

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	6/11/2013
PREPARED BY	Zlatko Theodorovic
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	36
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to require that budget and fiscal information displays be streamlined and simplified so they are clearly understandable.
SEC RECOMMENDATION	Information displays need to be streamlined and simplified so they are clearly understandable.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>The AOC is subject to the same informational requirements and timeline dictated by the Department of Finance relative to the state budget development process and related fiscal reporting process. Information about branch revenues, expenditures, and position information submitted to the Department of Finance in conjunction with these processes is posted on the California Courts website for easy reference. More technically complex documents, such as fund condition statements, are published in conjunction with the release of the Governor's proposed budget each January--this also available online.</p> <p>AOC is currently working to re-engineer the budget process to include the display of fiscal information and ensure that the information is clearly understandable. The following standardized Oracle financial reports (see attached) are available online each month by the 4th workday:</p> <ul style="list-style-type: none"> *Budget By Account Summary *Unliquidated Encumbrances *Expenditures by Line Item <p>These reports are simple and easy to read and have been provided monthly since 1996-97.</p> <p>The AOC has been working with the Department of Finance and others to affect meaningful change to the budget process. Examples include:</p> <ul style="list-style-type: none"> *Worked with the state Department of Finance to more clearly display trial court appropriation, allocations, and expenditure budgets. *Eliminated unnecessary or redundant AOC fiscal reports. <p>It is worthy to note that the branch's budget, to include the AOC's, is extremely complex and is comprised of numerous funds supported by state funds, federal funds, and local revenues. Many programs and projects administered by the AOC are supported by multiple fund sources, some of which aren't provided or otherwise available in conjunction with the annual state budget. As a result, branch fiscal information is inherently convoluted and oftentimes presents significant challenges to communicate or display in a simplified manner so that it's "clearly understandable".</p>	

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

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	June 2013
RESOURCES REQUIRED FOR IMPLEMENTATION	

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/>  File Attachment
<input type="checkbox"/> SAVINGS	<input type="text"/>  File Attachment
<input type="checkbox"/> COST	<input type="text"/>

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

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	699,731.00	521,564.56	7,240.34	170,926.10
0250	Subtotal:	***	15,343.24	2,982,714.00	2,842,374.98	7,240.34	133,098.68
	Fiscal Year 2011 - 2012		15,343.24	2,982,714.00	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

10030000 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
			10031001	0000	1023617	B	STAPLES ADVANTAGE	30	00	142562	BOSTON	4,310.00	0.00	100.28	4,209.72
							ACCOUNT Totals					5,395.00	0.00	123.64	5,271.36 *
							Budget Mgt Operating Unit					5,395.00	0.00	123.64	5,271.36 **
							FISCAL YEAR Totals					5,395.00	0.00	123.64	5,271.36
							AGENCY Totals					5,395.00	0.00	123.64	5,271.36***
							REPORT Total					5,395.00	0.00	123.64	5,271.36