


# ACTIVITY REPORTING AND PROPOSAL FORM

## JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	2/7/2013
<b>PREPARED BY</b>	Bob Fleshman
<b>OFFICE NAME</b>	<u>Fiscal Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	33
<b>JUDICIAL COUNCIL DIRECTIVE</b>	<p>E&amp;P recommends that the Judicial Council direct the Administrative Director of the Courts to report back on the budget and fiscal management measures implemented by the AOC to ensure that the AOC's fiscal and budget processes are transparent.</p> <p>The Administrative Director of the Courts should develop and make public a description of the AOC fiscal and budget process, including a calendar clearly describing how and when fiscal and budget decisions are made. The AOC should produce a comprehensive, publicly available midyear budget report, including budget projections for the remainder of the fiscal year and anticipated resource issues for the coming year.</p>
<b>SEC RECOMMENDATION</b>	<p>The AOC's fiscal and budget processes must be transparent. The Executive Leadership Team should require the Fiscal Services Office to immediately develop and make public a description of the fiscal and budget process, including a calendar clearly describing how and when fiscal and budget decisions are made. The Fiscal Services Office should be required to produce a comprehensive, publicly available midyear budget report, including budget projections for the remainder of the fiscal year and anticipated resource issues for the coming year. The Chief Administrative Officer should be given lead responsibility for developing and implementing an entirely new approach to fiscal processes and fiscal information for the AOC.</p>
<b>RESPONSE (check applicable boxes)</b>	
<input type="checkbox"/> This directive has been completed and implemented:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input type="text"/>	
<input type="text" value="File Attachment"/>	
<input checked="" type="checkbox"/> Other:	
<input type="text"/>	

AOC staff will develop and post on the public website a midyear budget report.








Examples of new fiscal and budget processes being developed: Improving budget and allocation reports, such as adding local assistance funds so divisions/offices have a full picture of the budget they are accountable for; providing increased access to reports and financial systems so divisions/offices can more easily access fiscal data; and working to develop enhanced training options for AOC staff to ensure they are equipped with the knowledge and skills to appropriately manage their budgets.

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<input type="text"/>
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	<input type="text"/>

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

<input type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>SAVINGS</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>COST</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>EFFICIENCIES</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<input type="text"/>  File Attachment
<input type="checkbox"/> <b>OTHER</b>	<input type="text"/>  File Attachment

**ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL**

**ADOC REVIEW**

Administrative Director of the Courts Review Date: 2/7/2013

**EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW**

**E&P REVIEW**

Executive and Planning Review Date: 2/14/2013