

DATA PROCESSING

This budget has decreased from \$227,529 last year to \$217,407 this year representing a 4.45% overall decrease. Line-item changes from last year include:

- 1) LINE 1100 - SALARIES AND WAGES level-funded from FY 2009. Adjustments for fringe benefits are also included in line(s) 2100, 2210, 2215 and 2400. Please note that the VRS contribution rate increased from 9.82% to 10.54% in FY 2010. The Group Life contribution rate decreased from 0.82% to 0.79%.
- 2) LINE 1200 - OVER-TIME SALARIES funding eliminated for overtime. The IT Specialist will be compensated with compensatory time off if overtime is needed - a savings of \$500.
- 3) LINE 2300 - HOSPITAL PLAN increased by \$1,716 to reflect increased health care insurance premiums. A proportionate share of the increase is also passed on to employees.
- 4) LINE 3170 - LICENSES/SOFTWARE funding eliminated for new software in FY 2010 - a savings of \$5,500.
- 5) LINE 3320 - MAINTENANCE SERVICE CONTRACTS increased \$2,301 as requested.
- 6) LINE 5230 - TELECOMMUNICATIONS decreased \$600 (24%) based on current expenditure estimates.
- 7) LINE 5500 - TRAVEL, CONVENTION, EDUCATION funding eliminated - a savings of \$500.
- 8) LINE 6001 - OFFICE SUPPLIES a budgetary decrease of \$6,200, but not a true savings. An equivalent sum has been added to the Treasurer's budget for purchase of real estate and personal property tax billing forms in FY 2010 (Data processing formerly purchased these forms on behalf of the Treasurer).

Other lines are level funded.

ITEMS REQUESTED BUT NOT FUNDED:

- An additional \$1,209 was requested for office supplies on line 6001

NAME	POSITION	DATE HIRED	YEARS OF SERVICE **	GRADE	SALARY LOW 2009 - 2010	RANGE HIGH	2008-2009 CURRENT SALARY	PROPOSED PAY PLAN 2009-2010 ACTUAL COST
DATA PROCESSING								
PLYLER, SANDI	INFORMATION TECHNOLOGY MANAGER	07/09/01	8	33	53,594	83,071	58,425	58,425
FAULK, CHRISTINE	INFORMATION TECHNOLOGY SPECIALIST	07/01/92	17	24	34,547	53,549	42,506	42,506
								100,931

** To calculate years of service, employee must be employed prior to September of any year.

Data Processing Work Sheet FY 2009/2010

Account	Description	Budgeted	Requested	Increase	Reduction
12510-1200	Over Time Salaries	\$500.00	\$0.00		\$500.00
12510-3170	Licenses/Software (Please note this will need to be considered for next years budget)	\$5,500.00	\$0.00		\$5,500.00
12510-3310	Repair and Maintenance	\$2,000.00	\$2,000.00		
12510-3320	Maintenance Service Contracts	\$25,740.00	\$27,261.00		
	BAI-Yearly Maintenance	\$7,938.00	\$8,335.00	397.00	
	BAI-Yearly Maintenance	\$7,938.00	\$8,335.00	397.00	
	BAI-ESD's	\$1,575.00	\$1,654.00	79.00	
	Alpha Video	\$1,331.00	\$1,331.00		
	Peak Technology	\$2,061.00	\$2,061.00		
	Sub-Total	\$20,843.00	\$21,716.00		
	Reoccurring Charges				
	Summit Business Maintenance Agreement	\$5,050.00	\$5,697.65	647.65	
	Symantec for Windows Server Backup	\$0.00	\$627.00	627.00	
	AVG Virus software for all users	\$0.00	\$0.00		
	Sub-Total	\$5,050.00	\$6,324.65		
	Grand Total	\$25,893.00	\$28,040.65	\$2,147.65	
12510-3325	Contractual Services	\$20,000.00	\$20,000.00		
	Various Vendors and Uses				
	BAI -3 Form Changes to correct problems Summit Business	\$600.00	\$2,400.00	Need many corrections made to forms before mailing this year	
	Webworx Inc CDWG PMI Computer Supplies	\$5,000.00	\$5,500.00	Have added doing the agenda each month	

Virginia Information

12510-5210	Postage	\$200.00	\$200.00		
12510-5230	Telecommunication	\$2,500.00	\$2,500.00		
12510-5500	Travel, Convention, Education (would need to add this back next year)	\$500.00	\$0.00		\$500.00
12510-5810	Dues & Membership	\$1,550.00	\$1,550.00		
12510-6001	Office Supplies	\$20,282.00	\$21,490.95	\$1,208.95	
<p>The office supply figure only reflects the paper purchases that will have to be made this coming year. It does not even show entries for supplies that will have to be purchased Breakdown attached</p>					
12510-8108	Leased Purchase of Equipment (This figure is based on Julia)	\$5,000.00	\$5,000.00		
12510-8201	Equipment I am afraid to deduct under equipment. Since I have to pay for the Building Dept. I know at least 2 of their pcs will need to be replaced and if you throw in 2 more pcs unexpected and a couple of printers all of this money will be gone. For equipment \$12000.00 is very conservative	\$12,000.00	\$12,000.00		
Grand Total				\$3,356.60	\$6,500.00

Vendor	Desc	# of Shipments	Amount
McClamrock	David's Receipt Paper	5	\$2,875.50
McClamrock	PP/RE/Decals	1	\$5,512.25
	Decals 2pt	1	\$982.00
Business Forms	Computer Paper 1 pt	6	\$3,105.00
		7% Increase	\$217.35
	Computer Paper Payroll		\$308.38
		7% Increase	\$21.38
McClamrock	Checks		\$3,797.52
		7% Increase	\$265.83
Source 4	W-2's and 1099's		\$792.28
		7% Increase	\$55.46
PMI	IBM Ribbons P1 and P48	4	\$3,558.00
		Grand Total	\$21,490.95

This is the known Office Supplies that will have to be purchased. This does not include any office supplies such as toner cartridges, pens, writing tablets and etc.