

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

387



FROM: Executive Office

SUBMITTAL DATE:
September 21, 2009

SUBJECT: Fiscal Year 08/09 Year-end Reserve for Encumbrance

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize and direct the Auditor Controller to establish a fiscal-year 08/09 reserve for encumbrances totaling \$3,402,468;
2. Authorize the Auditor Controller to release \$5,102,394 in funds reserved for encumbrances to increase fiscal-year 09/10 appropriations as reflected in Attachment A; and,
3. Authorize and direct the Auditor Controller to reallocate excess FY 08/09 encumbered general fund reserves into the reserve for economic uncertainty.

BACKGROUND: At the end of each fiscal year, departments submit encumbrance requests to the Executive Office and the Auditor-Controller's Office to reallocate spending authority from one fiscal year to the next. Encumbrance requests are based on contracts for goods and services established in the old year but fulfilled and payable in the new fiscal year.

Upon Board approval, fiscal-year 08/09 departmental savings generated by lower than expected operating costs or unexpected departmental revenue will be moved to a reserve fund to cover (continued on the next page)

Rob Rockwell, Principal Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$5,102,394	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$1,699,926	Budget Adjustment:	Yes
	Annual Net County Cost:	\$0	For Fiscal Year:	08/09 and 09/10

SOURCE OF FUNDS:	Unreserved/Unrestricted departmental fund balance	Positions To Be Deleted Per A-30	<input type="checkbox"/>
		Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**
BY:
County Executive Office Signature: Christopher M. Hans

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY:
 SUSANA GARCIA-BOCANIEGRA
 9/21/09
 Dep't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

approved encumbrance requests. Encumbered funds will then be released from the reserve and used to increase fiscal-year 09/10 appropriations, thereby allowing specific departments to pay liabilities carried forward from the previous fiscal year.

This year, departmental encumbrance requests total \$5,407,708 million for general-fund departments and about \$3,402,468 million for other governmental funds. The Executive Office recommends that reserve for encumbrance requests be granted only for general fund departments with sufficient net county costs savings to cover those requests (\$1,699,926). Qualifying requests are reflected in Attachment A.

After allocation of recommended general fund encumbrances, the general fund encumbrance reserve will have a balance of approximately \$800,000. It is recommended that unused balance be transferred into the reserve for economic uncertainty.

FY 08/09 Reserve for Encumbrance

Attachment A

Fund	Dept ID	Dept Name	Total
10000	1000100000	Board of Supervisors	750,000
10000	1102900000	Legislative-Admin Support	12,500
10000	1200100000	Assessor	287,500
10000	2600100000	Juvenile Hall	527,629
10000	2600200000	Probation	22,783
10000	3120100000	Planning	26,177
10000	3140100000	Code Enforcement	73,337
General fund total			<u>1,699,926</u>
20000	3130100000	Transportation	52,479
20000	3130500000	Transportation Const Projects	21,307
20008	3130700000	Transportation Equipment	594,483
20200	3100100000	GIS	65,000
20200	3100200000	TLMA Administrative Services	11,889
20250	3110100000	Building & Safety	3,195
21300	5100600000	DPSS - Homeless	12,000
21450	5300100000	Office On Aging-Title III	201,181
30100	7200800000	Facility Projects	1,516,448
33500	7400300000	RCIT 800 Mhz Radio Project	924,486
Other county funds total			<u>3,402,468</u>
Countywide fund total			<u><u>5,102,394</u></u>