

**SECTION I**

**COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
FY 2015-16 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2013-14	Received Thru Dec 2014-15	Amended Budget Thru Dec 2014-15	Projected Revenues Thru Jun 2014-15	Requested 2015-16	Recommend 2015-16	Approved 2015-16
<b>*Finance / Grants Administration 2990:</b>								
<b>Revenues:</b>								
461000	Investment Interest	334	150	500	500	1,000		
801000	Op Trn from General Fund/Cty Ord.	75,000	50,000	50,000	50,000	75,000		
<b>** Total Revenue</b>		<b>75,334</b>	<b>50,150</b>	<b>50,500</b>	<b>50,500</b>	<b>76,000</b>		
<b>***Total Appropriation (Section III)</b>					<b>176,769</b>	<b>147,000</b>		
<b>Unused Contingency:</b>					<b>(34,920)</b>			
<b>Carryforward Contingency:</b>						<b>34,920</b>		
<b>FUND BALANCE</b>								
Beginning of Year					197,269	105,920		
<b>FUND BALANCE - Projected</b>								
End of Year					105,920	0		

SAMPLE



## SECTION III

COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
Fiscal Year - 2015-16

Fund: 2990  
Division: General Administration  
Organization: 101400 Finance

Object Code	Expenditure Classification	2013-14 Expend	2014-15 Expend (Dec)	2014-15 Amended (Dec)	BUDGET	
					2015-16 Requested	2015-16 Recommend Approved
<b>Personnel</b>						
510100	Salaries & Wages - 2	57,559	26,852	100,881	<u>100,881</u>	
511112	FICA - Employer's Portion	4,274	1,847	7,717	<u>7,718</u>	
511113	State Retirement - Employer's Portion	6,101	2,927	10,996	<u>10,996</u>	
511120	Employee Insurance - 2	15,600	7,800	15,600	<u>15,600</u>	
511130	Workers Compensation	172	81	302	<u>324</u>	
519999	Personnel Contingency	0	0	0	<u>0</u>	
	<b>* Total Personnel</b>	<b>83,706</b>	<b>39,507</b>	<b>135,496</b>	<b><u>135,519</u></b>	
<b>Operating Expenses</b>						
520704	Computer Security & Mgmt Services	0	0	0	<u>0</u>	
521000	Office Supplies	550	178	479	<u>700</u>	
521100	Duplicating	145	7	198	<u>360</u>	
524201	General Tort Liability Insurance	46	46	47	<u>46</u>	
524202	Surety Bonds - 2	0	0	20	<u>0</u>	
525000	Telephone	241	120	469	<u>469</u>	
525041	E-mail Service Charge - 2	81	34	162	<u>162</u>	
525042	Sharepoint Service Charges	0	0	76	<u>76</u>	
525100	Postage	0	0	35	<u>35</u>	
525210	Conference, Meeting & Training Expense	669	2,124	4,225	<u>1,000</u>	
525230	Subscriptions, Dues, & Books	329	229	330	<u>329</u>	
525240	Personal Mileage Reimbursement	0	0	112	<u>112</u>	
529903	Contingency	0	0	34,920	<u>7,063</u>	
	<b>* Total Operating</b>	<b>2,061</b>	<b>2,738</b>	<b>41,073</b>	<b><u>10,352</u></b>	
	<b>** Total Personnel &amp; Operating</b>	<b>85,767</b>	<b>42,245</b>	<b>176,569</b>	<b><u>145,871</u></b>	
<b>Capital</b>						
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) - Repl.				<u>929</u>	
	<b>** Total Capital</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b><u>1,129</u></b>	
	<b>*** Total Budget Appropriation</b>	<b>85,767</b>	<b>42,245</b>	<b>176,769</b>	<b><u>147,000</u></b>	



## 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 2013-14</u>	<u>Estimated FY 2014-15</u>	<u>Projected FY 2015-16</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.

SAMPLE

**SECTION VI. B - LISTING OF POSITIONS**

**Current Staffing Level:**

<u>Job Title Positions</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>	

**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 (\$0.03) x 12,000 copies	\$360.00
--	----------

**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	<u>\$ 0.19</u>	
	\$20.33	
Exitsting 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

---

**525042 – SHAREPOINT SERVICE CHARGES** **\$76**

---

To cover the cost for Sharepoint.

---

**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 2015)	\$ 75
GFOASC Fall Conference, Myrtle Beach, SC (September 2014)	\$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** **\$112**

---

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

194 miles @ \$0.575 = \$111.55

---

**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

SAMPLE

**APPENDIX - 1 - LISTING OF VEHICLES**

N/A

SAMPLE

## APPENDIX - 2 - LISTING OF TELECOMMUNICATIONS EQUIPMENT

### Telecommunications Equipment:

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

SAMPLE

**APPENDIX - 3 - LISTING OF 800 MHz RADIOS & MAINTENANCE**

N/A

SAMPLE