

FUND
COST CENTER
FISCAL YEAR

GENERAL FUND - 1001	▼
Purchasing - 2400	▼
FY 2007-08	▼

County Officer's Annual Report
For Oklahoma County Only
Please Read Carefully

This form is designed for use by all INDEPENDENT OFFICES AND AGENCIES including the following

COUNTY COMMISSIONERS - 1200

COUNTY ASSESSOR - 1300

COUNTY ASSESSOR VISUAL INSPECTION - 1400

COUNTY TREASURER - 1500

COURT CLERK - 1600

COUNTY CLERK - 1700

PURCHASING - 2400

EXCISE & EQUALIZATION BOARD - 1800

DISTRICT ATTORNEY STATE - 2000

DISTRICT ATTORNEY COUNTY - 2100

ELECTION BOARD - 2500

COUNTY SHERIFF - 5100

STATE OF OKLAHOMA
CANDY B. CAHILL
COUNTY CLERK

2007 APR 16 A 10:23

STATE OF OKLAHOMA
OK COUNTY
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Office of: ▼

Oklahoma County, Oklahoma
ANNUAL REPORT FOR THE FISCAL YEAR ENDING ▼
AND ESTIMATE OF NEEDS FOR THE ENSUING FISCAL YEAR

To The Honorable Board of County Commissioners
 and the County Excise Board

I, _____, the duly qualified and acting ▼
 of the County and State aforesaid, do hereby certify that the following is a true and correct report of expenditures of
 this office during the fiscal year just closed with an estimate of my actual needs for the ensuing fiscal year.

REPORT OF PRIOR EXPENDITURES AND ESTIMATE OF NEEDS

CLASSIFICATION Items of Expense	Net Amount Appropriations By Excise Board	Warrants Issued	Reserves	Determined Unencumbered By Officer	Estimate of Needs
Salaries and Wages	172,656.00	122,706.76	43,059.24	6,890.00	176,880.00
Fringe Benefits	67,527.00	42,352.66	23,842.14	1,332.20	56,573.00
Travel	21,790.00	6,892.54	6,019.05	8,878.41	14,690.00
Operating Expense	16,364.00	6,130.39	6,466.68	3,766.93	12,974.00
Capital Outlay	2,500.00	1,414.78	1,085.22	0.00	42,500.00
Total	\$280,837.00	\$179,497.13	\$80,472.33	\$20,867.54	\$303,617.00

SET OUT BELOW ANY DETAIL DEEMED ESSENTIAL TO EXPLAIN ESTIMATE FOR ENSUING YEAR

Personal Services

Statutory Annual Salary of Principal Officer			
Annual Salary of First Deputy			
Annual Salary of Second Deputies at \$ _____ Per Month	Per Annum	74,866.00	
Annual Salary of Third Deputies at \$ _____ Per Month	Per Annum		
Annual Salary of Fourth Deputies at \$ _____ Per Month	Per Annum	103,191.00	
Annual Salary of (Insert Desc.) Deputies at \$ _____ Per Month	Per Annum		
Total of Principal Officer and Deputies Salaries		178,057.00	
Wages and/or Compensation of Part-time Help			
Travel Expenses as Authorized and/or Defined by Law			
TOTAL FOR ALL PERSONAL SERVICES		178,057.00	

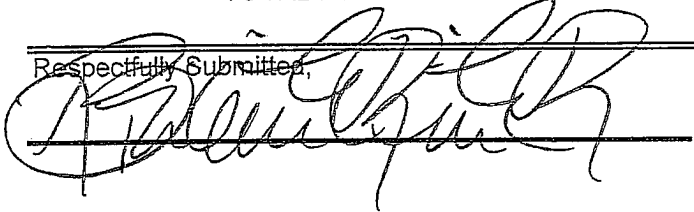
Maintenance and Operation

Postage, Telephone and Telegraph	
Books, Printed Forms, Ledgers and other Supplies	
Premiums on Surety Bonds of Officers, Deputies and Employees	
Repair and Upkeep of Office Furniture, Machines and Equipment	
TOTAL FOR MAINTENANCE AND OPERATION	0.00

Capital Outlay

Furniture, Machines and Equipment to be replaced	
Additional Furniture, Machines and Equipment Needed	
TOTAL FOR CAPITAL OUTLAY	0.00

Respectfully Submitted,



Official Title ▼

Oklahoma County		
Budget Request Worksheet		
Fund	GENERAL FUND - 1001	
Cost Center	Purchasing - 2400	
Exp		FY 07-08
Acct	Description	Proposed Budget
51000	Salaries and Wages	
51010	FT Salaries and Wages	\$ 176,880
51020	PT Salaries and Wages	\$ -
51030	Overtime Salaries	
51090	Temporary Services	
	Other Salaries & Wages	
51000	Total Salary & Wages	\$ 176,880.00
52000	Fringe Benefits	
52010	FICA and Medicare--7.65%	\$ 13,531.00
52032	Retirement-Dept. Defined Contrib	\$ 21,226.00
52040	Unemployment	
52045	Dept-Health, Dental & Life Ins.	\$ 21,816.00
52000	Total Fringe Benefits	\$ 56,573.00
53000	Travel	
53030	Lodging	\$ 2,400
53040	Meals	\$ 1,030
53060	Registration Fees	\$ 8,460
53150	Airfare	\$ 2,100
53170	Mileage Allowance/Ground Transportation	\$ 700
53000	Total Travel	\$ 14,690.00
54000	Maintenance & Operation	
54011	Postage	\$ 2,500
54012	Printing & Binding	\$ 400
54017	Memberships	\$ 600
54030	Subscriptions/Books	\$ 150
54041	Publication	\$ 1,500
54045	Parking	\$ 4,920
54046	Cellular Telephone-Stipend	\$ 504
54201	Bottled Water	\$ 200
54352	Office supplies	\$ 1,200
54450	Professional Services	\$ 1,000
54000	Total Maint & Operations	\$ 12,974.00
55000	Capital Outlay	
55095	Computer Software	\$ 40,000
55110	Office Equipment-purchase	\$ 500
55390	Copier-Lease	\$ 2,000.00
	Total Capital	\$ 42,500.00
	Grand Total Budget Request	\$ 303,617

Oklahoma County - Salary Computation Worksheet

Department: Purchasing
 Fund: General

Year: 07/08

Section 1 Full Time						
<Column A> Section 1 No. of Full Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> Annual Salary at current rates	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
Purchasing Director/1	5,998.00	71,976.00	-	2,890.00	74,866.00	Performance Increases
Purchasing Officer/2	2,972.00	35,664.00		1,559.00	37,223.00	"
	2,833.00	33,996.00		815.00	34,811.00	"
Purchasing Assistant/1	2,452.00	29,424.00	294.24	261.76	29,980.00	"
	-	-			-	
	-	-			-	
Subtotal Section 1:	<u>14,255.00</u>	<u>171,060.00</u>		<u>5,525.76</u>	<u>176,880.00</u>	

Section 2 Part-time						
<Column A> Section 2 No. of Part Time Positions/ Position Title	<Column B> March 2007 Monthly Salary Rate per Payroll PO	<Column C> No. of Months factored into budget	<Column D> Remaining 2006- 07 Salary Adjustments Annualized	<Column E> Projected 2007- 08 raise (total for the year)	<Column F> Total Est. 2007- 08 Salaries	Explanation
	0.00	0		0.00	0.00	
Subtotal Section 2:	<u>0.00</u>	<u>0</u>		<u>0.00</u>	<u>0.00</u>	

Section 3 Additional Staffing or Vacancies to be Filled						
<Column A> Section 3 No. of Positions/ Position Title	<Column B> Estimated Monthly Salary	<Column C> Est. months	<Column D> Total Est. 2007- 08 Salaries	<Column E> Fringe Benefit Costs budgeted	<Column F> Indicate Vacant, new position, or previously paid out of fund	<Column G> If filling before end of 2006-07, please indicate when:
	0		0	0		
Subtotal Section 3:	<u>0</u>		<u>0</u>	<u>0</u>		

Grand Total Sections 1, 2 & 3 176,880.00

Section 4 Health and Dental Benefits			
Section 4	Employer Premium	No. of Employees	Total
Current Single Coverage	\$ 308.00	1	\$ 3,696.00
Current Family Coverage	\$ 755.00	2	\$ 18,120.00
Additional Staffing (Sect 3)	\$ 755.00		\$ -
Total		<u>3</u>	<u>\$ 21,816.00</u>



5 Year Expense History

OKLAHOMA COUNTY
 Period: MAR-06/07 currency USD
 Submitted: 03-APR-07 12:32:08

Fund=1001 (General Fund), Cost Center=2400 (Purchasing)

	YTD Expenses 06/07	YTD Expenses 05/06	YTD Expenses 04/05	YTD Expenses 03/04	YTD Expenses 02/03
	10.00				
					Salary
51010 Full Time Salaries & Wages	122,706.76	151,147.00	135,358.45	141,178.86	136,344.90
51020 Part Time Salaries & Wages	0.00	0.00	840.00	0.00	0.00
51090 Temporary Services	0.00	0.00	0.00	1,667.00	2,832.00
Salary Total	122,706.76	151,147.00	136,198.45	142,845.86	139,176.90
Fringe Benefits					
52010 FICA	8,915.40	11,008.36	9,919.94	10,248.18	9,989.68
52022 Retirement-Co Defined Contrib	0.00	0.00	0.00	0.00	0.00
52032 Retirement-Dept Defined Contr	14,076.26	18,137.64	14,412.55	16,941.45	8,180.69
52040 Unemployment	634.00	0.00	0.00	181.65	0.00
52045 Dept-Health & Life	18,727.00	20,698.00	19,065.00	0.00	0.00
Fringe Benefit Total	42,352.66	49,844.00	43,397.49	27,371.28	18,170.37
Travel					
53020 Mileage/In State	16.91	646.66	400.29	606.38	87.05
53030 Lodging/In State	292.00	390.38	220.00	194.36	126.00
53040 Meals/In State	964.00	66.00	131.75	0.00	42.21
53060 Registration Fees/In State	624.00	4,058.00	2,058.00	1,522.95	2,049.50
53080 Incidentals/In State	87.00	122.60	7.75	0.00	0.00
53110 Lodging/Out State	1,796.60	263.88	1,234.51	1,357.32	769.38
53120 Meals/Out State	378.00	189.00	672.00	788.77	74.29
53140 Registration Fees/Out State	950.00	550.00	677.93	1,700.00	500.00
53150 Airfare/Out State	1,722.03	250.05	0.00	971.40	463.50
53160 Incidentals/Out State	62.00	0.00	111.00	35.00	50.00
Travel Total	6,892.54	6,536.57	5,513.23	7,176.18	4,161.93
Maintenance & Operations					
54012 Printing & Binding	336.00	140.00	0.00	0.00	0.00
54017 Memberships	0.00	475.00	460.00	450.00	290.00
54028 Books	0.00	94.00	275.00	356.00	0.00
54030 Subscriptions	0.00	0.00	0.00	0.00	66.60
54033 Freight & Storage	0.00	34.86	0.00	0.00	0.00
54040 Other	0.00	65.00	20.00	0.00	0.00
54041 Publications	1,108.57	1,012.81	668.96	687.69	762.94
54045 Parking	3,519.50	3,360.00	2,070.00	2,032.50	1,764.00
54046 Cellular Telephone	378.00	504.00	336.00	0.00	0.00
54104 Equipment-Copiers	0.00	1,968.58	1,878.83	1,904.63	1,201.88
54108 Equipment-Telecommunications	0.00	0.00	177.52	509.70	0.00
54157 Equipment-Vendors Maint	0.00	0.00	19.95	0.00	0.00
54201 Food	89.64	146.64	121.05	139.65	172.60
54222 Misc Supplies	0.00	420.34	0.00	185.00	0.00
54351 Office Supplies-Non Expendabl	318.36	453.23	12.07	140.67	527.09
54352 Office Supplies-Expendable	380.32	650.87	1,209.65	2,314.20	1,450.59
54354 Printing Supplies	0.00	153.00	0.00	0.00	0.00
54456 Services Other	0.00	0.00	0.00	955.69	865.73
Maintenance & Operations Total	6,130.39	9,478.33	7,249.03	9,675.73	7,101.43
Capital Outlay					
55080 Computer Equipment-Purchases	0.00	0.00	0.00	1,125.00	3,501.08
55095 Computer Software	0.00	0.00	0.00	1,661.96	0.00
55100 Furniture	0.00	1,099.00	1,141.92	0.00	537.53
55110 Office Equipment-Purchase	1,414.78	0.00	523.00	0.00	158.82
55330 Other Equipment	0.00	0.00	0.00	0.00	91.07
Capital Outlay Total	1,414.78	1,099.00	1,664.92	2,786.96	4,288.50
Grand Total	179,497.13	218,104.90	194,023.12	189,856.01	172,899.13