

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
SEPTEMBER 21, 2020**

Committee Members: Magowan, Leggett, Wild, Bruno, Driscoll, Hogan & Shepler

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 - A. Presentation of 2021 Stockroom and Purchasing Department Budgets
- IV. Referrals/Pending Items
 - A. None
- V. Information for Discussion/Review
 - A. None
- VI. Privilege of the Floor to discuss any additional items to come before the Committee

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Central Storeroom
BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$6,921.02	\$7,478.00	\$7,478.00	\$1,980.00
TOTALS	\$6,921.02	\$7,478.00	\$7,478.00	\$1,980.00

SIGNED:

Julie C. Butler
DEPARTMENT HEAD

TITLE:

Purchasing Agent

DATE:

9/1/20

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1660 - Central Storeroom					
	Other Benefits					
861	Retirees Hospitalization	6,921.02	7,478.00	7,478.00	1,452.71	1,980.00
	Other Benefits Totals	\$6,921.02	\$7,478.00	\$7,478.00	\$1,452.71	\$1,980.00
	Department 1660 - Central Storeroom Totals	\$6,921.02	\$7,478.00	\$7,478.00	\$1,452.71	\$1,980.00
	EXPENSE TOTALS	\$6,921.02	\$7,478.00	\$7,478.00	\$1,452.71	\$1,980.00
	Fund A - General Totals					
	EXPENSE TOTALS	\$6,921.02	\$7,478.00	\$7,478.00	\$1,452.71	\$1,980.00
	Fund A - General Totals	(\$6,921.02)	(\$7,478.00)	(\$7,478.00)	(\$1,452.71)	(\$1,980.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$6,921.02	\$7,478.00	\$7,478.00	\$1,452.71	\$1,980.00
	Net Grand Totals	(\$6,921.02)	(\$7,478.00)	(\$7,478.00)	(\$1,452.71)	(\$1,980.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Purchasing
 BUDGET ACCOUNT CODE: A.1345

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$170,722.45	\$180,399.00	\$180,399.00	\$180,995.00
200's EQUIPMENT	\$193.10			\$0.00
400's CONTRACTUAL	\$6,918.28	\$9,262.00	\$9,262.00	\$7,798.00
800's EMPLOYEE BENEFITS	\$89,110.45	\$96,542.00	\$96,542.00	\$90,825.00
TOTALS	\$266,944.28	\$286,203.00	\$286,203.00	\$279,618.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 AMENDED REVENUES	2021 DEPARTMENT REQUESTS
\$3,468.31	\$1,500.00	\$1,500.00	\$1,500.00

SIGNED: Julie A. Bretler
 DEPARTMENT HEAD
 TITLE: Purchasing Agent
 DATE: 9/1/20

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
REVENUE						
Department 1345 - Purchasing						
<i>Sale of Property And Compensation for Loss</i>						
2665	Sale of Equipment	160.00	.00	.00	.00	.00
2666	Sales of Equipment - Ebay	3,308.31	1,500.00	1,500.00	45.56	1,500.00
<i>Sale of Property And Compensation for Loss Totals</i>		<u>\$3,468.31</u>	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$45.56</u>	<u>\$1,500.00</u>
Department 1345 - Purchasing Totals		<u>\$3,468.31</u>	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$45.56</u>	<u>\$1,500.00</u>
REVENUE TOTALS		\$3,468.31	\$1,500.00	\$1,500.00	\$45.56	\$1,500.00
EXPENSE						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	170,722.45	180,399.00	180,399.00	113,060.80	180,995.00
<i>Personal Services Totals</i>		<u>\$170,722.45</u>	<u>\$180,399.00</u>	<u>\$180,399.00</u>	<u>\$113,060.80</u>	<u>\$180,995.00</u>
<i>Equipment</i>						
210	Furniture/Furnishings	137.83	.00	.00	.00	.00
220	Office Equipment	55.27	.00	.00	.00	.00
<i>Equipment Totals</i>		<u>\$193.10</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	1,131.00	1,750.00	1,750.00	686.10	1,500.00
422	Repair/Maint-Equipment	235.00	.00	.00	.00	.00
423	Telephone	246.00	300.00	300.00	130.80	250.00
424	Postage	243.30	500.00	500.00	87.03	400.00
427	Memberships & Dues	150.00	150.00	150.00	150.00	150.00
428	Data Processing & Internet Fees	198.00	162.00	162.00	162.00	198.00
436	Advertising Fees	4,271.85	5,500.00	5,500.00	2,633.81	5,000.00
439	Misc Fees & Expenses	443.13	400.00	400.00	9.65	300.00
444	Travel/Education/Conference	.00	500.00	500.00	.00	.00
<i>Contractual Expense Totals</i>		<u>\$6,918.28</u>	<u>\$9,262.00</u>	<u>\$9,262.00</u>	<u>\$3,859.39</u>	<u>\$7,798.00</u>
<i>Employee Benefits</i>						
810	Retirement	23,248.06	26,429.00	26,429.00	17,223.36	27,571.00
830	Social Security	9,791.92	11,185.00	11,185.00	6,531.70	11,222.00
831	Medicare Contribution	2,290.06	2,616.00	2,616.00	1,527.58	2,624.00
860	Hospitalization	47,583.50	49,832.00	49,832.00	28,550.31	44,102.00
865	Dental Insurance	687.04	696.00	696.00	455.26	696.00
<i>Employee Benefits Totals</i>		<u>\$83,600.58</u>	<u>\$90,758.00</u>	<u>\$90,758.00</u>	<u>\$54,288.21</u>	<u>\$86,215.00</u>

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
EXPENSE						
Department 1345 - Purchasing						
Other Benefits						
840	Workmen's Compensation	904.75	803.00	803.00	802.71	649.00
861	Retirees Hospitalization	4,605.12	4,981.00	4,981.00	2,905.42	3,961.00
<i>Other Benefits Totals</i>		<i>\$5,509.87</i>	<i>\$5,784.00</i>	<i>\$5,784.00</i>	<i>\$3,708.13</i>	<i>\$4,610.00</i>
Department 1345 - Purchasing Totals		\$266,944.28	\$286,203.00	\$286,203.00	\$174,916.53	\$279,618.00
EXPENSE TOTALS		\$266,944.28	\$286,203.00	\$286,203.00	\$174,916.53	\$279,618.00
Fund A - General Totals						
REVENUE TOTALS		\$3,468.31	\$1,500.00	\$1,500.00	\$45.56	\$1,500.00
EXPENSE TOTALS		\$266,944.28	\$286,203.00	\$286,203.00	\$174,916.53	\$279,618.00
Fund A - General Totals		(\$263,475.97)	(\$284,703.00)	(\$284,703.00)	(\$174,870.97)	(\$278,118.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$3,468.31	\$1,500.00	\$1,500.00	\$45.56	\$1,500.00
EXPENSE GRAND TOTALS		\$266,944.28	\$286,203.00	\$286,203.00	\$174,916.53	\$279,618.00
Net Grand Totals		(\$263,475.97)	(\$284,703.00)	(\$284,703.00)	(\$174,870.97)	(\$278,118.00)

2021 Salary Schedule (Position Budgeting)
Purchasing

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13157	Brownell, Amber 07-02 / \$16.71	Purchasing Assistant 07-03 / \$17.00	\$35,273.00	Full Time	CSEA/FT	2/26/2018
9143	Butler, Julie N/A / \$41.11	Purchasing Agent N/A / \$41.11	\$85,499.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$28.95	Deputy Purchasing Agent N/A / \$28.95	\$60,223.00	Full Time	Out of UnitFT	8/27/2007
		3	\$180,995.00			