

August 5, 2013

9

TO: Local Agency Formation Commission
FROM: Executive Officer
SUBJECT: Fourth Quarter FY 2012-13 Budget Update

FOURTH QUARTER BUDGET UPDATE

Attached is the Fourth Quarter Budget Update Report for FY 2012-13. LAFCO will finish FY 2012-13 approximately \$174,006 under budget due to cost containment measures in salaries and benefits and services and supplies accounts, plus the submittal of processing fee revenue that exceeded projections. The largest area of cost containment pertained to the deferral of the document management project to FY 2013-14. In addition, processing fee revenue from jurisdictional applications was significantly higher than projected due to improved economic conditions in the region. When final figures are obtained in the upcoming weeks after the accounting period for FY 2012-13 is formally closed, unspent funds will be transferred to LAFCO's Special Project Fund (account 44726), per previous LAFCO budget action.

The attached figures (figures 1-3) contain a comprehensive summary of LAFCO's financial activity and performance since the last report. The Commission will continue to receive regular updates on the LAFCO budget in FY 2013-14. This report is provided for the Commission's information and acceptance. Therefore, it is

RECOMMENDED: That the Commission receive and accept the Fourth Quarter FY 2012-13 LAFCO Budget Update.

Respectfully submitted,

MICHAEL D. OTT
Executive Officer

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Attachments: Fourth Quarter LAFCO Budget Update

Figure 1
Fourth Quarter LAFCO BUDGET Update FY 2012-13

| Income/Expense | Actual FY11-12 Budget | Adopted FY11-12 Budget | Fourth Quarter Estimated Actual FY12-13 Budget | Adopted FY12-13 Budget |
|--|----------------------------------|-----------------------------------|---|-----------------------------------|
| INCOME | | | | |
| <i>Revenue</i> | | | | |
| 45918 · LAFCO Apportionment (net cost) | 1,193,660 | 1,197,211 | 1,404,232 | 1,404,232 |
| 46234 · Service to Property Owner | 46,530 | 95,320 | 174,575 | 50,000 |
| 47540 · Operating Transfers In | 0 | 90,877 | 0 | 150,000 |
| 47615 · Other Sales - Taxable | 86 | 0 | 0 | 10,000 |
| 49000 · Processing Fee | 6,710 | 0 | 0 | 0 |
| 49200 · Interest & Dividends | 4,692 | 0 | 2,165 | 0 |
| 49900 · Miscellaneous Revenue | 354 | 0 | 0 | 0 |
| 80100 · Receipts Sch TR & Agency | 3,015 | 0 | 0 | 0 |
| REVENUE - TOTAL | 1,255,048 | 1,383,408 | 1,580,972 | 1,614,232 |
| EXPENSE | | | | |
| <i>Salaries & Benefits</i> | | | | |
| 51110.A Salaries & Wages | 434,320 | 920,907 | 504,613 | 945,957 |
| 51110.B Benefits | 277,988 | | 308,078 | |
| SALARIES & BENEFITS -TOTAL | 712,308 | 920,907 | 812,691 | 945,957 |
| <i>Services & Supplies: General</i> | | | | |
| 52074 · Telecommunications | 0 | 7,500 | 0 | 2,000 |
| 52138 · Public Liability Insurance | 0 | 750 | 0 | 1,000 |
| 52178 · Auto Maintenance | 885 | 4,500 | 1,000 | 2,000 |
| 52182 · Vehicle Fuel | 429 | 1,500 | 750 | 1,500 |
| 52270 · Memberships | 7,000 | 7,500 | 7,500 | 9,000 |
| 52330 · Office Expense | 4,229 | 1,000 | 1,000 | 5,000 |
| 52332 · Postage | 0 | 2,500 | 0 | 5,000 |
| 52334 · Printing | 1,280 | 2,000 | 10,000 | 20,000 |
| 52336 · Books - Office Library | 137 | 500 | 1,800 | 500 |
| 52338 · Drafting/Engineering | 0 | 250 | 0 | 250 |
| 52344 · Stores Unallocated | 6,100 | 2,000 | 10,000 | 5,000 |
| 52354 · Mail/Postage-ISF | 8,700 | 3,000 | 9,000 | 10,000 |
| 52490 · Publications | 1,757 | 1,000 | 1,500 | 1,000 |
| 52530 · Office Lease | 54,507 | 75,000 | 71,000 | 71,000 |
| GENERAL OPERATIONS - SUBTOTAL | 85,022 | 109,000 | 113,550 | 133,250 |
| <i>Services & Supplies: Professional</i> | | | | |
| 52370.A · Special Counsel Litigation | 19,292 | 30,000 | 0 | 5,000 |
| 52370.B · Special Counsel General | 299 | 7,500 | 15,000 | 2,500 |
| 52370.C · General Counsel | 3,675 | 15,000 | 10,000 | 15,000 |
| 52370.D · GIS Support | 90,365 | 75,000 | 60,450 | 60,000 |
| 52370.E · Web & Doc Support | 0 | 0 | 60,450 | 65,000 |
| 52370.F · Local Govt Services | 30,000 | 50,000 | 64,550 | 95,000 |
| 52370.G · Legislation | 39,761 | 35,000 | 24,794 | 35,000 |
| 52370.H · Accounting | 32,500 | 0 | 25,000 | 25,000 |
| 52370.I · Other (Doc. Capture QC) | 24,126 | 0 | 0 | 0 |
| PROFESSIONAL SERVICES - SUBTOTAL | 240,018 | 212,500 | 260,244 | 302,500 |
| <i>Services & Supplies: Special Departmental</i> | | | | |
| 52550.A · Service Review | 0 | 50,000 | 78,781 | 95,000 |
| 52550.B · County Overhead Costs | 0 | 9,501 | 25,000 | 25,000 |
| 52550.C · Other | 0 | 0 | 0 | 2,000 |
| 52550.D · Minor Expense | 44,315 | 59,401 | 18,000 | 15,000 |
| 52550.E · Other (Doc. Capture) | 57,338 | 0 | 0 | 0 |
| SPECIAL DEPARTMENTAL - SUBTOTAL | 101,653 | 118,902 | 121,781 | 137,000 |

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Figure 1: LAFCO BUDGET (continued)
FY2011-12 TO FY2012-13

| Income/Expense | Actual FY11-12 Budget | Adopted FY11-12 Budget | Fourth Quarter Estimated Actual FY12-13 Budget | Adopted FY12-13 Budget |
|---|--------------------------|---------------------------|--|---------------------------|
| <i>Services & Supplies: Equipment & Support</i> | | | | |
| 52566 · Minor Equipment | 62 | 1,000 | 500 | 1,000 |
| 52602 · Computer Related Training | 0 | 1,000 | 0 | 1,000 |
| 52608 · Out of County Travel | 0 | 2,500 | 0 | 2,500 |
| 52610 · Non-Travel/In-County | 0 | 500 | 500 | 500 |
| 52612 · Emp. Auto mileage | 8,654 | 6,000 | 10,000 | 10,000 |
| 52622 · Training/Regis | 0 | 1,000 | 0 | 3,500 |
| 52704 · Purchasing ISF | 0 | 500 | 500 | 500 |
| 52706 · Document Svcs ISF | 101 | 200 | 200 | 200 |
| 52721 · Network Services IT | 27,698 | 25,000 | 30,000 | 26,000 |
| 52722 · Computing Power ISF | 0 | 500 | 800 | 800 |
| 52723 · Data Center Service | 4,107 | 5,500 | 5,600 | 5,600 |
| 52725 · Cross Functional Svcs I | 4,720 | 5,500 | 5,600 | 5,600 |
| 52726 · Microfiche & Print | 0 | 100 | 0 | 125 |
| 52732 · Desktop Computing | 21,324 | 25,000 | 25,000 | 27,000 |
| 52734 · Help Desk | 1,603 | 2,500 | 2,000 | 5,000 |
| 52750 · Catalog Items | 0 | 2,000 | 1,000 | 1,000 |
| 52752 · Other Services | 0 | 200 | 0 | 200 |
| 52754 · Non Catalog Items | 0 | 500 | 0 | 500 |
| 52758 · Vehicle Lease | 3,091 | 0 | 3,000 | 2,500 |
| 59000 · Fixed Assets | | 2,000 | 14,000 | 2,000 |
| EQUIPMENT & SUPPORT - SUBTOTAL | 71,359 | 81,500 | 98,700 | 95,525 |
| SERVICES & SUPPLIES - TOTAL | 498,052 | 521,902 | 594,275 | 668,275 |

Figure 2: BUDGET SUMMARY
FY2011-12 TO FY2012-13

| Income/Expense | Actual FY11-12 Budget | Adopted FY11-12 Budget | Fourth Quarter Estimated Actual FY12-13 Budget | Adopted FY12-13 Budget |
|---|--------------------------|---------------------------|--|---------------------------|
| SALARIES & BENEFITS - TOTAL | 712,308 | 920,907 | 812,691 | 945,957 |
| SERVICES & SUPPLIES - TOTAL | 498,052 | 521,902 | 594,275 | 668,275 |
| EXPENSE - TOTAL | 1,210,360 | 1,442,809 | 1,406,966 | 1,614,232 |
| REVENUE - TOTAL | 1,255,048 | 1,383,408 | 1,580,972 | 1,614,232 |
| LAFCO Apportionment (net cost) | 1,193,660 | 1,197,211 | 1,404,232 | 1,404,232 |
| Under/Overrealized Revenue¹ | -44,687 | 0 | -174,006 | 0 |

¹Overrealized revenue expressed in parentheses, for example, in FY12-13 LAFCO is projected to finish (\$174,006) under budget. Per LAFCO authorization, these funds will be transferred to LAFCO account 44726 or 44725.

Figure 3: LAFCO FUND BALANCE SUMMARY
FY2011-12 TO FY2012-13

| LAFCO FUNDS | Actual FY11-12 Budget | Adopted FY11-12 Budget | Fourth Quarter Estimated Actual FY12-13 Budget | Adopted FY12-13 Budget |
|------------------------------------|--------------------------|---------------------------|--|---------------------------|
| Fund Activity | | | | |
| 44595 - Fund Balance | 98,154 | 98,154 | 94,970 | 94,970 |
| 44725 - Contingency | 523,646 | 523,646 | 525,743 | 525,743 |
| 44726 - Special Project | 194,751 | 194,751 | 368,757 | 195,666 |
| 44727 - Jurisdictional | 146,279 | 146,279 | 146,966 | 146,966 |
| 44728 - Interest | 4,692 | 0 | 2,165 | 0 |
| 44729 - FUND ACTIVITY TOTAL | 967,521 | 962,829 | 1,138,601 | 963,345 |