



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: June 12, 2012
Item No.: 23
Department: County Administration
Staff Contact: W.W. Bartlett
Issue: Pay Raise Reserve Allocation

Summary:

Over the last several years the Board has budgeted funds required to pay for any pay raises and bonuses in a single line labeled Pay Raise Reserve. These funds are held in that account until the last month of the fiscal year. During the final month of the fiscal year a calculation is made to determine the status of each department's total expenditures and if a transfer from the pay reserve is required. A transfer is only made if required to allow a department to balance expenditures with the budget, but only as it relates to personnel expenses. This fiscal year a bonus was provided employees in December. While all departments had their costs increased by the payment of the bonus some departments realized savings in various cost codes that offset the expense of the bonus and as such do not require a budgetary adjustment.

The attachment contains my recommendation of the allocation of the pay raise reserve. The Pay Raise Reserve contains \$113,000; I am requesting the allocation of \$77,724. This leaves \$35,276 that will not be expended.

Attachments: Allocation of Pay Raise Reserve

Recommendations: Amend the FY12 budget as recommended and appropriate the same funds.

Motion _____
Second _____

Campbell _____
Gantt _____
Simpson _____

Cooper-Jones _____
Jones _____
Wilck _____

Fore _____
McKay _____

ALLOCATION OF PAY RAISE RESERVE

DEPARTMENT	DEPART #	COST CODE	DESCRIPTION	AMOUNT	
				DEBIT	CREDIT
County Admin	012110	1100	Salary	10,446	
		1300	Part-Time	1,071	
		2100	FICA	841	
		2210	VRS	486	
Commissioner	012310	1100	Salary	4,153	
Treasurer	012410	1100	Salary	9,132	
		1300	Part-Time	500	
		2100	FICA	503	
Electoral Board	013100	3161	Election Officials	4,690	
Registrar	013200	1100	Salary	1,460	
		1300	Part-Time	1,400	
		2100	FICA	300	
Victim Witness	022200	1100	Salary	1,296	
		2100	FICA	103	
Sheriff	031200	1100	Salary	27,335	
Building Official	034100	1100	Salary	830	
		1300	Part-Time	1,204	
		2100	FICA	155	
Cannery	043400	1300	Part-Time	9,000	
		2100	FICA	700	
		2700	Workers Comp	30	
Tourism	081600	1100	Salary	942	
		1300	Part-Time	1,000	
		2100	FICA	147	
PAY RAISE RESERVE	091000	5011			77,724