

BUDGET OFFICE

MISSION

The mission of the Budget Office is to provide Budgeting and Investment Services to the County. For Budgeting, to prepare and administer the annual county budget so as to properly allocate the county's resources to most effectively accomplish the mission of the county as a whole. The office coordinates the long-term financial planning of the county to best navigate the progress of the county through the future. The Budget Officer advises the county's departments and offices in accomplishing their mission and assures that they equal the overall mission of the county. The Office, with the assistance of the other financial departments (Treasurer and Auditor), manages the investments of the county to achieve safety, liquidity and best return under the investment policies of the county.

GOALS

GOAL 1

Earn the Government Finance Officer's Association's *Distinguished Budget Award*.

- Objective 1** Analyze the results of the *Distinguished Budget Award* presentation to see what improvements are needed in the budget.
- Objective 2** Update and continually monitor the capital budget by the 2013 budget.

GOAL 2

Begin using the Lawson Budgeting & Planning to better automate the budget preparation.

- Objective 1** Use the budget request forms contained in the module to receive the County departments' budget requests.
- Objective 2** Automate the procedure to move the budget into the accounting system upon adoption.
- Objective 3** Monitor and revise all procedures continually to make improvements.

GOAL 3

Establish the Best Practices Committee to begin assisting offices in applying best practices.

- Objective 1** To comply with the mandate of Commissioner court, establish a central committee to determine the offices and departments to target initially, and those that will follow.
- Objective 2** Create subcommittees to study procedures in individual offices. Using the information gained, recommend best practices for those offices.
- Objective 3** Institute performance measures that accurately measure the performance of those best practice procedures.

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GOAL 4

Create and monitor a functioning Revenue Manual as a budgetary tool. It will be used to assist the Budget and Auditor's Office in projecting accurate revenues

- Objective 1** Update the Revenue Manual monthly
- Objective 2** Monitor revenue sources behavior. If a revenue source dips or spikes, the Budget Office will investigate its behavior
- Objective 3** Convert older data. Currently the Budget Office's data is from 2008 due to Fort Bend County's new accounting structure. We would like to go back as far as 2004

PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
Earn the Government Finance Officer's Association <i>Distinguished Budget Presentation Award</i> .	Yes	Yes	Yes
Actual Expenditures compared to Budgeted Expenditures for Fort Bend County	91.0%	N/A	95%
Ending Balance as a percentage of actual expenditures	16%	18%	16-18%
Percent of tax rate over prior year.	0.0%	0.0%	0.0%

BUDGET OFFICE

FUND: 100 General

ACCOUNTING UNIT: 100501100 Budget Office

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 403,935	\$ 417,653	\$ 415,146
Operating Costs	\$ 6,652	\$ 22,987	\$ 26,590
Information Technology Costs	\$ 415	\$ -	\$ -
TOTAL	\$ 411,002	\$ 440,640	\$ 441,736

2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Budget Assistant	09108	09	1
Budget Analyst II	12004	12	2
Assistant Director of Finance & Investments	14033	14	1
Director Finance & Investments	16000	16	1
Total Authorized Positions			5

FUND: 100 General

ACCOUNTING UNIT: 100501101 Copy Center

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Operating Costs	\$ 7,049	\$ 8,287	\$ -
Information Technology Costs	\$ -	\$ -	\$ -
TOTAL	\$ 7,049	\$ 8,287	\$ -

ORGANIZATION CHART

