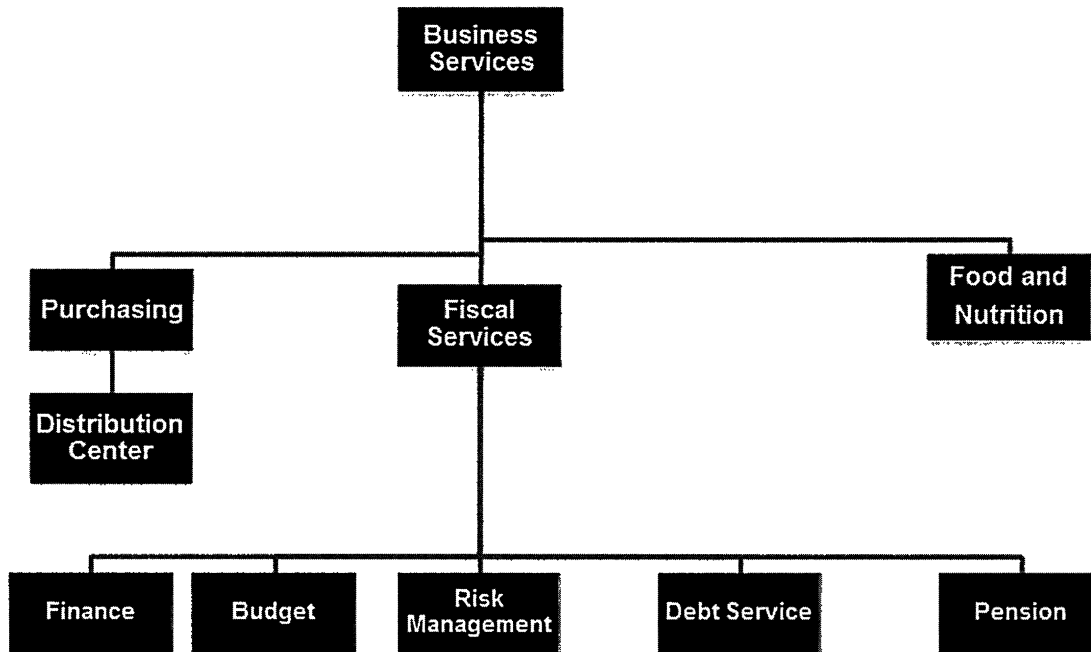


Business Services Summary

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 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2017 Budget	FY 2018 Budget	Change
Business Services	\$ 33,649,740	\$ 34,881,745	\$ 34,198,345	\$ 35,740,987	\$ 36,047,372	\$ 306,385
Fiscal Services	32,782,338	33,995,904	33,392,694	34,903,138	35,164,292	261,154
Purchasing	867,402	885,841	805,651	837,849	883,080	45,231

Summary Report

Business Services

By Object Code	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$2,209,447	\$2,174,484	\$2,276,422	\$2,288,640	\$112,833	\$2,401,473
Contracted Services	\$95,450	\$84,956	\$168,322	\$113,936	\$1,340	\$115,276
Supplies	\$20,217	\$17,745	\$15,976	\$25,174	(\$340)	\$24,834
Other Charges	\$31,862,932	\$33,036,068	\$32,227,176	\$33,860,763	\$132,945	\$33,993,708
Equipment	\$7,925	\$79,281	\$9,005	\$12,474	(\$393)	\$12,081
Transfers	(\$546,231)	(\$510,789)	(\$498,556)	(\$560,000)	\$60,000	(\$500,000)
Total:	\$33,649,740	\$34,881,745	\$34,198,345	\$35,740,987	\$306,385	\$36,047,372

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
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	12.0	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
	34.0	34.0	33.0	0.0	33.0

By State Category	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget	FY18 FTE
-------------------	----------------	----------------	----------------	----------------	-----------------	----------------	-------------

ADMINISTRATIVE SERVICES

Contracted Services	\$95,450	\$84,956	\$168,322	\$113,936	\$1,340	\$115,276	
Equipment	\$7,925	\$79,281	\$9,005	\$12,474	(\$393)	\$12,081	
Other Charges	\$34,089	\$24,944	\$21,593	\$35,887	(\$607)	\$35,280	
Salaries	\$2,209,447	\$2,174,484	\$2,276,422	\$2,288,640	\$112,833	\$2,401,473	
Supplies	\$20,217	\$17,745	\$15,976	\$25,174	(\$340)	\$24,834	
Transfers	(\$546,231)	(\$510,789)	(\$498,556)	(\$560,000)	\$60,000	(\$500,000)	
TOTAL:	\$1,820,897	\$1,870,620	\$1,992,762	\$1,916,111	\$172,833	\$2,088,944	33.0

FIXED CHARGES

Other Charges	\$31,457,585	\$32,502,707	\$31,680,540	\$33,299,832	\$116,383	\$33,416,215	
TOTAL:	\$31,457,585	\$32,502,707	\$31,680,540	\$33,299,832	\$116,383	\$33,416,215	0.0

CAPITAL OUTLAY

Other Charges	\$371,258	\$508,418	\$525,043	\$525,044	\$17,169	\$542,213	
TOTAL:	\$371,258	\$508,418	\$525,043	\$525,044	\$17,169	\$542,213	0.0

Grand Total:	\$33,649,740	\$34,881,745	\$34,198,345	\$35,740,987	\$306,385	\$36,047,372	33.0
---------------------	---------------------	---------------------	---------------------	---------------------	------------------	---------------------	-------------

Fiscal Services

Program Overview

Fiscal Services encompasses the Office of the Assistant Superintendent and the Budget, Risk Management, and Finance 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. In addition, the Budget Office reviews and analyzes financial data and projections to determine requested funding for future periods; staffing requirements, budget requests; allocations; school financial reports; and budgetary estimates versus actual expenditures and revenues. The Budget Office is also responsible for the administration of the 403(b) and 457(b) deferred compensation plans and for third party billing.

Risk Management manages the various property and casualty insurance programs within the school system. The Risk Management 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.

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.

Accomplishments – FY 2016

- Received national awards for the Budget and Comprehensive Annual Financial Report (Board Goal 4)
- Received a clean A-133 and financial audit from SB & Company LLC with no Management Letter findings/comments (Board Goal 4)
- The final legislative audit report was released in FY15, and cited no major findings, however, we have worked through FY2016 to address their recommendations (Board Goal 4)
- Obtained the maximum amount of grant funding available through the MABE insurance programs for risk management and loss prevention initiatives (Board Goal 4)
- Maintained an average inspection rating of 94.2% (benchmark is 90%) and 100% compliance with recommendations for the schools inspected in the MABE Safety/Peril Inspection program (Board Goal 4)
- Completed health and safety program/OSHA gap assessment for benchmarking HCPS safety programs (Board Goal 4)
- Transitioned to electronic filing and paperless claim handling for risk management business needs (Board Goal 4)
- Developed processes and provided consultation for risk management requirements across departments including transportation, field trip standards and location vetting, American with Disabilities Act accommodation request process, and transitional work placements for workers compensation employees (Board Goal 4)
- Provided professional development opportunities for staff at all levels (Board Goal 3)
- Increased medical assistance billing 12% since FY2014 (Board Goal 4)
- With IT, developed and piloted an online medical billing program to be fully implemented in FY 2017 (Board Goal 4)
- Fully implemented a new web-based school activity funds accounting system (Board Goal 4)

Goals – FY 2018

- Develop comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices (Board Goal 4)
- Obtain unqualified audit opinion with no Management Letter findings/comments (Board Goal 4)
- Evaluate for implementation INFOR budget module and appropriate financial systems (Board Goal 4)
- Seize opportunities to improve the school district's efficiency and reduce operating costs (Board Goal 4)

Fiscal Services

- Ensure all grant funds are spent efficiently and in totality (Board Goal 4)
- Complete MABE grant funding submission to obtain funding for risk management and loss prevention initiatives (Board Goal 4)
- Achieve 100% compliance with all recommendations on MABE Safety/Peril Inspection program (Board Goal 4)
- Update and initiate OSHA compliance efforts for a comprehensive and robust OSHA program designed to impact the safety and health of all HCPS employees (Board Goal 4)
- Develop processes and consult for risk management requirements across departments to include driver procedures, coach bus certification, overnight field trips, animals in schools, and visitors sustaining injury on HCPS property (Board Goal 4)
- Consult with local banks concerning school-based accounts in order to create banking relationships that will allow for greater district-level support and oversight (Board Goal 4)

Objectives – FY 2018

- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report (Board Goal 4)
- Continue to ensure adherence to the updated Super Circular for Federal Grants (Board Goal 4)
- Ensure adequate financial and budget systems (Board Goal 4)
- Provide professional opportunities for staff at all levels (Board Goal 3)
- Ensure financial policies and procedures are current and most appropriate for HCPS (Board Goal 4)
- Obtain funding for risk management and loss prevention initiatives (Board Goal 4)
- Achieve compliance for OSHA, life safety, and MABE requirements (Board Goal 4)
- Serve as consultative and collaborative resource throughout the HCPS system for the management of risks, prevention of injury or loss, and the safety of all individuals (Board Goal 4)

FY 2018 Funding Adjustments

The changes to Fiscal Services for fiscal 2018 include:

Wage and Benefits Adjustments of \$376,373:

- Proposed salary/wage adjustments of \$67,602
- Social security adjustments for all employees, \$660,749
- Workers compensation insurance adjustments for all employees, \$68,235
- Pension adjustment based on change in the State of Maryland pension contribution, (\$420,213)

Base Budget Adjustments of \$46,595:

- Decrease in debt service interest on A. A. Roberty building lease, (\$17,169)
- Increase in debt service principal on A. A. Roberty building lease, \$17,169
- Decrease in mileage, parking and tolls of (\$2,000), and computer equipment expenses, (\$140)
- Increase in meetings and conference of \$2,000, and equipment maintenance contract, \$140
- Increases related to position additions and realignments: social security, \$25,476; pension, \$18,609; and workers compensation insurance, \$2,510

Net Change of \$46,595 offset in Office of Accountability, Special Education and Human Resources.

Cost Saving Measures of (\$295,179):

- Reduction in workers compensation insurance, (\$15,030)
- Reduction in pension based on change in the State of MD pension contribution, (\$120,323)
- Reduction in social security, (\$159,826)

Cost of Doing Business Adjustments of \$133,365:

- Projected rate increase for liability insurance, \$100,923
- Workers compensation insurance adjustments related to wage increases, (\$27,558)
- Reduce indirect cost recovery credit due to reduction in the indirect cost percentage, \$60,000

The increase in expenditures from the fiscal 2017 budget for Fiscal Services is \$261,154.

Fiscal Services

By Object Code

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$1,383,388	\$1,337,414	\$1,508,110	\$1,499,159	\$67,602	\$1,566,761
Contracted Services	\$71,077	\$58,496	\$144,043	\$90,580	\$140	\$90,720
Supplies	\$13,325	\$11,063	\$9,927	\$14,874	\$0	\$14,874
Other Charges	\$31,855,692	\$33,028,919	\$32,221,660	\$33,850,008	\$133,552	\$33,983,560
Equipment	\$5,087	\$70,802	\$7,510	\$8,517	(\$140)	\$8,377
Transfers	(\$546,231)	(\$510,789)	(\$498,556)	(\$560,000)	\$60,000	(\$500,000)
Total:	\$32,782,338	\$33,995,904	\$33,392,694	\$34,903,138	\$261,154	\$35,164,292

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
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
Total:	19.0	19.0	19.0	0.0	19.0

By State Category

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
FTE: 19.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Fiscal Services 101-XXX-022-015 51100 FTE: 5.0	\$549,724	\$521,024	\$606,694	\$610,730	\$11,603	\$622,333
2 CLERICAL Fiscal Services 101-XXX-022-015 51110 FTE: 8.0	\$342,895	\$353,857	\$375,662	\$375,150	\$24,654	\$399,804
3 MAINTENANCE/MECHANICS/TECHS Fiscal Services 101-XXX-022-015 51120 FTE: 6.0	\$485,068	\$453,852	\$511,101	\$508,138	\$25,001	\$533,139
4 TEMPORARY HELP Fiscal Services 101-XXX-022-015 51140 FTE: 0.0	\$0	\$0	\$853	\$2,450	\$0	\$2,450
5 CLERICAL - ADDTL HRS Fiscal Services 101-XXX-022-015 51150 FTE: 0.0	\$5,701	\$8,681	\$13,800	\$2,691	\$6,344	\$9,035
Total Salaries	\$1,383,388	\$1,337,414	\$1,508,110	\$1,499,159	\$67,602	\$1,566,761
Contracted Services						
6 OTHER Fiscal Services 101-XXX-022-015 52170	\$42,957	\$34,220	\$44,377	\$37,000	\$0	\$37,000

By State Category		FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES							
Contracted Services							
7	CONSULTANTS Fiscal Services 101-XXX-022-015 52205	\$22,900	\$20,629	\$70,000	\$24,000	\$0	\$24,000
8	EQUIPMENT MAINTENANCE CONTRACT Fiscal Services 101-XXX-022-015 52360	\$1,872	\$1,872	\$1,911	\$1,800	\$140	\$1,940
9	COPIER / MACHINE RENTAL Fiscal Services 101-XXX-022-015 52370	\$3,348	\$1,775	\$1,775	\$1,800	\$0	\$1,800
10	SOFTWARE MAINTENANCE Fiscal Services 101-XXX-022-015 52380	\$0	\$0	\$25,980	\$25,980	\$0	\$25,980
Total Contracted Services		\$71,077	\$58,496	\$144,043	\$90,580	\$140	\$90,720
Supplies							
11	OFFICE Fiscal Services 101-XXX-022-015 53440	\$13,044	\$10,451	\$9,327	\$13,474	\$0	\$13,474
12	PRINTING Fiscal Services 101-XXX-022-015 53445	\$242	\$585	\$524	\$1,000	\$0	\$1,000
13	POSTAGE/COURIER SERVICE Fiscal Services 101-XXX-022-015 53450	\$13	\$27	\$29	\$100	\$0	\$100
14	BOOKS, SUBS, PERIODICALS Fiscal Services 101-XXX-022-015 53475	\$26	\$0	\$48	\$300	\$0	\$300
Total Supplies		\$13,325	\$11,063	\$9,927	\$14,874	\$0	\$14,874
Other Charges							
15	OTHER Fiscal Services 101-XXX-022-015 54170	\$167	\$997	\$875	\$1,500	\$0	\$1,500
16	MILEAGE, PARKING, TOLLS Fiscal Services 101-XXX-022-015 54720	\$3,548	\$1,628	\$2,016	\$5,000	\$(2,000)	\$3,000
17	PROFESSIONAL DUES Fiscal Services 101-XXX-022-015 54730	\$7,578	\$2,863	\$4,725	\$6,152	\$0	\$6,152
18	INSTITUTES, CONFERENCES, MTGS. Fiscal Services 101-XXX-022-015 54750	\$15,556	\$12,306	\$8,462	\$12,480	\$2,000	\$14,480
Total Other Charges		\$26,849	\$17,794	\$16,077	\$25,132	\$0	\$25,132
Equipment							
19	SOFTWARE Fiscal Services 101-XXX-022-015 55460	\$0	\$58,341	\$0	\$500	\$0	\$500

By State Category		FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES							
Equipment							
20	COMPUTERS/BUSINESS EQUIPMENT Fiscal Services 101-XXX-022-015 55805	\$5,087	\$12,460	\$6,410	\$7,517	\$(140)	\$7,377
21	OFFICE FURNITURE/EQUIPMENT Fiscal Services 101-XXX-022-015 55810	\$0	\$0	\$1,100	\$500	\$0	\$500
Total Equipment		\$5,087	\$70,802	\$7,510	\$8,517	\$(140)	\$8,377
Transfers							
22	INDIRECT COST RECOVERY Fiscal Services 101-XXX-022-015 89000	\$(546,231)	\$(510,789)	\$(498,556)	\$(560,000)	\$60,000	\$(500,000)
Total Transfers		\$(546,231)	\$(510,789)	\$(498,556)	\$(560,000)	\$60,000	\$(500,000)
Total ADMINISTRATIVE SERVICES		\$953,495	\$984,779	\$1,187,111	\$1,078,262	\$127,602	\$1,205,864
FIXED CHARGES							
Other Charges							
23	LIABILITY INSURANCE Fixed Charges, Fiscal Services 112-XXX-990-992 54655	\$634,491	\$698,066	\$708,082	\$670,506	\$100,923	\$771,429
24	RETIREMENT Fixed Charges, Fiscal Services 112-XXX-990-992 54665	\$10,485,442	\$11,198,130	\$10,172,990	\$11,450,689	\$(521,927)	\$10,928,762
25	SOCIAL SECURITY Fixed Charges, Fiscal Services 112-XXX-990-992 54675	\$18,128,708	\$18,306,040	\$18,459,348	\$18,854,128	\$526,399	\$19,380,527
26	WORKER'S COMPENSATION Fixed Charges, Fiscal Services 112-XXX-990-992 54685	\$1,881,400	\$1,985,067	\$2,041,341	\$2,025,730	\$28,157	\$2,053,887
27	DEBT SERVICE - INTEREST Fixed Charges, Fiscal Services 112-XXX-990-992 54901	\$327,544	\$315,404	\$298,779	\$298,779	\$(17,169)	\$281,610
Total Other Charges		\$31,457,585	\$32,502,707	\$31,680,540	\$33,299,832	\$116,383	\$33,416,215
Total FIXED CHARGES		\$31,457,585	\$32,502,707	\$31,680,540	\$33,299,832	\$116,383	\$33,416,215
CAPITAL OUTLAY							
Other Charges							
28	DEBT SERVICE - PRINCIPAL Principal Admin Bldg Lease 115-XXX-038-990 54900	\$371,258	\$508,418	\$525,043	\$525,044	\$17,169	\$542,213
Total Other Charges		\$371,258	\$508,418	\$525,043	\$525,044	\$17,169	\$542,213
Total CAPITAL OUTLAY		\$371,258	\$508,418	\$525,043	\$525,044	\$17,169	\$542,213
Report Total:		\$32,782,338	\$33,995,904	\$33,392,694	\$34,903,138	\$261,154	\$35,164,292

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 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

Accomplishments – FY 2016

- Expanded the breadth of the HCPS e-procurement marketplace
- Continued to reduce inventory items from the Distribution Center
- Served as Lead Agency for a national purchasing cooperative for an HVAC contract

Goals – FY 2018

- Continue to expand the marketplace and streamline our Sharepoint Contracts page
- Examine internal processes for opportunities of efficiency via electronic means
- Manage the balance between limited PD funds and the need to maintain the Purchasing Agents professional certifications

Objectives – FY 2018

- Aggregate items from Purchasing Sharepoint "Contracts" page to the e-procurement marketplace
- Examine strategies for shifting p-card, and bid, document retention folders from manual to electronic
- Utilize strategic sources of PD such as webinars and focused conference events

FY 2018 Funding Adjustments

The changes to Fiscal Services for fiscal 2018 include:

Wage and Benefits Adjustments of \$17,731:

- Proposed salary/wage adjustments of \$17,731

Base Budget Adjustments and Reversals of Prior Year of \$27,500:

- Increase in other equipment expense, \$300
- Increase in contracted equipment repairs expense, \$400
- Increase in other contracted services expense, \$800
- Reduction in computer and business equipment, (\$553)
- Reduction in professional dues, (\$307)
- Reduction in mileage, parking and tolls, (\$300)
- Reduction in office supplies expense, (\$200)
- Reduction in other supplies expense, (\$100)
- Reduction in books and periodicals expense, (\$40)
- Reversal of year-end transfer from salaries, \$27,500

The increase in expenditures from the fiscal 2017 budget for Purchasing is \$45,231.

Purchasing

By Object Code

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$826,059	\$837,070	\$768,311	\$789,481	\$45,231	\$834,712
Contracted Services	\$24,373	\$26,460	\$24,279	\$23,356	\$1,200	\$24,556
Supplies	\$6,892	\$6,681	\$6,049	\$10,300	(\$340)	\$9,960
Other Charges	\$7,240	\$7,150	\$5,516	\$10,755	(\$607)	\$10,148
Equipment	\$2,838	\$8,480	\$1,495	\$3,957	(\$253)	\$3,704
Total:	\$867,402	\$885,841	\$805,651	\$837,849	\$45,231	\$883,080

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Clerical 12 Month	4.0	4.0	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
Total:	15.0	15.0	14.0	0.0	14.0

By State Category

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
FTE: 14.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Purchasing 101-XXX-022-020 51100 FTE: 1.0	\$96,412	\$98,837	\$79,661	\$83,556	\$15,498	\$99,054
2 CLERICAL Purchasing 101-XXX-022-020 51110 FTE: 3.0	\$166,889	\$147,601	\$113,791	\$130,387	\$(7,941)	\$122,446
3 MAINTENANCE/MECHANICS/TECHS Purchasing 101-XXX-022-020 51120 FTE: 10.0	\$562,758	\$590,225	\$574,859	\$575,033	\$38,179	\$613,212
4 TEMPORARY HELP Purchasing 101-XXX-022-020 51140 FTE: 0.0	\$0	\$406	\$0	\$387	\$(387)	\$0
5 MAINT./MECH./TECH. - ADDT'L HRS Purchasing 101-XXX-022-020 51160 FTE: 0.0	\$0	\$0	\$0	\$118	\$(118)	\$0
Total Salaries	\$826,059	\$837,070	\$768,311	\$789,481	\$45,231	\$834,712
Contracted Services						
6 OTHER Purchasing 101-XXX-022-020 52170	\$19,562	\$18,882	\$19,970	\$19,196	\$800	\$19,996
7 REPAIRS-EQUIPMENT Purchasing 101-XXX-022-020 52315	\$2,428	\$5,868	\$2,599	\$2,400	\$400	\$2,800

By State Category		FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES							
Contracted Services							
8	COPIER / MACHINE RENTAL Purchasing 101-XXX-022-020 52370	\$2,383	\$1,710	\$1,710	\$1,760	\$0	\$1,760
Total Contracted Services		\$24,373	\$26,460	\$24,279	\$23,356	\$1,200	\$24,556
Supplies							
9	OTHER Purchasing 101-XXX-022-020 53170	\$2,530	\$1,861	\$1,200	\$3,100	\$(100)	\$3,000
10	OFFICE Purchasing 101-XXX-022-020 53440	\$3,292	\$4,391	\$4,467	\$6,100	\$(200)	\$5,900
11	PRINTING Purchasing 101-XXX-022-020 53445	\$983	\$10	\$274	\$900	\$0	\$900
12	POSTAGE/COURIER SERVICE Purchasing 101-XXX-022-020 53450	\$87	\$0	\$108	\$50	\$0	\$50
13	BOOKS, SUBS, PERIODICALS Purchasing 101-XXX-022-020 53475	\$0	\$420	\$0	\$150	\$(40)	\$110
Total Supplies		\$6,892	\$6,681	\$6,049	\$10,300	\$(340)	\$9,960
Other Charges							
14	MILEAGE, PARKING, TOLLS Purchasing 101-XXX-022-020 54720	\$2,985	\$2,435	\$1,053	\$3,700	\$(300)	\$3,400
15	PROFESSIONAL DUES Purchasing 101-XXX-022-020 54730	\$918	\$774	\$600	\$1,755	\$(307)	\$1,448
16	INSTITUTES, CONFERENCES, MTGS. Purchasing 101-XXX-022-020 54750	\$3,337	\$3,940	\$3,863	\$5,300	\$0	\$5,300
Total Other Charges		\$7,240	\$7,150	\$5,516	\$10,755	\$(607)	\$10,148
Equipment							
17	OTHER EQUIPMENT Purchasing 101-XXX-022-020 55170	\$2,838	\$5,767	\$0	\$2,200	\$300	\$2,500
18	COMPUTERS/BUSINESS EQUIPMENT Purchasing 101-XXX-022-020 55805	\$0	\$2,713	\$1,495	\$1,757	\$(553)	\$1,204
Total Equipment		\$2,838	\$8,480	\$1,495	\$3,957	\$(253)	\$3,704
Total ADMINISTRATIVE SERVICES		\$867,402	\$885,841	\$805,651	\$837,849	\$45,231	\$883,080
Report Total:		\$867,402	\$885,841	\$805,651	\$837,849	\$45,231	\$883,080