



**DIVISION OF COMPLIANCE
OPERATING EXPENSE CHECKLIST**

Form DSLBD/CE #2

Agency: Office of Contracting and Procurement

Fiscal Year: 2011

Agency Director: Gragan, David P.

Agency Liaison: _____

Phone Number: _____

Email: _____

Enter appropriated amount next to comptroller object code

100	<u>\$9,752,438.00</u>	Personnel
305	_____	Electricity
307	_____	Water
308	_____	Telephone, Teletype, Telegram, etc.
309	_____	Rentals (land, buildings and structures)
310	_____	Occupancy Fixed Cost
412	_____	Insurance and Bonds (premiums only)
415	_____	Judgments, Indemnities and Claims
416	_____	Postage and Parcel Post
420	_____	Unaudited Discretionary Amounts
421	_____	Provision for Doubtful Loans (UDC only)
422	_____	Cancellation of Student Loans (UDC only)
430	_____	Janitorial (Intra-district)
440	_____	Security (Intra-district)
504	_____	Financial Aid
505	_____	Payments to Beneficiaries
506	_____	Grants and Gratuities
507	_____	Subsidies
508	_____	Reimbursements to other Funds
509	_____	Reimbursements to other Governments
510	_____	Transfers to other Funds
511	_____	Mandatory Transfer to Other Funds (UDC only)
512	_____	Non-Mandatory Transfers to other Funds (UDC only)

513	_____	Amounts to be Distributed
514	_____	Tuition and Fee Remission – Students (UDC only)
601	_____	Land (purchase of land)
602	_____	Buildings (purchase of buildings only)
702	<u>\$8,527.08</u>	Purchases (major equipment and machinery, DPW)
708	_____	Library Books
709	_____	Textbooks
801	_____	Principal Payments-Bonds
802	_____	Principal Payments-HUD Notes
803	_____	Principal Payments-Notes
804	_____	Principal Payments
805	_____	Principal Payments – other Loans
806	_____	Interest – Bonds
807	_____	Interest – HUD Notes
808	_____	Interest – Notes
809	_____	Interest – Federal Loans
810	_____	Interest – Interest – other Loans
Subtotal:	<u>\$9,760,965.08</u>	

OTHER ADJUSTMENTS

Enter appropriate comptroller source and object code(s), description and amount.

Comptroller Codes

Source	Object	Description	Amount
<u>0040</u>	<u>401</u>	<u>Employee Travel</u>	<u>\$3,475.29</u>
<u>0040</u>	<u>404</u>	<u>Fleet</u>	<u>\$14,488.09</u>
<u>0030</u>	<u>403</u>	<u>Federal Exp/ Local Courier</u>	<u>\$3,273.08</u>
<u>0040</u>	<u>405</u>	<u>Maintenance on Leased Equipment</u>	<u>\$35,000.00</u>
<u>0040</u>	<u>414</u>	<u>Advertising</u>	<u>\$24,548.10</u>
<u>0040</u>	<u>419</u>	<u>Employee Training</u>	<u>\$55,982.64</u>
<u>0040</u>	<u>425</u>	<u>Professional Memberships</u>	<u>\$14,728.86</u>
<u>0040</u>	<u>408</u>	<u>Gov't-Wide Analysis of Procurement</u>	<u>\$75,457.00</u>
<u>0040</u>	<u>408</u>	<u>Language Access</u>	<u>\$14,717.50</u>

0040	408	Office Support (Consultant Fee)	\$1,309.23
0040	408	Inventory Database Development	\$225,130.66
0040	408	Legal Service - MOU OAG	\$19,064.33
0040	408	Recycling Service - MOU DPW	\$26,469.00
0040	494	Contractual Services - MOU OCTO	\$81,122.00
0041	409	Personal Property Sales	\$50,000.00
0041	409	Office Support (Consultant Fee)	\$30,000.00
0070	711	IT Software Purchase	\$9,000.00
0070	710	Laptop Purchases	\$30,000.00

Adjusted Total: \$713,765.79

Total Operating Expenses: \$10,474,730.87

Appropriated Budget: \$10,593,167.00

Expendable Budget: \$118,436.13

50% Set-aside goal: \$59,218.07