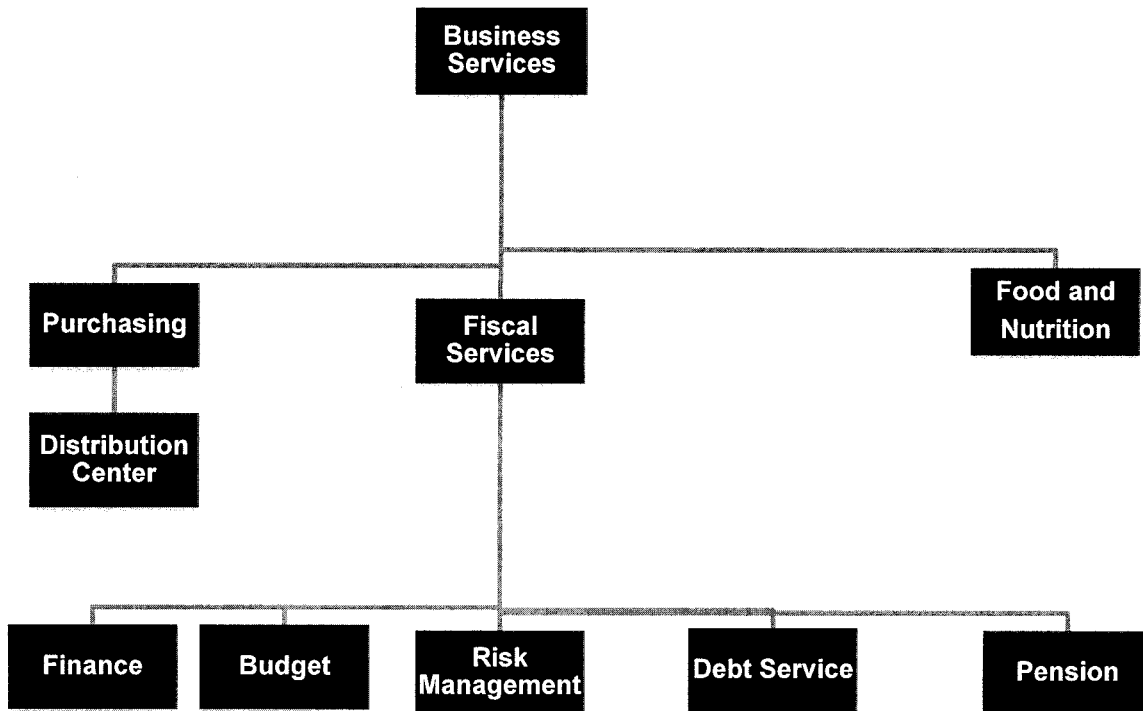


Business Services

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



	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	Change FY13- FY14	FY14 Budget
BUSINESS SERVICES	\$ 26,485,647	\$ 27,346,682	\$ 28,121,728	\$ 32,651,977	\$ 2,533,488	\$ 35,185,465
Fiscal Services	\$ 25,462,215	\$ 26,334,212	\$ 27,098,789	\$ 31,711,776	\$ 2,515,653	\$ 34,227,429
Purchasing	\$ 1,023,432	\$ 1,012,470	\$ 1,022,939	\$ 940,201	\$ 17,835	\$ 958,036

Summary Business Services

By Object Code	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
Salaries	\$2,306,820	\$2,377,283	\$2,416,982	\$2,326,683	\$58,306	\$2,384,989
Contracted Services	\$56,373	\$81,035	\$72,304	\$100,508	(\$23,888)	\$76,620
Supplies	\$30,155	\$30,735	\$46,037	\$35,826	(\$1,907)	\$33,919
Other Charges	\$24,705,391	\$25,385,763	\$26,035,905	\$30,699,203	\$2,500,382	\$33,199,585
Equipment	\$7,288	\$7,317	\$15,500	\$4,757	\$595	\$5,352
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$515,000)	\$0	(\$515,000)
Total	\$26,485,648	\$27,346,683	\$28,121,728	\$32,651,977	\$2,533,488	\$35,185,465

Budgeted Full Time Equivalent Positions					
	FY11	FY12	FY13	Change	FY14
Admin/Supv/Assist Supv	4.0	4.0	3.0	0.0	3.0
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Clerical	14.0	14.0	13.0	0.0	13.0
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	6.0	0.0	6.0
Warehouse	6.0	6.0	6.0	0.0	6.0
Total	36.0	36.0	35.0	0.0	35.0

By State Category	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
FY14 FTE: 35.0 ADMINISTRATIVE SERVICES						
Salaries	\$2,306,766	\$2,377,283	\$2,416,982	\$2,326,683	\$58,306	\$2,384,989
Contracted Services	\$56,373	\$81,035	\$72,304	\$100,508	(\$23,888)	\$76,620
Supplies	\$30,155	\$30,735	\$46,037	\$35,826	(\$1,907)	\$33,919
Other Charges	\$35,731	\$36,369	\$51,126	\$36,235	\$2,900	\$39,135
Equipment	\$7,288	\$7,317	\$15,500	\$4,757	\$595	\$5,352
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$515,000)	\$0	(\$515,000)
TOTAL	\$1,815,933	\$1,997,289	\$2,136,949	\$1,989,009	\$36,006	\$2,025,015
FY14 FTE: 0.0 INSTRUCTIONAL SALARIES						
Salaries	\$54	\$0	\$0	\$0	\$0	\$0
TOTAL	\$54	\$0	\$0	\$0	\$0	\$0
FY14 FTE: 0.0 FIXED CHARGES						
Other Charges	\$24,357,947	\$25,022,159	\$25,657,544	\$30,662,968	\$2,497,482	\$33,160,450
TOTAL	\$24,357,947	\$25,022,159	\$25,657,544	\$30,662,968	\$2,497,482	\$33,160,450
FY14 FTE: 0.0 CAPITAL OUTLAY						
Other Charges	\$311,714	\$327,235	\$327,235	\$0	\$0	\$0
TOTAL	\$311,714	\$327,235	\$327,235	\$0	\$0	\$0
Grand Total	\$26,485,648	\$27,346,683	\$28,121,728	\$32,651,977	\$2,533,488	\$35,185,465
FTE FY14:	35.0					

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. 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.

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.

Accomplishments – FY 2012

- Received national recognition by receiving the GFOA Budget Presentation Award for the 10th year.
- Received national recognition by receiving the GFOA Achievement for Excellence in Finance reporting award for the 6th year.
- Improved the school district's efficiency and reduced operating costs through refinancing the energy performance contracts and the administration building for a savings of \$1,500,000; a unique clause in the office copier contract and lower utilization of copy machines netted a \$19,000 refund; and a proactive trash removal contract reduced annual costs by \$100,000 each year for the next six years. (Board Goal 4)
- Obtained a premium reduction of \$139,321 through the MABE Risk Management Incentive Program. (Board Goal 4)
- Increased quantity and quality of school peril safety inspections with an average score of 93%. (Board Goal 4)
- Evaluated and began implementation of a budget module compatible with Lawson Financial systems; completed the first upgrade to the Lawson Software package. (Board Goal 4)

Goals – FY 2014

- 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)

Objectives – FY 2014

- Seize opportunities to improve the school district's efficiency and reduce operating costs. (Board Goal 4)
- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report.
- Complete implementation and adoption of the Lawson Budget Module. (Board Goal 4)
- Begin implementation of the next upgrade to the Lawson Financial Software. (Board Goal 4)
- Utilize electronic student accident reporting. (Board Goal 4)
- Expand the use of the SmartFindExpress (SFE) system to automate teacher and substitute attendance to all schools in Harford County. (Board Goal 4)

Fiscal Services

FY 2014 Funding Adjustments

The changes for fiscal 2014 include:

Wage Adjustments of \$1,822,229:

- Proposed salary adjustments totaling \$518,696;
- Increase in Retirement expense - Teacher's Plan, \$1,479,361; and,
- Decrease in Retirement expenses – Other, (\$175,828).

Base Budget Adjustments of \$0:

- Increase in Interest on Administration Building Lease, \$21,600;
- Increase in Certifications, \$3,200;
- Increase in Other Contracted Services, \$2,500;
- Increase in Computers/Business Equipment, \$1,000;
- Increase in Clerical Overtime, \$700;
- Increase in Office Furniture, \$500;
- Increase in Books, Subscriptions and Periodicals, \$300;
- Increase in Postage/Courier Service, \$50;
- Reduction in Consulting Expense, (\$27,100);
- Reduction in Printing Supplies, (\$1,250);
- Reduction in Office Supplies, (\$1,000); and,
- Reduction in Copier Rental, (\$500).

Cost of Doing Business of \$693,424:

- Increase in Workers Compensation Insurance, \$565,439;
- Increase in Interest on Administration Building Lease, \$59,377;
- Increase in Liability Insurance, \$58,324 and,
- Increase in Social Security costs associated with the 3.0 FTE new teaching positions, \$10,284.

The net increase in expenditures from the FY 2013 budget for Fiscal Services is \$2,515,653.

Fiscal Services

By Object Code	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
Salaries	\$1,332,400	\$1,420,496	\$1,449,663	\$1,431,050	\$40,471	\$1,471,521
Contracted Services	\$40,019	\$54,022	\$51,900	\$81,900	(\$25,100)	\$56,800
Supplies	\$13,893	\$16,146	\$29,376	\$19,376	(\$1,900)	\$17,476
Other Charges	\$24,690,704	\$25,372,275	\$26,021,350	\$30,691,098	\$2,500,682	\$33,191,780
Equipment	\$5,579	\$6,724	\$11,500	\$3,352	\$1,500	\$4,852
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$515,000)	\$0	(\$515,000)
Total	\$25,462,216	\$26,334,212	\$27,098,789	\$31,711,776	\$2,515,653	\$34,227,429

Budgeted Full Time Equivalent Positions

	FY11	FY12	FY13	Change	FY14
Admin/Supv/Assist Supv	3.0	3.0	2.0	0.0	2.0
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Clerical	7.0	8.0	8.0	0.0	8.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist	5.0	5.0	6.0	0.0	6.0
Total	18.0	19.0	19.0	0.0	19.0

By State Category	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
FY14 FTE: 19.0	ADMINISTRATIVE SERVICES					
Salaries						
1 Clerical Fiscal Services 101-001-022-015 51110 <i>FY14 FTE: 8.0</i>	\$318,874	\$340,588	\$360,938	\$359,713	\$6,965	\$366,678
<i>Record# 40</i>						
2 Clerical Overtime Fiscal Services 101-001-022-015 51150 <i>FY14 FTE: 0.0</i>	\$1,502	\$120	\$7,200	\$860	\$700	\$1,560
<i>Record# 41</i>						
3 Maintenance/Mechanics/Techs Fiscal Services 101-001-022-015 51120 <i>FY14 FTE: 6.0</i>	\$393,941	\$397,066	\$396,603	\$480,706	\$16,825	\$497,531
<i>Record# 2318</i>						
4 Professional Salaries Fiscal Services 101-001-022-015 51100 <i>FY14 FTE: 5.0</i>	\$618,030	\$682,722	\$682,722	\$587,675	\$15,981	\$603,656
<i>Record# 39</i>						
5 Temporary Help Fiscal Services 101-001-022-015 51140 <i>FY14 FTE: 0.0</i>	\$0	\$0	\$2,200	\$2,096	\$0	\$2,096
<i>Record# 2271</i>						
Total Salaries	\$1,332,346	\$1,420,496	\$1,449,663	\$1,431,050	\$40,471	\$1,471,521
Contracted Services						
6 Consultants Fiscal Services 101-001-022-015 52205 <i>FY14 FTE: 0.0</i>	\$23,938	\$35,227	\$34,100	\$64,100	(\$27,100)	\$37,000
<i>Record# 42</i>						
7 Copier/Machine Rental Fiscal Services 101-001-022-015 52370 <i>FY14 FTE: 0.0</i>	\$2,573	\$2,539	\$3,500	\$3,500	(\$500)	\$3,000
<i>Record# 43</i>						
8 Equipment Maintenance Contracts Fiscal Services 101-001-022-015 52360 <i>FY14 FTE: 0.0</i>	\$1,782	\$1,800	\$1,800	\$1,800	\$0	\$1,800
<i>Record# 2386</i>						
9 Other Contracted Services Fiscal Services 101-001-022-015 52170 <i>FY14 FTE: 0.0</i>	\$11,727	\$14,456	\$12,500	\$12,500	\$2,500	\$15,000
<i>Record# 1750</i>						
Total Contracted Services	\$40,019	\$54,022	\$51,900	\$81,900	(\$25,100)	\$56,800
Supplies						
10 Books, Subs, Periodicals Fiscal Services 101-001-022-015 53475 <i>FY14 FTE: 0.0</i>	\$75	\$395	\$100	\$100	\$300	\$400
<i>Record# 2387</i>						
11 Office Fiscal Services 101-001-022-015 53440 <i>FY14 FTE: 0.0</i>	\$13,426	\$13,594	\$25,726	\$15,726	(\$1,000)	\$14,726
<i>Record# 44</i>						
12 Postage/Courier Service Fiscal Services 101-001-022-015 53450 <i>FY14 FTE: 0.0</i>	\$56	\$141	\$100	\$100	\$50	\$150
<i>Record# 45</i>						

By State Category			FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
13	Printing		\$337	\$2,017	\$3,450	\$3,450	(\$1,250)	\$2,200
	Fiscal Services							
	101-001-022-015 53445	FY14 FTE: 0.0		Record# 1749				
Total Supplies			\$13,893	\$16,146	\$29,376	\$19,376	(\$1,900)	\$17,476
Other Charges								
14	Institutes, Conferences, Mtgs		\$9,081	\$10,249	\$21,921	\$13,480	\$0	\$13,480
	Fiscal Services							
	101-001-022-015 54750	FY14 FTE: 0.0		Record# 47				
15	Liability Insurance		\$546	\$0	\$0	\$0	\$0	\$0
	Board of Education							
	101-001-021-005 54655	FY14 FTE: 0.0		Record# 26				
16	Mileage Reimbursement		\$5,432	\$5,565	\$7,250	\$7,250	\$0	\$7,250
	Fiscal Services							
	101-001-022-015 54720	FY14 FTE: 0.0		Record# 2345				
17	Other		\$600	\$3,130	\$2,000	\$2,000	\$3,200	\$5,200
	GFOA Certifications							
	101-001-022-015 54170	FY14 FTE: 0.0		Record# 1872				
18	Professional Dues		\$5,384	\$3,937	\$5,400	\$5,400	\$0	\$5,400
	Fiscal Services							
	101-001-022-015 54730	FY14 FTE: 0.0		Record# 2388				
Total Other Charges			\$21,044	\$22,881	\$36,571	\$28,130	\$3,200	\$31,330
Equipment								
19	Computers/Business Equipment		\$3,816	\$3,429	\$9,500	\$2,352	\$1,000	\$3,352
	Fiscal Services							
	101-001-022-015 55805	FY14 FTE: 0.0		Record# 2210				
20	Office Furniture/Equipment		\$1,456	\$2,625	\$1,000	\$500	\$500	\$1,000
	Fiscal Services							
	101-001-022-015 55810	FY14 FTE: 0.0		Record# 2164				
21	Software		\$306	\$670	\$1,000	\$500	\$0	\$500
	Fiscal Services							
	101-001-022-015 55460	FY14 FTE: 0.0		Record# 1849				
Total Equipment			\$5,579	\$6,724	\$11,500	\$3,352	\$1,500	\$4,852
Transfers								
22	Transfers		(\$620,379)	(\$535,450)	(\$465,000)	(\$515,000)	\$0	(\$515,000)
	Fiscal Services							
	101-001-022-015 89000	FY14 FTE: 0.0		Record# 1847				
Total Transfers			(\$620,379)	(\$535,450)	(\$465,000)	(\$515,000)	\$0	(\$515,000)
TOTAL ADMINISTRATIVE SERVICES			\$792,501	\$984,818	\$1,114,010	\$1,048,808	\$18,171	\$1,066,979
FY14 FTE: 0.0			INSTRUCTIONAL SALARIES					
Salaries								
23	Professional Salaries		\$54	\$0	\$0	\$0	\$0	\$0
	Incentive Clearing Account							
	103-XXX-002-990 51100	FY14 FTE: 0.0		Record# 2182				
Total Salaries			\$54	\$0	\$0	\$0	\$0	\$0
TOTAL INSTRUCTIONAL SALARIES			\$54	\$0	\$0	\$0	\$0	\$0
FY14 FTE: 0.0			FIXED CHARGES					
Other Charges								
24	Interest Admin. Building Lease		\$512,108	\$496,587	\$496,588	\$246,568	\$80,976	\$327,544
	Interest - Administration Building							
	112-001-990-992 54901	FY14 FTE: 0.0		Record# 2071				
25	Liability Insurance		\$443,905	\$500,199	\$531,954	\$614,201	\$58,324	\$672,525
	Fixed Charges							
	112-001-990-992 54655	FY14 FTE: 0.0		Record# 1831				
26	Retirement		\$2,566,489	\$3,350,174	\$3,403,600	\$8,914,994	\$1,303,533	\$10,218,527
	Fixed Charges							
	112-001-990-992 54665	FY14 FTE: 0.0		Record# 1548				
27	Social Security		\$19,311,116	\$19,108,039	\$19,530,393	\$19,313,927	\$452,770	\$19,766,697
	Fixed Charges							
	112-001-990-992 54675	FY14 FTE: 0.0		Record# 1549				
28	Worker's Compensation		\$1,524,328	\$1,567,160	\$1,695,009	\$1,573,278	\$601,879	\$2,175,157
	Fixed Charges							
	112-001-990-992 54685	FY14 FTE: 0.0		Record# 1551				
Total Other Charges			\$24,357,947	\$25,022,159	\$25,657,544	\$30,662,968	\$2,497,482	\$33,160,450
TOTAL FIXED CHARGES			\$24,357,947	\$25,022,159	\$25,657,544	\$30,662,968	\$2,497,482	\$33,160,450
FY14 FTE: 0.0			CAPITAL OUTLAY					

By State Category	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
Other Charges						
29 Principal Admin. Building Lease Principal - Administration Building Lease 115-001-038-990 54900 FY14 FTE: 0.0	\$311,714	\$327,235	\$327,235	\$0	\$0	\$0
		Record# 2070				
Total Other Charges	\$311,714	\$327,235	\$327,235	\$0	\$0	\$0
TOTAL CAPITAL OUTLAY	\$311,714	\$327,235	\$327,235	\$0	\$0	\$0
Grand Total	\$25,462,216	\$26,334,212	\$27,098,789	\$31,711,776	\$2,515,653	\$34,227,429
<i>FTE FY14:</i> 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 2012, the rebate totaled \$117,744, an increase of \$9,903 over the prior year.

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

Accomplishments – FY 2012

- Spend analysis was done and resulted in identifying areas where contracts were needed, and created.
- The Standard Operating Procedure manual was completed, and the Purchasing Manual was revised.
- Two contracts were reworked resulting in a savings of over \$125,000.

Goals – FY 2014

- To continue to identify areas where contracts are needed, and create those contracts in order to yield savings.
- To not let the efficiency or effectiveness of the department diminish due to the loss of two positions.

Objectives – FY 2014

- Continue to stress customer service to our staff and ensure we provide that to our end users.
- Continue to examine the Standard Operating Procedure manual and adjust it as necessary to standardize our process and use as a tool for new employees and end users.
- To try to keep all of our Purchasing Agent's professional certifications current by supporting professional development.

FY 2014 Funding Adjustments

The changes for fiscal 2014 include:

Wage Adjustments of \$17,835:

- Proposed salary adjustments totaling \$17,835.

Base Budget Adjustments of \$0:

- Increase in Other Contracted Services, \$1,412;
- Increase in Other Supplies, \$1,000;
- Increase in Printing Expense, \$800;
- Reduction in Office Supplies, (\$1,632);
- Reduction in Computer/Business Equipment, (\$500);
- Reduction in Other Equipment, (\$405);
- Reduction in Mileage Reimbursement, (\$300);
- Reduction in Copier/Machine Rental, (\$200);
- Reduction in Books, Subscriptions and Periodicals, (\$150); and,
- Reduction in Postage/Courier Service, (\$25).

The net increase in expenditures from the FY 2013 budget for Purchasing is \$17,835.

Purchasing

By Object Code	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
Salaries	\$974,420	\$956,788	\$967,319	\$895,633	\$17,835	\$913,468
Contracted Services	\$16,354	\$27,014	\$20,404	\$18,608	\$1,212	\$19,820
Supplies	\$16,262	\$14,589	\$16,661	\$16,450	(\$7)	\$16,443
Other Charges	\$14,687	\$13,488	\$14,555	\$8,105	(\$300)	\$7,805
Equipment	\$1,710	\$593	\$4,000	\$1,405	(\$905)	\$500
Total	\$1,023,432	\$1,012,470	\$1,022,939	\$940,201	\$17,835	\$958,036

Budgeted Full Time Equivalent Positions					
	FY11	FY12	FY13	Change	FY14
Admin/Supv/Assist Supv	1.0	1.0	1.0	0.0	1.0
Clerical	7.0	6.0	5.0	0.0	5.0
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	17.0	16.0	0.0	16.0

By State Category	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
FY14 FTE: 16.0	ADMINISTRATIVE SERVICES					
Salaries						
1 Clerical Purchasing	\$316,962	\$280,565	\$283,712	\$218,739	\$4,249	\$222,988
101-001-022-020 51110	<i>FY14 FTE: 5.0</i>	<i>Record# 50</i>				
2 Maint./Mech./Tech. Overtime Purchasing	\$197	\$0	\$500	\$118	\$0	\$118
101-001-022-020 51160	<i>FY14 FTE: 0.0</i>	<i>Record# 54</i>				
3 Maintenance/Mechanics/Techs Purchasing	\$290,079	\$314,329	\$315,111	\$308,724	\$10,669	\$319,393
101-001-022-020 51120	<i>FY14 FTE: 4.0</i>	<i>Record# 51</i>				
4 Other Salaries Warehouse	\$266,244	\$265,808	\$269,804	\$269,727	\$2,437	\$272,164
101-001-022-020 51170	<i>FY14 FTE: 6.0</i>	<i>Record# 55</i>				
5 Professional Salaries Purchasing	\$100,937	\$95,692	\$95,692	\$97,938	\$480	\$98,418
101-001-022-020 51100	<i>FY14 FTE: 1.0</i>	<i>Record# 49</i>				
6 Temporary Help Purchasing	\$0	\$393	\$2,500	\$387	\$0	\$387
101-001-022-020 51140	<i>FY14 FTE: 0.0</i>	<i>Record# 52</i>				
Total Salaries	\$974,420	\$956,788	\$967,319	\$895,633	\$17,835	\$913,468
Contracted Services						
7 Copier/Machine Rental Purchasing	\$2,874	\$3,135	\$3,335	\$3,335	(\$200)	\$3,135
101-001-022-020 52370	<i>FY14 FTE: 0.0</i>	<i>Record# 2166</i>				
8 Other Contracted Services Purchasing	\$13,419	\$18,912	\$15,069	\$13,273	\$1,412	\$14,685
101-001-022-020 52170	<i>FY14 FTE: 0.0</i>	<i>Record# 56</i>				
9 Repairs-Equipment Purchasing	\$62	\$4,967	\$2,000	\$2,000	\$0	\$2,000
101-001-022-020 52315	<i>FY14 FTE: 0.0</i>	<i>Record# 57</i>				
Total Contracted Services	\$16,354	\$27,014	\$20,404	\$18,608	\$1,212	\$19,820
Supplies						
10 Books, Subs, Periodicals Purchasing	\$0	\$255	\$300	\$300	(\$150)	\$150
101-001-022-020 53475	<i>FY14 FTE: 0.0</i>	<i>Record# 2347</i>				
11 Office Purchasing	\$7,754	\$8,953	\$13,061	\$12,850	(\$1,632)	\$11,218
101-001-022-020 53440	<i>FY14 FTE: 0.0</i>	<i>Record# 59</i>				
12 Other Supplies Purchasing	\$8,030	\$5,245	\$3,000	\$3,000	\$1,000	\$4,000
101-001-022-020 53170	<i>FY14 FTE: 0.0</i>	<i>Record# 58</i>				

By State Category	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	13 -14 Change	FY14 Budget
13 Postage/Courier Service Purchasing 101-001-022-020 53450 <i>FY14 FTE: 0.0</i>	\$53	\$55	\$100	\$100	(\$25)	\$75
		<i>Record# 61</i>				
14 Printing Purchasing/Forms 101-001-022-020 53445 <i>FY14 FTE: 0.0</i>	\$424	\$81	\$200	\$200	\$800	\$1,000
		<i>Record# 60</i>				
Total Supplies	\$16,262	\$14,589	\$16,661	\$16,450	(\$7)	\$16,443
Other Charges						
15 Institutes, Conferences, Mtgs Purchasing 101-001-022-020 54750 <i>FY14 FTE: 0.0</i>	\$9,103	\$8,389	\$8,600	\$2,150	\$0	\$2,150
		<i>Record# 62</i>				
16 Mileage Reimbursement Purchasing 101-001-022-020 54720 <i>FY14 FTE: 0.0</i>	\$3,630	\$3,295	\$4,000	\$4,000	(\$300)	\$3,700
		<i>Record# 2367</i>				
17 Professional Dues Purchasing 101-001-022-020 54730 <i>FY14 FTE: 0.0</i>	\$1,954	\$1,804	\$1,955	\$1,955	\$0	\$1,955
		<i>Record# 2390</i>				
Total Other Charges	\$14,687	\$13,488	\$14,555	\$8,105	(\$300)	\$7,805
Equipment						
18 Computers/Business Equipment Purchasing 101-001-022-020 55805 <i>FY14 FTE: 0.0</i>	\$0	\$0	\$2,000	\$500	(\$500)	\$0
		<i>Record# 63</i>				
19 Other Equipment Purchasing 101-001-022-020 55170 <i>FY14 FTE: 0.0</i>	\$1,710	\$593	\$2,000	\$905	(\$405)	\$500
		<i>Record# 1752</i>				
Total Equipment	\$1,710	\$593	\$4,000	\$1,405	(\$905)	\$500
TOTAL ADMINISTRATIVE SERVICES	\$1,023,432	\$1,012,470	\$1,022,939	\$940,201	\$17,835	\$958,036
Grand Total	\$1,023,432	\$1,012,470	\$1,022,939	\$940,201	\$17,835	\$958,036
<i>FTE FY14:</i>	16.0					