

**FY20 OPERATING BUDGET SPREADSHEET**  
(as of January 17, 2020)

LINE ITEM	FY20 APPROVED	YR. TO DATE
<b>PERSONNEL COSTS</b>	<b>4,343,730</b>	<b>1,818,603</b>
<b>Total Salaries &amp; Wages</b>	<b>3,467,263</b>	<b>1,413,367</b>
Full Time Salaries	2,421,658	1,199,662
Part Time Salaries	76,852	65,125
Seasonal Temps	674,145	145,625
Overtime	294,608	2,956
<b>Total Benefits</b>	<b>876,467</b>	<b>405,236</b>
FICA, Insurance, Retirement	876,467	405,236
<b>OPERATING EXPENSES</b>	<b>3,897,230</b>	<b>656,102</b>
<b>Services and Contracts</b>	<b>1,642,819</b>	<b>116,965</b>
Legal/Attorney Services	75,000	32,780
SBE Program Management	300,000	80,645
Temporary Office Clerical	201,329	406
Maintenance - Electrical	1,250	10
Maint - Computer Systems	20,000	0
Repair/Maint Agmts - Office Equip	9,210	501
Moving Services	42,210	0
Other Professional Services - EJ Stipend	933,820	0
Other Non-Professional Services (includes EJ mod.)	60,000	2,623
<b>Maintenance</b>	<b>201,692</b>	<b>54,176</b>
Computer Equip Repairs/Maint (EPB)	201,692	54,176
<b>Rentals/Leases</b>	<b>1,150,479</b>	<b>297,861</b>
Furniture Rentals	10,000	0
Other Equipment Rentals (MD Voters)	400,400	107,575
Bldg or Space Rental/Leases	35,355	950
Other Rentals/Leases (Voting System)	704,724	189,336
<b>Office Supplies &amp; Equipment</b>	<b>178,884</b>	<b>43,807</b>
General Office Supplies	89,565	12,698
Computer Supplies	5,000	4,018
Computer Equipment-Non Capitalized	35,100	684
Paper and Supplies for Copiers	1,500	667
Other Supplies & Equipment	47,719	25,740
<b>Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>1,655</b>
Books/Reference Materials	2,500	1,309
Other Books, Videos, and Subscriptions	1,000	346
<b>Other Supplies/Materials/Equipment</b>	<b>56,000</b>	<b>16,875</b>
Keys and Locks	6,000	0
Other Supplies and Materials (Other SBE Charges)	50,000	16,875
<b>Printing/Central Duplicating Services</b>	<b>152,958</b>	<b>33,942</b>
Imaging	4,000	4,234
Office Machine/Copier Leases	18,760	9,838
Other Central Duplicating Services - Printing	130,198	19,870
<b>Outside Printing</b>	<b>93,500</b>	<b>0</b>

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Outside Printing/Copying	3,500	0
Sample Ballot Printing	90,000	0
<b>Mail</b>	<b>125,581</b>	<b>56,533</b>
Central Dup - Postage - Bulk	40,000	53,836
Central Dup - Postage - Individual	3,081	0
Inter-Office Mail/Pony Charge	2,500	2,697
Other - Mail (Sample Ballot Postage)	80,000	0
<b>Outside Postage and Mail</b>	<b>91,000</b>	<b>1,871</b>
Outside Mail Services (VNCs and all other postage)	90,000	0
Other Outside Mail Services	1,000	1,871
<b>Motor Pool</b>	<b>44,047</b>	<b>3,524</b>
Assigned Motor Pool Vehicles	30,852	2,281
Daily Rental Motor Pool	12,695	1,212
Motor Pool EZPASS Charges	500	32
<b>Communications Services</b>	<b>35,270</b>	<b>18,268</b>
Cellular Phone Line Charges	4,400	0
Blackberry Charges	9,000	4,227
Communication Modems (SBE)	4,870	0
Other Communication Services	17,000	14,041
<b>Charges from Others</b>	<b>5,000</b>	<b>0</b>
Charges for Facility Maintenance	5,000	0
<b>Travel</b>	<b>26,000</b>	<b>6,459</b>
Metropolitan Area Travel	20,000	3,250
Non-Metropolitan Area Travel	6,000	3,209
<b>Education, Tuition, and Training</b>	<b>12,125</b>	<b>1,971</b>
Local Conference Related	4,000	1,854
Other Education, Tuition, & Training	8,125	117
<b>Dues/Memberships</b>	<b>3,000</b>	<b>1,970</b>
Professional Memberships (Individual)	3,000	1,970
<b>Advertising</b>	<b>70,375</b>	<b>0</b>
Advertising - Marketing/Sales	70,375	0
<b>Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>225</b>
Other Misc Operating Expenses	5,000	225
<b>DEPARTMENTAL TOTAL</b>	<b>8,240,960</b>	<b>2,474,705</b>

Mandated Legal Requirements
Charges from SBE
Election Specific Costs
Personnel Charges
Temporary Personnel Charges
Overtime Costs
Benefits