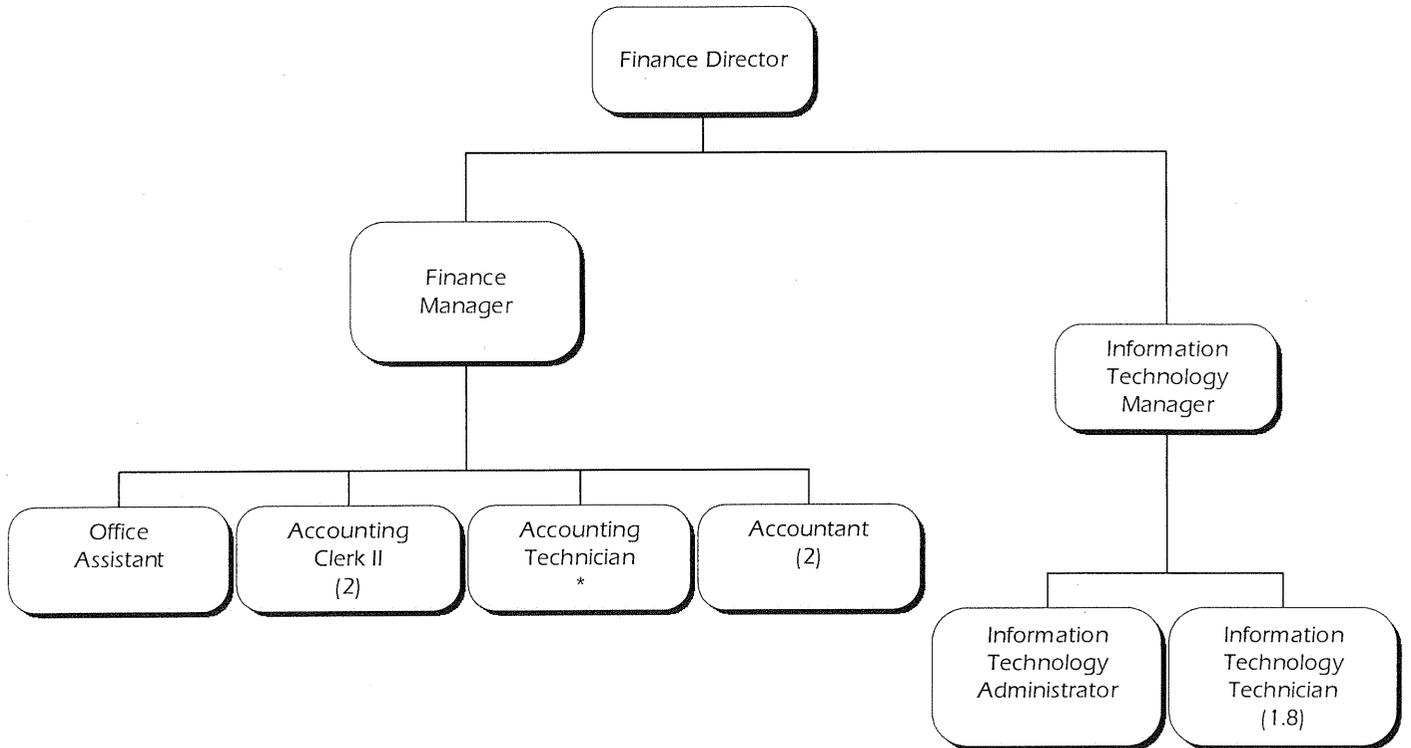


# Finance Department



# Finance Department 2010 - 2011



\* Confidential

## FINANCE DEPARTMENT SUMMARY

### Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Adopted 2009-2010</u>	<u>Adopted 2010-2011</u>
Accountant	1.87	1.87	1.87	1.87
Accounting Clerk II	2.00	2.00	2.00	2.00
Finance Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-
Finance Director	1.00	1.00	1.00	1.00
Office Assistant	-	-	-	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Technician	2.00	2.00	2.00	1.80
<b>Total Budgeted Positions</b>	<b>12.87</b>	<b>12.87</b>	<b>12.87</b>	<b>12.67</b>
 <b>Temporary Positions</b>				
Finance Intern / IT Support	-	-	-	-
<b>Total Temporary Positions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Staffing</b>	<b>12.87</b>	<b>12.87</b>	<b>12.87</b>	<b>12.67</b>

### Expenditure Summary

<u>Description</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Adopted 2009-2010</u>	<u>Adopted 2010-2011</u>
Employee Services	\$ 1,263,938	\$ 1,430,036	\$ 1,517,915	\$ 1,540,125
Supplies & Other Services & Capital Outlay	1,763,251	1,567,537	1,469,231	1,258,693
Debt Service	1,662,846	1,658,239	1,659,684	1,652,644
Total Before Transfers	4,690,035	4,655,812	4,646,830	4,451,462
Transfers-Out	21,675	22,708	23,676	26,000
Appropriation Total	4,711,710	4,678,520	4,670,506	4,477,462
Less Transfers-In	799,518	763,375	768,909	772,621
Net Cost	<b>\$ 3,912,192</b>	<b>\$ 3,915,145</b>	<b>\$ 3,901,597</b>	<b>\$ 3,704,841</b>

### Revenue Summary

Total Revenue Monitored by Department	<b>\$ 25,048,661</b>	<b>\$ 23,598,288</b>	<b>\$ 24,010,060</b>	<b>\$ 22,273,632</b>
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**GENERAL FUND - (101)**  
**Finance Department – Accounting Services Program (535)**  
**Program Manager – Finance Manager**

**MISSION STATEMENT**

Provide accurate and timely financial and accounting information through the maintenance of appropriate financial systems and effective internal controls to promote the City's fiscal accountability.

**ONGOING RESPONSIBILITIES**

- Maintain an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances.
- Pursue recognition from state and national organizations for outstanding budgeting and financial reporting.
- Effectively administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems.
- Prepare the City's Comprehensive Annual Financial Report.
- Prepare State compliance reports within required time frames.
- Coordinate an annual audit of the City's financial statements.
- Prepare annual Proposition 4 (Gann) Spending Limitation calculation and resolution.
- Prepare semi-annual reserve balance estimates.
- Assist departments in the procurement of office supplies.
- Conduct an annual analysis of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed.
- Coordinate an annual update of the City's User Fee and Cost Allocation models.
- Assist with development of the City's annual budget.
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the seven-year plan.
- Maintain a comprehensive revenue monitoring, collection and projection method as a basis for long-range projections and forecasts.
- Provide assistance in developing and maintaining alternative General Fund revenue to supplement intergovernmental funding sources.
- Assist the Redevelopment Agency in maintaining an active economic development business retention program.
- Monitor service levels and performance reporting standards for this program.
- Update and reconcile capital assets quarterly.
- Provide assistance and training to users of the Pentamation Financial System.
- Assist departments in the monitoring and reporting of performances measures.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 – 2011**

- Assist with the review and update City's policy on Gift Acceptance. #
- Implement new CalPERS reporting system (HR, IT).
- Explore upgrade of financial system to FinPlus version 4.3 (All Departments).
- Implement Employee Access Center (HR).
- Implement electronic distribution of monthly financial reports.
- Complete required actuarial study update for post-retirement health benefits.
- Assist Recreation Department with evaluation of alternative credit card processors for Heritage Theatre (R&CS).

# Lower priority will only be done if resources are available.

**GENERAL FUND - (101)**  
**Finance Department – Accounting Services Program (535)**  
**Program Manager – Finance Manager**

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	90% of invoices are processed within 45 days.	100%	100%	98%
2	Number of A/P checks generated annually.	5,801	5,861	2,827
3	Number of invoices processed annually.	10,982	11,727	6,035
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	70%	83%	70%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	100%	100%
8	95% of budget calendar milestones are met.	90%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	95%	98%	98%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%	100%
12	Number of payroll checks generated annually.	8,431	8,308	4,350
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%

\*6 Months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: FINANCE - ACCOUNTING

EXHIBIT A  
 101.535

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 901,028	\$ 936,007	\$ 972,014	\$ 909,595
Supplies, Services & Capital Outlay (Exhibit C)	246,883	210,672	223,217	227,945
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,147,911	1,146,679	1,195,231	1,137,540
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 1,147,911</b>	<b>\$ 1,146,679</b>	<b>\$ 1,195,231</b>	<b>\$ 1,137,540</b>

FUNDING SOURCE(s)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 1,003,317	\$ 997,166	\$ 1,039,855	\$ 979,840
RDA - 20 % Housing Program	223	9899	11,005	11,390	11,959	11,959
LID #30 Fund	367	9899	1,000	1,000	1,100	1,100
RDA - Administration	434	9899	47,085	48,733	51,169	51,169
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	20,675	21,708	22,576	24,900
Environmental Services	209	9899	31,000	31,000	31,000	31,000
RDA Debt Service (2% Property Tax)	364	9899	23,829	25,682	27,572	27,572
<b>TOTAL</b>			<b>\$ 1,147,911</b>	<b>\$ 1,146,679</b>	<b>\$ 1,195,231</b>	<b>\$ 1,137,540</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct.	07/08	08/09	09/10	10/11
Property Tax	101	4001-06	\$ 8,322,288	\$ 8,882,191	\$ 8,787,000	\$ 8,977,000
Sales and Use Tax	101	4110	7,684,885	6,676,690	9,580,000	6,230,000
Sales Tax Backfill	101	4115	2,649,946	2,545,578	-	1,700,000
Transactions & Use Tax	101	4112	-	403,130	1,700,000	1,400,000
Franchise - Electric	101	4120	350,901	365,522	365,000	365,000
Franchise - Gas	101	4121	104,260	121,783	110,000	100,000
Transient Occupancy Tax	101	4150	1,619,111	1,287,184	1,600,000	1,476,000
Real Property Transfer Tax	101	4153	290,036	192,369	200,000	180,000
Investment Earnings	101	4410	1,310,570	883,274	900,000	714,000
GASB 31 Market Value Adjustment	101	4431	19,797	210,245	-	-
Other Interest	101	4450	26,895	25,841	-	15,000
State M.V.I.L. Tax	101	4580	219,538	176,389	210,000	130,000
H.O.P.T.R. Tax	101	4581	43,716	44,051	40,000	45,000
Reimb. - Mandated Cost	101	4584	47,279	10,566	10,000	25,000
Off-Hwy. MV License Tax	101	4586	-	-	1,000	1,000
Sale of Real/Personal Property	101	4960	4,382	3,222	3,000	3,000
Insurance Claims Refund	101	4962	14,257	12,160	10,000	10,000
Other Revenue	101	4965	158,903	243,230	25,000	25,000
Business License Tax	101	4152	-	-	-	215,000
Business License Processing Fee	101	4652	-	-	-	140,000
Misc. Fund Transfers-In	101	6899	-	-	155,376	157,700
Economic Fluctuations Reserve	101	6090	-	-	542,000	-
Construction Tax Reserve	101	6090	-	-	50,000	-
<b>TOTAL</b>			<b>\$ 22,866,764</b>	<b>\$ 22,083,425</b>	<b>\$ 24,288,376</b>	<b>\$ 21,908,700</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: FINANCE - ACCOUNTING**

**EXHIBIT B  
101.535**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>101.535.7001</b> Personnel - Regular	\$ 667,469	\$ 707,627	\$ 748,704	\$ 690,738
<b>101.535.7002</b> Personnel - Temporary	350	-	-	-
<b>101.535.7003</b> Personnel - Overtime	15,978	5,114	4,000	4,000
<b>101.535.7005</b> Personnel - POST	-	-	-	-
<b>101.535.7103</b> Personnel - Holiday Pay	-	-	-	-
<b>101.535.7104</b> Meal Allowance	-	-	-	-
<b>101.535.7105</b> Uniform Allowance	-	-	-	-
<b>101.535.7106</b> Retirement	81,349	79,463	80,179	75,366
<b>101.535.7107</b> Dental Insurance	11,833	12,298	12,323	12,607
<b>101.535.7108</b> Group Health Insurance	80,889	87,533	90,324	94,732
<b>101.535.7109</b> Group Life Insurance	1,414	1,466	1,890	1,655
<b>101.535.7110</b> Workers' Compensation Insurance	5,831	4,497	2,799	2,389
<b>101.535.7111</b> Unemployment Insurance	-	-	-	-
<b>101.535.7112</b> Group Disability Insurance	4,910	5,021	6,603	6,599
<b>101.535.7113</b> Medicare	9,427	9,899	10,914	10,074
<b>101.535.7114</b> Auto Allowance	4,594	4,560	4,560	2,280
<b>101.535.7118</b> Other Benefit Pay	7,402	8,678	-	-
<b>101.535.7119</b> Social Security	-	-	-	-
<b>101.535.7122</b> Deferred Compensation Contribution	9,577	9,851	9,718	9,155
<b>101.535.7126</b> PARS 457 Retirement	5	-	-	-
<b>101.535.7115</b> Cell Phone Allowance	-	-	-	-
<b>101.535.7121</b> Leave Balance Payout	-	-	-	-
<b>101.535.7130</b> Project Overhead Cost	-	-	-	-
<b>TOTAL</b>	<b>\$ 901,028</b>	<b>\$ 936,007</b>	<b>\$ 972,014</b>	<b>\$ 909,595</b>



**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: FINANCE - ACCOUNTING**

**EXHIBIT C  
101.535**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	1,077	529	1,250	1,250
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	4,844	8,074	7,500	6,000
101.535.7425 Minor Tools & Equipment	-	2,421	-	-
101.535.7427 Special Departmental Expense	1,085	73	800	800
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	750	790	800	800
101.535.7430 Professional & Specialized Services	67,048	31,656	37,700	39,490
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	1,844	1,670	1,650	1,650
101.535.7435 Professional Development & Meetings	3,211	2,622	4,500	3,000
101.535.7437 Staff Development	-	-	-	-
101.535.7438 Other Charges	117,978	113,870	120,000	120,000
101.535.7439 Bad Debts	-	-	-	-
101.535.7440 Fees Paid to State	-	-	-	-
101.535.7442 Insurance Claims Expense	-	-	-	-
101.535.7548 User Charges - Photocopy/Fax	-	-	-	-
101.535.7549 User Charges - Communications Pool	-	-	-	-
101.535.7550 User Charges - Motor Pool	79	-	50	50
101.535.7551 User Charges - IT Pool	48,967	48,967	48,967	54,905
101.535.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 246,883</b>	<b>\$ 210,672</b>	<b>\$ 223,217</b>	<b>\$ 227,945</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Detail  
PROGRAM: FINANCE - ACCOUNTING**

**EXHIBIT C-1  
101.535**

Description	10/11 Adopted
<b><u>7421 COMMUNICATIONS - PHONES</u></b>	
Modem Charges	\$ 1,250
<b><u>7424 OFFICE EXPENSE</u></b>	
Check & Other Forms Printing	3,250
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500
Office Supplies	1,250
	<b>6,000</b>
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Departmental Employee Recognition	300
Meeting Expenses	500
	<b>800</b>
<b><u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u></b>	
Filing System + Folder Sealer	<b>800</b>
<b><u>7430 PROFESSIONAL &amp; SPECIALIZED SERVICES</u></b>	
Annual Audit - \$39,590 (\$5,800 Budgeted in RDA)	33,790
Budget and CAFR Review Program	850
Collection Services Fees (A/R & DUI)	900
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	2,100
Off-Site Storage	1,350
	<b>39,490</b>
<b><u>7434 MEMBERSHIPS, DUES &amp; BOOKS</u></b>	
Dues: Government Finance Officer's Association (GFOA); California Society of Municipal Finance Officers (CSMFO); Notary; & American Payroll Association (APA)	950
Subscriptions / Publications: Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Report Newsletter; Gov't. Accounting/Audit Update Financial Reporting; Misc. Governmental Publications	700
	<b>1,650</b>
<b><u>7435 PROFESSIONAL DEVELOPMENT &amp; MEETINGS</u></b>	<b>3,000</b>
<b><u>7438 OTHER CHARGES</u></b>	
Property Tax Administration Fees - County	120,000
<b><u>7550 USER CHARGES - MOTOR POOL</u></b>	
Use of City Pool Cars	<b>50</b>
<b><u>7551 USER CHARGES - IT POOL</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>54,905</b>
<b>TOTAL</b>	<b>\$ 227,945</b>

**GENERAL FUND - (101)**  
**Finance Department – Non-Departmental Program (540)**  
**Program Manager – Finance Director**

**MISSION STATEMENT**

Effectively manage the City’s general liability and property risk programs and provide for City-wide services not specifically provided for within individual departments.

**ONGOING RESPONSIBILITIES**

- Administer General Liability and Property insurance programs.
- Serve as member on the City’s Safety Committee.
- Maintain a framework from which policy decisions are made regarding user’s fees and charges.
- Assist Safety Committee chairperson in updating Safety and Risk Management Policies and Procedures.
- Provide proof of insurance relating to debt issues in October of each year.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Number of liability claims filed.	18	19	8
2	Total annual liability and property claims expense.	\$96,296	\$61,300	\$4,000
3	Liability and property claims premium no more than 3% of total annual payroll.	1.36%	1.45%	1.00%

\*6 Months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT A  
 101.540

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ 117,392
Supplies, Services & Capital Outlay (Exhibit C)	680,172	725,277	741,600	741,700
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	680,172	725,277	741,600	859,092
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 680,172</b>	<b>\$ 725,277</b>	<b>\$ 741,600</b>	<b>\$ 859,092</b>

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 592,000	\$ 595,374	\$ 512,791	\$ 521,283
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
RDA - 20% Housing	223	9899	11,375	11,773	12,361	12,361
RDA - Administration	434	9899	45,502	47,094	49,448	49,448
General Fund - Beginning Fund Bal. (General Liability Reserve)	101	6090	21,295	61,036	40,000	40,000
General Fund - OPEB Reserve	101	6090	-	-	117,000	126,000
General Fund - CIPR	101	6090	-	-	-	100,000
<b>TOTAL</b>			<b>\$ 680,172</b>	<b>\$ 725,277</b>	<b>\$ 741,600</b>	<b>\$ 859,092</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Rental / Leases	101	4810	\$ 1,498	\$ (1,566)	\$ -	\$ -
Other Revenue	101	4965	(1,289)	-	-	-
Lighting & Landscaping District - Trsfs.	101	6899	10,000	10,000	10,000	10,000
RDA - 20% Housing - Transfers In	101	6899	11,375	11,773	12,361	12,361
RDA - Administration - Transfers In	101	6899	45,502	47,094	49,448	49,448
<b>TOTAL</b>			<b>\$ 67,086</b>	<b>\$ 67,301</b>	<b>\$ 71,809</b>	<b>\$ 71,809</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: FINANCE - NON-DEPARTMENTAL**

**EXHIBIT B  
101.540**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.540.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
101.540.7002 Personnel - Temporary	-	-	-	-
101.540.7003 Personnel - Overtime	-	-	-	-
101.540.7005 Personnel - POST	-	-	-	-
101.540.7103 Personnel - Holiday Pay	-	-	-	-
101.540.7104 Meal Allowance	-	-	-	-
101.540.7105 Uniform Allowance	-	-	-	-
101.540.7106 Retirement	-	-	-	-
101.540.7107 Dental Insurance	-	-	-	-
101.540.7108 Group Health Insurance	-	-	-	-
101.540.7109 Group Life Insurance	-	-	-	-
101.540.7110 Workers' Compensation Insurance	-	-	-	-
101.540.7111 Unemployment Insurance	-	-	-	-
101.540.7112 Group Disability Insurance	-	-	-	-
101.540.7113 Medicare	-	-	-	392
101.540.7114 Auto Allowance	-	-	-	-
101.540.7118 Other Benefit Pay	-	-	-	-
101.540.7119 Social Security	-	-	-	-
101.540.7126 PARS 457 Retirement	-	-	-	-
101.540.7115 Cell Phone Allowance	-	-	-	-
101.540.7121 Leave Balance Payout	-	-	-	-
101.540.7123 Voluntary Separation Incentive Payout	-	-	-	117,000
101.540.7130 Project Overhead Cost	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,392</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT B-1  
 101.540

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
Voluntary separation program established for FY 11.  General Fund employee payout to be charged to Non-Departmental program.  Positions include: Recreation Director Senior Civil Engineer Adult Services Supervisor Police Agent Mechanic II (Equipment Maint Prog)					
<b>TOTAL</b>	-	-	-	-	\$ -

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
<b>TOTAL</b>	-	-	-	-	\$ -

**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: FINANCE - NON-DEPARTMENTAL**

**EXHIBIT C  
101.540**

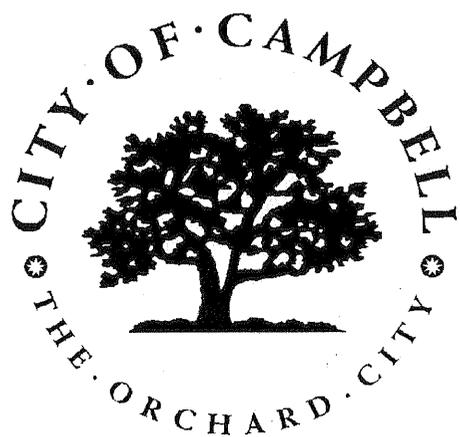
Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 189,252	\$ 214,017	\$ 195,000	\$ 195,000
101.540.7421 Communications - Phones	53,719	57,162	55,000	55,000
101.540.7422 Advertising	-	-	-	-
101.540.7424 Office Expense	11,946	3,414	7,000	4,900
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	1,325	1,473	1,800	400
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	35,065	84,089	14,000	10,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	243,905	265,354	278,000	268,800
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	-	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	38,453	25,793	16,000	25,800
101.540.7439 Bad Debt Expense	-	-	-	-
101.540.7440 Fees Paid to State	737	707	800	800
101.540.7442 Insurance Claims Expense	96,296	61,036	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	9,474	12,232	7,000	5,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	-	-	117,000	126,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7900 Supplies Inventory	-	-	-	-
<b>TOTAL</b>	<b>\$ 680,172</b>	<b>\$ 725,277</b>	<b>\$ 741,600</b>	<b>\$ 741,700</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT C-1  
 101.540  
 Page 1

Description	10/11 Adopted
<b><u>7420 UTILITIES</u></b>	
PG&E (City Hall, Service Center)	
Second Street Parking Garage	
Water (City Hall, Service Center, Library)	
West Valley Sanitation (Annual Service Charge for City Hall)	\$ 195,000
<b><u>7421 COMMUNICATIONS - PHONES</u></b>	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	
	55,000
<b><u>7424 OFFICE EXPENSE</u></b>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	4,900
<b><u>7427 SPECIAL DEPARTMENTAL EXPENSE</u></b>	
Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	400
<b><u>7430 PROFESSIONAL &amp; SPECIALIZED SERVICES</u></b>	
STARS - Quarterly Sales Tax Report	6,000
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	4,000
	10,000
<b><u>7433 INSURANCE AND SURETY BONDS</u></b>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	800
Liability Insurance Pool (Estimated)	241,000
Property (Estimated)	27,000
	268,800
<b><u>7438 OTHER CHARGES</u></b>	
Credit Card Transaction Fees (City Clerk Register & PD Register)	21,000
Loomis Armored Car Service	4,800
	25,800
<b><u>7440 FEES PAID TO STATE</u></b>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
<b>SUB - TOTAL</b>	<b>\$ 560,700</b>

Description	10/11 Adopted
<b><u>7442 INSURANCE CLAIMS EXPENSE</u></b>	
General Liability Self- Insured Retention (SIR) *	\$ 50,000
<b><u>7448 OTHER INTEREST EXPENSE</u></b>	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	5,000
<b><u>7626 RETIREE HEALTH PREFUNDING</u></b>	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB) **	126,000
* \$40,000 Funded from Liability Reserve	
** Funded from OPEB Reserve	
<b>TOTAL</b>	<b>\$ 741,700</b>



**GENERAL FUND - (101)**  
**Finance Department – City Treasurer Program (545)**  
**Program Manager – Finance Manager**

**MISSION STATEMENT**

**Prudently invest surplus funds in conformity with State and City requirements to safeguard principal and achieve a reasonable rate of return.**

**ONGOING RESPONSIBILITIES**

- Annually evaluate and update the City’s Investment Strategy and Policy.
- Prepare a monthly investment report for review by City Council.
- Review disbursement of City funds for propriety.
- Maintain appropriate number of investment brokers with whom to transact business.
- Monitor cash flow requirements to ensure sufficient liquidity.
- Perform periodic review of petty cash accounts.
- Serve on the City’s Finance Committee and make recommendations related to banking and investment practices.
- Update signature cards and wire transfer authority as necessary.

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	99% of idle funds placed in interest bearing investments.	98.1%	98%	98%
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	42%	42%	60%

\*6 Months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: FINANCE - CITY TREASURER

EXHIBIT A  
 101.545

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 12,441	\$ 12,343	\$ 13,297	\$ 14,512
Supplies, Services & Capital Outlay (Exhibit C)	1,775	1,801	1,885	1,885
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	14,216	14,144	15,182	16,397
Transfers Out (Exhibit E)	-	-	-	-
<b>APPROPRIATION TOTAL</b>	<b>\$ 14,216</b>	<b>\$ 14,144</b>	<b>\$ 15,182</b>	<b>\$ 16,397</b>

FUNDING SOURCE(s)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
General Fund Revenues	101	Misc.	\$ 14,216	\$ 14,144	\$ 15,182	\$ 16,397
<b>TOTAL</b>			<b>\$ 14,216</b>	<b>\$ 14,144</b>	<b>\$ 15,182</b>	<b>\$ 16,397</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: FINANCE - CITY TREASURER**

**EXHIBIT B  
101.545**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.545.7001 Personnel - Regular	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
101.545.7002 Personnel - Temporary	-	-	-	-
101.545.7003 Personnel - Overtime	-	-	-	-
101.545.7005 Personnel - POST	-	-	-	-
101.545.7103 Personnel - Holiday Pay	-	-	-	-
101.545.7104 Meal Allowance	-	-	-	-
101.545.7105 Uniform Allowance	-	-	-	-
101.545.7106 Retirement	-	-	-	131
101.545.7107 Dental Insurance	1,557	1,560	1,620	1,608
101.545.7108 Group Health Insurance	9,454	9,356	10,200	11,312
101.545.7109 Group Life Insurance	186	186	240	240
101.545.7110 Workers' Compensation Insurance	10	7	4	4
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	18	18	17	17
101.545.7114 Auto Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	-	-	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	16	16	16	-
101.545.7115 Cell Phone Allowance	-	-	-	-
<b>TOTAL</b>	<b>\$ 12,441</b>	<b>\$ 12,343</b>	<b>\$ 13,297</b>	<b>\$ 14,512</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM: FINANCE - CITY TREASURER

EXHIBIT B-1  
 101.545

Permanent Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
City Treasurer *	1.00	1.00	1.00	1.00	\$ 1,200
* Elected Position; not a full time position.					
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>\$ 1,200</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				10/11 Adopted
	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: FINANCE - CITY TREASURER**

**EXHIBIT C  
101.545**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
101.545.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.545.7421 Communications - Phones	-	-	-	-
101.545.7422 Advertising	-	-	-	-
101.545.7423 Clothing and Personal Expense	-	-	-	-
101.545.7424 Office Expense	-	-	-	-
101.545.7425 Minor Tools & Equipment	-	-	-	-
101.545.7427 Special Departmental Expense	-	-	-	-
101.545.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.545.7429 Maintenance & Operation of Equipment	-	-	-	-
101.545.7430 Professional & Specialized Services	-	155	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	1,620	1,538	1,500	1,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	155	108	385	385
101.545.7435 Professional Development & Meetings	-	-	-	-
101.545.7437 Staff Development	-	-	-	-
101.545.7438 Other Charges	-	-	-	-
101.545.7441 Special Community Services	-	-	-	-
101.545.7442 Insurance Claims Expense	-	-	-	-
101.545.7548 User Charges - Photocopy/Fax	-	-	-	-
101.545.7549 User Charges - Communications Pool	-	-	-	-
101.545.7550 User Charges - Motor Pool	-	-	-	-
101.545.7883 Improvements other than Buildings	-	-	-	-
101.545.7884 Machinery & Equipment	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,775</b>	<b>\$ 1,801</b>	<b>\$ 1,885</b>	<b>\$ 1,885</b>

Description	10/11 Adopted
<b>7432 OTHER CONTRACTUAL SERVICES</b>	
Third Party Safekeeping	\$ 1,500
<b>7434 MEMBERSHIPS, DUES &amp; BOOKS</b>	
Dues - California Municipal Treasurers Association (CMTA) (Finance Director & Accounting Manager)	185
Subscriptions - Wall Street Journal	200
	<b>385</b>
<b>TOTAL</b>	<b>\$ 1,885</b>

**INFORMATION TECHNOLOGY POOL FUND - (647)**  
**Finance Department – Information Technology Program (547)**  
**Program Manager – Information Technology (IT) Manager**

**MISSION STATEMENT**

**Provide cost effective Information Technology service and support to all City departments and manage related assets.**

**ONGOING RESPONSIBILITIES**

- Implement all budget and workplan items and perform related administrative tasks.
- Provide 24-hour Police Department support, 365 days a year.
- Provide reports to City management as requested.
- Maintain and support the systems and users of the City's critical systems:
  - Pentamotion – Financial System
  - Advantage – Permitting System
  - Recware Safari – Recreation Management System
  - Square Rigger – Automotive Maintenance System
  - Palladium – Computer Aided Dispatch (CAD) & Records Management Systems (RMS)
- Participate in all Emergency Operation Center (EOC) events.
- Manage the City's Information Technology Systems, standardized software applications and workstation configurations.
- Provide hardware and software support for City computer systems.
- Perform periodic audits of City-owned workstations, laptops, and notebook computers to ensure only City-owned and authorized software applications are being utilized.
- Maintain current computer hardware and software inventories.
- Maintain current cable drawings.
- Conduct a majority of computer hardware and software maintenance in-house.
- Conduct a majority of phone system Moves, Adds & Changes (MAC) in-house.
- Administer computer hardware, software and telecommunications maintenance contracts.
- Maintain current systems documentation, policies and procedures.
- Maintain flexibility in responding to unanticipated or unexpected IT work Requests.
- Assist in on-going development and integration of County Basemap data into the City's Geosmart Graphical Information Systems (GIS) database layer.
- Maintain website and on-going enhancements.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2010 – 2011**

- Upgrade City Computers to Internet Explorer 8.
- Upgrade City Antivirus to Symantec EndPoint Security.
- Replace and implement new Recreation registration software (R&CS).
- Implement Citizen Request Module in IWorq.
- Replace network switching equipment at Community Center and Service Center.
- Complete review of e-agenda/paperless agenda distribution process.
- Implement new CalPERS reporting system (HR/FIN).
- Assist with social media exploration (Recreation).
- Assist with feasibility analysis of on-line reporting system for certain Police reports.

**INFORMATION TECHNOLOGY POOL FUND - (647)**  
**Finance Department – Information Technology Program (547)**  
**Program Manager – Information Technology (IT) Manager**

**PERFORMANCE OUTCOMES**

	Measure	FY 08	FY 09	FY 10*
1	Core Business Applications will be available 98% of scheduled up-time.	99%	99%	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%	100%	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%	100%	100%
4	98% of all Network back-ups are completed as scheduled.	98%	100%	100%
5	The City's total per copy cost for black and white photocopies does not exceed \$.05.	≤.02¢	≤.02¢	≤.01¢
6	The City's total per copy cost for color photocopies does not exceed \$.30.	≤.15¢	≤.12¢	≤.08¢
7	Photocopying equipment will be available 95% of normal business hours.	96%	98%	96%
8	Information Technology Requests for Service will be acknowledged within (4) hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests.	99%	99%	99%
9	90% of time Emergency Requests for Service will be acknowledged within (1) hour during normal business hours, and within (2) hours during nights and weekends.	100%	100%	100%

\*6 Months only

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT A  
 647.547

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ 350,469	\$ 481,686	\$ 532,604	\$ 498,626
Supplies, Services & Capital Outlay (Exhibit C)	834,421	629,787	502,529	287,163
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,184,890	1,111,473	1,035,133	785,789
Transfers Out (Exhibit E)	20,675	21,708	22,576	24,900
<b>APPROPRIATION TOTAL</b>	<b>\$ 1,205,565</b>	<b>\$ 1,133,181</b>	<b>\$ 1,057,709</b>	<b>\$ 810,689</b>

FUNDING SOURCE(s)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 989,519	\$ 958,969	\$ 969,209	\$ 802,000
IT - Beginning Fund Balance - IT	647	6090	173,400	173,400	7,500	-
IT - Beginning Fund Balance - Communications	647	6090	-	-	81,000	-
General Fund (Equipment)	101	9899	42,646	812	-	-
Contract Revenue	647	4705	-	-	-	10,000
<b>TOTAL</b>			<b>\$ 1,205,565</b>	<b>\$ 1,133,181</b>	<b>\$ 1,057,709</b>	<b>\$ 812,000</b>

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Sales of Real/Personal Property	647	4960	\$ 95	\$ 300	\$ -	\$ -
Other Revenue	647	4965	8,455	149	-	-
Capital Contributions (GASB 34)	647	4990	-	-	-	-
IT Pool Fees	647	5104	1,050,000	1,050,000	1,050,000	802,000
General Fund - Transfers In	647	6899	42,646	812	-	-
Contract Revenue	647	4705	-	-	-	10,000
<b>TOTAL</b>			<b>\$ 1,101,196</b>	<b>\$ 1,051,261</b>	<b>\$ 1,050,000</b>	<b>\$ 812,000</b>

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services Summary  
PROGRAM: INFORMATION TECHNOLOGIES SERVICES**

**EXHIBIT B  
647.547**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
647.547.7001 Personnel - Regular	\$ 212,284	\$ 364,653	\$ 414,621	382,250
647.547.7002 Personnel - Temporary	58,960	-	-	-
647.547.7003 Personnel - Overtime	263	-	3,000	3,000
647.547.7005 Personnel - POST	-	-	-	-
647.547.7103 Personnel - Holiday Pay	-	-	-	-
647.547.7104 Meal Allowance	-	-	-	-
647.547.7105 Uniform Allowance	-	-	-	-
647.547.7106 Retirement	24,712	40,814	44,402	41,707
647.547.7107 Dental Insurance	3,740	6,240	6,480	6,432
647.547.7108 Group Health Insurance	26,215	44,478	45,336	44,872
647.547.7109 Group Life Insurance	465	744	960	816
647.547.7110 Workers' Compensation Insurance	3,230	7,019	1,541	4,044
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	1,584	2,574	3,348	3,199
647.547.7113 Medicare	4,223	5,731	6,056	5,586
647.547.7114 Auto Allowance	1,478	1,920	1,920	960
647.547.7118 Other Benefit Pay	10,249	3,093	-	-
647.547.7122 Deferred Compensation	2,300	4,420	4,940	4,680
647.547.7126 PARS 457 Retirement	766	-	-	-
647.547.7115 Cell Phone Allowance	-	-	-	1,080
647.547.7130 Leave Balance Payout				-
647.547.7130 Project Overhead Cost				
<b>TOTAL</b>	<b>\$ 350,469</b>	<b>\$ 481,686</b>	<b>\$ 532,604</b>	<b>\$ 498,626</b>



**CITY OF CAMPBELL  
OPERATING BUDGET - Supplies & Services Summary  
PROGRAM: INFORMATION TECHNOLOGIES SERVICES**

**EXHIBIT C  
647.547**

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -	\$ -		\$ -
647.547.7421 Communications - Phones	6,398	8,426	8,800	7,800
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	19,472	18,833	20,500	18,500
647.547.7425 Minor Tools & Equipment	-	57,146	11,900	1,500
647.547.7427 Special Departmental Expense	16,223	2,687	2,000	-
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	316,622	271,133	324,329	230,363
647.547.7430 Professional & Specialized Services	150,498	225	-	-
647.547.7431 Promotional Expense	-	-	-	-
647.547.7432 Other Contractual Services	-	-	-	-
647.547.7433 Insurance and Surety Bonds	-	-	-	-
647.547.7434 Memberships, Dues, Books	-	-	-	-
647.547.7435 Professional Development & Training	7,174	6,026	5,000	3,000
647.547.7437 Staff Development	2,724	1,747	6,500	3,000
647.547.7438 Other Charges	33,624	35,604	35,000	23,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	281,686	220,364	-	-
647.547.7451 Loss on Sale of Equipment	-	-	-	-
647.547.7549 User Charges - Communications Pool	-	-	-	-
647.547.7550 User Charges - Motor Pool	-	-	-	-
647.547.7551 User Charges - IT Pool	-	-	-	-
647.547.7884 Machinery & Equipment	-	7,596	88,500	-
<b>TOTAL</b>	<b>\$ 834,421</b>	<b>\$ 629,787</b>	<b>\$ 502,529</b>	<b>\$ 287,163</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT C-1  
 647.547  
 Page 1

Description	10/11 Adopted
<b><u>7421 COMMUNICATIONS - PHONES</u></b>	
Internet Connection - Globix	7,800
<b><u>7424 OFFICE EXPENSE</u></b>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	17,000
Magnetic Media, IT Consumables	1,500
	<b>18,500</b>
<b><u>7425 MINOR TOOLS &amp; EQUIPMENT</u></b>	
New Uninterruptable Power Supplies (5)	1,500
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT</u></b>	
<b><u>Hardware:</u></b>	
Cisco Router Support for CLETS	750
Cisco Smartnet Support Router & Firewall	5,000
Dispatch Automated Map System	5,500
Foundry Networks - Foundry Core Switch Maintenance	2,350
Motorola Mobile Data Terminal Support Contract (Police Department)	11,500
Past Perfect Museum Management System	500
Small Parts & Supplies	5,000
Spectracom Annual Maintenance	250
	<b>30,850</b>
<b>SUB - TOTAL</b>	<b>\$ 58,650</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Supplies & Services Detail  
 PROGRAM: INFORMATION TECHNOLOGIES SERVICES

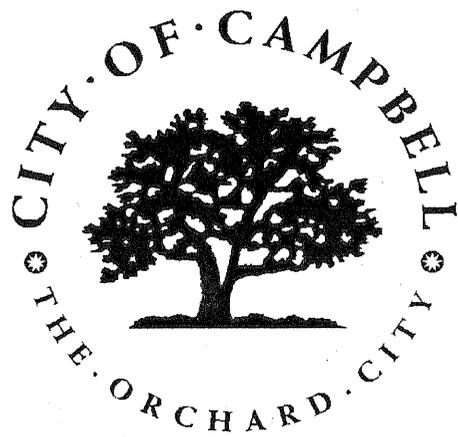
EXHIBIT C-1  
 647.547  
 Page 2

Description	10/11 Adopted
<b><u>7429 MAINTENANCE &amp; OPERATION OF EQUIPMENT (Continued)</u></b>	
<b><u>Software:</u></b>	
ArcIms & ArcView Support (ESRI)	1,500
CAD/RMS FRS Map Source Code Escrow	1,750
Critical Reach Support	400
E-Safe Spam/Web Filtering	5,700
FTK Software Maintenance	840
Gasboy Communications & Reporting Maintenance	550
GIS Application	8,000
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	3,480
IWorQ Public Works Ticketing System	3,500
LaserFiche - Document Management Maintenance	7,250
Miscellaneous Software Upgrades (Contingency)	4,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	18,300
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	72,000
Recware Safari - Active.Com (Recreation)	5,500
ServLet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	31,500
Symantec Anti-Virus Subscription	7,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
Veritas Back-up Executive	3,500
Visual Statement FX3 Software Annual Maintenance	1,168
VMware ESX Maintenance & Support	1,200
	<b>199,513</b>
	<b>230,363</b>
<b><u>7435 PROFESSIONAL DEVELOPMENT &amp; MEETINGS</u></b>	
	<b>3,000</b>
<b><u>7437 STAFF DEVELOPMENT</u></b>	
City-Wide Specialized Technical Trainings	3,000
<b><u>7438 OTHER CHARGES</u></b>	
Maintenance - Photocopiers / Fax Machines	10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	<b>23,000</b>
<b>TOTAL</b>	<b>\$ 287,163</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Transfers Detail  
 PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT E  
 647.547

Account Description	10/11 Adopted
<b>9899 TRANSFERS OUT</b>	
Finance - #101.535	
Accounting Clerk II - 15% (Additional 10% due to Executive Assistant retirement)	\$ 13,500
Accountant - 10%	11,400
Executive Assistant - 10% (Photocopier/Fax) (Position unfilled for FY 11)	-
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 24,900</b>







CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM: TRANSFERS OUT - MISCELLANEOUS FUNDS

EXHIBIT A  
 Misc. 980

Description	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	85,180	152,680	122,480	122,580
<b>APPROPRIATION TOTAL</b>	<b>\$ 85,180</b>	<b>\$ 152,680</b>	<b>\$ 122,480</b>	<b>\$ 122,580</b>

FUNDING SOURCE(S)

Description	Fund	Acct. #	07/08 Actual	08/09 Actual	09/10 Adopted	10/11 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	10,000	5,000	5,000	3,500
Federal Aid Urban	211	4410	-	-	-	-
Federal Aid Urban (Beg. Fund Bal.)	211	6090	-	50,000	50,000	30,000
State Grants (ABAG)	212	4523	10,000	15,000	13,000	15,000
Federal Grants (BVP)	218	4531	4,500	3,000	4,000	3,600
Federal Grants (Other Grants)	218	4523	3,000	5,000	3,000	-
Federal Grants (Justice Assistance)	218	4523	-	-	-	18,000
Federal Grants (LLEBG)	218	4532	-	-	-	-
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	37,000	-	-
Parks & Museum Trust Revenue	794	4410	-	-	-	-
Donations-Historic Museum	794	4812	52,000	32,000	42,000	47,000
Donations-Parks	794	4818	-	-	-	-
Museum Trust (Beg. Fund Bal.)	794	6090	-	-	-	-
Senior Citizen Trust Revenue	797	4410	-	-	-	-
Senior Citizen Trust-Donations	797	4813	5,680	5,680	5,480	5,480
Beg. Fund Bal. - Senior Citizen Trust	797	6090	-	-	-	-
<b>TOTAL</b>			<b>\$ 85,180</b>	<b>\$ 152,680</b>	<b>\$ 122,480</b>	<b>\$ 122,580</b>

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 10,000	\$ 5,000	\$ 5,000	\$ 3,500
Federal Aid Urban	211	4410	-	-	-	-
Association of Bay Area Governments	212	4550	10,000	15,000	13,000	15,000
Federal Grants	218	4523	3,000	5,000	3,000	18,000
Federal Grants	218	4531	4,500	3,000	4,000	3,600
Federal Grants	218	4527	-	-	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Investment Earnings	794	4410	-	-	-	-
Donations-Historic Museum (794.775)	794	4812	52,000	32,000	42,000	47,000
Donations-Ainsley Capital	794	4815	-	-	-	-
Donations-Parks (794.775)	794	4818	-	-	-	-
Investment Earnings	797	4410	-	-	-	-
Senior Trust - Donations (797.526)	797	4813	5,680	5,680	5,480	5,480
<b>TOTAL</b>			<b>\$ 85,180</b>	<b>\$ 65,680</b>	<b>\$ 72,480</b>	<b>\$ 92,580</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Transfers Detail  
 PROGRAM: TRANSFERS OUT - MISCELLANEOUS FUNDS**

**EXHIBIT E  
 Misc. 980**

Account Description	10/11 Adopted
<b><u>9899 OPERATING TRANSFERS OUT</u></b>	
Museum Trust - (794)	
Museum Services - # 101.528	\$ 47,000
Senior Citizens Trust - (797)	
Senior Citizens Services - # 101.526	5,480
Asset Forfeiture Fund - (205)	
Police - Field Services - # 101.605 (In-Car Cameras - WMD Supplies)	3,500
Association of Bay Area Governments Grant) - (212)	
Police - Field Services - # 101.605 (Risk Mitigation Grant)	15,000
Federal Grant (Bulletproof Vest Grant) - (218)	
Police - Field Services - # 101.605	3,600
Federal Urban Aid - (211)	
Public Works - Transportation Engineering - # 101.720 (Subsidy)	30,000
Federal Justice Assistance Grant (JAG) - (218)	
Police - Special Enforcement - # 101.604 (JAG Overtime Grant)	18,000
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 122,580</b>