

W.S.C.

Memorandum Date: January 28, 2009
Order Date: January 28, 2009

TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: Kay Blackburn, Financial Services Manager
AGENDA ITEM TITLE: FINANCE & AUDIT – QUARTERLY BUDGET MONITORING REPORTS

I. MOTION

None. This is an informational item.

II. AGENDA ITEM SUMMARY

This is the presentation of the 2nd quarter (12-31-08) budget monitoring reports to the Finance and Audit Committee of the Board of Commissioners.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In support of the strategic plan core strategy of strengthening analytical capabilities, the Finance and Audit Committee adopted the presentation of Quarterly Budget Monitoring Reports. The reports are to be presented for the 2nd fiscal quarter (December 31 results) and the 3rd fiscal quarter (March 31 results). The purpose of the reports is to provide interim financial monitoring to County management and alert management to potential budget shortfalls.

B. Policy Issues

Lane Manual 4.010 contains Financial and Budget Management policies and authorizes procedures to administer budget and expenditures in the Administrative Procedures Manual Chapter 2, Section 9. The Quarterly Budget Monitoring reports provide a tool to ensure that County operations adhere to budget policy.

C. Board Goals

This item is consistent with the strategic plan goals of strengthening analytical

capabilities, providing efficient and effective financial and administrative support and systems, and protecting the public's assets.

D. Financial and/or Resource Considerations

Review of the Quarterly Budget Monitoring Reports has no direct financial impact, but allows County management to address financial issues in a timely manner and take action to mitigate any projected shortfalls.

E. Analysis

In accordance with the criteria adopted by the Finance and Audit Committee, attached are reports for individual fund and General Fund Departments where the actual results at December 31, 2008 are outside the range of 40%-60% of annual budget (expected results – 50%). Included with each report is an explanation of the variance between budget and actual results and a narrative of steps planned to mitigate any budget shortfalls.

The reports are intended to be a high-level view of results at the fund level. Per APM Chapter 2, Section 9, departments are responsible for monitoring budgets at a program or division level:

If at any time it appears that any expenditure account may be significantly over expended or any revenue significantly under realized it is the responsibility of department directors to report to the Finance and Audit Committee alternate methods of maintaining a balanced budget.

F. Alternatives/Options

1. Accept the reports as presented.
2. Provide the Financial Services Manager with direction for changes in reporting, or actions that need to be taken with regard to specific funds.

IV. RECOMMENDATION

The Financial Services Manager recommends no changes to the debt management policies at this time.

V. TIMING/IMPLEMENTATION

None.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Quarterly Budget Monitoring Reports.