



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

TO: MEMBERS, FORMATION COMMISSION

FROM: DAVID CHURCH, AICP, EXECUTIVE OFFICER

DATE: SEPTEMBER 16, 2010

SUBJECT: SUBMITTAL OF 2009-10 YEAR-END BUDGET REPORT

Recommendation: It is respectfully recommended that the Commission Receive and File the 2009-10 Year-End Budget Report.

Discussion: Attached for the Commission's review and information is the 2009-10 Year-End Budget Report. The report was reviewed by the County Auditors Office. The fiscal year ended with \$32,140 in fund balance. This will be added to reserves which total \$90,835, or 17% of the 2009-10 total budget. The Commission's goal and policy is to have reserves that are 15% of the budget for purposes such as defending potential litigation, refunding application fees, employee retirements, or other unexpected expenses. A number of applications are on hold (7) and represent \$54,170 in fees which is part of the reserve total. The proponents/applicants have been notified regarding the status of these proposals.

The reasons for the fund balance in 09/10 include: 1) the savings in salary and benefits when the former Executive Officer retired, 2) waiting six and half months to hire an Analyst, 3) hiring the new EO at a lower salary, and 4) careful management of the Services and Supplies line items such as travel and car rentals. Also included in this fiscal year is the refund of fees to the Orcutt Specific Plan property owners in the amount of \$8,882. This refund came out of application fees causing revenues from fees in the FY to be reduced to 36% of the budgeted amount, or \$7,113, of the budgeted \$20,000. Without this refund, revenues from fees for the fiscal year would have been at 80% of budget or \$15,995. It is anticipated that this annexation will be resubmitted in the upcoming fiscal year.

Total expenditures salaries, benefits, and services and supplies at year-end were \$45,033, (or eight %), under budget. In addition, Services and Supplies expenditures were 8% under budget as well. An unexpected expense was incurred when the three LAFCO computers system were replaced after the main network computer "blue screened" and the hard drive was determined to be incurable. This unexpected problem caused an increase in expenditures in the large equipment line item.

In summary, the LAFCO ended the 2009-10 fiscal year in sound financial condition. Staff will continue to provide the Commission with quarterly status reports throughout the 2010-11 fiscal year.

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Analyst

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Commission Clerk

Fiscal Year 2009/10 LAFCO Budget Status Report

Fiscal Year Ending: June 30, 2010

Year End Report

EXPENDITURES SUMMARY	Adopted 09-10	Final Year End	Balance	% Expended
Salaries	256,622	252,500	4,122	98%
Benefits	161,170	130,075	31,095	81%
Services and Supplies	118,253	108,437	9,816	92%
Total Expenses	536,045	491,013	45,033	92%

EXPENDITURES DETAIL	Adopted 09-10	Final Year End	Balance	% Expended
Salaries and Benefits				
Salaries	256,622	252,500	4,122	98%
Benefits	161,170	130,075	31,095	81%
Subtotal Salaries & Benefits	417,792	382,576	35,216	92%

Services and Supplies	Adopted 09-10	Final Year End	Balance	% Expended
Food	1,000	890	110	89%
Maintenance - Equipment	650	672	-22	103%
Maintenance - Software	400	470	-70	118%
CALAFCO/Other Memberships	3,750	3,835	-85	102%
Office Expense/Supplies	2,750	2,996	-246	109%
Commissioner/Consultant Exp	10,000	7,428	2,572	74%
Publication/Legal Notices	1,000	408	592	41%
Rent	38,500	36,677	1,823	95%
Small Equipment	250	0	250	0%
Large Equipment	500	2,685	-2,185	537%
Computer Software	250	402	-152	161%
Employee Mileage	1,000	331	669	33%
Commissioner Mileage	2,000	1,753	247	88%
Airfare/Public Transportation	1,250	819	431	66%
Accommodations/Travel	5,000	4,128	872	83%
Auto Allowance	5,400	5,597	-197	104%
Training/Conf Registration	4,000	3,940	60	98%
Utilities	3,250	3,166	84	97%
Car/Vehicle Rentals	1,500	254	1,246	17%
Postage	2,000	1,561	439	78%
Custodian/Other Services	800	960	-160	120%
Copying	1,250	913	337	73%
ITD-SAP/Board Chambers	850	738	112	87%
Phones/Voice	1,450	1,188	262	82%
County Auditor	6,453	6,453	0	100%
Insurance	8,000	6,424	1,576	80%
Legal Counsel/Other Co Billings	15,000	13,750	1,250	92%
Subtotal Services & Supplies	118,253	108,437	9,816	92%

Total Expenses	536,045	491,013	45,033	92%
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REVENUE DETAIL	Adopted 09-10	Final Year End	Balance	% Realized
Interest	7,500	1,763	-5,737	24%
Environmental Assessment Fees	1,000	3,000	2,000	300%
Sphere of Influence Fee	1,000	4,000	3,000	400%
LAFCO Processing Fees	7,500	6,500	-1,000	87%
Refund Orcutt Specific Plan		-8,882		
Other Revenue	3,000	732	-2,268	100%
Sub-Total w/o Agency Charges	20,000	7,113	-12,887	36%
LAFCO Charges to Agencies	516,045	516,039	-6	100%
Total Revenue	536,045	523,153	-12,892	98%

	Starting		% of Budget	
Reserves/Fund Balance	58,695	32,140	90,835	17%