

DEPARTMENT: FINANCE					
	FUND NUMBER:	100			
	DEPARTMENT FUNCTION CODE	405			
LINE ITEM OBJECT #	DETAIL & JUSTIFICATION FOR ITEMS BUDGETED	DETAIL AMOUNTS:	FY2009 BUDGET:	AMENDED FY2008 BUDGET:	FY2007 ACTUAL:
100	SUPPLIES				
	Materials for general office use. These include such items as pencils, pens, file folders, envelopes, copier paper, stationary, paper clips, purchase orders, receipt books, printing, checks, employee forms (W-2, posters), office equipment, postage machine supplies, business cards, etc.				
	General Office Supplies	5,000.00			
	Checks, Purchase Orders and Employee Forms, W-2	2,000.00			
	Office Equipment, misc.	1,000.00			
	TOTAL		\$ 8,000.00	\$ -	\$ -
110	POSTAGE				
	Postage for accounts payable checks, general office use	4,000.00			
	TOTAL		\$ 4,000.00	\$ -	\$ -
150	EMPLOYEE EXPENSES				
	Memberships/Dues, Training, Travel for Finance Department				
	<i>Memberships, Dues and Registrations:</i>				
	GFOA Membership - Annual Dues	225.00			
	SC Municipal Association- Membership - A/P Clerk	130.00			
	Mauldin Chamber Function	55.00			
	<i>Training & Travel</i>				
	Training/travel expense - Accountants	1,000.00			
	Tuition Reimbursement	1,000.00			
	Training /travel expense- A/P Clerk	800.00			
	Training /travel/books- Finance Director= Certified Government Finance Officers Program = USC Columbia	825.00			
	<i>Continuing Education; required for Finance Director</i>				
	Required Continuing Education - 40 hours	1,300.00			
	CPA Licenses -annual renewal	350.00			
	<i>Misc./Other</i>				
	Other Training/Travel, membership, dues, education	2,000.00			
	TOTAL		\$ 7,685.00	\$ -	\$ -
180	GAS & OIL				
	admin staff to run errands, go to post office and attend training.	1,500.00			
	TOTAL		\$ 1,500.00	\$ -	\$ -
210	TELEPHONE				
	Mobile phones	1,200.00			
	TOTAL		\$ 1,200.00	\$ -	\$ -
260	REPAIR & MAINTENANCE				
	Misc office equipment Repair,	300.00			
	Other repair needs, keys, hooks,	100.00			
	TOTAL		\$ 400.00	\$ -	\$ -
410	UNIFORM				
	Clothing Dept. Head - \$400. x 2 times per year	800.00			
	Clothing for office staff	300.00			
	TOTAL		\$ 1,100.00	\$ -	\$ -

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624	LIABILITY INSURANCE				
	Payroll liability insurance	700.00			
	TOTAL		\$ 700.00	\$ -	\$ -
650	CONTRACTS & SERVICES				
	Audit Fees	17,000.00			
	Copy machine maint agreement	1,560.00			
	De Lagelanden Financial Services(copy machine lease)	2,160.00			
	Hasler Financial Service (postage machine lease)	1,411.16			
	Computer Software Innovations (CSI) -Accounting Program software lease	6,000.00			
	Bank service charges, stop payment fees, ect.	3,000.00			
	Greenville News, bid advertisements, job advertisements	500.00			
	Professional Fees & Contracts- misc.	3,500.00			
	TOTAL		\$ 35,131.16	\$ -	\$ -
651	IT Development & Support				
	See Admin	-			
	TOTAL		\$ -	\$ -	\$ -
652	SPECIAL PROJECTS				
	Production of CAFR, tabs, covers	400.00			
	GFOA CAFR review fee	450.00			
	Production of Budget Books, Workshop & Final-covers, tabs	900.00			
	Misc.	500.00			
	TOTAL		\$ 2,250.00	\$ -	\$ -
700	OTHER EXPENSES				
	Special meetings. Supplies for special occasions, Office decorations, cards for holidays, sickness, etc. Or any other misc. expenses,				
	Miscellaneous expenses	5,000.00			
	TOTAL		\$ 5,000.00	\$ -	\$ -
800	PENALTIES OR INTEREST EXPENSE				
	none can be estimated	-			
	TOTAL		\$ -	\$ -	\$ -
970	CAPITAL OUTLAY				
		-			
	TOTAL		\$ -	\$ -	\$ -
	Department (Function) Grand Totals	\$ 66,966.16	\$ 66,966.16	\$ -	\$ -