



INTERNAL SERVICE FUNDS

OCTOBER 6, 2025
REGULAR COUNCIL MEETING

PRESENTED BY: DANIELLE INGHAM, FINANCE DIRECTOR

FUND 550

EQUIPMENT MAINTENANCE & REPLACEMENT

- This fund acts as an “Internal Service Fund” to collect fees through quarterly or biannual transfers from departments
- Funds are used for maintenance of the vehicle fleet, and larger tools and equipment. Most transfers made to this account during the year are from the General Fund, Water, Sewer and Storm
- Also included are the salaries and benefits for the City mechanics, oil and fuel, a portion of the insurance premiums, operating supplies, and vehicle lease payments for the Police Department
- At the end of each year, the Finance Department reconciles this fund for the following years department budgets

FUND 550

EXPENDITURES

- Two full-time mechanics
- Fuel
- Operating equipment and parts
- Utilities
- Professional Services
- Police vehicle leases

FUND 510

COMPUTER REPAIR & REPLACEMENT

- This fund acts as an “Internal Service Fund” to collect fees through quarterly or biannual transfers from departments
- Funds are generally used for the replacement and maintenance of computer hardware, new and reoccurring software maintenance and repair contracts, and capital hardware
- At the end of each year, the Finance Department reconciles this fund for the following years department budgets

FUND 510

EXPENDITURES

- Small tools & equipment
- Internet and satellite services
- Annual software subscriptions
- Repair and maintenance – IT
- Software maintenance- IT
- Capital hardware- estimate each year from IT