

Animal Shelter

Budget Line Item Justifications

2001-General Supplies

Office paper goods & supplies, receipt books, batteries, clinic dry goods such as gauze sponges, gloves, surgical drape material, needles, syringes, test kits, slides & diagnostics. Cat litter. Etc.

2002-Small Equipment

Feral cat boxes, cages, bowls, leashes, misc. cleaning equipment, water hoses. Etc.

2003-Janitorial Supplies

Cleaning & disinfecting materials, paper goods, bleach, simple green, damp mop, trash bags, and scrub brushes. Etc.

2004-Medicine & Drugs

Surgical drugs & anesthesia, vaccines, dewormers, treatment drugs, suture, flea & tick meds. Etc.

2006-Clothing & Uniforms

Uniform tops & cold weather jackets for employees.

2007-Fuel, Oil, & Lubricants

Maintenance for shelter vehicles, transporting animals, supply runs & events (fundraisers & adoption)

2013-Pet Food

Dogs and cat food.

2022-Plumbing & Electrical

Surgical light bulbs.

2023-Parts & Repairs

Part & repairs to current cleaning equipment and systems. General building maintenance.

Budget Justification~ Services including but not limited to:

3006-Medical/Dental/Hospital

Pre-exposure rabies vaccines for employees. This is offered to kennel personnel because of the risk of exposure to rabid animals.

3009-Other Professional Services Veterinary Services, and labor for equipment repairs & maintenance such as anesthesia machines, oxygen generators, autoclave, scales. Etc.

3021-Postage

Postage: Event mailings, Spay/Neuter voucher applications & thank you cards for donations.

3022-Cell Phones/Pager/Radio

Cell phones for management personnel.

3030-Travel

Continuing Education & Safety Training

3031-Common Carrier

Continuing Education & Safety Training

3032-Mileage

Mileage for use of personal vehicles.

3040-Advertising & Publication

Bid advertising and job postings.

3052-Fire & Extended Coverage

3053-Fleet Liability

3060, 3061, 3062- Utilities

3073-Lease –Machinery & Equipment

Shared copier/Scanner/Printer for office.

3074-Contract overages

Copier overage.

3090-Dues & Memberships

DEA License Registration.

3101-Training/Education

Continuing Education & Safety Training.

3102-Software Support

Shelter Management software used to track & report animals entering and exiting the shelter.

3104-Miscellaneous Refunds

In case of possible refunds made.