

**FY20 OPERATING BUDGET SPREADSHEET  
FINAL**

LINE ITEM	FY20 APPROVED	YR. TO DATE
<b>PERSONNEL COSTS</b>	<b>4,343,730</b>	<b>4,506,797</b>
<b>Total Salaries &amp; Wages</b>	<b>3,467,263</b>	<b>3,655,197</b>
Full Time Salaries	2,421,658	2,515,891
Part Time Salaries	76,852	72,851
Seasonal Temps	674,145	797,320
Overtime	294,608	269,135
<b>Total Benefits</b>	<b>876,467</b>	<b>851,600</b>
FICA, Insurance, Retirement	876,467	851,600
<b>OPERATING EXPENSES</b>	<b>3,897,230</b>	<b>4,322,178</b>
<b>Services and Contracts</b>	<b>1,642,819</b>	<b>818,400</b>
Legal/Attorney Services	75,000	110,444
SBE Program Management	300,000	437,636
Temporary Office Clerical	201,329	1,606
Maintenance - Electrical	1,250	1,112
Maint - Computer Systems	20,000	2,892
Repair/Maint Agmts - Office Equip	9,210	2,751
Moving Services	42,210	4,950
Other Professional Services - EJ Stipend	933,820	191,839
Other Non-Professional Services (includes EJ mod.)	60,000	65,170
<b>Maintenance</b>	<b>201,692</b>	<b>294,146</b>
Computer Equip Repairs/Maint (EPB)	201,692	294,146
<b>Rentals/Leases</b>	<b>1,150,479</b>	<b>1,617,306</b>
Furniture Rentals	10,000	848
Other Equipment Rentals (MD Voters)	400,400	584,073
Bldg or Space Rental/Leases	35,355	4,398
Other Rentals/Leases (Voting System)	704,724	1,027,987
<b>Office Supplies &amp; Equipment</b>	<b>178,884</b>	<b>139,837</b>
General Office Supplies	89,565	40,886
Computer Supplies	5,000	6,672
Computer Equipment-Non Capitalized	35,100	32,684
Paper and Supplies for Copiers	1,500	5,460
Other Supplies & Equipment	47,719	54,136
<b>Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>2,653</b>
Books/Reference Materials	2,500	2,306
Other Books, Videos, and Subscriptions	1,000	346
<b>Other Supplies/Materials/Equipment</b>	<b>56,000</b>	<b>847,027</b>
Keys and Locks	6,000	0
Other Supplies and Materials (Other SBE Charges)	50,000	847,027
<b>Printing/Central Duplicating Services</b>	<b>152,958</b>	<b>173,348</b>
Imaging	4,000	4,383
Office Machine/Copier Leases	18,760	19,675
Other Central Duplicating Services - Printing	130,198	149,289
<b>Outside Printing</b>	<b>93,500</b>	<b>720</b>

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Outside Printing/Copying	3,500	720
Sample Ballot Printing	90,000	0
<b>Mail</b>	<b>125,581</b>	<b>257,746</b>
Central Dup - Postage - Bulk	40,000	255,049
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>9,081</b>
Outside Mail Services	90,000	6,974
Other Outside Mail Services	1,000	2,107
<b>Motor Pool</b>	<b>44,047</b>	<b>31,733</b>
Assigned Motor Pool Vehicles	30,852	26,701
Daily Rental Motor Pool	12,695	4,964
Motor Pool EZPASS Charges	500	68
<b>Communications Services</b>	<b>35,270</b>	<b>37,998</b>
Cellular Phone Line Charges	4,400	4,382
Blackberry Charges	9,000	9,879
Communication Modems (SBE)	4,870	0
Other Communication Services	17,000	23,737
<b>Charges from Others</b>	<b>5,000</b>	<b>796</b>
Charges for Facility Maintenance	5,000	796
<b>Travel</b>	<b>26,000</b>	<b>13,560</b>
Metropolitan Area Travel	20,000	10,351
Non-Metropolitan Area Travel	6,000	3,209
<b>Education, Tuition, and Training</b>	<b>12,125</b>	<b>2,236</b>
Local Conference Related	4,000	1,854
Other Education, Tuition, & Training	8,125	382
<b>Dues/Memberships</b>	<b>3,000</b>	<b>2,170</b>
Professional Memberships (Individual)	3,000	2,170
<b>Advertising</b>	<b>70,375</b>	<b>69,901</b>
Advertising - Marketing/Sales	70,375	69,901
<b>Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>3,519</b>
Other Misc Operating Expenses	5,000	3,519
<b>DEPARTMENTAL TOTAL</b>	<b>8,240,960</b>	<b>8,828,975</b>

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