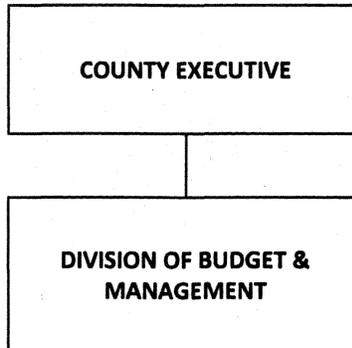


DIVISION OF BUDGET AND MANAGEMENT



BUDGET AND MANAGEMENT	2013 Actual	2014 Adopted	2014 Adjusted	2015 Proposed
Personal Services	871,167	948,126	966,103	1,014,389
Other	<u>(68,089)</u>	<u>(77,376)</u>	<u>(77,376)</u>	<u>(102,029)</u>
Total Appropriation	803,078	870,750	888,727	912,360
Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
County Share	803,078	870,750	888,727	912,360

DESCRIPTION

Duties performed by the Division of Budget and Management include preparation of the tentative annual County budget, the capital budget, the Four-Year Financial Plan, implementation and monitoring of adopted budgets, and coordination of departmental communications with the County Legislature on all budget matters requiring legislative approval.

Other responsibilities include: preparing monthly budget monitoring reports in coordination with all county departments; monitoring creation and filling of positions in accordance with budget appropriations; developing the annual capital borrowing program; advising the Executive and Legislature concerning fiscal matters; coordinating responses to County Comptroller audits for executive departments; and conducting management studies and special projects designed to assure effective budget and financial planning and administrative efficiency.

MISSION STATEMENT

The mission of the Division of Budget and Management is to ensure that the County's budget is in balance and that it allocates its resources in a manner that is consistent with the County's priorities and with the goals and objectives of County departments. The Division of Budget and Management accomplishes its mission through the strict adherence to established and generally accepted financial policies and best practices.

Program and Service Objectives

- Develop an the annual operating budget, grant budget, capital budget and Four-Year Financial Plan which meet the County Executive's fiscal, budgetary, service and management goals and guidelines.
- Monitor spending and revenue collection on a monthly basis and regularly process fiscal transactions on behalf of County departments.
- Assure that appropriate, effective, and timely action is identified and recommended to address budgetary or fiscal issues and impacts which occur as a result of changing circumstances.
- Provide the County Executive and other County policymakers with accurate data, analytical reviews or studies and appropriate recommendations for the development of effective fiscal and policy decisions.
- Assist departments in their responses to County audits.

Top Priorities for 2015

Work with departments to ensure that spending and revenue generation are meeting targets, and that multi-year plan initiatives are being implemented.

Key Performance Indicators

	Actual 2013	Estimated 2014	Estimated 2015
Number of annual tentative operating, capital and grant budgets prepared and submitted to Legislature	3	3	3
Number of Four-Year Financial Plans submitted to Legislature and ECFSA	2	2	1
Number of departmental budget requests reviewed and tentative budgets prepared for executive approval	66	66	66
Number of vacancy control documents processed (F-77's)	820	1,300	1,430
Number of position control documents processed (B-100's)	200	270	250

	Actual 2013	Estimated 2014	Estimated 2015
Number of Interdepartmental Bill charges posted:			
Non-DISS	3,660	3,700	3,700
DISS	12,378	16,700	16,700
Number of departmental vacancy control plans monitored	62	63	63
Number of departmental overtime budgets monitored	31	31	28
Number of Budget Monitoring Reports produced	9	9	9
Number of budget revisions processed by budget staff	720	840	840

2015 Budget Estimate - Summary of Personal Services

Fund Center: 10210

Budget and Management

Job Group	Current Year 2014	-----	Ensuing Year 2015	-----
No:	Salary	No:	Dept-Req	No:
		Exec-Rec	No:	Leg-Adopted
				Remarks

Cost Center 1021010 Administration-Budget & Mgmt.

Full-time Positions

1	DIRECTOR OF BUDGET AND MANAGEMENT	19	1	\$130,514	1	\$133,125	1	\$133,125
2	CHIEF PRINCIPAL CLERK	09	1	\$53,129	1	\$54,192	1	\$54,192
	Total:		2	\$183,643	2	\$187,317	2	\$187,317

Cost Center 1021020 Budget & Management

Full-time Positions

1	SENIOR BUDGET CONSULTANT	17	1	\$97,400	1	\$99,349	1	\$99,349
2	MANAGEMENT CONSULTANT (COUNTY EXECUTIVE)	15	1	\$90,044	1	\$91,845	1	\$91,845
3	MANAGEMENT CONSULTANT -COUNTY EXECUTIVE	12	1	\$63,194	1	\$64,459	1	\$64,459
4	SYSTEMS ACCOUNTANT-BUDGET	11	1	\$62,922	1	\$64,181	1	\$64,181
	Total:		4	\$313,560	4	\$319,834	4	\$319,834

Part-time Positions

1	SYSTEMS ACCOUNTANT-BUDGET PT	11	1	\$20,431	1	\$20,840	1	\$20,840
	Total:		1	\$20,431	1	\$20,840	1	\$20,840

Cost Center 1021060 DSS Fiscal Management Oversight

Full-time Positions

1	SENIOR EXECUTIVE ASSISTANT-COUNTY EXEC	18	1	\$93,207	1	\$100,462	1	\$100,462
	Total:		1	\$93,207	1	\$100,462	1	\$100,462

Fund Center Summary Totals

Full-time:	7	\$590,410	7	\$607,613	7	\$607,613
Part-time:	1	\$20,431	1	\$20,840	1	\$20,840
Fund Center Totals:	8	\$610,841	8	\$628,453	8	\$628,453

Fund: 110
 Department: Budget and Management
 Fund Center: 10210

Account	Appropriations	2013 Actuals	2014 Legislative Adopted	2014 Adjusted Budget	2015 Department Request	2015 Executive Recommendation	2015 Legislative Adopted
500000	Full Time - Salaries	550,188	563,210	581,187	607,613	607,613	-
500010	Part Time - Wages	-	20,031	20,031	20,840	20,840	-
500020	Regular PT - Wages	21,341	-	-	-	-	-
500300	Shift Differential	23	-	-	-	-	-
500350	Other Employee Payments	600	900	900	9,000	8,800	-
501000	Overtime	3,489	2,000	2,000	2,000	2,000	-
502000	Fringe Benefits	295,525	361,985	361,985	396,461	375,136	-
505000	Office Supplies	1,511	3,000	3,000	3,000	3,000	-
506200	Maintenance & Repair	-	400	400	400	400	-
510000	Local Mileage Reimbursement	107	500	500	500	500	-
510100	Out Of Area Travel	1,357	2,800	2,800	2,800	2,800	-
510200	Training And Education	221	700	700	700	700	-
516020	Professional Svcs Contracts & Fees	-	100	100	100	100	-
516030	Maintenance Contracts	321	500	500	600	600	-
530000	Other Expenses	853	5,000	4,150	5,000	4,700	-
545000	Rental Charges	117	300	300	300	300	-
561410	Lab & Technical Equipment	-	-	850	-	-	-
910200	ID Budget and Management Services	(113,202)	(129,114)	(129,114)	(161,711)	(161,711)	-
910600	ID Purchasing Services	514	548	548	548	899	-
910700	ID Fleet Services	4,847	5,348	5,348	5,348	5,281	-
912215	ID DPW Mail Svcs	233	286	286	286	203	-
980000	ID DISS Services	35,031	32,256	32,256	32,256	40,199	-
Total Appropriations		803,076	870,750	888,727	926,041	912,360	-