,864</b>	<b>\$72,008</b>	<b>\$1,277,872</b>
<b>FIXED CHARGES</b>							
<b>Other Charges</b>							
<b>24</b>	LIABILITY INSURANCE Fixed Charges, Fiscal Services 112-XXX-990-992 54655	\$698,066	\$708,082	\$670,506	\$771,429	\$74,550	\$845,979
<b>25</b>	RETIREMENT Fixed Charges, Fiscal Services 112-XXX-990-992 54665	\$11,198,130	\$10,172,990	\$11,450,689	\$10,928,762	\$263,370	\$11,192,132
<b>26</b>	SOCIAL SECURITY Fixed Charges, Fiscal Services 112-XXX-990-992 54675	\$18,306,040	\$18,459,348	\$18,854,128	\$19,380,527	\$928,377	\$20,308,904
<b>27</b>	WORKER'S COMPENSATION Fixed Charges, Fiscal Services 112-XXX-990-992 54685	\$1,985,067	\$2,041,341	\$2,025,730	\$2,053,887	\$313,483	\$2,367,370
<b>28</b>	DEBT SERVICE - INTEREST Fixed Charges, Fiscal Services 112-XXX-990-992 54901	\$315,404	\$298,779	\$298,779	\$281,610	\$(17,730)	\$263,880
<b>Total Other Charges</b>		<b>\$32,502,707</b>	<b>\$31,680,540</b>	<b>\$33,299,832</b>	<b>\$33,416,215</b>	<b>\$1,562,050</b>	<b>\$34,978,265</b>
<b>Total FIXED CHARGES</b>		<b>\$32,502,707</b>	<b>\$31,680,540</b>	<b>\$33,299,832</b>	<b>\$33,416,215</b>	<b>\$1,562,050</b>	<b>\$34,978,265</b>
<b>CAPITAL OUTLAY</b>							
<b>Other Charges</b>							
<b>29</b>	DEBT SERVICE - PRINCIPAL Principal Admin Bldg Lease 115-XXX-038-990 54900	\$508,418	\$525,043	\$525,044	\$542,213	\$17,730	\$559,943
<b>Total Other Charges</b>		<b>\$508,418</b>	<b>\$525,043</b>	<b>\$525,044</b>	<b>\$542,213</b>	<b>\$17,730</b>	<b>\$559,943</b>
<b>Total CAPITAL OUTLAY</b>		<b>\$508,418</b>	<b>\$525,043</b>	<b>\$525,044</b>	<b>\$542,213</b>	<b>\$17,730</b>	<b>\$559,943</b>
<b>Report Total:</b>		<b>\$33,995,904</b>	<b>\$33,392,694</b>	<b>\$34,903,138</b>	<b>\$35,164,292</b>	<b>\$1,651,788</b>	<b>\$36,816,080</b>



## Purchasing

### Program Overview

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 distribution throughout the district, as well as 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 Purchasing Department is committed to improving processes to simplify the procurement process for our users.

The Distribution Center receives, ships, and stores materials for the school system as well as food items for the Food & Nutrition department. It also provides courier delivery service to all locations within the district.

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.

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

### Board of Education Goals – FY 2019

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

### Departmental Objectives – FY 2019

- Reduce the processing time for requests by automating the requisitioning process (Board Goal 4)
- Increase the productivity of the staff in the purchasing department (Board Goal 3)
- Create user-friendly enhancements to the current P-card Program (Board Goal 4)

### Accomplishments – FY 2017

- Automated the purchase order process for purchase orders greater than \$25,000 (Board Goal 4)
- Increased the availability of suppliers on the shopping platform (Board Goal 4)
- Provided professional development opportunities for the Purchasing Assistants (Board Goal 3)

### FY 2019 Funding Adjustments

#### **Wage and Benefits Adjustments of \$42,296:**

- Proposed salary/wage adjustments of \$42,296

#### **Base Budget Adjustments of (\$19,996):**

- Reduction to other contracted services, (\$19,996)
- Reduction to other supplies, (\$3,000)
- Reduction to printing supplies, (\$450)
- Reduction to mileage, parking, tolls, (\$550)
- Increase to equipment repairs, \$700
- Increase to uniforms expense, \$2,300
- Increase to institutes, conferences, meetings. \$1,000

**The increase in expenditures from the fiscal 2018 budget for Purchasing is \$22,300.**

## Purchasing

### By Object Code

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
Salaries	\$837,070	\$768,311	\$789,481	\$834,712	\$42,296	\$877,008
Contracted Services	\$26,460	\$24,279	\$23,356	\$24,556	(\$19,296)	\$5,260
Supplies	\$6,681	\$6,049	\$10,300	\$9,960	(\$1,150)	\$8,810
Other Charges	\$7,150	\$5,516	\$10,755	\$10,148	\$450	\$10,598
Equipment	\$8,480	\$1,495	\$3,957	\$3,704	\$0	\$3,704
<b>Total:</b>	<b>\$885,841</b>	<b>\$805,651</b>	<b>\$837,849</b>	<b>\$883,080</b>	<b>\$22,300</b>	<b>\$905,380</b>

### Budgeted Full Time Equivalent Positions

	FY16	FY17	FY18	18-19	FY19
Clerical 12 Month	4.0	3.0	3.0	0.0	3.0
Specialist 12 Month	5.0	5.0	5.0	0.0	5.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Warehouse Person	5.0	5.0	5.0	0.0	5.0
	<b>15.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>	<b>14.0</b>

### By State Category

	FY16 Actual	FY17 Actual	FY17 Budget	FY18 Budget	18-19 Change	FY19 Budget
<b>FTE: 14.0</b>						
<b>ADMINISTRATIVE SERVICES</b>						
<b>Salaries</b>						
1 PROFESSIONAL Purchasing 101-XXX-022-020 51100 FTE: 1.0	\$98,837	\$79,661	\$83,556	\$99,054	\$3,894	\$102,948
2 CLERICAL Purchasing 101-XXX-022-020 51110 FTE: 3.0	\$147,601	\$113,791	\$130,387	\$122,446	\$8,171	\$130,617
3 MAINTENANCE/MECHANICS/TECHS Purchasing 101-XXX-022-020 51120 FTE: 10.0	\$590,225	\$574,859	\$575,033	\$613,212	\$30,231	\$643,443
4 TEMPORARY HELP Purchasing 101-XXX-022-020 51140 FTE: 0.0	\$406	\$0	\$387	\$0	\$0	\$0
5 MAINT./MECH./TECH. - ADDT'L HRS Purchasing 101-XXX-022-020 51160 FTE: 0.0	\$0	\$0	\$118	\$0	\$0	\$0
<b>Total Salaries</b>	<b>\$837,070</b>	<b>\$768,311</b>	<b>\$789,481</b>	<b>\$834,712</b>	<b>\$42,296</b>	<b>\$877,008</b>
<b>Contracted Services</b>						
6 OTHER CONTRACTED SERVICES Purchasing 101-XXX-022-020 52170	\$18,882	\$19,970	\$19,196	\$19,996	(\$19,996)	\$0
7 REPAIRS-EQUIPMENT Purchasing 101-XXX-022-020 52315	\$5,868	\$2,599	\$2,400	\$2,800	\$700	\$3,500

<b>By State Category</b>		<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>18-19 Change</b>	<b>FY19 Budget</b>
<b>ADMINISTRATIVE SERVICES</b>							
<b>Contracted Services</b>							
<b>8</b>	COPIER / MACHINE RENTAL Purchasing 101-XXX-022-020 52370	\$1,710	\$1,710	\$1,760	\$1,760	\$0	\$1,760
<b>Total Contracted Services</b>		<b>\$26,460</b>	<b>\$24,279</b>	<b>\$23,356</b>	<b>\$24,556</b>	<b>\$(19,296)</b>	<b>\$5,260</b>
<b>Supplies</b>							
<b>9</b>	OTHER SUPPLIES Purchasing 101-XXX-022-020 53170	\$1,861	\$1,200	\$3,100	\$3,000	\$(3,000)	\$0
<b>10</b>	OFFICE Purchasing 101-XXX-022-020 53440	\$4,391	\$4,467	\$6,100	\$5,900	\$0	\$5,900
<b>11</b>	PRINTING Purchasing 101-XXX-022-020 53445	\$10	\$274	\$900	\$900	\$(450)	\$450
<b>12</b>	POSTAGE/COURIER SERVICE Purchasing 101-XXX-022-020 53450	\$0	\$108	\$50	\$50	\$0	\$50
<b>13</b>	BOOKS, SUBS, PERIODICALS Purchasing 101-XXX-022-020 53475	\$420	\$0	\$150	\$110	\$0	\$110
<b>14</b>	UNIFORMS-STAFF Purchasing 101-XXX-022-020 53535	\$0	\$0	\$0	\$0	\$2,300	\$2,300
<b>Total Supplies</b>		<b>\$6,681</b>	<b>\$6,049</b>	<b>\$10,300</b>	<b>\$9,960</b>	<b>\$(1,150)</b>	<b>\$8,810</b>
<b>Other Charges</b>							
<b>15</b>	MILEAGE, PARKING, TOLLS Purchasing 101-XXX-022-020 54720	\$2,435	\$1,053	\$3,700	\$3,400	\$(550)	\$2,850
<b>16</b>	PROFESSIONAL DUES Purchasing 101-XXX-022-020 54730	\$774	\$600	\$1,755	\$1,448	\$0	\$1,448
<b>17</b>	INSTITUTES, CONFERENCES, MTGS. Purchasing 101-XXX-022-020 54750	\$3,940	\$3,863	\$5,300	\$5,300	\$1,000	\$6,300
<b>Total Other Charges</b>		<b>\$7,150</b>	<b>\$5,516</b>	<b>\$10,755</b>	<b>\$10,148</b>	<b>\$450</b>	<b>\$10,598</b>
<b>Equipment</b>							
<b>18</b>	OTHER EQUIPMENT Purchasing 101-XXX-022-020 55170	\$5,767	\$0	\$2,200	\$2,500	\$0	\$2,500
<b>19</b>	COMPUTERS/BUSINESS EQUIPMENT Purchasing 101-XXX-022-020 55805	\$2,713	\$1,495	\$1,757	\$1,204	\$0	\$1,204
<b>Total Equipment</b>		<b>\$8,480</b>	<b>\$1,495</b>	<b>\$3,957</b>	<b>\$3,704</b>	<b>\$0</b>	<b>\$3,704</b>
<b>Total ADMINISTRATIVE SERVICES</b>		<b>\$885,841</b>	<b>\$805,651</b>	<b>\$837,849</b>	<b>\$883,080</b>	<b>\$22,300</b>	<b>\$905,380</b>

<b>By State Category</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>18-19 Change</b>	<b>FY19 Budget</b>
<b>Report Total:</b>	\$885,841	\$805,651	\$837,849	\$883,080	\$22,300	\$905,380