BURLESON COUNTY APPRAISAL DISTRICT



2016 Approved Budget

Rounding in formulas may cause some numbers to total differently when carried forward

BURLESON COUNTY APPRAISAL DISTRICT

2016 Approved Budget

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2016 Approved Budget Totals

Personnel Services:	\$ 389,052
Supplies & Administrative Expense:	\$ 75,030
Contractual Expense:	\$ 375,660
Capital Expense:	\$ 5,500
Total Gross Operating Budget:	\$ 845,242
Allocations from Building, Technology & Litigation Fund	(80,000)
Net Budget	\$765,242

LINE ITEM	LINE ITEM		2015		2016	
	PERSONNEL SERVICES:			~		
7110 7145	Employee Wages	\$ \$	241,518		310,478	
7145	SS .062 - Medicare .145 Unemployment Insurance	\$ \$	3,548	\$ \$	2,706	
7160	Retirement Fund 8% (Principal)	\$	20,072		865 21,928	
7170	Group Health Insurance	\$	43,020		53,075	
7165	Texas Workforce (Unemployment Payout)	\$	4,550			
,105	Total Personnel Services	\$	312,708		389,052	
	SUPPLIES AND ADMINISTRATIVE:					
7320	Conferences/Schools & Lodging	\$	9,500		9,235	
7355	Dues and Memberships	\$	1,225		1,795	
7365	Communications (Telephone & Internet)	\$	2,700		5,040	
7375	Utilities	\$	3,700	\$	4,500	
7243	Shredding (Ameritex)			\$	800	The shredding was performed in 2015 as well, but not shown seperately on the budget.
7240	Office & Computer Supplies	\$	10,000		14,500	
7315	Deed Records	\$	2,000		2,000	
7350	Legal Notices & Publications	\$	3,000		4,000	
7230	Postage (Pitney Bowes)	\$	11,000	·	12,500	
7230	Books & Subscriptions	\$	1,000		1,250	
7470	Janitorial	\$	2,000	\$	3,060	
		7	2,000	7	5,000	Pest Control is carried in Bldg
7480	Pest Control	\$	320	\$	-	Maintenance for 2016
7515	Building Maintenance, Supplies & Improvements	\$	3,000	\$	3,000	
7340	Fuel & Transportation	\$	2,500	\$	2,500	
						Security is carried in Bldg
7335	Security	\$	160	\$	-	Maintenance for 2016
7305	Appraisal Review Board	\$	9,660	\$	10,850	
	Total Supplies and Administrative	\$	61,765	\$	75,030	
7410	CONTRACTUAL EXPENSE: Professional, Appraisal	\$	285,804	\$	259,200	
7328	Professional, Audit	\$ \$	4,500		6,700	
7405	Professional Accounting	\$	10,000		16,800	
7405		~	10,000	~	10,000	
						This item falls under Software &
7450	Net Perspective (Web service & Virus pro)	\$	750	\$	-	Licensess Maintenance for 2016
7420	Professional, Legal	\$	8,500	\$	38,725	
7460	Equipment Leases & Maintenance	\$	8,100		8,100	
7415	Software & Licenses Maintenance	\$	37,580	\$	42,860	
7326	Bonds & Insurance	\$	2,000	\$	3,275	
	Total Contractual Expense	\$	357,234	\$	375,660	
	INVENTORY & CAPITAL EXPENSE:					
	Office Euroiture	\$	-	\$	2,000	
7520	Office Furniture				2 500	
7520 7510	Computer Equipment	\$	-	\$	3,500	
		\$ \$	-	\$ \$	3,500 5,500	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget		731,707	\$		
	Computer Equipment Total Inventory & Capital Expense	\$	731,707	\$	5,500	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget	\$	731,707	\$	5,500 845,242	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund	\$	731,707	\$	5,500 845,242 (\$80,000)	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund	\$	731,707	\$	5,500 845,242 (\$80,000)	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund	\$	731,707	\$	5,500 845,242 (\$80,000)	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund Total Net Budget	\$		\$	5,500 845,242 (\$80,000) \$765,242	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund Total Net Budget Operating Funds (Balance per 2014 Audit Report)	\$		\$	5,500 845,242 (\$80,000) \$765,242 \$38,977	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund Total Net Budget Operating Funds (Balance per 2014 Audit Report) Building, Technology & Litigation (Balance per 2014 Audit Report) Total	\$		\$	5,500 845,242 (\$80,000) \$765,242 \$38,977 190,047 \$229,024	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund Total Net Budget Operating Funds (Balance per 2014 Audit Report) Building, Technology & Litigation (Balance per 2014 Audit Report) Total Less \$30,000 allocated for Professional Legal Expenses and \$50,000 toward 2016 Budget Ent	\$		\$	5,500 845,242 (\$80,000) \$765,242 \$38,977 190,047	
	Computer Equipment Total Inventory & Capital Expense Total Gross Budget Building, Technology & Litigation Fund Total Net Budget Operating Funds (Balance per 2014 Audit Report) Building, Technology & Litigation (Balance per 2014 Audit Report) Total	\$		\$	5,500 845,242 (\$80,000) \$765,242 \$38,977 190,047 \$229,024	

				NOTES 7	ГО 201	6 Approved B	udget				
				DEDGON	NNEL SERV	VICES					
				PERSON	NNEL SEK	VICES					
7110	Eı	nployee Wages:									
	Wages are based of	on responsibility, knowled	lge, quality an	d quantity o	f work assign	ed to each employee.					
	Budget provides f	or minor adjustment to so	ome staff mem	hers							
	Dudget provides I										
	A Re	egular Salary						\$ 284,114			
	B Pr	oposed Increase						\$ 26,364			
		- F						+			
							Budget Amo	ount:	\$	310,478	
71 45	n	unall Tawar									
7145	Pa	yroll Taxes									
	Currently the appr	aisal district is subject to	Medicare tax	es.							
							Deadland Ameri	4.	¢	2 50(
							Budget Amo		\$	2,706	
71(0			COSTC								
7160	K	ETIREMENT FUND	C0515:								
	The district curren	ntly participates in a Retir	ement Program	m with Princ	cipal.						
		rict contributes 8% of gro									
				\$ 274,0)00 V	8.000	7				
	Sa	aries		\$ 274,0	099 X	8.009	10				
							Budget Amo	unt:	\$	21,928	
7170	G	ROUP HEALTH INS	URANCE:								
							Budget Amo	unt:	\$	53,075	
7180	UI	NEMPLOYMENT IN	SURANCE								
							Budget Amo	unt:		\$865	

				SUPPLIES A	ND ADMINIS	STRATIVE E	<u>XPENSE</u>			
320		CONFERENCES, SCI	HOOLS & L	ODGING:						
		contraintens, sei								
Т	The State of Te	exas requires appraisers and	l any staff men	bers who exerci	se opinions of va	alue be registere	d			
		partment of Licensing and I								
		stered Professional Apprais							nd	
c	annot be earne	ed until the registrant has 3	6 months of ex	perience as an A	ppraiser registra	nt. Once obtain	ed continuing ed	ucation (CE's	s) is mandatory.	
P	rojected educ	ation cost:								
1	Tojected educ	anon cost.								
		Deputy Chief Appr	CEU	Courses/Rooms/	Meals					
			Tuition:		х	\$285	\$570			
			Rooms:		x	\$185	\$1,110			
			Meals:	6	х	\$45	\$270			
			TAADC							
			TAAD Confer Tuition:		x	\$400	\$400			
			Rooms:		x	\$185	\$400			
-+			Meals:		x	\$45	\$135			
				5		ψισ	ψ1 <i>33</i>			
			TAAO Confe	rence						
			Registration:		х	\$300	\$300			
			Rooms:		x	\$185	\$555			
			Meals:	3	х	\$45	\$135			
		Chief Appraiser	CEU	Courses/Rooms	Moole					
		Ciller Applaiser	Tuition:	2		\$285	\$570			
			Rooms:		X	\$185	\$1,110			
			Meals:		x	\$45	\$270			
			TAAO Confe	rence						
			Registration:		х	\$300	\$300			
			Rooms:		х	\$185	\$555			
			Meals:	3	х	\$45	\$135			
			T A 9 M	Duran autor Tran I.a						
			Registration:	Property Tax Le	x	\$485	\$485			
+			Registration: Rooms:		x	\$485	\$485 \$555			
			Meals:		x	\$45	\$135			
				5		ų.5	<i>4100</i>			
			TAAD Confe	rence:						
	-			-One Appraiser			-	-		
			Registration:		х	\$400	\$400			
			Meals:		х	\$45	\$135			
			Rooms:	3	x	\$185	\$555			
+										
							Budget Amou	int:	\$9,235	
							,			1
										L
			1					1		1

7355	DUES & MEMBERSH	IIPS:									
F											
Expen	se is anticipated as follows:			¢	1.000						
	TAAD Registration	<i>-</i>		\$	1,000						
	TDLR Registration 3 @ \$4	-5		\$	135						
	TAAO Registration			\$	305						
	Rural Appraisal District Cl	hapter		\$	150						
	Tri Region Chapter of CAl		a.	\$	30						
	International Association of	International Association of Assessing Of		\$	175						
							Budget Amou	ınt:	\$	1,795	
7365	COMMUNICATIONS	:									
Antici	pated expenses are:										
	Verizon (Telephone & Inte	ernet)	\$420		Х	12		\$ 5,040			
							Budget Amou	int:	\$	5,040	
7375	UTILITIES:										
	Gas	\$500									
	Electric	\$4,000									
							Budget Amou	int:	\$	4,500	
7243	SHREDDING:						Budget Amou	unt•	\$	800	
							Duuget Allot	ші.	Ф	000	
7240	OFFICE & COMPUT	ER SUPPLII	ES:								
This li	ne item is for typical expendable of	fice supplies. I	arger cost items	inclu	ided are co	pier paper, print					
cartrid	ges, mapping paper rolls, binding s	upplies and env	elopes. In previ	ous ye	ears budge	ts, this line item					
also be	een used for other office supply put	chases for which	ch there was not	a spec	cific line it	tem. Examples					
	e type items are pens, staples, tape,										
							Budget Amou	int:	\$	14,500	

7315	DEED RECORDS:									
							Budget Amou	ınt:	\$	2,000
737 0										
7350	LEGAL NOTICES &	& PUBLICAT	IONS:							
We are a	required to annually publish cert	ain items in our	local newspape	r having	the largest	circulation i	in the			
	In an effort to give proper notif									
This buc	lget item provides for those pub	lications.								
							Budget Amou	int:	\$	4,000
							0			,
7230	POSTAGE:									
Pitney B	lowes									
							Budget Amou	int:	\$	12,500
									<u> </u>	,
7210	BOOKS & SUBSCR	IPTIONS:								
	Anticipated needs are:			-						
	NADA (M/H Valuation	n Guide)			\$196					
	Infonation (Vehicle Reg)		\$665					
	Marshall & Swift (Re				\$375					
							Budget Amou	ınt:	\$	1,250
7.470										
7470	JANITORIAL:									
A-1 Prot	fessional Cleaning									
	Cleaning: \$255 X 12 Mo	nthe		\$	255	X	12	\$ 3,060		
	Cleaning, \$255 X 12 Wo	liulis		φ	233	Λ	12	\$ 5,000		
							Budget Amou	int:	\$	3,060
7515	BUILDING MAINT	ENANCE, SUI	PPLIES & IN	IPROV	EMENT	S:				
This line	e item is used for pest control ar	d security servic	es for the office							
	e item is also used for misc. repa									
	Pest Control - Insight	Pest Manageme	ent		\$300					
	Security Services - AI Unexpected Building				\$550 \$2,150					
		inceus			φ2,130					
							Budget Amou	int:	\$	3,000
7340	FUEL AND TRANS	PORTATION								
	2016 Budgeted			\$	2,500		Budget Amou	ınt:	\$	2,500
				1				1	1	

7305	APPRAISAL REVIEW	V BOARD:										
		•										
	The Appraisal Review Board members pe	rform an invalu	uable serv	vice to b	oth the taxpayer	s of Burleson C	ounty	and				
	to the Appraisal District. The three memb							5				
	the certification process they will meet as											
	resolved. Typically this is an additional 1											
	taxpayer protest on weekends if requested	by the taxpaye	er. This y	ear, I'm	planning for 20	days of hearing	s.					
	The ARB is required to have it's own attor	ney.	\$	3,000								
	Education Expense		\$	550								
	Salary		\$	6,000								
	Rent		\$	1,300			Dud	get Amou		\$	10.950	
							Duaş	get Amot	mu:	Þ	10,850	
			CONT	PACT	UAL EXPEN	SF						
				NAUL	UAL EAFEN	<u>512</u>						
7410	PROFESSIONAL API	PRAISAL					-					
/ 410	I KOFEOSIONAL AI											
	Pritchard & Abbott- utility/ mineral appra	isal					\$	99,200				
	Eagle Appraisal- Residential/Commercial						\$	160,000				
	Engre ripprinsur residential continerent						Ψ	100,000				
							Budg	get Amou	int:	\$	259,200	
								,			,	
7328	PROFESSIONAL AU	DIT:										
	This line item is for professional services	of an independ	lent audit	or.								
	· · · · · · · · · · · · · · · · · · ·						Budg	get Amou	int:	\$	6,700	
											,	
7405	PROFESSIONAL AC	COUNTING	:									
	This line item is for professional services	of an independ	lent audit	or.								
							Budg	get Amou	int:	\$	16,800	
7420	PROFESSIONAL LEG	GAL:										
	Funds held for possible litigation expenses							\$30,000				
	Perdue, Brandon, Fielder, Collins & Mott							\$8,725				
			L				L .				4.00	
							Budş	get Amou	ınt:		\$38,725	
				~~~								
7460				CE:								
	A Copier that is used as a printer, scanner,											
	Another copier and scanner that is capable	e of scanning a	nd printir	ng for us	e in the ARB he	arings.						
		Documation C	Copier Le	ase			\$	8,100		_		
							n -					
							Budş	get Amou	int:	\$	8,100	

						1	1							
7415		SOFTWARE & LIC												
		n supports software purchas												
		tware, Microsoft Office, an												
		nsing and other special pro	gramming needs	s. Lastly, this lin	e item provides	for staff softwar	e							
	training when	n necessary.												
								2015	1	2016				
			P&A				\$	29,980	\$	26,300				
			BIS				\$	-	\$	15,300				
			SYSTEK				\$	4,881	\$	-				
			Autodesk, Inc	(Mapping Softw	ware License)		\$	-	\$	700				
			Intuit Tax Tab				\$	-	-	111				
			Intuit Payroll				\$	-	-	449				
			intuit i ujion	boltmaie			\$	34,861	\$	42,860				
							Ψ	54,001	φ	42,000				
							Dud	get Amou	t.		\$	42,860		
							Duu	get Amot	unt.		æ	42,000		
									-					
			_											
									I					
7326		<b>BONDS &amp; INSURAN</b>												
		ed in this line item Bonds, L			ffice, Building &	Contents . This	s covei	'S						
	all of the dist	rict's insurance including E	rrors & Omissio	ons coverage.										
		TML Insurance												
							Bud	get Amou	unt:		\$	3,275		
								-			Ì			
				INVENTOR	V & CAPITA	LEXPENSE								
				<b>HUT DI UNITOR</b>										
7520		OFFICE FURNITUR	DE & FOLIDA	MENIT.										
		ticipated as follows:		VIL21 1 1 .										
	ineeds are all	incipated as follows:												
	furniture repl	acment & misc office .				\$ 2,000								
							Bud	get Amou	unt:		\$	2,000		
7510		COMPUTER EQUIE	PMENT:											
	Needs are and	ticipated as follows:												
		t computer for computers of	over 5 years											
				Computers	3			1,000	\$	3,000				
				Computer cable			1		\$	500				
							Bud	get Amou	unt:		\$	3,500		
											-	2,200		
			-				-							
							1		-					
									-					
					L		<b> </b>		-					
			2016	Approved Bu	Idget									
							T	OTAL					\$	845,242
							1							
					1		1							
							1		1					
							-		-					
	1	I		1	I	l	<u> </u>		I		l		I	