

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2013-14 Estimated Revenue

Fund: 1000
 Division: General Administration
 Organization: 101400 - Finance

Object Code	Revenue Account Title	Actual FY 10-11	Actual FY 11-12	Anticipated FY 12-13	Requested 2013-14	Recommend 2013-14	Approved 2013-14
Revenues:							
430900	Cable Franchise Fees	1,949,115	1,955,372	1,619,500	<u>1,700,475</u>		
430901	Video Serv. Franchise Fees	102,687	160,349	151,550	<u>159,128</u>		
469500	Municipal Tax Billings	101,378	102,127	101,600	<u>105,600</u>		
** Total Revenue (Section II)		<u>2,153,180</u>	<u>2,217,848</u>	<u>1,872,650</u>	<u>1,965,203</u>	0	0
*** Total Appropriation (Section III)					<u>851,775</u>		

SAMPLE

SECTION III

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2013-14

Fund: 1000

Division: General Administration

Organization: 101400 - Finance

Object Expenditure Code Classification		<i>BUDGET</i>				
		2011-12 Expenditure	2012-13 Expend. (Dec)	2012-13 Amended (Dec)	2013-14 Requested	2013-14 Recommend
Personnel						
510100	Salaries & Wages - 9	517,829	267,393	516,218	<u>516,218</u>	
510200	Overtime	175	11	0	<u>0</u>	
511112	FICA Cost	35,614	17,637	39,491	<u>39,491</u>	
511113	State Retirement	36,881	21,370	54,719	<u>54,719</u>	
511120	Insurance Fund Contribution - 9	70,200	40,950	70,200	<u>70,200</u>	
511130	Workers Compensation	4,684	2,362	5,063	<u>5,063</u>	
511213	State Retirement - Retiree	12,616	6,975	0	<u>0</u>	
	* Total Personnel	677,999	356,698	685,691	<u>685,691</u>	
Operating Expenses						
520300	Professional Services	2,080	580	2,090	<u>2,090</u>	
520303	Accounting/Auditing Services	35,000	35,000	36,106	<u>35,000</u>	
520702	Technical Currency & Support	67,103	0	67,604	<u>68,604</u>	
520704	Computer Security & Mgmt Services	127	0	344	<u>344</u>	
520800	Outside Printing	7,876	7,680	7,680	<u>7,800</u>	
521000	Office Supplies	2,332	1,422	2,500	<u>2,795</u>	
521100	Duplicating	1,801	210	2,105	<u>2,395</u>	
521200	Operating Supplies	4,089	1,688	4,293	<u>4,557</u>	
522200	Small Equip Repairs & Maintenance	440	263	264	<u>347</u>	
524000	Building Insurance	333	170	340	<u>351</u>	
524201	General Tort Liability Insurance	798	399	822	<u>881</u>	
524202	Surety Bonds - 8	56	0	0	<u>0</u>	
525000	Telephone	1,598	1,003	1,656	<u>1,656</u>	
525021	Smart Phone Charges	1,723	637	1,892	<u>1,892</u>	
525041	E-mail Service Charges - 9	729	365	732	<u>729</u>	
525100	Postage	6,433	2,541	6,800	<u>6,948</u>	
525110	Other Parcel Delivery Service	82	0	90	<u>95</u>	
525210	Conference & Meeting Expense	3,103	2,121	4,503	<u>6,925</u>	
525230	Subscriptions, Dues, & Books	887	508	890	<u>1,040</u>	
525240	Personal Mileage Reimbursement	97	0	180	<u>180</u>	
525300	Utilities - Admin. Bldg.	16,838	9,123	17,411	<u>18,793</u>	
	* Total Operating	153,525	63,710	158,302	<u>163,422</u>	
	** Total Personnel & Operating	831,524	420,408	843,993	<u>849,113</u>	
Capital						
540000	Small Tools & Minor Equipment	326	37	300	<u>500</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	1,535	556	557		
	(2) Laser Printers (Color)				<u>2,162</u>	
	** Total Capital	1,861	593	857	<u>2,662</u>	
	*** Total Budget Appropriation	833,385	421,001	844,850	<u>851,775</u>	

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Administration, Financial Reporting, Budgeting

- a. Administration and Financial Reporting
- b. Internal Audits
- c. Accounting Operations
- d. Budgeting

Program 2 - Accounts Payable

Program 3 - Payroll

Program 1: Administration, Financial Reporting, Budgeting

Administration and Financial Reporting

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness in recording the County's financial affairs to the general public, County Council, County Administration, management, and external entities. To establish and maintain a system of internal accounting controls which will provide management with a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. The responsibilities of this office include the supervision, coordination, and administration of major financial affairs including accounting, budgeting, financial reporting, fixed assets, and the County's self-funded health insurance fund.

Service Standards:

- a. To assist and advise the County Administrator and department heads in the area of financial affairs.
 - b. To coordinate future enhancements and modifications of the Integrated Financial Management Information System (BANNER).
 - c. To continue to maintain a fixed assets system, and to move towards using the BANNER system for fixed assets.
 - d. To continue to work with Purchasing on BANNER system problems.
 - e. To coordinate with the Treasurer's office the flow of revenue and receipts on the Treasurer Report
 - f. To receive an unqualified opinion on the County's Comprehensive Annual Financial Report (CAFR), and to maintain a financial report that could receive the Certificate of Achievement for Excellence in Financial Reporting award from the Governmental Finance Officer's Association (GFOA).
 - g. To close accounting records within 90 days after year-end.
 - h. To provide adequate training and education to user departments to increase the understanding of their accounting records.
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Internal Audits

Objectives:

To review, evaluate, and report on the soundness, adequacy, and application of accounting, financial, and operating systems and controls. The Internal Auditor is also responsible for determining the extent of compliance with established policies, plans, and procedures.

Service Standards:

- a. To assist the external audit firm in the annual audit and financial reporting procedures.
- b. To establish and monitor a system of internal controls.
- c. To assist in the development and maintenance of a detailed accounting procedures manual for all County funds.
- d. To test the audit trails between Personnel and Finance for the accuracy of payroll data to insure efficiency.
- e. To test the audit trails between the Treasurer's office and Finance for accuracy of revenue and receipts.
- f. To test the audit trails of the Internal Government Charges to departments and other agencies and trace Accounts Payable active to vendors for payments.

Accounting Operations

Objectives:

To maintain the official records of the County, provide a central control for the accounting of financial transactions, and prepare financial reports in accordance with legal requirements and generally accepted accounting principles. To supervise and maintain the control of general accounting records to include balance sheet accounts, revenue ledgers, expenditure ledgers, bank statements, fixed asset records, budgetary line items, and payroll records.

Service Standards:

- a. To establish and maintain overall accounting controls to insure the accuracy of the County's Integrated Financial Management Information System (BANNER).
 - b. To monitor and process financial data input from various departments.
 1. Revenue data input through the Treasurer's office.
 2. Monthly intergovernmental charges submitted from General services.
 - c. To accumulate intra governmental charges and to calculate and process accounts receivable.
 - d. To close monthly ledgers within 10 days of prior month-end and to assist in the closing of accounting records within 90 days of year-end.
 - e. To prepare interim financial statements for use by management.
 - f. To monitor county revenues and expenditures to ensure adequate cash flow requirements are maintained or alternatives are pursued.
 - g. To maintain and reconcile on a monthly basis the County's operating account.
 - h. To account for and record the acquisition and disposal of fixed assets including land, buildings, improvements, and machinery and equipment.
 - I. To maintain accounting systems for the County's enterprise funds and to prepare management level financial statements and cost accounting statements.
 - j. To maintain accounts and proper controls in the certain special revenue funds of the County that handle program income and similar funds.
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Budgeting:

Objectives:

To develop county-wide systems to facilitate budget preparation, analysis, and control. To prepare, maintain, monitor, and review the County's various budgets. To develop methods of estimating and reviewing various revenue and expenditures in respective fund budgets.

Service Standards:

- a. To establish and maintain an annual budget timetable.
- b. To develop and monitor annual revenue and funding estimates.
- c. To gather departmental input for annual appropriations and to finalize and prepare the annual published County budget document. Also, to prepare a budget document that could be submitted to the GFOA's Distinguished Budget Presentation Awards Program.
- d. To monitor budget appropriations throughout the year for compliance and control, and research, review, and analyze needed budget revisions.
- e. To perform econometrics and quantitative analysis of budgetary trend data including CPI weighting, demographic correlation, population averaging, cost-benefit and cost-effectiveness analysis, etc.

Program 2: Accounts Payable

Objectives:

To process in an accurate and timely manner the County's accounts payables, travel vouchers, and other vendor payments, and to record these charges while insuring proper documentation.

Service Standards:

- a. To pay 90% of all accounts payable within 30 days from the receipt of invoice, while insuring the accuracy of the supporting documentation.
 - b. To establish specific procedures for the flow of payables data (together with appropriate supporting documentation) between Purchasing and Finance.
 - c. To monitor and reconcile actual daily accounts payable activity to the County's EDP accounting system's Daily File Maintenance Listing.
 - d. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.).
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Program 3: Payroll

Objectives:

To be responsible for the calculation, processing, and distribution of county payrolls and the associated reporting requirements. To supervise and maintain the control of payroll accounting records and bank reconciliations.

Service Standards:

- a. To calculate, process, and distribute 26 biweekly payrolls for county employees, and process semi-annually volunteer workers in compliance with the Fair Labor Standards Act as well as county personnel policy.
 - b. To calculate and process all payroll liabilities; i.e., taxes, FICA/Medicare, voluntary deductions.
 - c. To maintain and reconcile on a monthly basis the County's payroll account.
 - d. To accumulate, reconcile, and distribute all payroll data for the annual Federal W-2 reporting requirements as well as the Federal quarterly 941 reports.
 - e. To accumulate, reconcile and distribute all payroll data for the quarterly and annual reporting requirements of the SC Department of Revenue, The SC Retirement System, and the SC Employment Security Commission.
 - f. To maintain all pertinent timecard and payroll records for future accountability.
 - g. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.). Also, to reconcile monthly the bank account used for the payment of claims.
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	SERVICE LEVELS			
	Actual FY 10/11	Actual FY 11/12	Estimated FY 12/13	Projected FY 13/14
Service Level Indicators:				
Financial Reporting/Budgeting Admin.:				
County Funds Maintained	187	187	190	190
Total Fixed Assets Reconciliation				
Land/Bldg/Equip/Veh	15,099	15,099	15,851	15,900
Infrastructure	3,237	3,237	3,445	3,500
Fixed Assets (additions/deletions)				
Land/Bldg/Equip/Veh.	2,330	2,330	1,830	2,150
Infrastructure	189	189	114	100
Accounts Receivable Invoices:				
Monthly (17x12=204)	204	204	228	228
Yearly - Municipal Tax	12	12	12	12
Financial Statements:				
Monthly Reports (156x12=1,872)	1,872	1,872	web-site	web-site
Quarterly Statements	12	12	12	12
Comprehensive Annual Fin. Rpt	1	1	1	1
Annual Budget Documents	1	1	1	1
Preliminary Budgets	4	4	4	4
Accounts Payable:				
Invoices Reviewed and Processed for County Vouchers:				
Purchase Orders	16,533	16,533	18,405	18,500
Procurement Card	352	352	460	470
Check Request	909	909	997	1,000
Trip Request	1,217	1,217	1,641	1,650
Utilities	3,405	3,405	2,967	3,000
Counter Orders	888	888	765	900
Jury Pay	6,025	6,025	5,846	6,000
Election Workers	-	-	1,264	1,800
Other	486	486	482	500
Total	<u>29,815</u>	<u>29,815</u>	<u>32,827</u>	<u>33,820</u>
Accounts Payable Checks:				
Issued to Cty Venders	16,340	15,777	17,316	17,500
1099 Prepared at Year – End	149	176	203	210
Payroll:				
Pay Vouchers/Checks Issued for Payroll:				
Per Pay Period	1,439	1,439	1,457	1,500
Per Year	37,414	37,414	37,891	37,900
Payroll Liab Checks Issued	652	652	587	650
Insurance Checks Issued	13,215	13,215	12,312	12,400
Employee Class Records	22	22	23	25
Income Record Types Maint.	35	35	38	38
Deduction Record Types Maint.	139	139	141	145
W-2's Prepared at Year – End	1,922	1,922	1,883	1,900
Insurance Reimb. Checks	84	84	156	160

SECTION VI - LINE ITEM NARRATIVES

SECTION VI. A - LISTING OF REVENUES

430900 - Cable Franchise Fees **\$ 1,700,475**

This is the 5% that cable companies pay. The collections are based on there gross earnings. Based on fiscal year 12-13 revenues.

2009 - \$ 874,498.54
2010 - \$ 929,670.18
2011 - \$ 1,949,115.23
2012 - \$ 1,955,371.73
2013 - \$ 1,619,500.00 Estimated
2014 - \$ 1,700,475.00 Estimated

430901 – Video Service Franchise Fees **\$ 159,128**

This is the 5% that cable companies pay. The collections are based on their gross earnings. Based on fiscal year 12-13 revenues.

2009 - \$ 5,696.99
2010 - \$ 26,194.84
2011 - \$ 102,687.03
2012 - \$ 160,348.82
2013 - \$ 151,550.00 Estimated
2014 - \$ 159,128.00 Estimated

469500 - Municipal Tax Billings **\$ 105,600**

Municipal tax billing is based on the number or Real and Vehicle tax notices for the twelve municipals.

2009 - \$ 93,942.79
2010 - \$ 94,120.41
2011 - \$ 101,377.39
2012 - \$ 102,127.30
2013 - \$ 101,600.00 Estimated
2014 - \$ 105,600.00 Estimated

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director	1	1		1	42
Manager Accounting Operations	1	1		1	24
Grants Manager	1		1	1	20
Accountant/Analyst	2	2		2	19
Accountant	2	1	1	2	15
Senior Accounts Payable Clerk	1	1		1	9
Payroll Clerk	2	2		2	8
Accounting Clerk I, Finance	<u>1</u>	<u>1</u>		<u>1</u>	7
Total Positions	<u>11</u>	<u>9</u>	<u>2</u>	<u>11</u>	

All of these positions require insurance.

Display organization flowchart:

SAMPLE

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$ 2,090

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
CAFR Certificate of Achievement Application	590.00
Digital Assurance Certification (DAC)	1,500.00

520303 - ACCOUNTING/AUDITING SERVICES \$ 35,000

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
Total County Audit Contract FY 11-12	\$40,000.00
Increase by the CPI index	<u>x 0.00%</u>
	\$40,000.00
Less:	
Library Portion	2,500.00
Solid Waste Portion	<u>2,500.00</u>
Finance Portion	<u>\$35,000.00</u>

520702 - TECHNICAL CURRENCY & SUPPORT \$ 68,604

Program 1: Administration, Financial Reporting, Budgeting	
ACS Government System (July 1, 2012 – Jun 30, 2013 Contract includes Oracle 9iaS support)	\$67,104.00
Misc. support	1,500.00

520704 - COMPUTER SECURITY & MANAGEMENT SERVICE \$ 344

Allocation by Information Services 16 PC's: BOSS Maint. -	\$ 184.00
Symantec Maint. -	<u>\$ 160.00</u>
Total	<u>\$ 344.00</u>

520800 - OUTSIDE PRINTING COSTS \$ 7,800

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
CAFR Printing Cost - 75 units @ 52.00 includes sales tax	\$3,900.00
Budget Printing Cost - 75 units @ 52.00 includes sales tax	3,900.00

521000 - OFFICE SUPPLIES **\$ 2,795**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) as well as major expenditures for A/P envelopes, operating checks, payroll checks, and payroll direct deposit vouchers.

Equally distributed between programs:

Computer Paper for Laser printers (12 cases @ 45.00)	\$ 540.00
Computer Paper for Dot Matrix printers ((14.5 x 11) 1 cases @ 26.52.19)	27.00
L/P toner cartage – HP2300 (3 @ 112.00 include tax)	336.00
L/P toner cartage – HP5m (1 @ 120.00 include tax)	120.00
L/P toner cartage – HP4240 (3 @ 140.00 include tax)	420.00
L/P toner cartage – HP4240 Micro (1 @ 283.55 include tax)	283.55
L/P toner cartage - HP4015 (2 @ 144.00 include tax)	288.00
Dot Matrix printer ribbons - (15 @ 15.00)	225.00
Miscellaneous paper products (color paper) 7rms	30.00
Program 1: IGC's - Pencils, ribbons, folders, and other office products (based on 4 employees) -	\$ 200.00
Program 2: IGC's - Pencils, ribbons, folders, and other office products (based on 2 employees) -	150.00
Program 4: IGC's - Pencils, ribbons, folders, and other office products (based on 3 employees) -	175.00

521100 - DUPLICATING **\$ 2,395**

This appropriation covers the cost of making copies of invoices, budget forms, financial statements, audit and internal control work papers, data processing forms, EMS forms and reports,, and other financial documents

Copy Machine Usage cost (.0329) x 50,000 copies	\$ 1,645.00
Copy Machine Paper 12 cases @ 45.00	540.00
Accounts payable/Payroll (yellow paper) 30rms @ 7.00	210.00

521200 - OPERATING SUPPLIES **\$ 4,557**

To cover operating checks, employee time cards, and year end forms.

Accounts Payable:

Laser Operating Checks (57.00 per 1,000) 24M	\$1,370.00
Envelopes #9 (Special Windows) 20M	921.00
2012 -1099 Misc. (500) (Laser forms)	30.00
2012 -1099 Mailers Envelopes	20.00

Payroll:

Time cards (Employee) (20.00 per 1,000)50M	1,000.00
Envelopes #9 (Special Windows) 20M	921.00
2012 - W-2's (2,500) (Laser forms MW275)	115.00
2012 - W-2's Envelopes (2,500 MW398)	180.00

524000 - BUILDING INSURANCE **\$ 351**

To cover the cost of allocated building insurance per schedule. (Based on 3,878.3 sq. ft.)
 FY 12-13 - \$ 340.00 x 3% = \$ 350.2

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 881**

To cover the cost of general tort liability insurance.

	<u>Fin. Rpt.</u>	<u>A/P</u>	<u>Payroll</u>
Director	525.00		
Manager of Accounting Oper.	26.00	26.00	25.00
Accountant/Analyst	77.00		
Accountant/Analyst	77.00		
Payroll Clerk			25.00
Payroll Clerk			25.00
Accountant			25.00
Senior Accounts Payable Clerk		25.00	
Accounting Clerk I		25.00	

525000 - TELEPHONE **\$ 1,656**

This appropriation is to cover all of the telephone service including A/P invoices, internal audit engagements, and communications with non-local departments within the County. There are seven lines in the department and the cost is divided into the four programs by the number of slots.

Cost per line	\$ 18.00
6% sales tax	.86
1% local	.14
	<u>\$ 19.00</u>

7 existing lines x \$19.00 each line = \$133.00
 \$133.00 x 12 months = \$ 1,596.00
 Access charges per FCC order and taxes, already included in the \$19.00
 Plus \$ 41.00 for additional services charges during year.

525021 - Smart Phone Charges **\$ 1,892**

To cover monthly charges on portable phone.

12 Months @ 97.39 w/taxes = 1,168.68
 12 Months @ 55.24 w/taxes = 662.88
 Plus \$ 60.00 for additional services charges during year.

525041 – E-mail Service Charges - 9 **\$ 729**

To cover monthly charges.

6.75 per month per E-mail connection
9 x 6.75 = 60.75 per month
12 Months @ 60.75 = 729.00

525100 - POSTAGE **\$ 6,948**

To cover the cost of mailing weekly A/P checks, and miscellaneous reports and office correspondence. Annual mailing including financial reports (CAFR), 1099's, W-2s and various other payroll and financial reports.

Average month usage is \$ 579.00.
579.90 x 12 months = \$ 6,948.00

525110 - OTHER PARCEL DELIVERY SERVICE **\$95**

To cover the cost of mailing 3 copies of the CAFR Report to Chicago for certification.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 6,925**

To cover the costs of attending the National and South Carolina GFOA conferences, SCAC conference, SCAC affiliate (SCAFDPP) meetings and regular SCGFOA monthly meetings. And to cover the cost of GFOA accounting training workshops and local accounting and personal development workshops. To maintain technical competence of professional staff to include continuing education hours for staff CGFO (Certified Government Finance Officer).

Conferences & Meetings:

GFOA (National Finance Officers Annual Conference)	
(1 @ \$1,650.00)	\$ 1,650.00
SCGFOA (State Finance Officers Fall Conference)	
(4 @ \$750.00)	3,000.00
SCGFOA (State Finance Officers Spring Conference)	
(4 @ \$80.00)	320.00
SC Association of Counties (Annual Conference)	
(1 @ \$1,520.00)	1,520.00
Training::	
Financial & Personal Development Workshops	435.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1,040**

To cover annual membership dues, professional subscriptions and updates, and other related costs including the following:

Program 1: Financial Reporting/Budgeting/Administration

Memberships:	
GFOA (2 @ \$235.00)	\$470.00
SCGFOA (5 @ \$50.00)	250.00
Subscriptions:	
GAAFR Review	50.00
Books:	
GFOA and Other financial Publications	200.00
SC Office of Research and Statistical	40.00
Greater Columbia Chambers	30.00

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 180**

To cover reimbursement for use of personal vehicles by the Finance Department staff on County business.

525300 - UTILITIES ADMINISTRATION BUILDING **\$18,793**

To cover the cost of utility allocation for the administration building based on 3,878.3 sq. ft. of space utilized.

FY 2009 - \$ 15,322.39
FY 2010 - \$ 15,818.63
FY 2011 - \$ 17,263.03
FY 2012 - \$ 16,837.62
FY 2013 - \$ 17,411.00

The average cost per month FY 2013 is \$1,520.47.
Estimated yearly cost of 1,520.47 x 12 = 18,245.64 x 3% = 18,793.01

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **\$ 300**

To replace calculators and minor furniture: \$ 300.00

(2) Laser Printers (Color) **\$ 2,162**

Both printers have already been repaired with kits and the cost of repairing them is not cost effective due to age.

Base Unit -	\$ 589.00
Duplex -	213.00
550 Sheet Draw -	246.00
1 GB Memory -	<u>33.00</u>
	\$1,081.00

\$1,081.00 x (2) Units = \$2,162.00

SAMPLE

APPENDIX - 2 - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

<u>User Name</u>	<u>Position</u>	<u>Number</u>
Office Phones:		
Vacant	Director	785-8106
Randy Poston	Manager of Acctg Operations	785-8335
Sabrina Walker	Accountant/Analyst	785-8578
Stacy Veldman	Accountant/Analyst	785-8104
RobinViera	Accounting Clerk	785-8110
Karen Aull	Senior Accounts Payable Clerk	785-8110
Margo Burch	Payroll Clerk	785-8110
Cynthia Hamilton	Payroll Clerk	785-8585
Jennifer Harmon	Accountant	785-8585
Cell Phones:		
Smart Phones:		
Vacant	Director	-
Randy Poston	Manager of Acctg Operations	369-4328

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