

SECTION I

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2013-14 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2011-12	Received Thru Dec 2012-13	Amended Budget Thru Dec 2012-13	Projected Revenues Thru Jun 2012-13	Requested 2013-14	Recommend 2013-14	Approved 2013-14
*Finance / Grants Administration 2990:								
Revenues:								
461000	Investment Interest	1,069	249	1,000	1,000	<u>1,000</u>		
801000	Op Trn from General Fund/Cty Ord.	75,000	75,000	75,000	75,000	<u>75,000</u>		
	** Total Revenue	<u>76,069</u>	<u>75,249</u>	<u>76,000</u>	<u>76,000</u>	<u>76,000</u>		
	***Total Appropriation (Section III)				267,301	<u>144,631</u>		
	Unused Contingency:				(131,145)			
	Carryforward Contingency:					<u>70,634</u>		
	FUND BALANCE							
	Beginning of Year				199,421	<u>139,265</u>		
	FUND BALANCE - Projected							
	End of Year				<u>139,265</u>	<u>0</u>		

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SECTION III

COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2013-14

Fund: 2990
Division: General Administration
Organization: 101400 Finance

Object Code	Expenditure Classification	2011-12 Expend	2012-13 Expend (Dec)	2012-13 Amended (Dec)	<i>BUDGET</i>	
					2013-14 Requested	2013-14 Recommend 2013-14 Approved
Personnel						
510100	Salaries & Wages - 2	56,460	28,336	101,132	<u>101,132</u>	
511112	FICA - Employer's Portion	4,196	2,106	7,737	<u>7,737</u>	
511113	State Retirement - Employer's Portion	5,395	3,004	10,720	<u>10,720</u>	
511120	Employee Insurance - 2	15,600	7,800	15,600	<u>15,600</u>	
511130	Workers Compensation	169	85	304	<u>304</u>	
519999	Personnel Contingency	0	0	2,398	<u>4,795</u>	
	* Total Personnel	81,820	41,331	137,891	<u>140,288</u>	
Operating Expenses						
520704	Computer Security & Mgmt Services	0	0	22	<u>0</u>	
521000	Office Supplies	278	357	700	<u>700</u>	
521100	Duplicating	182	16	360	<u>360</u>	
524201	General Tort Liability Insurance	46	23	46	<u>46</u>	
524202	Surety Bonds - 2	12	0	0	<u>0</u>	
525000	Telephone	241	141	469	<u>469</u>	
525041	E-mail Service Charge - 2	81	41	162	<u>162</u>	
525100	Postage	0	0	35	<u>35</u>	
525210	Conference, Meeting & Training Expense	659	589	1,000	<u>1,000</u>	
525230	Subscriptions, Dues, & Books	279	229	280	<u>329</u>	
525240	Personal Mileage Reimbursement	0	0	111	<u>113</u>	
529903	Contingency	0	0	131,145	<u>0</u>	
	* Total Operating	1,778	1,396	134,330	<u>3,214</u>	
	** Total Personnel & Operating	83,598	42,727	272,221	<u>143,502</u>	
Capital						
540000	Small Tools & Minor Equipment	0	0	200	<u>200</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	0	0	0	<u>0</u>	
	(1) Printer (Standard)				<u>929</u>	
	** Total Capital	0	0	200	<u>1,129</u>	
	*** Total Budget Appropriation	83,598	42,727	272,421	<u>144,631</u>	

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

- Program I - Administration
- Program II -
- Program III -

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's grants and special revenue funds. To assist and advise County Council, County Administrator, other department heads and program managers on any grant or special revenue issues. To maintain the official grant records of the County. To develop and maintain county-wide systems and internal controls for the grants and special revenue funds. To provide a friendly and efficient service when gather and process information needed by other departments and the public.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	<u>Actual FY 2011-12</u>	<u>Estimated FY 2012-13</u>	<u>Projected FY 2013-14</u>
Solicitor Grants	1	1	0
Solicitor Special Revenue	9	9	8
Law Enforcement Grants	11	12	11
LE Special Revenue	17	20	16
Public Safety Grants	8	8	7
PS Special Revenue	4	4	4
Other Grants	13	18	16
Other Special Revenue	30	35	35

SECTION VI. A - SUMMARY OF REVENUES

461000 - INVESTMENT INTEREST **\$1,000**

Interest is earned on the Fund Balance in the account.

801000 - OPERATING TRANSFER FROM GENERAL FUND **\$75,000**

Operating transfer from the General Fund to help cover the operating costs for grants administration.

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SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job TitlePositions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Manager	0.00	1.00	1.00	20
Accountant	0.00	1.00	1.00	15
Total Positions	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>	

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SECTION VI. C - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 700**

Funds are used to purchase special 4-part file folders for the grants and special revenue funds and other miscellaneous supplies as needed.

File folders (10 boxes @ \$36.36)	\$363.60
Toner Cartage (2 @ \$94.16)	\$188.32
Color Paper (3 reams @ \$4.53)	\$ 13.59
Paper for Printer (2 cases @ \$31.22)	\$ 62.44
Pens, pencils, & other office products	\$ 72.05

521100 - DUPLICATING **\$ 360**

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

Copier Machine Usage cost (\$0.05) x 12,000 copies	\$360.00
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524201 - GENERAL TORT LIABILITY INSURANCE **\$ 46**

To cover the cost of general tort liability insurance.

Manager of Grants 1.00 position	\$23
Accountant/Analyst 1.00 position	\$23

525000 - TELEPHONE **\$469**

To cover the cost of telephone service and voicemail.

Cost per line	\$18.00
Voicemail Cost	\$ 1.00
6% sales tax	\$ 1.14
1% local tax	\$ 0.19
	\$20.33

Existing line	\$20.33 x 12 months	\$243.96
TBA line (if needed)	\$19.26 x 12 months	\$225.12

525041 - E-MAIL SERVICE CHARGES **\$162**

To cover monthly e-mail services charges.

12 months x 2 e-mails accounts @ \$6.75 = \$162.00

525100 - POSTAGE **\$35**

Postage cost for mailing out grant related items.

525210 - CONFERENCE & MEETING EXPENSE **\$1,000**

To cover the costs of attending occupational continuing education and program related workshops and seminars required for grants and special revenue programs and to cover the costs of attending the occupational and program related conferences.

GFOASC Spring Conference, Columbia vicinity (May 2011)	\$ 75
GFOASC Fall Conference, Myrtle Beach, SC (September 2010)	\$785
Other Training Sessions	\$140

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$329**

Funds are used for membership dues to the following professional organizations.

GFOASC annual membership (1)	\$100
National GFOA annual membership	\$229

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$113**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc.

200 miles @ \$0.565 = \$113.00

SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$200**

Funds will be used to purchase minor equipment as needed.

(1) PRINTER (STANDARD) - REPLACEMENT **\$929**

The current printer is over 10 years old and is recommended by IS to be replaced.

Printer -	\$768.00
Shipping -	100.00
Tax -	<u>60.76</u>
	\$928.76

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APPENDIX - 1 - LISTING OF VEHICLES

N/A

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APPENDIX - 2 - LISTING OF TELECOMMUNICATIONS EQUIPMENT

Telecommunications Equipment:

- | | |
|------------------|-----------------------------|
| (1) Office Phone | 785-8111 - Manager |
| (1) Office Phone | to be assigned - Accountant |

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APPENDIX - 3 - LISTING OF 800 MHz RADIOS & MAINTENANCE

N/A

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