

Budget Development Process Interview

California State University San Bernardino

EADM 732 Fiscal Planning and Facilities Management

Latrenda, Jacqueline, and Shine

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Sandy Duncan Interview
Administrative Services Manager,
Fiscal Services





Budget Size 2014/2015

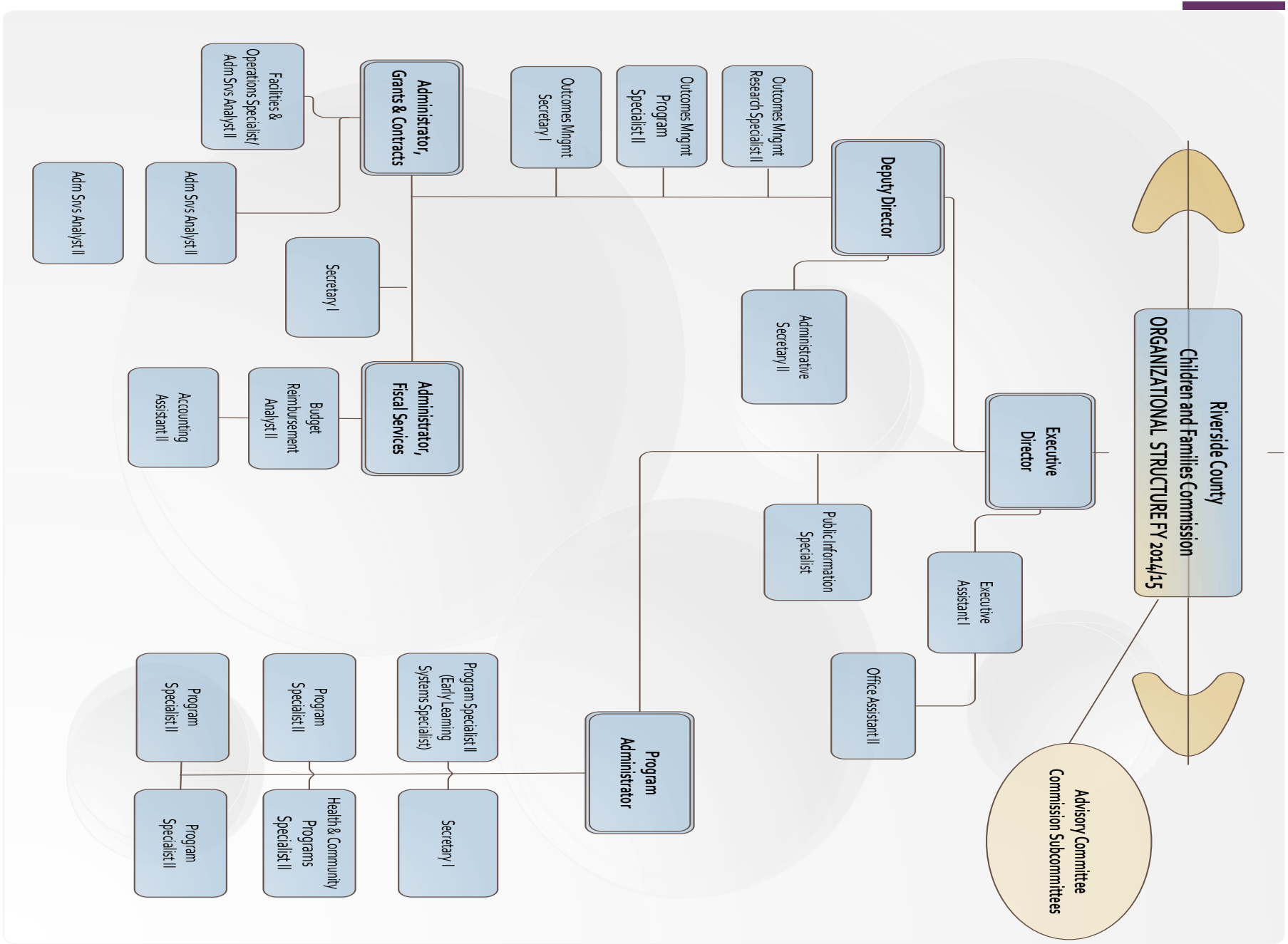
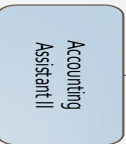
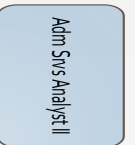
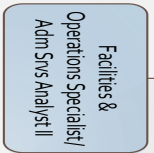
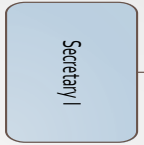
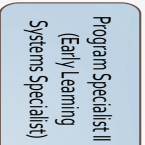
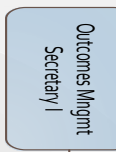
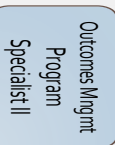
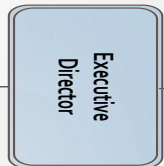
\$21,595,124



- Interest/Invested Funds: \$164,524
- ST Surplus Monetary Investment Fund: \$7,600
- Tobacco Tax Prop 10: \$21,000,000
- Child Signature Program: \$105,000
- Cares Plus: \$300,000
- Rebates and Refunds: \$18,000



**Riverside County
Children and Families Commission
ORGANIZATIONAL STRUCTURE FY 2014/15**





First 5 Funded Agencies



- Treasure Hunt: Find the Service Provider



+ Budget Development Timeline



- April: Budget Developed
- June: Budget presented to commission
- January: Revisions completed (as needed)
- July 1-June 30: Fiscal Year



Budget Development Guide



“The budget is developed demonstrating estimated allocations to the various program components that support the commission’s goal for early childhood development ” (Fiscal Management Guide First 5, 2015).

+ Budget Guidelines and Procedures

- Public Hearing to develop Strategic Plan
- Five Year Strategic Plan Developed
 - Strategic Plan Aligns with Prop 10 Funding regulations
 - Strategic Plan must recognize revenue allocations
 - Strategic Plan must be formally adopted by the commission
 - Strategic Plan reviewed annually (revised as appropriate)
 - Goals and objectives developed



Board Policies



“As regulated by state law, commission will develop and adopt an adequate and complete strategic plan for the support and improvement of early childhood development within the county, using a collaborative process” (Fiscal Management Guide First 5, 2015).



Budget Assumptions



- 2 year history
- First 5 will continue to receive Prop 10 revenue
- 8 month reserve:
 - 3 months for budgetary stabilization
 - 3 months for catastrophic events
 - 2 months for working expenses



Sample Budget Document Activity



- How much did First 5 receive in revenues?
- How much did First 5 spend on salaries?
- What were the top 3 most costly program First 5 fund during the 2014/2015 fiscal year?



Involvement by Others

- First 5 Commission
- First 5 Leadership Team
- Riverside County Fiscal Department
- Unions:
 - Laborers International Union of North America
 - Service Employees International Union
- Public Input for the development of The Strategic Plan



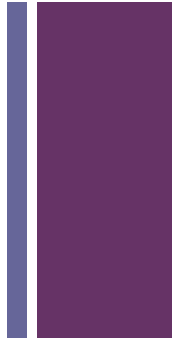
Communications



- Reports generated for the monthly leadership team meeting
- Weekly Department Meetings
- Revisions made as needed
- Commission is informed of all changes prior to revision



Centralized or Decentralized?



■ Centralized



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Technology Used



PeopleSoft®

+ Annual Audit (Variances in Budget
verses Actuals)

■ Handout for 2013/2014 Annual Audit





Business Staff



- Sandy Duncan: Administrative Services Manager, Fiscal Services
- Trudy Guthrie, Budget and Reimbursement Analyst



Size



- Declining Revenue 3% Annually





Top 5 Recommendations



- Follow Strategic Plan
- Abide by Contracts and MOUs
- Follow Union Guidelines
- Keep expenses in line with budget
- Fill Vacant Positions allocated by funding



References



- First Five Association of California, www.first5association.org
- First Five Riverside, www.rccfc.org
- Sandy Duncan: Administrative Services Manager, Fiscal Services First 5 Riverside