

FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

The Finance and Administrative Services Department provides oversight and support for the City's financial, administrative, and technology operations. As a centralized administrative function for the City, the department's Financial Services is a General Fund program. The department's Information Technology Services program provides interdepartmental technology support throughout the City departments and is therefore an Internal Service program, along with the two equipment use and replacement funds: Information Technology Equipment Replacement; and Office Stores.

With an emphasis on accountability on a departmental basis, the Administrative Services Department continues to reflect several budgetary changes which were effective beginning in FY 2007/08. The Financial Services program was pared down to represent financial operations, with the city based tax revenues and expenses moved to the General Administration program. The General Administration program was then realigned to the Non-Department section to function as a citywide revenue and expense non-operational program. In addition, the Legal, and Public Safety programs were realigned to the Non-Departmental section as these programs are externally staffed and managed, outside of City departments. The Administrative Service's MIS program in the General Fund was closed and re-opened as an Internal Service Fund program under the new name of Information Technology Services, in order to properly allocate these expenses to the City's departments. An Office Stores program was also opened as an Internal Services Fund program to allocate expenses for office support equipment and supplies to departments.

BUDGET OVERVIEW

The Departmental Budget reflects standard operations as established with the prior year's budget structure. The Financial Services' departmental operations are reflected in the General Fund, with the IT support services and the IT and office equipment funds accounted for in the Internal Service Funds.

Fiscal Year 2008/09 General Fund revenues include Business License program administration fees; Internal Service Fund revenues include service charges to the other departments for allocated support. The departmental operating expenditure budget reflects predominantly status quo operations with a slight increase budgeted to improve efficiencies in core services such as revenue collection and expenditure processes, and the timeliness of financial reporting functions. The funding for six full time benefited, and two full-time and one half-time temporary positions reflects a change from the prior year's staffing structure with the under-filling of one benefited IT Technician position with a temporary IT Intern, and the increase from a one-half time AP temporary position to a full-time AP temporary position. Both of these positions are essential to providing support for the financial system implementation and the financial process efficiencies and improvements

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Licenses and Permits	29,797	35,307	28,500	34,869	33,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
TOTAL REVENUES	\$ 29,797	\$ 35,307	\$ 28,500	\$ 34,869	\$ 33,000
EXPENDITURES					
Salaries and Benefits	550,533	663,215	668,795	591,731	746,970
Operating Expenditures					
<i>Materials & Supplies</i>	17,561	50,367	17,500	24,904	17,510
<i>Fees & Charges</i>	54,121	101,821	18,800	12,792	20,375
<i>Consultants & Contract Services</i>	141,437	143,410	82,200	36,982	86,200
<i>Meetings, Events & Training</i>	4,121	9,664	3,000	2,638	4,800
Total Operating Expenditures	217,240	305,262	121,500	77,317	128,885
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	114,908	114,908	117,065
TOTAL EXPENDITURES	\$ 767,773	\$ 968,477	\$ 905,203	\$ 783,956	\$ 992,920

DEPARTMENTAL EXPENDITURES BY PROGRAM

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
Financial Services	544,503	715,032	905,203	783,956	992,920
Mgmt Information Services	223,270	253,445	-	-	-
TOTAL GENERAL FUND	767,773	968,477	905,203	783,956	992,920
INTERNAL SERVICE FUNDS					
Information Technology Services	-	-	369,808	247,266	403,946
IT Replacement Fund	24,679	90,241	176,350	17,340	55,400
Office Stores Fund	-	-	65,000	43,069	60,000
TOTAL INTERNAL SERVICES	24,679	90,241	611,158	307,675	519,346
TOTAL DEPT EXPENDITURES	\$ 792,452	\$ 1,058,718	\$ 1,516,361	\$ 1,091,631	\$ 1,512,266

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DEPARTMENT

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00	1.00
Accountant	-	-	1.00	1.00	1.00
Account Technicians	-	-	2.00	2.00	2.00
Office Specialists I, II, III	3.90	2.75	-	-	-
IT Analyst	1.00	1.00	1.00	1.00	1.00
IT Technician *	-	-	-	1.00	-
Total FTEs	6.90	5.75	6.00	7.00	6.00

<i>Temporary Staff Hours</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Accountant/Budget Analyst	1,907	1,040	1,040	1,040	960
Account Technician	-	-	-	1,040	2,000
IT Intern	-	1,052	2,080	-	2,000
Total Annual Hours	1,907	2,092	3,120	2,080	4,960



FINANCIAL SERVICES

The Financial Services program functions to assure both legal and fiscal accountability to the public. The Finance program's core services are to: provide financial oversight and administer accounting functions for all the City's funds and accounts; prepare the Annual Operating and Capital Budgets for fiscal and service accountability; coordinate the annual financial audit and preparation of the Comprehensive Annual Financial Report (CAFR) to verify proper fiscal practices are maintained; ensure all Federal, State and County fiscal reporting requirements are fulfilled; administer the City's Accounts Payable, Accounts Receivable, Payroll, and Business License functions; and oversee the City's purchasing functions, ensuring proper practices are in place, and that fiscal and operational responsibility is upheld.

BUDGET OVERVIEW

The FY 2008/09 Financial Services program's budget reflects budgeted revenues and expenditures to account for financial operations and services. Revenues in this program are comprised of the processing fees collected from providing Business License program services. The Business License Tax revenue that is collected with this process flows to the General Administration program in the Non-Departmental Section.

The Financial Services expenditure budget includes an increase in the salary and benefits category with the augmentation of a half-time Accounts Payable (AP) position to a full-time AP temporary position. The impact from understaffing this position in the past created operational inefficiencies within the Finance Department, which resulted in a backlog of accurate tracking and financial information internally, and the inability to provide assistance to other City departments. The full staffing of this temporary position will allow for improved financial operations and workload timeliness, and is clearly essential over the next year with the new financial system implementation. The remainder of the program's expenditures reflects a status quo operating budget to provide for external financial and revenue auditing services, bank fees, and general operating expenditures.

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

FINANCIAL SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Licenses and Permits	29,797	35,307	28,500	34,869	33,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
TOTAL REVENUES	29,797	35,307	28,500	34,869	33,000
EXPENDITURES					
Salaries and Benefits	408,144	504,210	668,795	591,731	746,970
Operating Expenditures					
<i>Materials & Supplies</i>	8,295	13,623	17,500	24,904	17,510
<i>Fees & Charges</i>	53,204	101,097	18,800	12,792	20,375
<i>Consultants & Contract Services</i>	72,694	89,305	82,200	36,982	86,200
<i>Meetings, Events & Training</i>	2,166	6,797	3,000	2,638	4,800
Total Operating Expenditures	136,359	210,822	121,500	77,317	128,885
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	114,908	114,908	117,065
TOTAL EXPENDITURES	\$ 544,503	\$ 715,032	\$ 905,203	\$ 783,956	\$ 992,920

FY 2008/09 OBJECTIVES

Financial System Upgrade – With the implementation of the City’s new Financial Information System ongoing into FY 2008/09, the Finance and Information Technology staff will continue to focus on preparing accounting data table and structure information, data input and testing, and user training in the financial system modules of the new information system.

Business License Audit – An audit of the City’s businesses and current business licensees will be undertaken this year in the effort to ensure compliance and equitable treatment in Saratoga’s business community.

GASB 45 Implementation – Staff will consult with the City’s auditors this year to determine the City’s responsibility and obligations for Other Post-Employment Benefit liability reporting under the new Governmental Accounting Standards Boards statement #45.

Policy and Procedures Improvements – Staff time will be devoted to developing efficiencies in financial reporting functions, as well as various administrative policies and procedures, in coordination with the new financial system. Staff will emphasize financial skill building to increase organizational knowledge and coordination into the City’s financial and administrative processes.

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

FINANCIAL SERVICES

KEY SERVICES

- Develop and monitor the City’s annual operating and capital budgets in accordance with best practices and standards
- Coordinate the annual audit of the City’s financial statements and preparation of the Comprehensive Annual Financial Report (CAFR)
- Maintain the City’s financial information system for record-keeping and reporting of all financial transactions
- Provide Accounts Payable and Payroll disbursement and reporting services; Accounts Receivable invoicing, revenue collection, and cash reconciliation; and Business License Tax processing and auditing services
- Provide accounting, arbitrage reporting, and claim reimbursement services for bond issues
- Provide oversight of procurement functions including Purchase Order processing, financial tracking of contracts, vendor resolution issues, and proper accounting allocations

FINANCIAL SERVICES STAFF

Full Time Equivalents (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Administrative Services Director	0.75	0.80	0.75	0.80	0.85
Supervising Accountant	1.00	1.00	1.00	1.00	1.00
Accountant	-	-	1.00	1.00	1.00
Account Technicians	-	-	2.00	2.00	2.00
Office Specialists I, II, III	3.00	2.75	-	-	-
IT Analyst	-	-	-	-	-
IT Technician *	-	-	-	-	-
Total FTEs	4.75	4.55	4.75	4.80	4.85

<i>Temporary Staff Hours</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Accountant/Budget Analyst	1,907	1,040	1,040	1,040	960
Account Technician	-	-	-	1,040	2,080
IT Intern	-	-	-	-	-
Total Annual Hours	1,907	1,040	1,040	2,080	3,040



MANAGEMENT INFORMATION SYSTEMS

The Management Information Systems program was closed effective with the FY 2007/08 budget. As technology support is a citywide function, it was determined the MIS program was not a General Fund function, but an internal support function for all departments. The program was then re-established as an Internal Service Fund program under the name Information Technology Services beginning with the FY 2007/08 budget. This new program allocates service costs back to the departments on a usage basis, to properly account for this service within each department.

The Management Information Systems program supported the delivery of technology based services throughout the City's operations. Core services included the maintenance and support for the City's information systems, voicemail, and wireless communications, as well as desktop computer and network maintenance and support. The program also supported the upgrade of existing technology, as well as new information technology initiatives. In meeting the City's information technology needs, the IT Services program worked to continuously enhance and improve IT services, and maintain and enhance a sound and reliable IT infrastructure.

BUDGET OVERVIEW

As this program was closed effective with the FY 2007/08 budget, only prior year financial and staffing information is reflected in the following schedules; there are no Objectives or Key Services listed. The following Internal Service Fund program named *Information Technology Services* does include all ongoing program objectives and services.

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

MANAGEMENT INFORMATION SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Taxes</i>	-	-	-	-	-
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-
EXPENDITURES					
<i>Salaries and Benefits</i>	142,389	159,005	-	-	-
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	9,266	36,744	-	-	-
<i>Fees & Charges</i>	917	724	-	-	-
<i>Consultants & Contract Services</i>	68,743	54,105	-	-	-
<i>Meetings, Events & Training</i>	1,955	2,867	-	-	-
<i>Total Operating Expenditures</i>	80,881	94,440	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
TOTAL EXPENDITURES	223,270	253,445	-	-	-

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

MANAGEMENT INFORMATION SERVICES

MANAGEMENT INFORMATION SYSTEMS STAFF

Full Time Equivalents (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Administrative Services Director	0.15	0.20	0.25	-	-
Accounting Manager	-	-	-	-	-
Accountant	-	-	-	-	-
Account Technicians	-	-	-	-	-
Office Specialists I, II, III	0.10	-	-	-	-
IT Analyst	1.00	1.00	1.00	-	-
IT Technician	-	-	-	-	-
Total FTEs	1.25	1.20	1.25	-	-

<i>Temporary Staff Hours</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Accountant/Budget Analyst	-	-	-	-	-
Account Clerk	-	-	-	-	-
Clerical	-	-	-	-	-
IT Intern	-	1,052	2,080	-	-
Total Annual Hours	-	1,052	2,080	-	-

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT



OFFICE STORES

The Office Stores program accounts for the photocopy equipment leases, copy supplies, postage machine lease, and postage on a centralized basis. Expenses are subsequently allocated back to the appropriate department for services and supplies utilized on a quarterly basis. There is no personnel activity in this fund, therefore there is no staffing or fiscal year objectives listed in this program.

BUDGET OVERVIEW

The decision to lease photocopiers and postage machines rather than purchase is based on the cost effectiveness of service contracts versus the cost of purchasing equipment, repeated breakdowns of this type of equipment, the cost of service contracts and quality issues with older machines. With the heavy usage sustained on a daily basis, as well as constant technology changes and cost reductions seen with this type of equipment, leasing provides the City with cost efficiency and better ongoing quality.

This Internal Service Fund program began in FY 2007/08, therefore prior costs prior are not included in the financial summary schedule. These charges were previously included within the General Services program in the General Fund, and are consistent with prior year's expenditures. Service charge revenues are set to bring in slightly more than expenditures initially, in order to establish a financial buffer for unplanned equipment expenses.

KEY SERVICES

- Provide postage and photocopy equipment and supplies for the City's departments
- Monitor service levels and performance of copier and postage machines, maintaining and replacing equipment as needed

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

OFFICE STORES

SOURCE & USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	-	-	32,616
Total Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 32,616
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	20,000	10,685	7,000
Other Sources	-	-	-	-	-
Internal Service Charges	-	-	65,000	65,000	60,000
Total Revenues	\$ -	\$ -	\$ 85,000	\$ 75,685	\$ 67,000
TOTAL SOURCE OF FUNDS	\$ -	\$ -	\$ 85,000	\$ 75,685	\$ 99,616
USE OF FUNDS					
Expenditures					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	34,000	16,475	28,800
<i>Fees & Charges</i>	-	-	30,000	26,594	30,200
<i>Consultants & Contract Services</i>	-	-	1,000	-	1,000
<i>Meetings, Events & Training</i>	-	-	-	-	-
<i>Total Operating Expenditures</i>	\$ -	\$ -	\$ 65,000	\$ 43,069	\$ 60,000
Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Service Charges	-	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ 65,000	\$ 43,069	\$ 60,000
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	20,000	32,616	39,616
Total Ending Fund Balance	\$ -	\$ -	\$ 20,000	\$ 32,616	\$ 39,616
TOTAL USE OF FUNDS	\$ -	\$ -	\$ 85,000	\$ 75,685	\$ 99,616

INFORMATION TECHNOLOGY SERVICES

Information Technology Services supports the delivery of technology based services throughout the City operations. Core services include the maintenance and support for the all the City's information systems, voicemail, and wireless communications, as well as desktop computer and network maintenance and support. The IT Service program supports the upgrade of existing technology, as well as new information technology initiatives. In meeting the City's information technology needs, the IT Services program strives to continuously enhance and improve IT services, and to maintain and ensure a sound, secure, and reliable IT infrastructure.

BUDGET OVERVIEW

The IT Services budget reflects an increase in revenues from service charge-backs as the program's overall budgeted expenditures are anticipated to increase. Even with a slight decrease in the salary and benefit category from the IT Technician position being under-filled with a temporary IT Intern for FY 2008/09, the remainder of the program's operating expenditures are increasing due to the addition of several consultant and annual license and support fees, including new services for the Laserfiche, Granicus, and Comcate systems, as well as telecommunication services, backup software, spam, and antivirus systems. Annual license and support fees for FY 2008/09 total \$142,300, whereas \$107,850 was budgeted in the prior year. Additional increases stem from rising internal service charges for insurance and building maintenance.

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

INFORMATION TECHNOLOGY SERVICES

SOURCE & USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	-	-	-
Total Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Internal Service Charges	-	-	369,808	369,808	403,946
Total Revenues	\$ -	\$ -	\$ 369,808	\$ 369,808	\$ 403,946
TOTAL SOURCE OF FUNDS	\$ -	\$ -	\$ 369,808	\$ 369,808	\$ 403,946
USE OF FUNDS					
Expenditures					
Salaries and Benefits	-	-	204,190	175,041	203,788
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	21,050	13,055	16,250
<i>Fees & Charges</i>	-	-	9,400	6,792	10,400
<i>Consultants & Contract Services</i>	-	-	107,850	28,666	144,300
<i>Meetings, Events & Training</i>	-	-	3,700	94	3,700
Total Operating Expenditures	-	-	142,000	48,607	174,650
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	23,618	23,618	25,508
Total Expenditures	\$ -	\$ -	\$ 369,808	\$ 247,266	\$ 403,946
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	-	122,542	-
Total Ending Fund Balance	\$ -	\$ -	\$ -	\$ 122,542	\$ -
TOTAL USE OF FUNDS	\$ -	\$ -	\$ 369,808	\$ 369,808	\$ 403,946

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

INFORMATION TECHNOLOGY SERVICES

FY 2008/09 OBJECTIVES

Financial Software Upgrade – Oversee and support the Finance Plus upgrade in planning, coordinating, and transitioning of our current software onto an ASP solution.

Disaster Recovery Project – In an event of a disaster, data recovery is crucial in maintaining functionality for our users. IT staff will be developing recovery plan procedures for the City.

KEY SERVICES

- Maintain and support the City’s information systems, including H.T.E. and Pentamation systems, Trak-IT, Rec-Trac, LaserFiche, Granicus, Agenda Manager, and others
- Maintain and support the City’s voicemail and wireless communications systems
- Maintain, support, repair, upgrade, assist and educate staff on system usage, desktop computers, printers, and technology accessories
- Provide ongoing network maintenance and support
- Maintain and enhance the City’s website to effectively provide public access to City information
- Supports the upgrade of existing technology, as well as new information technology initiatives

INFORMATION TECHNOLOGY STAFF

Full Time Equivalents (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Administrative Services Director	-	-	-	0.20	0.20
Accounting Manager	-	-	-	-	-
Accountant	-	-	-	-	-
Account Technicians	-	-	-	-	-
Office Specialists I, II, III	-	-	-	-	-
IT Analyst	-	-	-	1.00	1.00
IT Technician	-	-	-	1.00	-
Total FTEs	-	-	-	2.20	1.20

<i>Temporary Staff Hours</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
IT Intern	-	-	-	-	2,000
Total Annual Hours	-	-	-	-	2,000



INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND

The Information Technology Equipment Replacement Fund program provides for a consistent level of funding for the replacement of desktop computers and monitors, servers, laptops, and various types of printers, on an ongoing basis. Staff prepared a replacement schedule for the City IT equipment, with estimated life plans and calculated replacement costs to determine funding needs each year, and determined an annual funding level which will result in a smoothing of operating expenses over the years, as well as providing a more accurate cost of operations on an ongoing basis.

Initially, IT equipment is purchased by the requesting department. If the equipment will be replaced on an ongoing basis, the new equipment is added to the department's replacement schedule list, and replacement charges would be adjusted for outgoing years. With the ongoing rapid changes in technology, replacement equipment may vary considerably from original equipment. Historically however, IT equipment cost has remained fairly consistent in price with improved technology. As a result, ongoing replacement costs are not expected to increase significantly in future years.

BUDGET OVERVIEW

The funding schedule on the following page illustrates the annual IT Equipment Replacement charges, as calculated by tracking equipment's costs and lifespan to determine how much is to be set aside for funding replacements each year. The charge back to the appropriate departments is reflected in this fund as revenue, and the IT equipment replaced this year as an expenditure.

Over the years, the funding amount may adjust slightly as replacement equipment and projected costs are more finely determined; for FY 2008/09 it decreased by \$800 from the prior year, down to \$51,303. Planned replacements in the next fiscal year include \$21,500 for 13 desktop computer replacements, \$2,200 for a laptop replacement, \$15,500 for server replacements, \$2,500 for a specialty printer replacement, and \$11,700 for network and UPS equipment.

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND

SOURCE & USE OF FUNDS

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2007/08</u>	<u>2008/09</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Estimated</u>	<u>Adopted</u>
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	128,198	403,520	403,520	403,520	367,549
Total Beginning Fund Balance	\$ 128,198	\$ 403,520	\$ 403,520	\$ 403,520	\$ 367,549
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	14,000	-	-	-
Internal Service Charges	-	-	52,103	52,103	51,303
Total Revenues	\$ -	\$ 14,000	\$ 52,103	\$ 52,103	\$ 51,303
Operating Transfers In					
<i>Transfer In from General Fund</i>	300,000	25,000	-	-	-
Total Operating Transfers In	\$ 300,000	\$ 25,000	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 428,198	\$ 442,520	\$ 455,623	\$ 455,623	\$ 418,852
USE OF FUNDS					
Expenditures					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials & Supplies</i>	20,002	-	20,350	17,340	53,400
<i>Fees & Charges</i>	-	-	-	-	-
<i>Consultants & Contract Services</i>	4,677	-	-	-	2,000
<i>Meetings, Events & Training</i>	-	-	-	-	-
Total Operating Expenditures	24,679	9,354	20,350	17,340	55,400
Fixed Assets	-	80,887	156,000	-	-
Internal Service Charges	-	-	-	-	-
Total Expenditures	\$ 24,679	\$ 90,241	\$ 176,350	\$ 17,340	\$ 55,400
Operating Transfers					
Transfer Out to General Fund	-	-	-	-	-
Transfer Out to CIP	-	-	-	70,734	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ 70,734	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	403,519	352,279	279,273	367,549	363,452
Total Ending Fund Balance	\$ 403,519	\$ 352,279	\$ 279,273	\$ 367,549	\$ 363,452
TOTAL USE OF FUNDS	\$ 428,198	\$ 442,520	\$ 455,623	\$ 455,623	\$ 418,852

CITY OF SARATOGA
FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT

INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND

KEY SERVICES

- Accumulate and provide annual funding for asset replacement
- Assess IT equipment for proper replacement timing

EQUIPMENT REPLACEMENT FUNDING SCHEDULE

IT Equipment	Units	Per Unit	Total Cost	Lifespan	Per Year
Departmental Equipment					
Desktop PC	55	1,200	66,000	4	16,500
Laptops	7	1,000	7,000	4	1,750
Monitors	59	400	23,600	4	5,900
Small Servers	2	2,000	4,000	5	800
Large Servers	4	6,500	26,000	6	4,333
Network Printers	21	1,200	25,200	4	6,300
Small Color Printer	4	2,000	8,000	5	1,600
Large Color Printer	2	4,000	8,000	5	1,600
Check Printer	1	1,500	1,500	5	300
Telecommunications					
Phone System	1	50,000	50,000	10	5,000
Voicemail System	1	1,800	1,800	5	360
Call Accounting	1	1,500	1,500	5	300
Voicemail Server	1	1,500	1,500	5	300
Phone Switch Battery	1	1,500	1,500	5	300
IT System Servers					
LF Backup	1	1,800	1,800	5	360
Exchange Server	1	5,000	5,000	5	1,000
Domain Controllers	2	2,000	4,000	5	800
Backup Server	1	2,000	2,000	5	400
File/Print Server	1	5,000	5,000	5	1,000
Switch (Admin/CMO Room)	2	1,000	2,000	5	400
Main Switch	1	1,800	1,800	5	360
Firewall	1	1,200	1,200	5	240
Minuteman UPS	1	1,000	1,000	5	200
Network Equipment					
Switch - Admin/CMO	1	2,000	2,000	5	400
Main Switch	1	1,800	1,800	5	360
Firewall	1	1,200	1,200	5	240
Minutemen UPS	1	1,000	1,000	5	200
Total Annual Funding Requirement			255,400		51,303

