



# Oregon

John A. Kitzhaber, M.D., Governor

**Department of Land Conservation and Development**

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<http://www.oregon.gov/LCD>

## **AGENDA**

### **LCDC BUDGET AND MANAGEMENT SUBCOMMITTEE**

**Columbia Gorge Discovery Center, Board Room**

**5000 Discovery Drive**

**The Dalles, Oregon**



**December 8, 2011, 8:00 a.m.**

- 1. Review Financial Report**
- 2. DLCD Business Manager Actions: Authorizing timesheets and travel claims**



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November 30, 2011

**TO: LCDC BUDGET AND MANAGEMENT SUBCOMMITTEE**

**FROM:** Teddy Leland, DLCD Operations Services Division Manager  
Doug Crook, DLCD Budget Officer

**SUBJECT:** Agency Business Report for December 8, 2011, 8:00 a.m.  
Columbia Gorge Discovery Center, Board Room  
5000 Discovery Drive  
The Dalles, Oregon

### 2011-13 Legislatively Adopted

	<b>General Fund</b>	<b>Other Funds</b>	<b>Federal Funds</b>	<b>Total Funds</b>	<b>POS/FTE</b>
Planning Programs	9,285,676	1,457,573	5,857,281	16,600,530	57 / 55.11
Grants	1,599,341	0	0	1,599,341	0 / 0.00
<b>Grand Total</b>	<b>10,885,017</b>	<b>1,457,753</b>	<b>5,857,281</b>	<b>18,199,871</b>	<b>57/ 55.11</b>

The 2011-13 Legislatively Adopted Budget reflects 2011 legislative action including HB 5032, SB 766, and SB 5508. A comparison of the 2011-13 budget to the 2009-11 Legislatively Adopted Budget is shown below.

	<b>2009-11 Legislatively Adopted Budget</b>	<b>2011-13 Legislatively Adopted Budget (includes HB 5032, SB 766, SB 5508)</b>
<b>General Fund</b>	\$16,793,066	\$10,885,017
<b>Lottery Fund (Debt Service)</b>	-0-	-0-
<b>Other Funds</b>	863,649	1,457,753
<b>Federal Funds</b>	6,598,675	5,857,281
<b>Other Funds (non-limited)</b>	-0-	-0-
<b>Federal Funds (non-limited)</b>	-0-	-0-
<b>Total Funds</b>	\$24,255,390	\$18,199,871
<b>Full-Time Equivalent (FTE)</b>	74.81	55.11

**2011-13 Monthly Reports:**

The primary 2011-13 financial models for the department are in place and have been distributed to department managers. The financial reports to you contain expenditures to date through month ending October 2011.

Overall monthly projections are based on anticipated costs for all budget categories, including continued Measure 49 attorney general costs. The 2011-13 LCDC BAM Subcommittee financial model is attached for your reference. Division managers continue to closely review divisional budget spending plans.

**Special Payments Note:**

The General Funds Grants Allocation Committee has had an initial meeting. Requests for application were received in September with grant awards underway.

**2009-11 Monthly Report:**

Financial models for the department were issued regularly in 2009-11. Overall monthly projections were based on anticipated costs for all budget categories, including Measure 49 phase out dates for each approved limited duration position in Measure 49.

Finalization of the budget will occur over the next few months. The books for 2009-11 biennium close in December 2011. Final information will be presented to you upon closure of the books. Anticipated General Fund reversion is approximately \$250,000 or 1.6% of the Total 2009-11 Legislatively Approved Budget for the General Fund.

**2009-11 and 2011-13 Business Manager Approvals**

Teddy Leland has reviewed and approved September and October 2011 time and leave reporting for Richard Whitman and Acting Director Jim Rue. These timesheets will be provided to you for your review and signature at your upcoming meeting.

Travel claims for August 2011 in the amount of \$804.82 and for September 2011 in the amount of \$180.54 for Acting Director Rue were approved by Chair VanLandingham. These claims require acknowledgment by the upcoming subcommittee.

An annual review of 2011 business manager approvals will occur at the next subcommittee meeting.

**Commissioner Training: Budget**

The 2005 legislature directed DAS and the Legislative Fiscal Office (LFO) to develop a measure for certain boards and commissions to use in evaluating their performance. DAS and LFO submitted a recommendation to the Joint Legislative Audit Committee (JLAC). This recommendation was approved in July 2006.

LCDC is one of the commissions required to conduct an annual self-assessment against 15 "Best Practices Criteria" for boards and commissions as laid out by DAS. One of the best practices criteria asks the commission to identify and attend appropriate training sessions.

In light of this best practices measure and for your information, the department presents an additional training item on page 4 for your reference.

c: Lisa Pearson, BAM Analyst  
Laurie Byerly, LFO Analyst

## Legislative Fiscal Office

**Ken Rocco**  
Legislative Fiscal Officer

**Daron Hill**  
Deputy Legislative Fiscal Officer



900 Court Street NE  
H-178 State Capitol  
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### Budget Information Brief / 2011-5

## Overview of Oregon's Budget Process Budget Terms

During the budget process a number of terms are used on a regular basis. This budget brief is intended to help describe and understand some of the more commonly used budget terms.

**Allocation vs. Limitation/Appropriation** – Allocations refer specifically to revenues. Lottery Funds and Criminal Fines Account funds are allocated to an agency by the Legislature. Allocated funds may not be spent without expenditure limitation.

Appropriations are General Fund expenditures established by the Legislature. Limitations are Lottery Funds, Other Funds, and Federal Funds expenditures established by the Legislature.

**Approved Spending Level** – The actual amount of spending authority an agency has for a particular budget cycle. Typically, this is called the legislatively approved budget; however, the Governor may lower the General Fund amount that can be spent if the revenue forecast falls to the point of putting the state in a deficit situation. In that case, the Governor does not actually reduce the statutorily approved amounts, but simply reduces the amount that agencies will be allowed to spend. The approved spending level is the amount approved by the Legislature, less any allotment reductions implemented by the Governor to balance the budget.

**Backfill** – One-time funds used to replace discretionary funding in an agency's budget. These are typically Other or Federal Funds used to replace General or Lottery Funds. They are used extensively when General and Lottery Funds are at a premium, and continue programs that would otherwise be eliminated. While one-time funds continue the program for a certain period, the program must then revert to the original funding source once the "backfilled" funds go away.

**Budget Note** – Included in a Budget Report, it is a formal directive to a state agency expressing legislative intent for a particular budget issue. A budget note is technical in nature, directing an agency to take administrative and managerial action relating to the agency's execution of its biennial budget. A budget note is of limited scope, not intended to circumvent, supplant, or replace other substantive or policy measures or law. The directive of a budget note typically expires at the end of the biennium for which it pertains. Budget notes are neither required nor necessary for every Ways and Means measure.

**Budget Report** – An official report on any bill approved by the Joint Committee on Ways and Means that appropriates General Fund or establishes expenditure limitation for Lottery Funds, Other Funds, and Federal Funds. The report summarizes any discussion by the Committee and contains the recommendations to the Legislature on the bill. In addition to the recommended expenditures and revenues, it also lists the recommended number of positions and full-time equivalent positions. Legislative Fiscal Office 2 October 2011

**Current Service Level**– A means of estimating the costs of continuing existing programs and implementing new policy changes from the existing biennium to the next one. For a complete explanation, see [www.leg.state.or.us/comm/lfo/2010-3TentativeBudgetandCSL.pdf](http://www.leg.state.or.us/comm/lfo/2010-3TentativeBudgetandCSL.pdf)

**Legislatively adopted budget vs. Legislatively approved budget** – The legislatively adopted budget is the budget that is passed by the Legislature at the beginning of the biennium. It consists of one or more budget bills that are passed during the odd-year regular session. The legislatively approved budget consists of the legislatively adopted budget plus any actions that modify the budget during the biennium. These actions include administrative increases to Nonlimited limitations, approved Emergency Board actions, and any actions during subsequent special and regular legislative sessions.

**Maintenance of Effort** – A requirement contained in certain legislation, regulations, or administrative policies that a recipient must maintain a specified level of financial effort in the area for which federal funds will be provided in order to receive federal grant funds. This requirement is usually given in terms of a previous base-year dollar amount.

**Nonadd Expenditures** – Generally, these are inter-agency and intra-agency expenditures that fund administrative functions and are paid for by other programs. This results in a double-count in total statewide expenditures. While the expenditures are included for both programs for reporting purposes, the nonadd expenditures are usually shown as an informational tool to indicate where the budget contains expenditures that are counted twice.

Many of the programs at the Department of Administrative Services (DAS) are considered nonadd because they assess agencies for the costs of the programs. The agency shows an expenditure to DAS for their services and DAS then has expenditures to provide those services.

**Nonlimited Expenditures** – Expenditure limitation that may be increased by the Department of Administrative Services instead of by the Legislature. The initial amount of limitation is set by the Legislature during budget hearings and is included in the budget report.

These expenditures can only be supported by Other and Federal Funds. The expenditures are for programs that have a single source of revenue and support programs that have expenditures that are often outside of the agency's control. An example would be Unemployment Insurance; during the 2009-11 biennium, Nonlimited expenditure limitation for the Oregon Employment Department was increased by almost \$3.3 billion from the adopted budget because of federal legislation and the economic situation. The Department was able to increase its limitation and pass those payments through without having to wait for a legislative hearing.

**Pass-through Expenditures** – Expenditures that are not directly for state use. While an agency has an appropriation or limitation for a particular program, the funds may be "passed through" to non-state entities. Some examples include funding for education programs such as the State School Fund, Community Colleges, and Higher Education, as well as many social programs that provide cash and food assistance.

**Rebalance** – Sometimes it becomes necessary to realign budgets during the biennium. Because appropriations and limitations are specified in statute, legislative action is needed to rebalance the budget. A rebalance can be done on a statewide basis (usually when revenues are below forecast) or can be done at the agency level. In either case, the term generally refers to the increases and decreases necessary to better align the budget with the expected needs. Legislative Fiscal Office 3 October 2011

**Roll-up Costs** – The full costs associated with expenditures that were not fully charged in the previous biennium. Typically, these are personal services and debt service costs that are implemented as the biennium progresses. Increases in salary and/or benefits are usually phased-in during the biennium as part of a collective bargaining agreement. Debt is usually issued during the biennium. Many times it is issued late in the biennium to minimize the costs for that period.

During the following biennium, the full 24-month costs for both categories need to be accounted for. The additional amount is considered the roll-up cost. While roll-up costs are usually associated with personal services and debt service costs, they also apply to any program costs that were implemented in the middle of the biennium.

**Special Purpose Appropriation**– A General Fund appropriation to the Emergency Board for a specific purpose. When the appropriation is established, it states the agency and specific purpose for the funds. The Emergency Board can only allocate funds to that agency and for that purpose. There is also an expiration date for the appropriation. After that date, any remaining funds become available for any purpose for which the Emergency Board may lawfully allocate funds.

**Tentative Budget** – A document that is used to estimate the state’s relative fiscal position for the coming two-year budget period, assuming the continuation of all current law programs and services. For a complete explanation, see [www.leg.state.or.us/comm/lfo/2010-3TentativeBudgetandCSL.pdf](http://www.leg.state.or.us/comm/lfo/2010-3TentativeBudgetandCSL.pdf).

<b>Department of Land Conservation &amp; Development</b>			
<b>Agency Wide Total Funds, 2011-13</b>			
<b>Amount of Biennium Completed 16.7%</b>			
<b>Legislatively Approved Budget 11-13</b>		<b>Biennium to Date Actuals through Oct 2011</b>	<b>Biennium to Date Available</b>
GF Operations	9,285,676	1,218,292	8,067,384
OF Operations	1,457,573	220,974	1,236,599
FF Operations	5,857,281	922,459	4,934,822
GF Grants	1,599,341	91,500	1,507,841
<b>Total Funds</b>	<b>18,199,871</b>	<b>2,453,225</b>	<b>15,746,646</b>
<b>Percentage of GF Operations Budget Spent</b>		<b>13%</b>	
<b>Percentage of OF Operations Budget Spent</b>		<b>15%</b>	
<b>Percentage of FF Operations Budget Spent</b>		<b>16%</b>	
<b>Percentage of GF Grant Budget Spent</b>		<b>6%</b>	
<b>Percentage of Total Funds Budget Spent</b>		<b>13%</b>	

<b>Department of Land Conservation &amp; Development</b>			
<b>Agency Wide Total Funds, 2009-11</b>			
<b>Legislatively Approved Budget 09-11 Including Emergency Boards</b>		<b>Biennium to Date Actuals through Oct 2011</b>	<b>Biennium to Date Available</b>
GF Operations	14,496,256	2,575,420	11,920,836
OF Operations	2,093,138	123,077	1,970,061
FF Operations	6,598,675	595,587	6,003,088
GF Grants	2,296,810	-	2,296,810
<b>Total Funds</b>	<b>25,484,879</b>	<b>3,294,084</b>	<b>22,190,795</b>
<b>Percentage of GF Operations Budget Spent</b>		<b>18%</b>	
<b>Percentage of OF Operations Budget Spent</b>		<b>6%</b>	
<b>Percentage of FF Operations Budget Spent</b>		<b>9%</b>	
<b>Percentage of GF Grant Budget Spent</b>		<b>0%</b>	
<b>Percentage of Total Funds Budget Spent</b>		<b>13%</b>	

## 2011-13

DEPARTMENT WIDE SUMMARY		Current Period			Bi Year to Date		
		Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
General Fund		356,862	390,113	(33,251)	10,885,017	10,667,869	217,148
Other Funds		76,971	79,385	(2,414)	1,457,573	1,437,203	20,370
Federal Funds		245,565	338,031	(92,466)	5,857,281	5,835,436	21,845
<b>TOTAL</b>	<b>\$</b>	<b>679,398</b>	<b>\$ 807,529</b>	<b>\$ (128,131)</b>	<b>18,199,871</b>	<b>\$ 17,940,508</b>	<b>\$ 259,363</b>

OPERATIONS / PLANNING SUMMARY		Current Period			Bi Year to Date		
		Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
General Fund		356,862	298,613	58,249	9,285,676	9,068,528	217,148
Other Funds		76,971	79,385	(2,414)	1,457,573	1,437,203	20,370
Federal Funds		245,565	338,031	(92,466)	5,857,281	5,835,436	21,845
<b>TOTAL</b>	<b>\$</b>	<b>679,398</b>	<b>\$ 716,029</b>	<b>\$ (36,631)</b>	<b>16,600,530</b>	<b>\$ 16,341,167</b>	<b>\$ 259,363</b>

GRANT SUMMARY		Current Period			Bi Year to Date		
		Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
General Fund		-	91,500	(91,500)	1,599,341	1,599,341	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$ 91,500</b>	<b>\$ (91,500)</b>	<b>1,599,341</b>	<b>\$ 1,599,341</b>	<b>\$ -</b>

**Based on 2011-13 Legislatively Approved Budget Financial Model**  
**DEPARTMENT OF LAND CONSERVATION & DEVELOPMENT (66000)**  
**2011-13**

DEPARTMENT-WIDE		Current Period			Bi Year to Date		
PERSONAL SERVICES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
<b>Personal Services Total</b>	<b>\$ 432,808</b>	<b>\$ 462,778</b>	<b>\$ (29,970)</b>	<b>\$ 10,974,367</b>	<b>\$ 10,894,817</b>	<b>\$ 79,550</b>	
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SERVICES AND SUPPLIES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Instate Travel	10,278	12,085	\$ (1,807)	238,709	221,779	\$ 16,930	
Out of State Travel	2,140	4,289	\$ (2,149)	51,324	50,704	\$ 620	
Employee Training	2,291	4,345	\$ (2,054)	53,671	50,456	\$ 3,215	
Office Expenses	7,286	4,981	\$ 2,305	170,138	154,296	\$ 15,842	
Telecommunications	4,990	7,811	\$ (2,821)	117,207	113,516	\$ 3,691	
State Gov Service Charges	7,936	1,001	\$ 6,935	190,482	248,741	\$ (58,259)	
Data Processing	2,406	73	\$ 2,333	57,744	48,193	\$ 9,551	
Publicity & Publications	579	167	\$ 412	13,865	11,716	\$ 2,149	
Professional Services	59,683	136,710	\$ (77,027)	1,432,449	1,377,922	\$ 54,527	
IT Professional Services	1,179	276	\$ 903	28,310	44,147	\$ (15,837)	
Attorney General	39,664	43,447	\$ (3,783)	681,603	702,661	\$ (21,058)	
Employee Recruitment & Develop	728	-	\$ 728	17,286	14,374	\$ 2,912	
Dues & Subscriptions	38	428	\$ (390)	693	1,362	\$ (669)	
Facilities Rental & Taxes	32,521	25,475	\$ 7,046	775,766	761,794	\$ 13,972	
Fuels & Utilities	110	-	\$ 110	2,679	2,239	\$ 440	
Facilities Maintenance	140	-	\$ 140	3,383	2,823	\$ 560	
Program Related S&S	-	-	\$ -	-	-	\$ -	
Other Services & Supplies	1,223	2,915	\$ (1,692)	29,310	40,453	\$ (11,143)	
Expendable Prop \$250-\$5000	727	-	\$ 727	17,431	14,523	\$ 2,908	
IT Expendable Property	5,172	3,553	\$ 1,619	124,144	118,126	\$ 6,018	
<b>Sub Total</b>	<b>179,091</b>	<b>247,556</b>	<b>\$ (68,465)</b>	<b>4,006,194</b>	<b>3,979,825</b>	<b>\$ 26,369</b>	
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CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
<b>Capital Outlay Total</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>(1,824)</b>	<b>\$ 1,824</b>	
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PERSONAL SERVICES, SERVICES & SUPPLIES, and CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
<b>Total</b>	<b>\$ 611,899</b>	<b>\$ 710,334</b>	<b>\$ (98,435)</b>	<b>\$ 14,980,561</b>	<b>\$ 14,872,818</b>	<b>\$ 107,743</b>	
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SPECIAL PAYMENTS	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Distribution to Cities	20,390	78,000	\$ (57,610)	1,235,975	1,177,415	\$ 58,560	
Distribution to Counties	20,742	17,500	\$ 3,242	852,544	774,576	\$ 77,968	
Distribution to Other Gov Units	3,713	-	\$ 3,713	438,216	423,364	\$ 14,852	
Distribution to Individuals	-	-	\$ -	10,476	10,476	\$ -	
Other Special Payments	60	-	\$ 60	139,833	139,593	\$ 240	
Spc Pmt to Dept of Transportation	22,594	1,695	\$ 20,899	561,782	542,266	\$ 19,516	
<b>Total</b>	<b>67,499</b>	<b>97,195</b>	<b>\$ (29,696)</b>	<b>3,219,310</b>	<b>3,067,690</b>	<b>\$ 151,620</b>	
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DLCD AGENCY EXPENSES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
<b>Total</b>	<b>\$ 679,398</b>	<b>\$ 807,529</b>	<b>\$ (128,131)</b>	<b>\$ 18,199,871</b>	<b>\$ 17,940,508</b>	<b>\$ 259,363</b>	

## 2011-13

OPERATIONS / PLANNING Program Unit		Current Period			Bi Year to Date		
PERSONAL SERVICES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Personal Services Total	\$ 432,808	\$ 462,778	\$ (29,970)	\$ 10,974,367	\$ 10,894,817	\$ 79,550	
<b>SERVICES AND SUPPLIES</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Instate Travel	10,278	12,085	\$ (1,807)	238,709	221,779	\$ 16,930	
Out of State Travel	2,140	4,289	\$ (2,149)	51,324	50,704	\$ 620	
Employee Training	2,291	4,345	\$ (2,054)	53,671	50,456	\$ 3,215	
Office Expenses	7,286	4,981	\$ 2,305	170,138	154,296	\$ 15,842	
Telecommunications	4,990	7,811	\$ (2,821)	117,207	113,516	\$ 3,691	
State Gov Service Charges	7,936	1,001	\$ 6,935	190,482	248,741	\$ (58,259)	
Data Processing	2,406	73	\$ 2,333	57,744	48,193	\$ 9,551	
Publicity & Publications	579	167	\$ 412	13,865	11,716	\$ 2,149	
Professional Services	59,683	136,710	\$ (77,027)	1,432,449	1,377,922	\$ 54,527	
IT Professional Services	1,179	276	\$ 903	28,310	44,147	\$ (15,837)	
Attorney General	39,664	43,447	\$ (3,783)	681,603	702,661	\$ (21,058)	
Employee Recruitment & Develop	728	-	\$ 728	17,286	14,374	\$ 2,912	
Dues & Subscriptions	38	428	\$ (390)	693	1,362	\$ (669)	
Facilities Rental & Taxes	32,521	25,475	\$ 7,046	775,766	761,794	\$ 13,972	
Fuels & Utilities	110	-	\$ 110	2,679	2,239	\$ 440	
Facilities Maintenance	140	-	\$ 140	3,383	2,823	\$ 560	
Program Related S&S	-	-	\$ -	-	-	\$ -	
Other Services & Supplies	1,223	2,915	\$ (1,692)	29,310	40,453	\$ (11,143)	
Expendable Prop \$250-\$5000	727	-	\$ 727	17,431	14,523	\$ 2,908	
IT Expendable Property	5,172	3,553	\$ 1,619	124,144	118,126	\$ 6,018	
<b>Sub Total</b>	<b>179,091</b>	<b>247,556</b>	<b>\$ (68,465)</b>	<b>4,006,194</b>	<b>3,979,825</b>	<b>\$ 26,369</b>	
<b>CAPITAL OUTLAY</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Capital Outlay Total	-	-	\$ -	-	(1,824)	\$ 1,824	
<b>PERSONAL SERVICES, SERVICES &amp; SUPPLIES, and CAPITAL OUTLAY</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Total	\$ 611,899	\$ 710,334	\$ (98,435)	\$ 14,980,561	\$ 14,872,818	\$ 107,743	
<b>SPECIAL PAYMENTS</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Distribution to Cities	20,390	4,000	16,390	489,358	430,798	58,560	
Distribution to Counties	20,742	-	20,742	497,789	419,821	77,968	
Distribution to Other Gov Units	3,713	-	3,713	89,109	74,257	14,852	
Distribution to Individuals	-	-	-	-	-	-	
Other Special Payments	60	-	60	1,447	1,207	240	
Spc Pmt to Dept of Transportation	22,594	1,695	20,899	561,782	542,266	19,516	
<b>Total</b>	<b>67,499</b>	<b>5,695</b>	<b>\$ 61,804</b>	<b>1,639,485</b>	<b>1,468,349</b>	<b>\$ 171,136</b>	
<b>OPERATIONS/PLANNING EXPENSES</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Total	\$ 679,398	\$ 716,029	\$ (36,631)	\$ 16,620,046	\$ 16,341,167	\$ 278,879	

2011-13

GRANT Program Unit		Current Period			Bi Year to Date		
PERSONAL SERVICES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Personal Services Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>SERVICES AND SUPPLIES</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Instate Travel	-	-	\$ -	-	-	\$ -	
Out of State Travel	-	-	\$ -	-	-	\$ -	
Employee Training	-	-	\$ -	-	-	\$ -	
Office Expenses	-	-	\$ -	-	-	\$ -	
Telecommunications	-	-	\$ -	-	-	\$ -	
State Gov Service Charges	-	-	\$ -	-	-	\$ -	
Data Processing	-	-	\$ -	-	-	\$ -	
Publicity & Publications	-	-	\$ -	-	-	\$ -	
Professional Services	-	-	\$ -	-	-	\$ -	
IT Professional Services	-	-	\$ -	-	-	\$ -	
Attorney General	-	-	\$ -	-	-	\$ -	
Employee Recruitment & Develop	-	-	\$ -	-	-	\$ -	
Dues & Subscriptions	-	-	\$ -	-	-	\$ -	
Facilities Rental & Taxes	-	-	\$ -	-	-	\$ -	
Fuels & Utilities	-	-	\$ -	-	-	\$ -	
Facilities Maintenance	-	-	\$ -	-	-	\$ -	
Program Related S&S	-	-	\$ -	-	-	\$ -	
Other Services & Supplies	-	-	\$ -	-	-	\$ -	
Expendable Prop \$250-\$5000	-	-	\$ -	-	-	\$ -	
IT Expendable Property	-	-	\$ -	-	-	\$ -	
Sub Total	-	-	-	-	-	-	
<b>CAPITAL OUTLAY</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Capital Outlay Total	-	-	\$ -	-	-	\$ -	
<b>PERSONAL SERVICES, SERVICES &amp; SUPPLIES, and CAPITAL OUTLAY</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>SPECIAL PAYMENTS</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Distribution to Cities	-	74,000	\$ (74,000)	746,617	746,617	\$ -	
Distribution to Counties	-	17,500	\$ (17,500)	354,755	354,755	\$ -	
Distribution to Other Gov Units	-	-	\$ -	349,107	349,107	\$ -	
Distribution to Individuals	-	-	\$ -	10,476	10,476	\$ -	
Other Special Payments	-	-	\$ -	138,386	138,386	\$ -	
Spc Pmt to Dept of Transportation	-	-	\$ -	-	-	\$ -	
Total	-	91,500	(91,500)	1,599,341	1,599,341	-	
<b>GRANT EXPENSES</b>							
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Total	\$ -	\$ 91,500	\$ (91,500)	\$ 1,599,341	\$ 1,599,341	\$ -	















