

Village of Peotone
2020/2021 Budget

ADMINISTRATION DEPARTMENT
SUMMARY

EXPENDITURES	FY 18/19 ACTUAL	FY 19/20 BUDGET	FY 19/20 ESTIMATE	FY 20/21 BUDGET	PERCENT CHANGE
Personnel Services	141,671	244,850	249,614	255,361	4%
Insurance	74,346	91,950	90,236	98,375	7%
Employee Support	13,629	25,810	15,386	20,630	-20%
Professional Services	85,545	114,000	106,493	101,000	-11%
Operating Expenses	159,220	169,395	151,642	188,359	11%
Maintenance	4,598	10,500	13,976	8,500	-19%
Capital Outlay	<u>500</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	0%
TOTAL EXPENDITURES	479,509	656,505	627,347	674,225	3%

**Village of Peotone
2020/2021 Budget**

**ADMINISTRATION DEPARTMENT
DETAIL**

PERSONNEL SERVICES

01-50-400	Salaries	220,886
01-50-401	Social Security/Medicare	16,898
01-50-402	IMRF	17,077
01-50-403	Unemployment Tax	<u>500</u>
Total Personnel Services		255,361

INSURANCE

01-50-404	Employee's Insurance	83,175
01-50-427	General Insurance	
	Workman's Compensation	2,000
	General Liability	13,000
	Employee Assistance Program	<u>200</u>
		<u>15,200</u>
Total Insurance		98,375

EMPLOYEE SUPPORT

01-50-438	Travel Mileage, Airfare, Food, Lodging associated with Training/Seminars	6,000
01-50-455	Training Illinois Municipal League Conference	1,500
	Clerk's Academy	400
	Treasurer's Institute	300
	Treasurer's Annual Conference	300
	Illinois City Managers Association	300
	Miscellaneous	<u>800</u>
		3,600
01-50-459	Dues/Subscriptions Municipal Clerks of Illinois	75
	International Institute of Municipal Clerks	160
	Illinois Municipal Treasurers Association	70
	Assoc. of Public Treasurers - US & Canada	150
	Chicago Metropolitan Agency for Planning	400
	Will County Governmental League	3,600
	Illinois Municipal League	750
	FLSA Updates	550
	Payroll Legal Alert	200
	Illinois City Managers Association	350
	Metropolitan Mayor's Caucus	175
	South Suburban Mayors and Managers	2,750
	Nat. Public Employer Labor Relations Assoc.	200

**Village of Peotone
2020/2021 Budget**

**ADMINISTRATION DEPARTMENT
DETAIL**

	Microsoft Office 365 Business License	600	
	Domain Names Renewal	500	
	Miscellaneous	<u>500</u>	
			<u>11,030</u>
	Total Employee Support		20,630
 <u>PROFESSIONAL SERVICES</u>			
01-50-446	Legal Services		40,000
01-50-447	Audit Services		17,000
01-50-451	Miscellaneous Engineering		20,000
01-50-452	Other Professional Services		
	Trustee Meetings	4,000	
	Janitorial Service	3,500	
	Computer Consultant	7,500	
	Consultants/Studies	3,000	
	LOCIS Software	4,500	
	Boiler Inspections	500	
	Miscellaneous	<u>1,000</u>	
			<u>24,000</u>
	Total Professional Services		101,000
 <u>OPERATING EXPENSES</u>			
01-50-428	Telephone/FAX		
	Call One	6,500	
	Comcast	2,400	
	AT&T Mobility/FirstNet	<u>600</u>	
			9,500
01-50-435	Utilities		1,200
01-50-437	Rental		
	Land Lease	500	
	Miscellaneous	<u>250</u>	
			750
01-50-443	Postage		2,500
01-50-444	Printing/Publishing		
	Ordinance Book Codification & Folio	4,000	
	Stationery and Envelopes	1,000	
	Vehicle, Dog and Tax Forms and Checks	1,500	
	Clerk Annual Report	400	

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ADMINISTRATION DEPARTMENT
DETAIL

	Treasurer's Annual Report	1,000	
	Legal Notices/Ads	900	
	Miscellaneous	<u>500</u>	9,300
01-50-463	Community Relations		1,500
01-50-465	Office Supplies		4,000
01-50-466	Other Supplies		2,500
01-50-485	Sundry Expense		1,000
01-50-486	Christmas in the Village		10,000
01-50-489	Sales Tax/Property Tax Rebates		<u>146,109</u>
	Total Operating Expenses		188,359
<u>MAINTENANCE</u>			
01-50-411	Building Maintenance		2,000
01-50-412	Equipment Maintenance		
	Maintenance Agreements	3,500	
	General Maintenance	<u>3,000</u>	<u>6,500</u>
	Total Maintenance		8,500
<u>CAPITAL OUTLAYS</u>			
01-50-492	Improvement other than Buildings		2,000
	Total Capital Outlays		<u>2,000</u>
	TOTAL ADMINISTRATION DEPARTMENT		674,225

**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%

**Village of Peotone
2019/2020 Budget**

**ADMINISTRATION DEPARTMENT
DETAIL**

PERSONNEL SERVICES

01-50-400	Salaries	215,309
01-50-401	Social Security/Medicare	16,475
01-50-402	IMRF	12,566
01-50-403	Unemployment Tax	<u>500</u>
Total Personnel Services		244,850

INSURANCE

01-50-404	Employee's Insurance	77,750
01-50-427	General Insurance	
	Workman's Compensation	2,000
	General Liability	12,000
	Employee Assistance Program	<u>200</u>
		<u>14,200</u>
Total Insurance		91,950

EMPLOYEE SUPPORT

01-50-438	Travel Mileage, Airfare, Food, Lodging associated with Training/Seminars	9,000
01-50-455	Training	
	Illinois Municipal League Conference	2,500
	Clerk's Academy	500
	Treasurer's Institute	450
	Treasurer's Annual Conference	300
	Illinois City Managers Association	300
	Miscellaneous	<u>1,300</u>
		5,350
01-50-459	Dues/Subscriptions	
	Municipal Clerks of Illinois	75
	International Institute of Municipal Clerks	160
	Illinois Municipal Treasurers Association	70
	Assoc. of Public Treasurers - US & Canada	150
	Chicago Metropolitan Agency for Planning	400
	Will County Governmental League	3,600
	Illinois Municipal League	750
	FLSA Updates	550
	Payroll Legal Alert	200
	Illinois City Managers Association	350
	Metropolitan Mayor's Caucus	175
	South Suburban Mayors and Managers	2,750
	Nat. Public Employer Labor Relations Assoc.	205

**Village of Peotone
2019/2020 Budget**

**ADMINISTRATION DEPARTMENT
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