

**SECTION I**

**COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
FY 2012-13 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2010-11	Received Thru Dec 2011-12	Amended Budget Thru Dec 2011-12	Projected Revenues Thru Jun 2011-12	Requested 2012-13	Recommend 2012-13	Approved 2012-13
<b>*Finance / Grants Administration 2990:</b>								
<b>Revenues:</b>								
461000	Investment Interest	1,951	1,440	3,000	3,000	<u>2,000</u>		
801000	Op Trn from General Fund/Cty Ord.	75,000	75,000	75,000	75,000	<u>75,000</u>		
<b>** Total Revenue</b>		<u>76,951</u>	<u>76,440</u>	<u>78,000</u>	<u>78,000</u>	<u>77,000</u>	<u>0</u>	<u>0</u>
<b>***Total Appropriation (Section III)</b>					<u>136,376</u>	<u>139,508</u>		
Contingency:								
FUND BALANCE								
Beginning of Year								
					<u>388,730</u>	<u>330,354</u>	<u>330,354</u>	<u>330,354</u>
FUND BALANCE - Projected								
End of Year								
					<u>330,354</u>	<u>267,846</u>		

SAMPLE



## SECTION III

COUNTY OF LEXINGTON  
GRANTS ADMINISTRATION  
Annual Budget  
Fiscal Year - 2012-13

Fund: 2990  
Division: General Administration  
Organization: 101400 Finance

Object Code	Expenditure Classification	2010-11 Expend	2011-12 Expend (Dec)	2011-12 Amended (Dec)	<i>BUDGET</i>	
					2012-13 Requested	2012-13 Recommend
<b>Personnel</b>						
510100	Salaries & Wages - 2	53,107	47,688	96,014	<u>98,647</u>	
511112	FICA - Employer's Portion	3,984	3,561	7,345	<u>7,547</u>	
511113	State Retirement - Employer's Portion	4,987	4,478	9,016	<u>9,406</u>	
511120	Employee Insurance - 2	15,000	14,300	15,600	<u>15,600</u>	
511130	Workers Compensation	159	143	288	<u>296</u>	
519999	Personnel Contingency	0	0	4,508	<u>4,636</u>	
	<b>* Total Personnel</b>	<b>77,237</b>	<b>70,170</b>	<b>132,771</b>	<b><u>136,132</u></b>	
<b>Operating Expenses</b>						
521000	Office Supplies	550	482	700	<u>700</u>	
521100	Duplicating	291	120	360	<u>360</u>	
524201	General Tort Liability Insurance	46	46	48	<u>48</u>	
524202	Surety Bonds - 2	0	0	0	<u>20</u>	
525000	Telephone	241	221	475	<u>469</u>	
525041	E-mail Service Charge - 2	82	74	162	<u>162</u>	
525100	Postage	0	0	35	<u>35</u>	
525210	Conference, Meeting & Training Expense	841	828	1,000	<u>1,000</u>	
525230	Subscriptions, Dues, & Books	279	279	280	<u>280</u>	
525240	Personal Mileage Reimbursement	0	0	100	<u>102</u>	
529903	Contingency	0	0	0	<u>0</u>	
	<b>* Total Operating</b>	<b>2,330</b>	<b>2,050</b>	<b>3,160</b>	<b><u>3,176</u></b>	
	<b>** Total Personnel &amp; Operating</b>	<b>79,567</b>	<b>72,220</b>	<b>135,931</b>	<b><u>139,308</u></b>	
<b>Capital</b>						
540000	Small Tools & Minor Equipment	0	83	196	<u>200</u>	
540010	Minor Software	0	232	249	<u>0</u>	
	All Other Equipment	0	0	0	<u>0</u>	
	<b>** Total Capital</b>	<b>0</b>	<b>315</b>	<b>445</b>	<b><u>200</u></b>	
	<b>*** Total Budget Appropriation</b>	<b>79,567</b>	<b>72,535</b>	<b>136,376</b>	<b><u>139,508</u></b>	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2012 - 2013

Fund # 2990 Fund Title: Grants Administration  
Organization # 101400 Organization Title: Finance  
Program # 100 Program Title: General Administration

**BUDGET**  
2012-2013  
Requested

Qty Item Description Amount

540000 Small Tools & Minor Equipment 200

540010 Minor Software 0

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\*\* Total Capital (Transfer Total to Section III )

200

**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 provide information needed by other departments and the public.

**Program II:**

**Objectives:**

**Program III:**

**Objectives:**

**SERVICE LEVELS**

**Service Level Indicators:**

	<u>Actual FY 2010-11</u>	<u>Estimated FY 2011-12</u>	<u>Projected FY 2012-13</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** **\$2,000**

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 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>	

**SAMPLE**

**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 (\$30.00) x 12,000 copies	\$360.00
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**524201 - GENERAL TORT LIABILITY INSURANCE** **\$ 48**

To cover the cost of general tort liability insurance.

Manager of Grants 1.00 position	\$24
Accountant/Analyst 1.00 position	\$24

**525000 - TELEPHONE** **\$469**

To cover the cost of telephone service and voicemail.

Cost per line	\$18.00	
Monthly Cost	\$ 1.00	
6% sales tax	\$ 1.14	
1% local tax	<u>\$ 0.19</u>	
	\$20.33	
Existing line	\$20.33 x 12 months	\$243.96
TBA line (if needed)	\$19.26 x 12 months	\$225.12

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

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To cover monthly e-mail services charges.

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

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**525100 - POSTAGE** **\$35**

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Postage cost for mailing out grant related items.

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

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

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**525230 - SUBSCRIPTIONS, DUES, & BOOKS** **\$280**

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

GFOASC annual membership (2011)	\$ 50
National GFOA annual membership	\$229

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**525240 - PERSONAL MILEAGE REIMBURSEMENT** **\$102**

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

200 miles @ \$0.50 = \$102.00

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**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.

**SAMPLE**

**APPENDIX - 1 - LISTING OF VEHICLES**

**SAMPLE**

## APPENDIX - 2 - LISTING OF TELECOMMUNICATIONS EQUIPMENT

### Telecommunications Equipment:

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

**SAMPLE**