



TO: Elaine Marlow, Budget Director

FROM: *Dave Mattens*
Dave Mattens, Assessor

SUBJECT: 2011 Proposed Budget

DATE: September 13, 2010

I respectfully submit my Maintenance and Operating (M&O) Budget for fiscal year 2011. I am proposing a 9.1% decrease in M&O expenditures (from \$78,400 to \$71,300), due in large part to a five-year copier lease expiring. There is no change in the 'Small Tools & Equipment' or the 'Miscellaneous' categories. Other categories have simply been shifted around again to better reflect actual expenditures versus budgeted expenditures for 2010.

Office & Operating Supplies

There is a 16.7% decrease from the 2010 budgeted amount (\$16,800) in this line item to \$14,000 to more accurately reflect 2010 spending. Some mailing expenses have been more appropriately shifted to Professional Services. This will increase Professional Services slightly.

Fuel Consumed-Supplies

There is an increase of 7.5% (\$300), from \$4,000 to \$4,300 to more accurately reflect actual fuel expenses this year.

Small Tools & Minor Equipment

No change (\$4,500)

Professional Services-Other

There is a 44.4% increase (from \$9,000 to \$12,000) in this line item to more accurately reflect spending from 2010. I am shifting \$2,800 from Office & Operating Supplies.

Communications-Other Services

There is a reduction of 4.1% in this line item (from \$21,900 to \$21,000) to more accurately reflect expenditures for the year. This line item reflects both postage and telephone costs. With the new IFAS it appears these items could be broken out.

Travel-Other Services

There is a reduction of 12.5% in travel (from \$8,000 to \$7,000) due in part to taking advantage of Webinar training this year.

Operating Rentals & Leases

There is a significant reduction of 86.1% (\$7,200 to \$1,000), in Operating Rentals and Leases because of the five-year copier lease expiring and canceling our pager contract.

Repairs & Maintenance

There is an increase of 33.3% (\$500) from \$1,500 to \$2,000 to reflect actual expenditures in 2010.

Miscellaneous-Other Services

No change (\$5,500).

2011 Estimated Budget

Office & Operating Supplies	\$	14,000
Fuel Vehicles	\$	4,300
Small Equipment	\$	4,500
Professional Services	\$	12,000
Communications (postage and phone)	\$	21,000
Travel	\$	7,000
Rent Other	\$	1,000
Maintenance Annual Equipment	\$	2,000
Other	\$	5,500
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	\$	71,300