

EXPENDITURE CHART OF ACCOUNT DESCRIPTIONS

Expenditure accounts are categorized by object code classification. Classifications are used to describe the service or commodity obtained. There are nine major categories, each of which is further subdivided. The following are definitions of the object classes and subcategories.

1000 - Salaries & Wages

Amounts paid to both permanent and temporary City employees. This category includes gross salary for personal services rendered while on the City's payroll.

1100 Salaries

Wages earned a normal 40-hour (or less) work week. To calculate annual wages, multiply the hourly rate by the number of working hours in the year. Normally, there are 2,080 working hours per fiscal year.

Wages for American Federation of State, County and Municipal Employees (AFSCME), Non-Represented and Police Guild employees are based on 2,080 hours per year.

Wages for International Association of Firefighters (IAFF) employees working a standard (40 hour week) shift are based on 2,080 hours per year. Wages for IAFF employees working a non-standard (24 hour duty) shift are based on 2,600 hours per year.

1200 Overtime

Wages paid at regular time and a half in accordance with City of Bothell Personnel Policies and Procedures, union contracts and Fair Labor Standards Act (FLSA).

1300 Part-Time/Temporary Labor

Part-time is defined as working less than 40 hours per week. Temporary is defined as working less than five months in a 12-month period. Limited-term employees, under the City's Personnel Policies and Procedures, and the AFSCME union

contract is defined as more than five months, but less than 24 months, and a minimum of 70 hours per month.

2000 - Personnel Benefits

Amounts paid by the City on behalf of employees. These amounts are not included in gross salary, but instead are in addition to that amount. Although not paid directly to the employee, these payments are made on behalf of the employee and are a cost of employment. Rates can change as a result of collective bargaining negotiations.

2110-2120 Federal Insurance Contribution Act (FICA)

The City is required to contribute 7.65% (6.2% Social Security and 1.45% Medicare) of employee earnings to Social Security. For IAFF employees, the City contributes Medicare tax only (1.45%).

2130 Pension

The City's pension contribution rates as of September 1, 2018 are:

- Public Employees' Retirement System (PERS) 1, 2, & 3 - 12.83%
- Public Safety Employees Retirement System (PSERS) 2 - 12.38%
- Law Enforcement Officers' and Fire Fighters' Retirement System 2 - 5.43%

2140 Insurance Health Insurance

Employer cost of health, vision, dental, and life insurance for employees.

Disability Insurance

Employer cost to provide long-term disability insurance for those City employees that are disabled and unable to work.

The City does not pay disability insurance for Police Guild and captain employees. Employees are required to pay for their own disability insurance via payroll deduction per the Guild contract.

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2150 Unemployment

The City has a “reimbursable account” with the State and only pays unemployment when a former employee files a claim. The State bills the City for actual wages paid from such claims.

2160 Workers’ Compensation

Payments made per the City Workers’ Compensation Policy with Washington State Department of Labor and Industries. Rates vary according to the class of work an employee provides.

2170 Uniform Allowance AFSCME

The City provides protective clothing required by the City. Uniforms are provided through a quartermaster system.

Police

Uniforms and equipment provided by the City using a Quartermaster System. The City pays up to \$50/month per member for cleaning service. Detectives allowance is \$750/year.

Fire

Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

Bothell Police Captains (BPC)

Shall receive uniforms pursuant to the Quartermaster System.

2180 Tuition Reimbursement

Amounts reimbursed by the City to any employee qualifying for tuition reimbursement, in accordance with the City’s Personnel Policies and Procedures.

2190 Other Allowances and Payouts

All employees are entitled to cash payout of their accrued vacation and/or comp time upon separation.

3000 – Supplies

Amounts paid for items that are consumed or deteriorated through use. Expenditures for all supplies needed for the operation and administration of the City. Included here are office supplies, computer supplies, photo supplies and miscellaneous operating supplies and materials.

3110 Office Supplies

All costs for supplies to maintain office operations - including paper, pens, pencils, miscellaneous supplies and small office equipment or furniture that does not meet the criteria for fixed assets.

3120 Cleaning and Sanitation Supplies

Costs to purchase janitorial supplies or cleaning supplies used in operations.

3130 Construction Materials and Supplies

Costs associated with maintaining City property such as asphalt, concrete, crack sealant, street signs, etc.

3140 Household Supplies

Coffee, tea, napkins, paper towels and other supplies used by employees.

3150 Paint Supplies

Paint, striping, and related supplies.

3160 Plumbing Supplies

Pipes, fittings and other related supplies.

3170 Publications

Purchases of books, periodicals, and library updates.

3180 Computer Supplies

Cables and other small miscellaneous items needed for computers.

3200 Fuel Consumed

Fuel costs necessary to operate City vehicles and equipment.

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3500 Small Tools and Minor Equipment

Small and attractive assets that fall below the City's capitalization threshold. Examples include firearms, video equipment, electronic equipment, and laptops.

4000 - Other Services and Charges

Includes expenditures for services other than personal services which are needed by the government.

4100 Professional Services

Services that can be performed only by persons or firms with specialized skills and knowledge. The primary purchase is the service that is provided, although a product may or may not result from the transaction. Examples of professional service providers involve architects, engineers, auditors, physicians, lawyers and consultants.

4110 Auditing

Auditing expenditures include tax auditing and the Washington State Auditor's annual independent audit of the City's financial records.

4120 Engineering/Plan Review

Specialized services such as those provided by professional consulting engineers, surveyors, and architects.

4130 Legal

Legal services provided per contract.

4140 Communications

Specialized technical services provided by vendors specializing in communications.

4150 Custodial

Fees paid to outside vendors for professional maintenance services for City facilities.

4160 Computer

Specialized technical services provided by consultants specializing in hardware, software, and/or programming.

4170 Messenger

Services provided by outside vendors specializing in messenger services.

4180 Advertising/Printing

Costs incurred to advertise in professional publications, newspapers or radio broadcasts. Expenditures include advertising for personnel recruitment, legal notices, and promotion of the City and its programs. Expenditures also include designing and printing City forms, documents, and publications.

4190 Employment

All services performed by a physician or counselor, including physical examinations, drug testing, counseling and guidance services.

4195 Other

Professional technical services, other than those described above, that support the operation of the City government, i.e., recording services, microfilm development, mechanical services, etc.

4200 Communications

Costs related to the use of communications media, including telephone, cell phones, radio, and postage.

4210 Telephone

Telephone costs including local and long-distance service including, rental of equipment.

4220 Cell-phone/Radio/Pager

Costs associated with the rent and maintenance of cell phones, radios, and pagers.

4230 Postage

Postage supplies and equipment, along with the cost of mailing correspondence, and freight charges.

4300 Travel Expenses

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4310 Out of Town

Local and out-of-town travel expenditures, including transportation, lodging, meals and other costs related to employees conducting City business while in travel mode.

4320 Mileage Reimbursement

The Internal Revenue Service mileage reimbursement rate is used to reimburse employees for use of their private vehicles while conducting City business.

4330 Business Meals

Cost of providing refreshments for business meetings and training seminars.

4500 Operating Rentals and Leases

Expenditures related to leasing or renting land, buildings, equipment or vehicles for both temporary and long-range use. This account does not include capital lease expenditures.

4600 Insurance

Premiums paid for the City's liability and casualty insurance.

4700 Utilities

4710 Water

Cost of water utility services for City facilities.

4720 Sewer

Cost of sewer utility service for City facilities.

4725 Storm Drainage

Cost of storm drain utility service for City facilities.

4730 Sanitation

Cost of sanitation utility service for City facilities.

4740 Natural Gas

Cost of natural gas utility service for City facilities.

4750 Electric

Cost of electric utility service for City facilities.

4800 Repairs and Maintenance

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Facility maintenance includes cleaning, alarm service, pest treatment, repairs, etc. This account also includes one-time expenses for unanticipated repairs and maintenance of City property.

4820 Maintenance Contracts

Expenditures include contracts and agreements covering the upkeep of buildings and equipment.

4900 Miscellaneous

Immaterial non-routine expenditures not previously classified.

4910 Training and Conference Registrations

4920 Membership Dues

4930 Laundry & Other Sanitation Services

4950 Other Miscellaneous

5000 – Intergovernmental/Interfund Services and Taxes

Includes the expenditures associated with services provided by other governmental agencies or school districts. Examples of such expenditures include prisoner, detention, and elections.

5100 Intergovernmental Professional Services

Charges paid to other governmental entities for services provided. This category includes expenditures such as pollution control, election costs, and voter registration.

6000 - Capital Outlay

Expenditures for acquiring fixed assets, including land, buildings, capital improvements, and equipment.

6100 Land

Expenditures for the purchase of land.

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6200 Buildings and Structures

Cost of acquiring buildings. These expenditures may include the principal amount of capital lease payments resulting in the acquisition of buildings, (except payments to building authorities or similar agencies).

6300 Other Improvements

Expenditures for procuring improvements not associated with buildings. Included are permanent improvements such as fences, retaining walls and capital improvements like streets, curbs and drains.

6400 Machinery and Equipment

Expenditures for machinery and equipment include heavy equipment, vehicles, office equipment, and furniture that meet the cost threshold of a fixed asset.

6500 Construction of Fixed Assets

This classification is used for improvement projects that involve several sub objects, such as land, buildings, structures and other improvements. It may be used to collect work in progress costs of uncompleted projects.

6600 Capitalized Rents and Leases

At the time an asset is acquired under a conditional sales contract, a lease-purchase agreement, an installment purchase agreement, or other such arrangements that defer payment for capital outlays, the principal amount paid for the fixed asset is booked to this account.

7000 - Debt Service Principal

Repayment of debt, which reduces the principal amount owed. This includes general obligation, revenue, special assessment bonds, capital leases, local program payments, etc.

8000 - Debt Service Interest and Related Costs

Expenditures associated with debt repayment. This includes interest on short and long-term external debt, interest on debt to joint ventures and affiliates, LID assessments, interest on governmental debt, leases, debt issuance, and other debt service costs.

9000 - Interfund Payments for Services

Payments made to other funds.