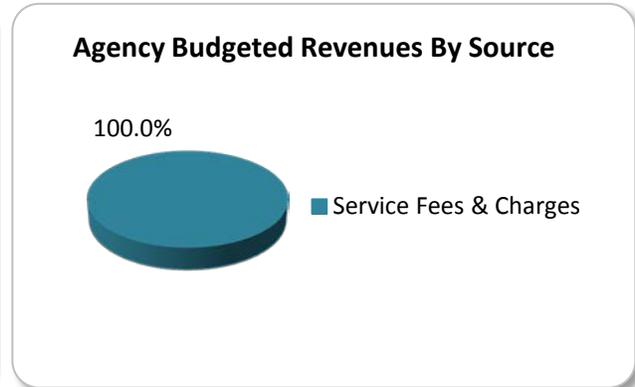
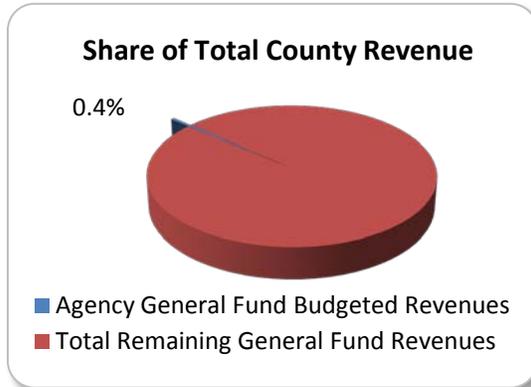
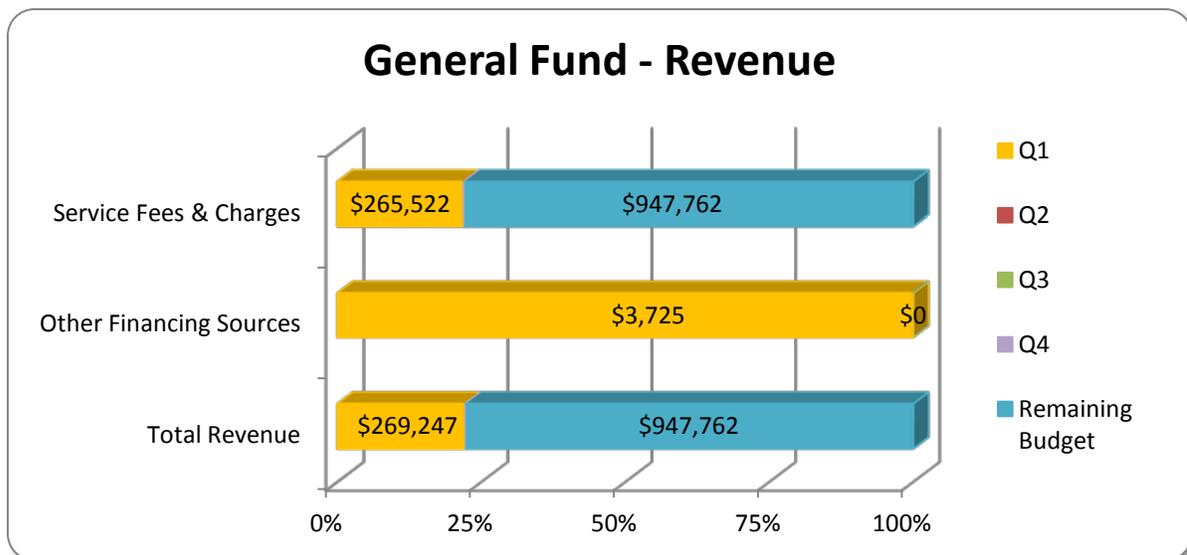


General Fund Analysis



- The General Fund revenue for General Services is estimated to be \$1,213,284 for 2013, which is 0.4% of the total budgeted revenue for the General Fund.
- The main sources of General Fund revenue for General Services are derived from charges to non-general fund agencies for goods and services provided, and from the auction of vehicles. Goods and services are provided through the Mail Services, Graphic Arts, Vehicle Maintenance, and Fuel Management programs.



	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD	Total*
Prior Year Actuals	\$385,962	\$266,327	\$243,441	\$284,399	\$385,962	\$1,180,129
Current Year Actuals	\$269,247				\$269,247	\$1,213,284

* Current year total represents revised budget.

- First quarter revenue of \$269,247 represents 22.2% of the amount budgeted for the year.

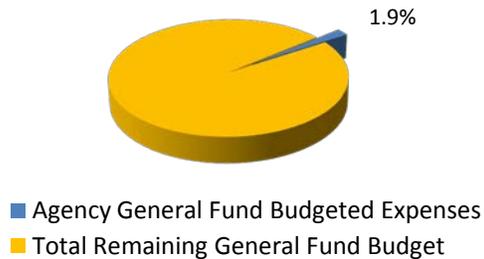
- For the 1st quarter nearly all revenue is derived from Interfund Services and Charges, which is within the Service Fees & Charges category. Three of the four major sources of Interfund Services and Charges (Graphic Arts, Vehicle Maintenance, and Fuel Management) were below 25% of the amount budgeted for the year, while the fourth category (Mail Services) was slightly above the amount budgeted for the year.

General Services--Service Fees and Charges 2013				
Program	2013 Rev. Budget	25% of Budget	YTD Revenue	Variance
Graphic Arts	\$126,612	\$31,653	\$14,804	(\$16,849)
Mail Services	\$703,218	\$175,805	\$176,993	\$1,189
Vehicle Maintenance	\$65,000	\$16,250	\$4,399	(\$11,851)
Fuel Management	\$293,374	\$73,344	\$69,070	(\$4,273)
TOTAL	\$1,188,204	\$297,051	\$265,267	(\$31,784)

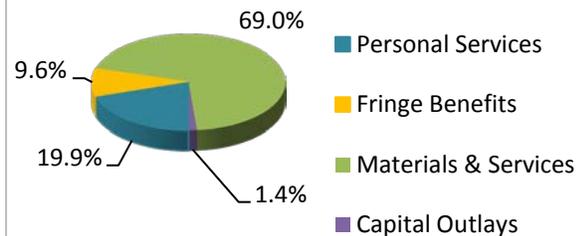
- The variance in Graphic Arts is due largely to an over-estimated budget which did not take account of a decrease in print jobs this year for the Board of Elections and the Auditor's Office.
- The variance in Vehicle Maintenance is partly due to the timing of payments from agencies, and also due in part to fewer completed work procedures in March, which were related to staffing issues.

General Fund Analysis

Share of Total County Expenses

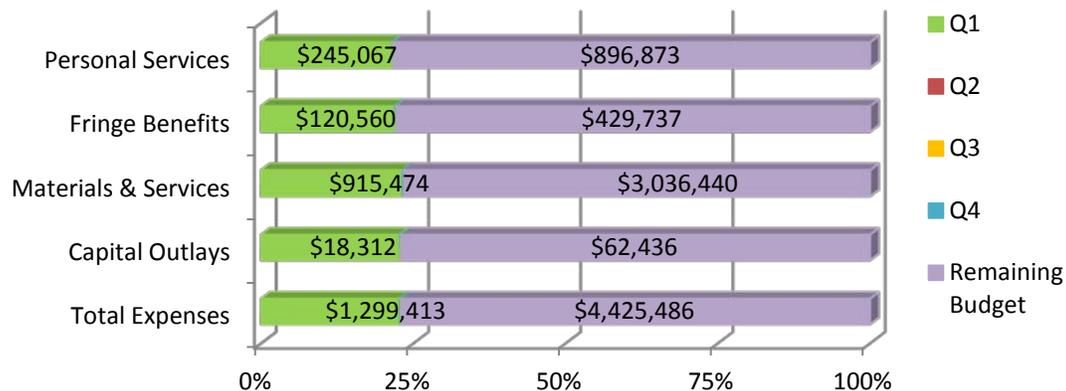


Agency Budgeted Expenses By Type



- The General Fund expenditures for General Services are estimated to be \$5,724,899 for 2013, which is 1.9% of the total budgeted expenditures for the General Fund.

General Fund - Expenses



	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	YTD	Total*
Prior Year Actuals	\$1,356,946	\$1,240,794	\$1,205,189	\$1,717,583	\$1,356,946	\$5,520,512
Current Year Actuals	\$1,299,413				\$1,299,413	\$5,724,899

* Current year total represents revised budget.

- First quarter expenditures of \$1,299,413 represent 22.7% of the budgeted amount for the year.
- Through the 1st quarter, all expenditure categories were below 25% of the amount budgeted for the year.
- Within Materials & Services, expenditures for the three largest components (Postal Services, Gasoline & Other Fuels, and Motor Vehicle Repair Parts & Accessories) are shown in the table below:

General Services--2013 Expenditures in Three Largest M & S Objects

Object	2013 Rev. Budget	25% of Budget	YTD Expenditure	Variance
Postal Services	\$2,042,500	\$510,625	\$600,000	(\$89,375)
Gasoline & Other Fuels	\$1,468,983	\$367,246	\$221,330	\$145,916
MV Repair Parts & Acc.	\$103,730	\$25,933	\$15,799	\$10,134
TOTAL	\$3,615,213	\$903,803	\$837,129	\$66,675

- Expenditures for Postal Services are over 25% due to a typical purchase of \$600,000 in postage in the 1st quarter.
- Expenditures for Gasoline and Other Fuels are under estimate largely due to lower than anticipated price and usage.

General Fund Analysis

Personal Services

<u>Quarter</u>	<u>Agency Budget</u>	<u>Actual Expenditures</u>	<u>% of Budget Expended</u>
1st Quarter	\$263,525	\$245,067	93.0%
2nd Quarter	\$307,445		
3rd Quarter	\$263,525		
4th Quarter	\$307,445		
Total	\$1,141,940	\$245,067	21.5%

- There were six pay periods through the end of the 1st quarter, which would equate to 23.1% of budget. The agency's under spending for personal services in the 1st quarter is largely due to two vacancies. These positions are in the process of being filled.

Budget Corrective Items

Approved

- Resolution No. 0031-13 authorized a General Fund transfer of appropriations from the Commissioners' Reserves in the amount of \$1,219,297 to various County offices for a 1.5% salary and wage increase for non-bargaining employees. The total amount transferred to Personal Services and Fringe Benefits for General Services was \$7,928.

Pending

- There are no requests currently pending that may impact the budget.

Not Recommended

- There have been no requests for budget adjustments not approved to date.

Additional Budget Analysis and Budget Recommendations

- The Office of Management and Budget worked with the Purchasing Department to revise the chargeback procedures for the Print Shop. This included instituting an overhead charge beginning July 1, 2013 in order to recover some of the indirect and capital costs of the Print Shop.