

No. 104

RESOLUTION APPROVING
MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Municipal Court for Western Waukesha County requires formation of an annual budget no later than the 1st day of September and approval of said budget by governing bodies of member municipalities by the 1st day of November of each year; and

WHEREAS, for the fifth consecutive year, the court is self-sustaining; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2003 which has estimated revenues of \$244,500.00 and anticipated expenditures of \$236,777.00, resulting in an estimated surplus of \$7,723.00.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2003 be approved.

DATED: 10-21-02

VILLAGE OF OCONOMOWOC LAKE

By: Raymond D. Foster
President

ATTEST:

Barbara Stern
Clerk

Lake Country Municipal Court 2003 Budget

September 11, 2002

Acct #:	Account Description:	2000 Actual	2001 Actual	2002 Budget	2002 YTD Six Months	2002 Estimated Year End	2003 Budget	Percent +/- Budget Increase
Revenues:								
1	4000 Court Fees	191,962	206,867	190,000	100,181	190,000	195,000	2.63%
2	4200 Court Operating Fees						0	
3	4900 Interest Income	9,645	7,531	6,500	2,408	4,500	4,500	-30.77%
4	4300 Court Assessment	42,065	54,146	30,000	28,845	55,000	45,000	50.00%
5	4800 Miscellaneous	323	0					
7	Total Revenues	243,995	268,544	226,500	131,433	249,500	244,500	7.95%
9	Total Assets	182,005	242,021		312,728			
11	Total Liabilities	69,651	82,176		96,712			
13	Total Fund Balance	112,354	159,845		216,016			
15	Total Fund Balance & Liabilities	182,005	242,021	0	312,728	0		
Expenditures:								
19	Wages & Benefits	137,767	134,666	143,156	73,020	146,966	177,843	24.23%
20	Purchased Services	13,336	14,977	17,636	7,868	17,027	19,901	12.84%
21	Operating Supplies & Expenses	8,349	7,861	9,400	5,186	10,250	13,100	39.36%
	Fixed Charges	22,007	21,239	21,067	11,010	22,483	23,483	11.47%
23	Capital Outlay	1,412	12,310	5,300	5,831	18,831	2,450	-53.77%
24	Contingency	0	0	0	0	0	0	
25	Surplus Returned	30,000	30,000		0	30,000	0	
26	Total Expenditures:	212,871	221,053	196,559	102,915	245,557	236,777	20.46%
28	Total Surplus/Deficit	31,124	47,491	29,941	28,518	3,943	7,723	-74.21%

Acct #:	Account Description:	2000 Actual	2001 Actual	2002 Budget	2002 YTD Six Months	2002 Estimated Year End	2003 Budget	Percent +/- Budget Increase
35	5000 Full Time Salaries	77,406	69,823		37,109			
36	Clerk of Courts			42,075		42,075	44,180	5.00%
37	Deputy Clerk of Courts			33,000		33,000	36,300	10.00%
38	5010 Assistant Clerk	6,989	5,234	4,800	4,598	9,000	13,800	187.50%
39	Clerk Salaries - Overtime				0	0	0	
40	5015 Part Time Judge	25,673	26,000	27,667	13,115	27,667	31,333	13.25%
	Bailiff Services	0	0	0	0	0	5,000	
41	5030 Employer FICA	7,673	7,851	8,227	4,259	8,548	9,609	16.80%
42	5040 Retirement EE-ER	6,238	5,650	6,757	4,540	9,100	12,215	80.78%
43	5050 Health	13,474	16,886	20,280	7,967	16,000	25,100	23.77%
44	5060 Long Term Disability Ins.	232	210	250	129	230	206	-17.60%
	5070 Life Insurance	82	70	100	36	80	100	0.00%
	Unemployment Benefits			0	849	849	0	
	Overtime	0	2,942	0	417	417	0	
46	TOTAL:	137,767	134,666	143,156	73,020	146,966	177,843	24.23%

Acct #:	Account Description:	2000 Actual	2001 Actual	2002 Budget	2002 YTD Six Months	2002 Estimated Year End	2003 Budget	Percent +/- Budget Increase
56	PURCHASED SERVICES:							
57	Outside Services	746	353					
58	5400 Professional Services							
59	5405 Accounting	4,244	4,095	4,260	2,100	4,260	4,380	2.82%
60	5410 Auditor	2,410	2,500	2,575	0	2,575	2,600	0.97%
61	5415 Secretarial services	0	0	2,000	525	650	2,000	0.00%
62	5420 Computer Consultant	0	0	2,100	1,438	2,100	2,700	28.57%
63	5425 Court Software Support	1,775	3,316	1,655	827	1,655	2,425	46.53%
64	5550 Telephone	3,896	4,637	4,500	2,239	4,500	4,500	0.00%
	Internet/Web				741	741	750	
65	5500 Repair/Maint. Contracts Equip.	265	76	396	0	396	396	0.00%
66	5540 Substitute Judge			150	0	150	150	0.00%
67	Total:	13,336	14,977	17,636	7,868	17,027	19,901	12.84%
69	OPERATING SUPPLIES & EQUIPMENT							
70	5250 Office Supplies/Printing	4,580	3,680	4,000	2,774	5,000	6,500	62.50%
71	5300 Postage	2,648	2,801	3,800	1,549	3,700	4,000	5.26%
72	5350 Newspaper Publishing	0	0	0	0	0	0	
73	5200 Memberships	110	137	150	137	150	150	0.00%
74	5160 Books & Publications	33	366	150	0	150	150	0.00%
	Shredding						1,000	
	Miscellaneous	163	33	200	10	150	200	
75	5600 Training & Travel	815	844	1,100	716	1,100	1,100	0.00%
76	Total:	8,349	7,861	9,400	5,186	10,250	13,100	39.36%
78	FIXED CHARGES							
79	5100 Insurance and Bonds							
80	5105 Workman's Comp	467	377	700	251	510	700	0.00%
81	5120 Public Officials Ins.	0	0	1,275	573	1,275	1,500	17.65%
82	5125 Advertising	175	128	200	0	0	200	
83	5130 G Liability Ins./ Hired & non-ow	2,594	1,756	514	203	420	600	16.73%
84	5140 Bonds	542	372	178	0	178	200	12.36%
85	5150 Bank Charges	894	2,286	1,400	1,433	3,000	2,875	105.36%
86	5475 Equipment Lease	1,435	0	0	0	0	0	
87	5450 Rent	15,900	16,320	16,800	8,550	17,100	17,408	3.62%
	Total:	22,007	21,239	21,067	11,010	22,483	23,483	11.47%
90	CAPITAL OUTLAY							
91	8000 Capital Equipment	1,412	12,310	5,300	5,831	18,831	2,450	-53.77%
92	Total:	1,412	12,310	5,300	5,831	18,831	2,450	-53.77%

	2001 Actual Salary	2002 Budget	2002 Estimated Year End	2003 Budget
Judge	26,667	27,667	27,667	31,333
Clerk	38,250	42,075	42,075	44,180
Clerk, Deputy	30,000	33,000	33,000	36,300
Clerk, Assistant Deputy **	5,234	4,800	9,000	13,800

** 1200 hours estimated for 2003 @ \$11.50

Social Security 7.65 % (Based on all salaries)	7,851	8,227	8,548	9,609
		7.65 %	7.65 %	7.65 %
Wis. Retirement	5,650	6,757	6,757	8,862
Clerks 9.4%	n/a	n/a	n/a	3,353
Judge 10.7%				

Judge Salary	26,667	27,667	27,667	31,333
1/03 - 4/03 30,000				10,000
03 - 12/03 32,000				21,333

Municipal Court for Western Waukesha County
Operating Committee
Budget Explanation for 2003
September 11, 2002

Revenues:

Estimating Court fees at \$195,000 and interest income at \$4,500. Projected court assessment is \$45,000. Total revenue is projected to be \$244,500.

Expenditures: *Wages & Benefits*

Account # 5000: See salary sheet for breakdown on all salaries.
Judge: \$1,000 increase first year, \$2,000 second year.

Clerk: Salary set by Administrative Committee at 5% increase.

Deputy clerk: Salary set by Administrative Committee at 10% increase.

Account #5010: Increased to cover estimated hours per week. This is a part time position. 1200 hours at \$11.50 per hour.

Account (Bailiff): Proposed to contract with City of Oconomowoc for bailiff services. \$15.10 per hour times 6 hrs per week times 52 weeks, total of approx. \$5,000.

Account #5030: Reflects FICA on salaries based on Judge, Clerk, Deputy Clerk and Assistant Deputy clerk. Needs adjustment subject to salaries.

Account #5040: Reflects retirement on salaries based on Clerk, Deputy Clerk, and Assistant Deputy clerk and includes the Judge. Needs adjustments subject to salaries. Also, changed rates.

Account #5050: Based on State Health plan, Court portion on family plan at 105% equals \$1,045.90 per month for the family plan. Yearly total of \$25,100 for 2 family plans.

Account # 5060: Long term disability policy, cost of \$206.00.

Account # 5070: Life insurance policy through the State retirement program based on Salary.

Expenditures: **Purchased Services**

Account 5405: Accountant, cost for 2003 is \$4,380.

Account 5410: Auditor, cost for 2003 to \$2,600.

Account 5415: Secretarial services - \$2000.

Account 5420: Computer Consultant, \$2,700.

Account 5425: Court Software Support, for Titan Software per 2003 quote of \$2,425.

Account 5500: Repair/Maintenance, \$30/month for copier, estimated at \$396.

Account 5540: Substitute Judge: \$150.00

Expenditures: **Operating Supplies & Equipment**

Account 5250: Supplies & Printing: Increased \$1,500

Account 5300: Postage, increased \$200

Account 5350: Newspaper Publishing, \$0

Account 5200: Membership, remained at \$150.

Account 5600: Training & Travel, remained at \$1,100.

Expenditures: **Fixed Charges**

Account 5105: Workman's Comp Insurance: \$700.

Account 5120: Public Officials Insurance: \$1,500.

Account 5125: Advertising, \$200.

Account 5130: General liability insurance, \$600.

Account 5140: Bonds: \$200.

Account 5150: Bank charges increased to reflect costs, to \$2,875.

Account (new): Shredding, shred old court records, \$1,000.

Account 5475: \$0. We own copier.

Account 5450: Rent, City increased rent 1.8% for the year per the tentative lease. \$17,408 per year.

Expenditures: **Capital Outlay**

Account 8000: Capital consists of \$200 for desk extension, statute books \$150, receipt printer \$500, laser printer \$1000, file cabinet \$600.