

**Village of Peotone
2019/2020 Budget**

**ADMINISTRATION DEPARTMENT
SUMMARY**

EXPENDITURES	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 BUDGET	PERCENT CHANGE
Personnel Services	128,332	185,260	141,671	244,850	32%
Insurance	59,994	77,200	74,346	91,950	19%
Employee Support	11,357	27,200	13,629	25,810	-5%
Professional Services	86,082	109,900	85,545	114,000	4%
Operating Expenses	155,899	202,100	159,220	169,395	-16%
Maintenance	4,153	10,500	4,598	10,500	0%
Capital Outlay	<u>4,100</u>	<u>7,000</u>	<u>500</u>	<u>0</u>	-100%
TOTAL EXPENDITURES	449,917	619,160	479,509	656,505	6%

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DETAIL**

	Microsoft Office 365 Business License	600	
	Domain Names Renewal	500	
	Miscellaneous	<u>925</u>	
			11,460
	Total Employee Support		25,810
 <u>PROFESSIONAL SERVICES</u>			
01-50-446	Legal Services		50,000
01-50-447	Audit Services		16,000
01-50-451	Miscellaneous Engineering		18,000
01-50-452	Other Professional Services		
	Trustee Meetings	5,000	
	Janitorial Service	4,500	
	Computer Consultant	8,000	
	Consultants/Studies	5,000	
	LOCIS Software	5,000	
	Boiler Inspections	500	
	Miscellaneous	<u>2,000</u>	
			<u>30,000</u>
	Total Professional Services		114,000
 <u>OPERATING EXPENSES</u>			
01-50-428	Telephone/FAX		
	Call One	3,000	
	Comcast	2,400	
	AT&T Mobility/FirstNet	1,200	
	Phones	<u>400</u>	
			7,000
01-50-435	Utilities		1,500
01-50-437	Rental		
	Land Lease	600	
	Miscellaneous	<u>300</u>	
			900
01-50-443	Postage		4,000
01-50-444	Printing/Publishing		
	Ordinance Book Codification & Folio	4,000	
	Stationery and Envelopes	2,000	
	Vehicle, Dog and Tax Forms and Checks	2,500	

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	Clerk Annual Report	500	
	Treasurer's Annual Report	1,300	
	Legal Notices/Ads	900	
	Miscellaneous	<u>600</u>	11,800
01-50-463	Community Relations		3,000
01-50-465	Office Supplies		5,000
01-50-466	Other Supplies		4,000
01-50-485	Sundry Expense		3,000
01-50-486	Christmas in the Village		10,000
01-50-489	Sales Tax/Property Tax Rebates		<u>119,195</u>
	Total Operating Expenses		169,395
	<u>MAINTENANCE</u>		
01-50-411	Building Maintenance		3,000
01-50-412	Equipment Maintenance		
	Maintenance Agreements	3,500	
	General Maintenance	<u>4,000</u>	
			<u>7,500</u>
	Total Maintenance		10,500
	<u>CAPITAL OUTLAYS</u>		
	Total Capital Outlays		<u>0</u>
	TOTAL ADMINISTRATION DEPARTMENT		656,505