

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING


<b>DATE</b>	6/11/2013
<b>PREPARED BY</b>	Zlatko Theodorovic
<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 checked="" type="checkbox"/> This directive has been completed and implemented:	
<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 to ensure liaisons are familiar with available budget tools.</p> <p>Targeted improvements to budget and fiscal tracking systems 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> <p>The FSO has standard fiscal reports available online for each division and office of the AOC by the 4th workday of each month. Standard reports (see attached) include:</p> <ul style="list-style-type: none"> <li>*Budget By Account Summary</li> <li>*Unliquidated Encumbrances</li> <li>*Expenditures by Line Item.</li> </ul> <p>These reports have been available on this timeline since 1996-97. Report access is granted to the employee/s in the division/office/unit designated by management for dissemination within the division/office/unit. These reports are also available online for the Supreme Court and Courts of Appeal on the same timeline.</p> <p>In addition to existing and enhanced tools, the Fiscal Services Office will confer with state departments to obtain feedback regarding the budget and fiscal tracking systems they have in place to determine what, if any, would provide value if incorporated into current practices.</p> <p>An update was provided to the Judicial Council at the February 2013 meeting and will be provided</p>	

annually thereafter upon release of the Governor's proposed budget.


It should be recognized that the administration and maintenance of policies and procedures is an ongoing process of continuous improvement, and although milestones can be achieved, this is an ongoing process.

  
FiscalReports.pdf  
Adobe Acrobat Document  
213 KB

This directive is forwarded to the Judicial Council with options for consideration:

 File Attachment




Other:

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<input type="text" value="June 2013"/>
<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="text"/>

<input type="checkbox"/> <b>COST</b>	<input type="text" value="File Attachment"/>
<input type="checkbox"/> <b>EFFICIENCIES</b>	<input type="text" value="File Attachment"/>
<input type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<input type="text" value="File Attachment"/>
<input type="checkbox"/> <b>OTHER</b>	<input type="text" value="File Attachment"/>
<b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b>	
<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: <input type="text" value="6/13/2013"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="6/17/2013"/>

Report Date: 03-JUN-2013  
 Last Post Date:

Budget: by Account Summary Report  
 General Fund

Period : 13, Ending 30-JUN-2012  
 Fiscal Year 11

Year of Statute

		Current Exp	Budget	YTD Expenditure	YTD PO/Contract Encumbrance	Balance
0250	Judiciary					
9011	Personal Services					
C101	0065 Authorized Positions	.00	1,631,451.00	1,618,187.10	.00	13,263.90
	0084 Lump Sum Vacation	12,155.32	.00	67,381.97	.00	67,381.97-
	0085 Regular Temporary Help	.00	35,942.00	19,037.29	.00	16,904.71
	Salaries & Wages Subtotal:	12,155.32	1,667,393.00	1,704,606.36	.00	37,213.36-
C103	0103 O A S D I	.00	.00	100,141.64	.00	100,141.64-
	0104 Dental Insurance	.00	.00	18,488.32	.00	18,488.32-
	0105 Health and Welfare Insurance	.00	.00	171,269.79	.00	171,269.79-
	0107 Public Employees	.00	.00	293,717.42	.00	293,717.42-
	0134 Other	.00	.00	3,597.32	.00	3,597.32-
	0135 Life Insurance	.00	.00	1,876.25	.00	1,876.25-
	0136 Vision Care	.00	.00	1,969.92	.00	1,969.92-
	0137 Medicare Taxation-ER Share	929.88	.00	24,543.40	.00	24,543.40-
	0138 Employee Transit Pass Program	.00	.00	600.00	.00	600.00-
	B103 Staff Benefits	.00	615,590.00	.00	.00	615,590.00
	Staff Benefits Subtotal:	929.88	615,590.00	616,204.06	.00	614.06-
	Account Subtotal:	13,085.20	2,282,983.00	2,320,810.42	.00	37,827.42-
9012	Operating Expenses and Equipment					
C311	0206 Office Supplies	763.19	.00	1,375.75	4,762.55	6,138.30-
	0207 Freight and Drayage	.00	.00	536.28	.00	536.28-
	0217 Meetings, Conferences, Exhibits and Shows	.00	.00	229.50	.00	229.50-
	0226 Minor Equipment-Non-II	.00	.00	112.00	.00	112.00-
	B311 General Expense	.00	8,070.00	.00	.00	8,070.00
	General Expense Subtotal:	763.19	8,070.00	2,253.53	4,762.55	1,053.92
C312	0242 All Printed Items (Forms, Stationery, Report	.00	.00	316.24	.00	316.24-
	0243 Photocopy Paper	.00	.00	2,849.13	.00	2,849.13-
	0244 Office Copier Expense (Rental, Maintenance,	.00	.00	554.02	2,477.79	3,031.81-
	B312 Printing	.00	6,405.00	.00	.00	6,405.00
	Printing Subtotal:	.00	6,405.00	3,719.39	2,477.79	207.82
C313	0257 Telephone	212.45	.00	3,020.51	.00	3,020.51-
	B313 Communications	.00	3,127.00	.00	.00	3,127.00
	Communications Subtotal:	212.45	3,127.00	3,020.51	.00	106.49

Report Date: 03-JUN-2013  
 Last Post Date:

Budget by Account Summary Report  
 General Fund

Period : 13, Ending 30-JUN-2012  
 Fiscal Year 11

		Current Exp	Budget	YTD Expenditure	YTD PO/Contract Encumbrance	Balance
0250	Judiciary					
9012	Operating Expenses and Equipment					
C314	B314 Postage	.00	89.00	.00	.00	89.00
	Postage Subtotal:	.00	89.00	.00	.00	89.00
C317	0298 All Travel Expenditures--In State	1,282.40		17,498.89	.00	17,498.89-
	B317 Travel: In-State	.00	17,916.00	.00	.00	17,916.00
	Travel: In-State Subtotal:	1,282.40	17,916.00	17,498.89	.00	417.11
C321	0332 Tuition and Registration Fees	.00	.00	500.00	.00	500.00-
	B321 Training	.00	500.00	.00	.00	500.00
	Training Subtotal:	.00	500.00	500.00	.00	.00
C323	0342 Rent--Buildings and Grounds (State-Owned)	.00	155,179.00	154,975.29	.00	203.71
	0343 Rent--Buildings and Grounds (Non-State-Owned)	.00	98,468.00	98,470.95	.00	2.95-
	0347 Facility Planning--General Services (Space M	.00	488.32	688.32	.00	205.32-
	0352 Routine Minor Maintenance and Repair--Less Th	.00	.00	1,278.15	.00	1,278.15-
	0358 Facility Relocation	.00	.00	1,550.00	.00	1,550.00-
	Facilities Operatio Subtotal:	.00	254,130.00	256,962.71	.00	2,832.71-
C324	B324 Utilities	.00	244.00	.00	.00	244.00
	Utilities Subtotal:	.00	244.00	.00	.00	244.00
C326	0417 Consultants--Other	.00	.00	237,384.00	.00	237,384.00-
	B326 Consultant and Professional Services--Externa	.00	237,384.00	.00	.00	237,384.00
	Consultant and Prof Subtotal:	.00	237,384.00	237,384.00	.00	.00
C333	0533 Vehicle Maintenance and Repair Services	.00	.00	225.53	.00	225.53-
	B333 Other Items of Expense	.00	500.00	.00	.00	500.00
	Other Items of Expe Subtotal:	.00	500.00	225.53	.00	274.47
C337	B337 Funds Unallocated	.00	171,366.00	.00	.00	171,366.00
	Funds Unallocated Subtotal:	.00	171,366.00	.00	.00	171,366.00
	Account Subtotal:	**	2,258.04	521,564.56	7,240.34	170,926.10
	Subtotal:	***	15,343.24	2,842,374.98	7,240.34	133,098.68
	Fiscal Year 2011 - 2012		15,343.24	2,842,374.98	7,240.34	133,098.68

Expenditure By Line Item Report

Fiscal Year 11

Last Post Date

Period From Sep-12  
Period To Dec-12

1000000 FISCAL SERVICES OFFICE

Sub-division: 10031000 Budget Mgt Operating Unit

10031000 Budget Management Services

Obj	Object Description	Journal Name	Vendor Name	Invoice Number	CS No	Inv Date	PO Number	Period	Expenditure	Proj	CC	Other
0244	Office Copier Expense (Rental, Maintenance, etc.)	6363043 Purchase Invoices USD 6416535 Purchase Invoices USD	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC. KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	222139518 222139256	2569539 2570552	09/01/12 09/01/12	1024753 1024945	Sep-12 Nov-12	270.93 416.25	10031001 10031001	00 00	0000 0000
LINE ITEM Sub-Total									687.18			
UNIT Totals									687.18			
DIVISION Totals									687.18			
FISCAL YEAR/REPORT Totals									687.18			

Last Post Date:

Judiciary

Period: 6, Ending 31-DEC-11

Fiscal Year 11

Unit	Acct Obj	Proj	Other	PO No	PO Date	TP	Vendor Name	PG	CC	Vendor No	Vend Site	Encumbrance	Changes	Expenditure	Balance
10031	9012	0206	10031001	0000	1023616	B	STAPLES ADVANTAGE	30	00	142562	BOSTON	1,085.00	0.00	23.36	1,061.64
					1023617	B	STAPLES ADVANTAGE	30	00	142562	BOSTON	4,310.00	0.00	100.28	4,209.72
												5,395.00	0.00	123.64	5,271.36 *
												5,395.00	0.00	123.64	5,271.36 **
												5,395.00	0.00	123.64	5,271.36
												5,395.00	0.00	123.64	5,271.36**
												5,395.00	0.00	123.64	5,271.36
												5,395.00	0.00	123.64	5,271.36

ACCOUNT Totals

Budget Mgt Operating Unit

UNIT Totals

FISCAL YEAR Totals

AGENCY Totals

REPORT Total