

Dept:	Human Services	54	DANE COUNTY	Fund Name:	Human Services
Prgm:	Administration	301/39		Fund No:	2600

Mission:

Administration provides policy development, general management, program planning and evaluation, budgeting, fiscal services, information system oversight, and general administrative support for the Department.

Description:

The Administrative Unit reports to the Director and is responsible for Department-wide policy and management. Staff functions also help assure efficient day-to-day operations of the Department, planning, budgeting, information systems, and overall fiscal and clerical support. The unit is also responsible for all fiscal contract management, state financial reporting, and collections. Additionally, the unit includes personnel management oversight, facilities management, equal opportunities oversight, planning and policy coordination for Department support staff.

	Actual 2006	Adopted 2007	2006 Carry Forward	Board Transfers	Budget As Modified	2007 YTD	Estimated 2007	Executive Recommended
PROGRAM EXPENDITURES								
Personal Services	\$2,239,870	\$2,380,500	\$0	\$0	\$2,380,500	\$682,189	\$2,427,496	\$2,812,546
Operating Expenses	\$457,193	\$608,852	\$43,368	\$0	\$652,220	\$53,285	\$645,666	\$727,000
Contractual Services	\$425,894	\$380,500	\$137,023	\$0	\$517,523	\$75,870	\$517,523	\$508,325
Operating Capital	\$139,033	\$0	\$25,000	\$0	\$25,000	\$5,000	\$25,000	\$0
TOTAL	\$3,261,990	\$3,369,852	\$205,391	\$0	\$3,575,243	\$816,344	\$3,615,685	\$4,047,871
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$3,108,252	\$2,733,200	\$107,957	\$0	\$2,841,157	\$1,052,855	\$2,805,566	\$3,441,543
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,670
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,204
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,108,252	\$2,733,200	\$107,957	\$0	\$2,841,157	\$1,052,855	\$2,805,566	\$3,646,417
GPR SUPPORT	\$153,738	\$636,652			\$734,086			\$401,454
F.T.E. STAFF	28.975	28.975					28.975	31.800

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DI#	2008 Base	Net Decision Items							2008 Adopted Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personal Services	\$2,639,972	(\$48,800)	\$11,800	\$209,574	\$0	\$0	\$0	\$0	\$2,812,546	
Operating Expenses	\$608,852	\$65,848	\$0	\$52,300	\$0	\$0	\$0	\$0	\$727,000	
Contractual Services	\$436,825	\$0	\$71,500	\$0	\$0	\$0	\$0	\$0	\$508,325	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$3,685,649	\$17,048	\$83,300	\$261,874	\$0	\$0	\$0	\$0	\$4,047,871	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$2,862,972	\$547,571	(\$26,000)	\$57,000	\$20,000	\$0	\$0	\$0	\$3,461,543	
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$31,670	\$0	\$0	\$0	\$0	\$31,670	
Miscellaneous	\$0	\$0	\$0	\$173,204	\$0	\$0	\$0	\$0	\$173,204	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$2,862,972	\$547,571	(\$26,000)	\$261,874	\$20,000	\$0	\$0	\$0	\$3,666,417	
GPR SUPPORT	\$822,677	(\$530,523)	\$109,300	\$0	(\$20,000)	\$0	\$0	\$0	\$381,454	
F.T.E. STAFF	29.975	(0.550)	0.250	2.000	0.000	0.000	0.000	0.000	31.675	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2008 BUDGET BASE		\$3,685,649	\$2,862,972	\$822,677
DI #	HUMS-ADMN-1 Program Specific Changes			
DEPT	This decision item eliminates a net .55 FTE Accountant position and adjusts operating lines to reflect anticipated usage for a net expense increase of \$17,048. This decision also adjusts revenues to reflect anticipated earnings amounting to (\$547,571) for a net GPR savings of (\$530,523).	\$17,048	\$547,571	(\$530,523)
EXEC	Approved as Requested	\$0	\$0	\$0
ADOPTED	Approved as Recommended	\$0	\$0	\$0
NET DI # HUMS-ADMN-1		\$17,048	\$547,571	(\$530,523)

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NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	HUMS-ADMN-2	Base Transfers & Resolutions			
DEPT	Transfers \$71,500 of base contractual service expense from BPHCC; .50 FTE Clerk Typist I-II of \$27,400 from EAWS to the Administration Division; .25 FTE Clerk Typist I-II of (\$15,600) to Public Health to reflect actual usage patterns. Also eliminates Building Use revenue of (\$26,000) from Public Health for no net GPR impact Department-wide.		\$83,300	(\$26,000)	\$109,300
EXEC	Approved as Requested		\$0	\$0	\$0
ADOPTED	Approved as Recommended		\$0	\$0	\$0
NET DI # HUMS-ADMN-2			\$83,300	(\$26,000)	\$109,300
DI #	HUMS-ADMN-3	Community Development Block Grant Transfer			
DEPT			\$0	\$0	\$0
EXEC	Transfer the CDBG program from the Planning Department to Human Services and to provide for the necessary supervisory and staff support. The transfer includes the creation of a new 1.0 FTE M-10, moving of the existing 1.0 FTE M-10 Providing the following supervisory capacity by moving a 1.0 FTE M-11 Program Analyst to an M-12 Senior Program Analyst/Manager; moving a M-12 Planning and Evaluations Supervisor to M-13 Planning & Evaluations Manager, and moving a M-12 Budget, Contracts, & Operations Manager to a M-13 Budget, Contracts, & Operations Manager. No new GPR is required.		\$261,874	\$261,874	\$0
ADOPTED	Eliminate the 0.125 FTE Director of Policy Innovation and Program Improvement that had provided supervision to the CDBG replace it with LTE and Social Security funds for CDBG program support.		\$0	\$0	\$0
NET DI # HUMS-ADMN-3			\$261,874	\$261,874	\$0
DI #	HUMS-ADMN-4	Community Aids Revenue			
DEPT			\$0	\$0	\$0
EXEC			\$0	\$0	\$0
ADOPTED	Increase Community Aids revenue to bring it in line with the amount in the State's 2007-2009 budget.		\$0	\$20,000	(\$20,000)
NET DI # HUMS-ADMN-4			\$0	\$20,000	(\$20,000)
2008 ADOPTED BUDGET			\$4,047,871	\$3,666,417	\$381,454