

## 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>	35
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that budget and fiscal tracking systems be in place so that timely and accurate information on resources available and expenditures to date are readily available.
<b>SEC RECOMMENDATION</b>	Tracking systems need to be in place so that timely and accurate information on resources available and expenditures to date are readily available. Managers need this information so they do not spend beyond their allotments.
<b>RESPONSE (check applicable boxes)</b>	
<input type="checkbox"/> This directive has been completed and implemented:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input type="checkbox"/> File Attachment	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input type="checkbox"/> File Attachment	
<input checked="" type="checkbox"/> Other:	
<p>Budget expenditure information is readily available via the Oracle financial system to management team members and division/office budget liaisons. FSO staff will work to develop enhanced budget training.</p> <p>Targeted improvements include actions such as: *Budget staff will no longer "zero out" the remaining budget when preparing the monthly PSR. *Budget staff will not automatically move salary savings for vacant positions to the unallocated line item in the office's budget; the funding will remain in the PSR and may be moved at the request of the office. *Vacant positions are budgeted at mid-step salary (the prior process did not budget for vacant positions until filled).</p>	

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

**IMPLEMENTATION  
DATE OR  
PROJECTED  
IMPLEMENTATION  
DATE**

**RESOURCES  
REQUIRED FOR  
IMPLEMENTATION**

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

**PROCEDURES/  
POLICIES UPDATED  
OR DEVELOPED**

 File Attachment

**TRAINING  
UPDATED OR  
DEVELOPED**

 File Attachment

**SAVINGS**

 File Attachment

**COST**

 File Attachment

**EFFICIENCIES**

 File Attachment

**SERVICE LEVEL  
IMPACT**

 File Attachment

**OTHER**

 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: