

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 2011	Adopted 2012	2011 Carry Forward	Board Transfers	Budget As Modified	2012 YTD	Estimated 2012	Executive Recommended
PROGRAM EXPENDITURES								
Personal Services	\$2,676,208	\$2,944,900	\$0	\$0	\$2,944,900	\$786,830	\$2,944,900	\$3,102,000
Operating Expenses	\$439,826	\$854,582	\$43,681	\$0	\$898,263	\$121,969	\$898,263	\$670,422
Contractual Services	\$496,258	\$699,706	\$0	\$0	\$699,706	\$115,401	\$699,706	\$708,206
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,612,292	\$4,499,188	\$43,681	\$0	\$4,542,869	\$1,024,199	\$4,542,869	\$4,480,628
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$3,479,269	\$3,513,021	\$0	\$0	\$3,513,021	\$637,996	\$3,513,021	\$3,579,724
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	\$100	\$0	\$0	\$100	\$0	\$100	\$100
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$1,682	\$0	\$0	\$0	\$0	\$498	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,480,950	\$3,513,121	\$0	\$0	\$3,513,121	\$638,494	\$3,513,121	\$3,579,824
GPR SUPPORT	\$131,342	\$986,067			\$1,029,748			\$900,804
F.T.E. STAFF	29.450	29.450					29.450	29.550

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			Net Decision Items							
DI#	2013 Base	01	02	03	04	05	06	07	2013 Adopted Budget	
PROGRAM EXPENDITURES										
Personal Services	\$3,058,300	\$25,700	\$8,200	(\$7,000)	\$0	\$0	\$0	\$0	\$3,085,200	
Operating Expenses	\$604,582	(\$36,660)	\$0	\$2,500	\$0	\$0	\$0	\$0	\$570,422	
Contractual Services	\$700,806	\$7,400	\$0	\$0	\$0	\$0	\$0	\$0	\$708,206	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$4,363,688	(\$3,560)	\$8,200	(\$4,500)	\$0	\$0	\$0	\$0	\$4,363,828	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$3,513,021	\$66,703	\$0	\$0	\$0	\$0	\$0	\$0	\$3,579,724	
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	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$3,513,121	\$66,703	\$0	\$0	\$0	\$0	\$0	\$0	\$3,579,824	
GPR SUPPORT	\$850,567	(\$70,263)	\$8,200	(\$4,500)	\$0	\$0	\$0	\$0	\$784,004	
F.T.E. STAFF	29.450	0.000	0.200	(0.100)	0.000	0.000	0.000	0.000	29.550	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2013 BUDGET BASE		\$4,363,688	\$3,513,121	\$850,567
DI #	HUMS-ADMN-1			
DEPT	GPR Reductions			
This reflects expense additions for 1.0 FTE Business Analyst position \$88,000 & operating expense reductions of (\$59,100). Wisconsin Works (W2) revenue decreases of (\$365,200) are offset by revenue increases amounting to \$431,903 for a total GPR savings of (\$37,803).		\$28,900	\$66,703	(\$37,803)
EXEC	Deny the request for a 1.0 FTE Business Analyst position. Also, adjust retirement accounts to reflect the actual contribution rates that will be in effect for 2013. Add \$5,000 for Overture Center sponsorships to assist low income individuals in participating in Overture events.	(\$32,460)	\$0	(\$32,460)
ADOPTED	Approved as Recommended	\$0	\$0	\$0
NET DI # HUMS-ADMN-1		(\$3,560)	\$66,703	(\$70,263)

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NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	HUMS-ADMN-2	Transfer Position			
DEPT			\$0	\$0	\$0
EXEC	Transfer .20 FTE Senior Program Analyst in the Community Development Program to the Administration Program effective 1/1/2013 due to consolidating the CDBG Program within the Office of Economic and Workforce Development. Also, add \$100,000 to replenish the Human Services Contingency Fund to mitigate service reductions in the event of a revenue shortfall due to the uncertainty at the State and Federal level.		\$125,000	\$0	\$125,000
ADOPTED	Approve the recommendation to transfer the Community Development Program; however, delay the transfer to 9/1/13. Also, reduce expenditures \$100,000 in the Human Services Contingency Fund.		(\$116,800)	\$0	(\$116,800)
NET DI # HUMS-ADMN-2			\$8,200	\$0	\$8,200
DI #	HUMS-ADMN-3	Base Transfers, Reallocations and Resolutions			
DEPT	This item reflects a .10 FTE Clerk Typist base transfer from Administration to the Children, Youth and Families Division and the reallocation of operating costs to more accurately reflect current workload allocations between shared clerical staff and operating costs between divisions for no GPR change Department-wide.		(\$4,500)	\$0	(\$4,500)
EXEC	Approved as Requested		\$0	\$0	\$0
ADOPTED	Approved as Recommended		\$0	\$0	\$0
NET DI # HUMS-ADMN-3			(\$4,500)	\$0	(\$4,500)

2013 ADOPTED BUDGET	\$4,363,828	\$3,579,824	\$784,004
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