

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 2011 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 | 2009 ACTUAL | 2010 ACTUAL | 2011 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 | 52.0% | -8% | -5% |
| Ending Balance as a percentage of actual expenditures | 23% | 14-15% | 16-18% |
| Percent of tax rate over prior year. | -3.3% | 0.0% | 0.0% |

BUDGET OFFICE

FUND: 100 General

ACCOUNTING UNIT: 100501100 Budget Office

EXPENSE BUDGET

| CATEGORY | 2009 ACTUAL | 2010 ADOPTED | 2011 ADOPTED |
|------------------------------|-------------------|-------------------|-------------------|
| Salaries and Personnel Costs | \$ 413,096 | \$ 463,094 | \$ 417,653 |
| Operating Costs | \$ 10,807 | \$ 23,927 | \$ 22,987 |
| Information Technology Costs | \$ 2,215 | \$ 450 | \$ - |
| TOTAL | \$ 426,118 | \$ 487,471 | \$ 440,640 |

2011 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 | 2009 ACTUAL | 2010 ADOPTED | 2011 ADOPTED |
|------------------------------|------------------|-----------------|-----------------|
| Operating Costs | \$ 7,501 | \$ 8,100 | \$ 8,287 |
| Information Technology Costs | \$ 6,500 | \$ - | \$ - |
| TOTAL | \$ 14,001 | \$ 8,100 | \$ 8,287 |

ORGANIZATION CHART



