

Clayton County Commissioners
 Budget Worksheet
 Fiscal Year Ending 6/30/2011

Fund
 Org
 Proj
 Source

Item	Item Description/Machine	New or Existing	Monthly Payment	Start Date	End Date	Auto Lease 4200	Building Lease 4205	Mach Equip Lease 4220	Office Equip Lease 4225	Other Lease 4230	Capital Lease 5530
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
Total Leases and Rentals											

Please include a copy of any lease agreement included on this schedule.

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011**

**Fund
Org
Proj
Source**

Item	Description	New or Existing	Monthly Payment	Start Date	End Date	Consult Serv 4120	Other Contract Serv 4140
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
Total Consulting and Contract Services							

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011
Additional Personnel 4075**

**Fund
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Proj
Source**

Additions:

Item	Position Title	Effective Date	Grade	Step	Salary (Leave Blank)	Approved/ Disapproved
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Total Additions

Deletions

Item	Position Title	Effective Date	Grade	Step	Salary (Leave Blank)	Approved/ Disapproved
1						
2						
3						
4						
5						

Clayton County Sheriff's Office - 2804

6						
7						
8						

Total Deletions

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011
Additional Personnel 4075
Support Equipment**

**Fund
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Proj
Source**

Item	Item Description	Quantity	Price	Total Cost	Account #	Approved/ Disapproved
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Total Support Equipment						

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011
Part-time Temp. Wages 4001**

**Fund
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Proj
Source** (Dept Provided)

Item	Position Title	Employee Name	Requested Employment Dates	Estimated Number of Hours	Part-time Grade/Step	Requested Part-time Temporary Wages	Reason Needed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
Total Temporary Wages							

Clayton County Commissioners
 Budget Worksheet
 Fiscal Year Ending 6/30/2011

Fund
 Org
 Proj
 Source

Account 4393***

Item	Item Description	Hardware			Software			Explanation
		Quantity	Price	Total Cost	Quantity	Price	Total Cost	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Total Hardware and Software

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Total Minor Computer Equipment

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*** Only for computer items costing more than \$500 and less than \$5,000.

Clayton County Commissioners
 Budget Worksheet
 Fiscal Year Ending 6/30/2011

Fund
 Org
 Proj
 Source

Account 4394***

Item	Item Description List in Priority Order	Quantity	Price	Total Cost	Month Needed	Add or Replace	Replacing Asset Number	Explanation
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Total	Other Minor Equipment							

*** Only for other minor equipment costing more than \$500 and less than \$5,000.

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011**

**Fund
Org
Proj
Source**

Account 4720

Item	Description	# of Dues/Sub	Cost Per Yr	D or S	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
Total Dues and Subscriptions					

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011**

**Fund
Org
Proj
Source**

Account 4785

Item	Description	Month	Number Attending	Cost per Person	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
Total Expense-Travel/Meeting					

**Clayton County Commissioners
Budget Worksheet
Fiscal Year Ending 6/30/2011**

**Fund
Org
Proj
Source**

Account 6020***

Item	Item Description List in Priority Order	Month Needed	Add or Replace	Unit Cost	Miles	Replacing Asset Number	Explanation
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
Total Trucks and Autos							

***** Unit cost per item must exceed \$4,999.**

Clayton County Commissioners
 Budget Worksheet
 Fiscal Year Ending 6/30/2011

Fund
 Org
 Proj
 Source

Account 6030***

Item	Item Description	Hardware			Software			Replacing Asset Number	Explanation
		Quantity	Price	Total Cost	Quantity	Price	Total Cost		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
Total Other Computer Equipment									

*** Only for computer items costing more than \$4,999.

Clayton County Commissioners
 Budget Worksheet
 Fiscal Year Ending 6/30/2009

Fund
 Org
 Proj
 Source

Account 6040***

Item	Item Description List in Priority Order	Quantity	Price	Total Cost	Month Needed	Add Replace	Replacing Asset Number	Explanation
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Total	Other Machinery & Equipment							

*** Only for machinery & equipment costing more than \$4,999.

Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011

Fund
Org
Proj
Source

Account	Description	Requested Budget	Comments
3000	Real Property Taxes		
3001	Personal Property Taxes		
3002	Public Utility Taxes		
3005	Prior Yr Real Property Taxes		
3006	Prior Yr Per Property Taxes		
3007	Prior Yr Public Utility Taxes		
3009	Timber Taxes		
3010	Mobile Home Taxes		
3020	Motor Vehicle Taxes		
	Subtotal Property Taxes		
3003	Railroad Equip Taxes		
3004	Insurance Premium Taxes		
3015	Heavy Equip Taxes		
3025	Financial Institution Taxes		
3030	Intangible Recording Taxes		
3031	Regular Intangible Tax		
3040	Local Option Sales Tax		
3041	Special Purpose Local Option Sales Tax		
3050	Interest on Delinquent Taxes		
3060	Penalties on Del Taxes		
3070	Reimbursement Cost on Del		
3080	Alcoholic Bev Sales Tax		
3081	Alcoholic Bev Excise Tax		
3085	Real Estate Transfer Taxes		
3087	Hotel/Motel Tax 4%		
3088	Hotel/Motel Tax 2%		
	Subtotal Other Taxes and Assessments		
3100	Business License		
3105	Marriage License		
3110	Alcoholic Business License		
3115	Building Permits		
3120	Electrical Permits		
3125	Plumbing Permits		
3130	HVAC Permits		
3135	House Moving Permits		
3140	Miscellaneous Permits		
3145	Mobile Home Registration		
3150	Mobile Home Moving Permits		
3155	Pistol Permits		
	Subtotal License and Permits		
3201	Fed Emergency Mgmt Adm		
3207	Fed Reimbursement Narc Sal		
3221	Gov Office of Planning & Bud		
3223	Judicial Council of Georgia		

Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011

Fund
Org
Proj
Source

Account	Description	Requested Budget	Comments
3228	Ga Department of Corrections		
3233	Ga Department of Transportation		
3238	State Reimbursement Judicial		
3239	State Reimb Library Staff		
3241	State of Ga GRTA Reimb		
3242	State of Ga Salary Reimbursement		
3245	Ga State Inmates Housing		
3246	Library Material Income		
3247	Library Maintenance Income		
3248	Library Travel Income		
3255	Soc Sec Admin Incentive Pymnt		
3270	Clayton Cities/Contract Rev		
3271	Clayton Cty Bd of Ed Contract Rev		
3273	Clayton Cty Water Contract Rev		
3274	Clayton Cty Mental Health Rev		
3275	Clayton Cty Dev Authority Sal Reimb		
3276	Community Service Auth Rev		
3277	Dept of Family Child Ser Rev		
	Subtotal Intergovernmental Revenue		
3299	Commissions on Transfer Tax		
3300	Cable TV Franchise Fees		
3301	Commissions on Advalorem Taxes		
3302	Commissions on Motor Vehicle Taxes		
3303	Commissions on Mobile Home Taxes		
3305	Court Filing and Recording Fees		
3306	Emergency Medical Service Fees		
3307	Academy Fees		
3309	Qualifying Fees		
3310	Landfill Fees		
3311	Mapping Fees		
3312	Photocopy Revenue		
3313	Animal Control Fees		
3314	Recreation Program Fees		
3315	Recreation Concession Income		
3316	Recreation Trophy Income		
3317	Registrar Fees		
3318	Rezoning Application Fees		
3319	Tag Mailing and Handling Fees		
3320	Tag and Title Transfer Fees		
3321	Traffic Sign Fees		
3322	Recreation Insurance Income		
3323	Rental Income		
3324	Cobra Insurance Handling Fees		
3325	Housing Code Enforcement Rev		
3326	Vehicle Emission Testing Fees		
3327	Fleet Maintenance Revenue		
3328	Refuse Control Fees		

**Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011**

**Fund
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Proj
Source**

Account	Description	Requested Budget	Comments
3329	Impact Fees		
3330	Telephone Commission Fees		
3331	Variance Application Fees		
3332	Sign Approval Fees		
3333	Subdivision Review Fees		
3334	Site Plan Review Fees		
3340	Emergency 911 Fees		
3343	Ticket Revenue		
3344	Season Pass Revenue		
3345	Fitness Center Revenue		
3346	Catering Revenue		
3347	Beach Entertainment Service Fees		
3348	Corporate Shelter & Picnic Revenues		
3349	Beach Merchandise Revenue		
3361	Lifeguard Training Fees		
3362	Tennis Court Fees		
3363	Tennis Court Team Fees		
3365	Sponsorship Revenue		
3370	Emergency Alert Fees		
3384	Investigative Fees & Background Cks		
3385	Sheriff Service Fees		
3390	Inmate Housing Fees (Work Release)	63,000	
3392	Inmate Medical Expense Reimbursement		
3397	Child Support Application Fees		
	Subtotal Charges For Services	\$63,000	
3400	Court Fines		
3401	Court Fines-Delinquent		
3405	Victim/Witness Reimb Surcharges/Fines		
3410	Bond Forfeitures		
3420	State/Ct Condemned Shared Monies		
3421	Federal/CT Condemned Monies Held		
3430	Library Fines		
3440	False Alarm Fines		
3450	Other Fines & Forfeitures		
	Subtotal Fines and Forfeitures		
3600	Interest Income		
3700	Cash Discounts Taken A/P		
3720	Miscellaneous Revenue		
	Subtotal Other Revenues		
7000	Appropriations from Fund Balance		
7005	Gifts and Donations		
7010	Operating Transfers In		
7011	Operating Transfers In Primary Govt		
7030	Proceeds of Property/Casualty Ins Claims		
7032	Proceeds from Litigation		

**Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011**

**Fund
Org
Proj
Source**

Account	Description	Requested Budget	Comments
7040	Sale of General Fixed Assets		
7045	Sale of Obsolete/Surplus Materials		
7060	Proceeds from Capital Leases		
Subtotal Other Financing Sources			
Total Revenues		\$63,000	
Salary and Wages			
4000	Regular Salaries and Wages		Finance to Calculate
4001	Part-Time / Temporary Wages		Input on detail page
4002	Overtime		Department Input
Sub Total			
Personnel Benefits			
4020	Pension Contribution		Finance to Calculate
4021	FICA & Medicare Insurance		Finance to Calculate
4022	Group Health & Life Insurance		Finance to Calculate
4023	Worker's Comp Insurance		Finance to Calculate
Sub Total			
Additional Personnel Request			
4075	Add'l Personnel/Reclassification	XXXXXXXXXXXXXXXXXX	
Sub Total			
Operating Cost			
4100	Agency Fees		
4105	ARC Fees		
4106	Water Planning District Fee\		
4110	Audit Fees		
4112	Beach Entertainment Services		
4115	Board Member Fees		
4117	Bond Issuance Costs		
4120	Consulting Fees		Input on detail page
4125	Legal Fees		
4130	Medical Service Fees		
4132	Medical Examiner Fees		
4140	Other Contract Service Fees		Input on detail page
4200	Auto Lease		Input on detail page
4205	Building Lease		Input on detail page
4210	Computer Equip Rental		
4215	Land Lease & Rental		
4220	Machine Equip Lease		Input on detail page
4225	Office Equipment Rental		Input on detail page
4230	Other Lease		Input on detail page
4300	Boarding Supplies		
4301	Beach Merchandise		
4302	Airport Merchandise		
4303	Concession Supplies		
4305	Court Books and Records		
4310	Computer Supplies		
4315	Crime Prevention & Investigating Supplies		
4320	Diesel Fuel Supplies		

**Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011**

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Proj
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Account	Description	Requested Budget	Comments
4321	Dive Supplies		
4325	Engineering Supplies		
4330	Firearm Supplies		
4335	Firefighting Supplies		
4340	Fire Prevention & Invest Supplies		
4345	Food & Dietary Supplies		
4350	Gasoline and Oil Supplies		
4355	Ice Supplies		
4360	Janitorial Supplies		
4365	Lab Supplies		
4370	Library Books and Materials		
4375	Medical Supplies		
4380	Medical Equipment Supplies		
4383	Miscellaneous Program Supplies		
4385	Miscellaneous Tool Supplies		
4390	Office Supplies		
4393	Minor Computer Equipment		Input on detail page
4394	Other Minor Equipment		Input on detail page
4395	Photocopy Machine Supplies		
4400	Photographic Supplies		
4405	Postage		
4410	Parks & Recreation Supplies		
4415	Road Signs & Delineator Supplies		
4420	Safety Supplies		
4425	Signal Lighting Supplies		
4430	Surveying Supplies		
4435	Vending Supplies		
4500	Electric Utilities		
4505	Electric Utilities Signal Lighting		
4510	Electric Utilities Street Lighting		
4515	Gas Utilities		
4516	Compressed Natural Gas		
4520	Telephone, Telegraph and Teletype		
4525	Telephone - Computer Data Lines		
4530	Water Utilities		
4599	Wireless Telephone Fees		
4605	Arresting Fees		
4610	Arson and Crime Invest Fees		
4612	Bank/Credit Card Service Fees		
4615	Boarding Prisoner Fees		
4620	Court Reporter Fees		
4625	Emeritus and Pro-Tem Fees		
4630	Forestry Protection Fees		
4635	Indigent Defense Fees		
4637	Mediation Fees		
4640	Jury Script Fees		
4650	Witness Fees		
4651	Bailiff Fees		

**Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011**

**Fund
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Proj
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Account	Description	Requested Budget	Comments
4660	Cover Dirt & Sand Expense		
4700	Advertising Expense		
4710	Recording Expense		
4712	Catering Expense		
4715	Colloquiums Expense		
4720	Dues & Subscriptions		Input on detail page
4725	Evidence Expense		
4745	Jury Sequester Expense		
4748	Misc Automobile Cost		
4749	Landfill Postclosure Care & Monitoring		
4750	Pauper Funeral Expense		
4755	Prisoner Transport Expense		
4757	Promotional Expense		
4760	Recreation Class Expense		
4765	Recreation Trophy Expense		
4768	Rubber/Tire Disposal Fee		
4770	Sanitation Expense		
4785	Training, Travel & Meeting Expense		Input on detail page
4790	Uniform Allowance Expense		
4791	Uniform Rental Expense		
4795	Wrecker Service Expense		
4800	R & M Auto & Trucks		
4810	R & M Bridges		
4815	R & M Buildings & Grounds		
4825	R & M Machinery & Equipment		
4835	R & M Office Furniture & Equipment		
4840	R & M Pavement Marking		
4843	R & M Radio Repair		
4844	R & M Courtroom Technology		
4845	R & M Recreational Area		
4850	R & M Road Patching		
4855	R & M Road Resurfacing		
4860	R & M Signal Lighting		
4865	R & M Telephone Equip		
5520	Paying Agent Fees		
5530	Capital Lease		Input on detail page
Sub Total			
Total Expenditures			
Capital Expenditures			
6000	Land		
6010	Buildings & Improvements		
6020	Auto & Trucks		Input on detail page
6030	Office Equip/Computers		Input on detail page
6040	Other Machinery & Equipment		Input on detail page
Total Capital			
7000	Appropriations from Fund Balance		

Clayton County
Budget Input Sheet
Fiscal Year Ending 6/30/2011

Fund
Org
Proj
Source

Account	Description	Requested Budget	Comments
7500	Appropriations to Fund Balance		
	Total Appropriations		

If you need to request budget in any accounts not included on the Budget Entry Sheet, use this sheet.

<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED BUDGET</u>	<u>COMMENTS</u>
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