Budget Change Request

Form ID #:

Priority #: 5

Date: 2015-07-21

Requester: Darren Bennett

Phone: 867-2253

Dept Name: Auditor

Dept Number: 02

Fund Name: GENERAL FUND

Fund Number: 0010

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐		Increase ☐	($20,941)	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

The BoCC has recently approved the movement of the Internal Auditor from the Treasurer's Office back to the Auditor's Office. This is the policy level request that formally requests this move. It is a reduction in expenditures to the General Fund as both Offices are housed in the General Fund and the original budgeted amount was at the top of the range for the previous Internal Auditor.

What else might work? Why is it not your first choice?

N/A

How will this affect other offices and departments? Other impacts?

N/A

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

N/A

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

PLR #5 - Internal Auditor.xlsx
Microsoft Excel Worksheet
10.4 KB

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount

0102A200	510000	SALARIES		($15,202)
0102A200	521000	SOCIAL SECURITY		($1,155)
0102A200	522000	RETIREMENT		($1,812)
0102A200	523000	MEDICAL/DENTAL/LIFE		($2,578)
0102A200	524000	WORKERS COMPENSATION-L&I		($12)
0102A200	525000	UNEMPLOYMENT COMPENSATION		($84)
0102A200	527000	LONG TERM DISABILITY		($98)
			Total:	($20,941)

Policy level request #5 for Auditors Office

This document is back-up to the lines that will be affected when the Internal Auditor is moved from the Treasurer's Office to the Auditor's Office

The result of the entries below on the General Fund is $20,941. The Auditor's Office budget should be increased by $126,441 whereas the Treasurer's Office budget should be reduced by the same amount. Then the Auditor's Office budget should be reduced by $20,941 as the new Internal Auditor is not at the top of the range.

Per PR Spreadsheet - Dept 04 to transfer to Dept 02

		Amount	
Org Code	Object Code	Debit	Credit
0102A200	510000	$ 91,702	
0102A200	521000	$ 7,015	
0102A200	522000	$ 10,252	
0102A200	523000	$ 16,178	
0102A200	524000	$ 312	
0102A200	525000	$ 459	
0102A200	527000	$ 523	
0104A400	510000		$ 91,702
0104A400	521000		$ 7,015
0104A400	522000		$ 10,252
0104A400	523000		$ 16,178
0104A400	524000		$ 312
0104A400	525000		$ 459
0104A400	527000		$ 523
Total:		$ 126,441	$ 126,441

		Amount		GF
Org Code	Object Code	Debit	Credit	Reduction
0102A200	510000	$ 76,500	$ 91,702	$(15,202)
0102A200	521000	$ 5,860	$ 7,015	$ (1,155)
0102A200	522000	$ 8,440	$ 10,252	$ (1,812)
0102A200	523000	$ 13,600	$ 16,178	$ (2,578)
0102A200	524000	$ 300	$ 312	$ (12)
0102A200	525000	$ 375	$ 459	$ (84)
0102A200	527000	$ 425	$ 523	$ (98)
Total:		$ 105,500	$ 126,441	$(20,941)

Budget Change Request

Form ID #:

Priority #: 3

Date: 2015-08-10

Requester: Diana Benson

Phone: 786-5588

Dept Name: Auditor

Dept Number: 02

Fund Name: GENERAL FUND

Fund Number: 0010

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐		Increase ☐	$15,280	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

Training to ensure the Auditor's Office continues to be statewide leaders in expertise and modeling best practices. New staff and learning new technology require us to increase our training budget.

What else might work? Why is it not your first choice?

Webinars and any opportunities for free learning from resources are being utilized. However, not investing in training and conferences hinders growth of staff and slows technology improvements. The training budget was practically eliminated for the past two years and a nominal increase would be a huge benefit.

How will this affect other offices and departments? Other impacts?

N/A

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

Enhanced training and knowledge of technology and process improvements with improve efficiency and assist with the County's website platform move to SharePoint.

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

File Attachment

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount
0102A201	549007	MISC-TRGN/CONF REGISTRATION		$5,000
0102A201	543000	TRAVEL		$3,000
0102A234	549007	MISC-TRGN/CONF REGISTRATION		$4,280
0102A234	543000	TRAVEL		$3,000

			Total:	$15,280

Budget Change Request

Form ID #:

Priority #: 5

Date: 2015-07-21

Requester: Darren Bennett

Phone: 867-2253

Dept Name: Auditor

Dept Number: 02

Fund Name: GENERAL FUND

Fund Number: 0010

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐		Increase ☐	($20,941)	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

The BoCC has recently approved the movement of the Internal Auditor from the Treasurer's Office back to the Auditor's Office. This is the policy level request that formally requests this move. It is a reduction in expenditures to the General Fund as both Offices are housed in the General Fund and the original budgeted amount was at the top of the range for the previous Internal Auditor.

What else might work? Why is it not your first choice?

N/A

How will this affect other offices and departments? Other impacts?

N/A

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

N/A

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

PLR #5 - Internal Auditor.xlsx
Microsoft Excel Worksheet
10.4 KB

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount

0102A200	510000	SALARIES		($15,202)
0102A200	521000	SOCIAL SECURITY		($1,155)
0102A200	522000	RETIREMENT		($1,812)
0102A200	523000	MEDICAL/DENTAL/LIFE		($2,578)
0102A200	524000	WORKERS COMPENSATION-L&I		($12)
0102A200	525000	UNEMPLOYMENT COMPENSATION		($84)
0102A200	527000	LONG TERM DISABILITY		($98)
			Total:	($20,941)

Policy level request #5 for Auditors Office

This document is back-up to the lines that will be affected when the Internal Auditor is moved from the Treasurer's Office to the Auditor's Office

The result of the entries below on the General Fund is $20,941. The Auditor's Office budget should be increased by $126,441 whereas the Treasurer's Office budget should be reduced by the same amount. Then the Auditor's Office budget should be reduced by $20,941 as the new Internal Auditor is not at the top of the range.

Per PR Spreadsheet - Dept 04 to transfer to Dept 02

		Amount	
Org Code	Object Code	Debit	Credit
0102A200	510000	$ 91,702	
0102A200	521000	$ 7,015	
0102A200	522000	$ 10,252	
0102A200	523000	$ 16,178	
0102A200	524000	$ 312	
0102A200	525000	$ 459	
0102A200	527000	$ 523	
0104A400	510000		$ 91,702
0104A400	521000		$ 7,015
0104A400	522000		$ 10,252
0104A400	523000		$ 16,178
0104A400	524000		$ 312
0104A400	525000		$ 459
0104A400	527000		$ 523
Total:		$ 126,441	$ 126,441

		Amount		GF
Org Code	Object Code	Debit	Credit	Reduction
0102A200	510000	$ 76,500	$ 91,702	$(15,202)
0102A200	521000	$ 5,860	$ 7,015	$ (1,155)
0102A200	522000	$ 8,440	$ 10,252	$ (1,812)
0102A200	523000	$ 13,600	$ 16,178	$ (2,578)
0102A200	524000	$ 300	$ 312	$ (12)
0102A200	525000	$ 375	$ 459	$ (84)
0102A200	527000	$ 425	$ 523	$ (98)
Total:		$ 105,500	$ 126,441	$(20,941)

Budget Change Request

Form ID #:

Priority #: 2

Date: 2015-08-10

Requester: Diana Benson

Phone: 786-5588

Dept Name: Auditor

Dept Number: 02

Fund Name: GENERAL FUND

Fund Number: 0010

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐		Increase ☐	$95,000	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

Communications and voter outreach are critical functions of successful elections. 2016 is a presidential election year and the voter outreach budget has been extremely limited and only included postage in recent years. We request funds for county-wide outreach to be reinstated for improved communications for the citizens of Thurston County.

What else might work? Why is it not your first choice?

Only funding mandated elections costs, which is our first priority, and not including sufficient voter education and outreach, which is crucial to conducting successful elections, is another option. The more voters than can be reached the higher the voter participation rate. Without adequate funding of voter outreach and education, voter turnout may be low.

How will this affect other offices and departments? Other impacts?

Citizens throughout the community and the county will benefits from improved communications on election issues, which may have a direct positive benefit on other county offices and departments by reducing time staff time answering questions asked by citizens in other departments and offices, such as the Commissioners Office or other Elected Officials.

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

Improved communications using mailers, social media and other outreach and education methods to audiences such schools, low income and homeless and all the citizens of Thurston County will increase voter turnout and citizen knowledge about important election information.

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

File Attachment

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount
0102A231	542000	COMMUNICATIONS	02001	$25,000
0102A232				$35,000

	542000	COMMUNICATIONS		
0102A233	542000	COMMUNICATIONS		$35,000
			Total:	$95,000

Budget Change Request

Form ID #:

Priority #: 6

Date: 2015-08-10

Requester: Diana Benson

Phone: 786-5588

Dept Name: Auditor

Dept Number: 02

Fund Name: AUDITOR-M&O

Fund Number: 1050

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐		Increase ☐	$86,000	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

We need to continue to digitize the historic documents in our Recording Division.

What else might work? Why is it not your first choice?

Hiring an outside contractor is an option, but the Recording Division employees are the users of the documents on a daily basis and have the best expertise for quality control of the end product and the quality of the document images and the specific legal requirements related to those documents.

How will this affect other offices and departments? Other impacts?

The revenue for the preservation of historical documents is set in statute and is a portion of the fee collected on all documents recorded. There is adequate fund balance in Fund 1050 to pay for this ongoing imaging project.

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

We will be able to serve the customer in a more efficient manner by assisting the customer faster which will alleviate some of the congestion in our office and the parking lot. This will also help us lean our process of retrieving documents.

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

File Attachment

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount
1050A215	516000	EXTRA HELP		$58,862
1050A215	521000	SOCIAL SECURITY		$4,503
1050A215	522000	RETIREMENT		$6,581
1050A215	523000	MEDICAL/DENTAL/LIFE		$15,113

1050A215	524000	WORKERS COMPENSATION-L&I		$312
1050A215	525000	UNEMPLOYMENT COMPENSATION		$294
1050A215	527000	LONG TERM DISABILITY		$335
			Total:	$86,000

Budget Change Request

Form ID #:

Priority #: 1

Date: 2015-08-10

Requester: Diana Benson

Phone: 786-5588

Dept Name: Auditor

Dept Number: 02

Fund Name: GENERAL FUND

Fund Number: 0010

Revenue Request Type:	Total Revenue Change (+/-):	Expenditure Request Type:	Total Expenditure Change (+/-):	Net FTE Change (+/-):
Increase ☐	$565,000	Increase ☐	$617,029	0.00
Decrease ☐		Decrease ☐		

What do you need and why?

Elections are mandated by law and fluctuate year to year within a four year election cycle. Elections costs are difficult to predict in advance, as it is impossible to anticipate what issues will be placed on the ballot the following year. Elections cost impacts to the general fund are attempting to minimized by employing multiple strategies. (1) Increasing revenue by billing maintenance fees that have not been billed to other jurisdictions in the past as a new revenue stream, (2) utilizing partnerships with other agencies to share costs and (2) creating an Elections Stabilization Reserve Fund to create more budget stability for the general fund in the future.

What else might work? Why is it not your first choice?

N/A

How will this affect other offices and departments? Other impacts?

N/A

How will this change the performance of your office or department?

(Slower customer service, improved efficiency, etc.)?

Dramatic increase in workload during a Presidential election year results in higher costs.

Personnel Information

FTE	Position #	Title	Current End Date	New End Date	Grant Funded?
					☐
0.00	**< Total**				

Enter Revenue and Expenditure information below.
Or, click to the right to attach a spreadsheet instead.

PLR #1 - Elections.xlsx
Microsoft Excel Worksheet
14.5 KB

Does this change in Revenue/Expenditure affect another fund? ☐ **Yes** ☐ **No**

Revenue Line Items

Org Code	Object Code	Object Description	Project Code	Amount
			Total:	$0

Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	Amount

			Total:	$0

AUDITOR ELECTIONS
POLICY LEVEL REQUEST - PRIORITY #1

				EXPENDITURES	REVENUES
Presidential Primary					
ELECTION SERVICES	0102A231	341450	02039		500,000
EXTRA HELP	0102A231	516000	02039	78,000	
SUPPLIES	0102A231	531000	02039	100,000	
PROFESSIONAL SERVICES	0102A231	541000	02039	250,000	
MISCELLANEOUS	0102A231	549000	02039	72,000	
				500,000	500,000
General Election*					
EXTRA HELP	0102A233	516000		47,000	
COMMUNICATIONS (POSTAGE)	0102A233	542000		30,000	
SUPPLIES**	0102A230	531000		109,200	
SUPPLIES**	0102A231	531000		(109,200)	
MISCELLANEOUS	0102A233	549000		15,000	
				92,000	
Maintenance Costs					
ELECTION SERVICES***	0102A250	341450			40,000
OPERATING LEASES/RENTALS	0102A250	545000		80,000	
OPERATING LEASES/RENTALS	1090A270	545000		(80,000)	
REPAIRS & MAINTENANCE	0102A231	548000		16,000	
REPAIRS & MAINTENANCE	0102A232	548000		33,000	
REPAIRS & MAINTENANCE	0102A233	548000		33,000	
REPAIRS & MAINTENANCE	1090A270	548000		(81,971)	
				29	40,000
New Stabilization Fund****					
OPERATING TRANSFER - FROM GENERAL FUND	XXXXXXX	397001			25,000
OPERATING TRANSFER - TO STABILIZATION FUND	0102A230	599XXX		25,000	
				25,000	25,000
TOTAL REVENUE CHANGE - INCREASE					565,000
GENERAL FUND					540,000
ELECTIONS STABILIZATION RESERVE FUND					25,000
					565,000
TOTAL EXPENDITURE CHANGE - INCREASE				617,029	
1010 GENERAL FUND				779,000	
190 AUDITOR - M&O FUND				(161,971)	
				617,029	
NET IMPACT OF POLICY LEVEL REQUEST (MORE EXPENDITURES THAN REVENUE)				(52,029)	
NET IMPACT OF POLICY LEVEL REQUEST PER FUND					
1010 GENERAL FUND (MORE EXPENDITURES THAN REVENUE)				(239,000)	
1090 - AUDITOR M&O FUND (DECREASE OF EXPENDITURES)				161,971	
NEW ELECTIONS STABILIZATION RESERVE FUND (O/T DEPOSIT FROM G/F ONLY)				25,000	
				(52,029)	

*Election Revenue decreases in years when county seats are on the ballot/Expected amount already keyed in Munis
** Line item adjustment between org codes
*** New Revenue to the general fund for maintenance costs that have not previously been charged.
Matching of revenue and expenditures by paying for the maintenance costs in the same fund as the revenue posted.
Previously, maintenance costs were paid out of paid 1090 and not charged to jurisdictions, draining the 1090 fund balance.
**** New fund request @ FMC / Sept 2015 - A new Elections Stabilization Reserve Fund to be created to operate as a stabilization of election costs and their impact to the general fund. For fiscal year 2016, any residential funds remaining in the Elections division programs (A230-A234) will be transferred to the new Elections Stabilization Reserve Fund.
Since 2016 is a Presidential Election year the transfer may be small, with larger deposits made in off-presidential election years, accumulating a minimum fund balance of $200,000 to assist in smoothing out the funding of future four year election cycles.