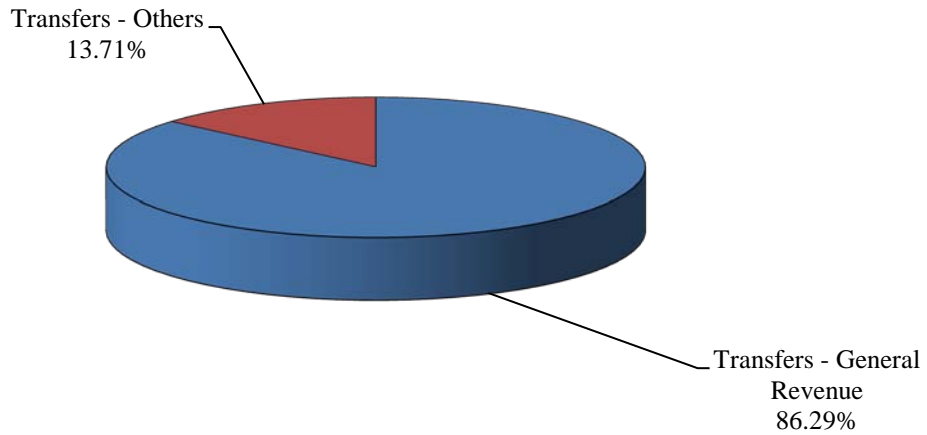
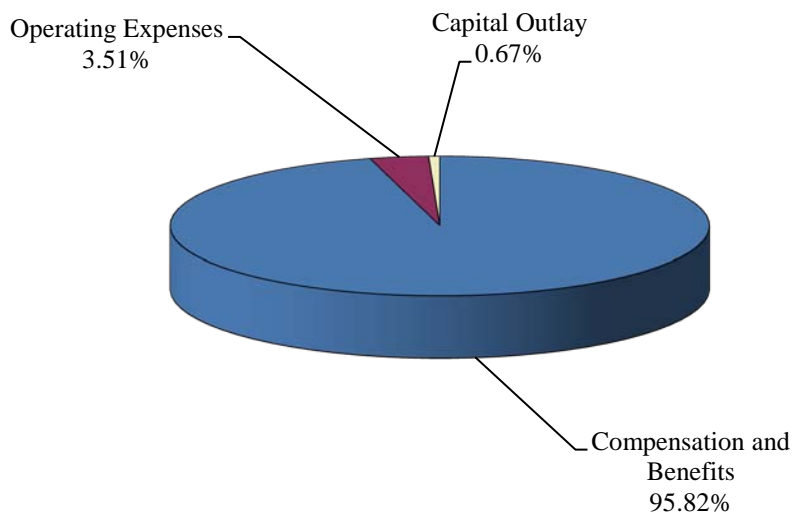


BUDGET OFFICE

OPERATING REVENUES (SOURCES) FY 2011-2012 TOTAL BUDGET \$667,040



OPERATING EXPENDITURES (USES) FY 2011-2012 TOTAL BUDGET \$667,040



Note: Total percentage may not equal 100% due to rounding.

BUDGET OFFICE: SUMMARY

MISSION STATEMENT:

The purpose of the Budget Office is to partner with Brevard County Departments to provide excellent services to the community through optimal resource allocation, performance and process management, financial/capital planning and analysis, business process improvements, revenue analysis and maximization alternatives, results-oriented strategic management, and budget management and oversight.

PROGRAMS AND SERVICES:

The Budget Office programs and services include:

Financial and Revenue Management

- Develop annual property tax rates which comply with the State of Florida's "Truth-in-Millage (TRIM)" law, the County's Home Rule Charter, and the Board's Budget and Financial Policies

- Provide guidelines and instruction for review, refinement and monitoring Departmental program and performance measures

- Develop and implement the County's Central Service Cost Allocation Plan and Indirect Cost calculations

Budget Development, Monitoring, and Oversight

- Modify and provide operating instruction for the County's operating agencies for the Countywide "Financial Management System (SAP)"

- Monitor, prepare progress reports on, and amend the County's Annual Operating Budget

Capital Planning

- Develop and monitor the County's five-year Capital Improvement Plan

- Develop and coordinate the Departmental five-year financial projections

Performance Management and Planning

- Implement and Coordinate the County's Strategic Plan

- Implement and Coordinate Business Process Improvement with the various organizations within the County

TRENDS AND ISSUES:

In recent years, the responsibilities of the Budget Office have continued to increase, while resources necessary to maintain a stable work force have decreased. Prioritization of tasks and responsibilities continue to be necessary as requests for special studies by management, elected officials, and the public continue to increase.

As a result of role changes that are occurring in the organization due to staffing reductions, the Budget Office has taken on additional responsibilities to ensure proper financial, performance and strategic management. The Budget Office maintains a unique set of skills that allows team members to assist in process improvement, performance measurement development, strategic planning, capital planning, productivity analysis, budget development, and coordination and oversight.

Additionally, the impact of the many hurricanes over the past few years have triggered an unprecedented need for coordination and oversight of FEMA reimbursement requests and logistical support. Activities associated with requests from these hurricanes are anticipated to continue well into FY 2011-2012.

MAJOR SERVICE LEVEL IMPACTS:

There are no major service level impacts for FY 2011-2012 for the Budget Office.

BUDGET OFFICE: DEPARTMENT SUMMARY

DEPARTMENT REVENUES AND EXPENDITURES

	Actual FY2009-2010	Final Budget FY2010-2011	Adopted Budget FY2011-2012	Difference Inc/(Dec)	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees, & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$45,646	\$0	\$0	\$0	0.00%
Charges for Services	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues:</i>	\$45,646	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$629,105	\$581,426	\$575,591	(\$5,835)	(1.00%)
Transfers - Others	\$0	\$83,449	\$91,449	\$8,000	9.59%
Other Finance Sources	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues:</i>	\$629,105	\$664,875	\$667,040	\$2,165	0.33%
TOTAL REVENUES:	\$674,751	\$664,875	\$667,040	\$2,165	0.33%
EXPENDITURES:					
Compensation and Benefits	\$593,585	\$632,277	\$639,170	\$6,893	1.09%
Operating Expenses	\$13,631	\$22,273	\$23,420	\$1,147	5.15%
Capital Outlay	\$0	\$10,325	\$4,450	(\$5,875)	(56.90%)
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures:</i>	\$607,216	\$664,875	\$667,040	\$2,165	0.33%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves - Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures:</i>	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES:	\$607,216	\$664,875	\$667,040	\$2,165	0.33%
PERSONNEL:					
Full-time Positions	8.00	8.00	8.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	8.00	8.00	8.00	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

BUDGET OFFICE: PROGRAM PROFILE

BUDGET ANALYSIS:

REVENUES:

Non-Operating Revenues increase by 0.33% or \$2,165 due to an increase in the transfer amounts from enterprise agencies that receive direct support from the Budget Office. This increase is offset by a reduction in the general fund transfer caused by changes in Florida Retirement System (FRS).

EXPENDITURES:

Operating Expenditures increase by 0.33% or \$2,165 due to slight increases to compensation and benefits and operating expenditures. This increase is partially offset by a decrease in capital outlay. Reductions to the FRS rates and a salary adjustment of 2.5% adjustment to employee compensation have been incorporated in the budget. These changes allowed for the department to eliminate furloughs for FY 2011-2012.

PROGRAM CHANGES:

NONE REQUESTED

BUDGET OFFICE: PERFORMANCE MEASURES

GOALS:					
Deliver excellent services to County Departments which: Optimizes resource allocations through revenue analysis and maximizing alternatives Provides innovative performance/process management and process improvement services Provides financial and capital planning services Provides expertise in the areas of revenue analysis and maximization alternatives Enhances results oriented strategic management of our resources, leading to effective budget management					
FY 2010 - 2011 MAJOR ACCOMPLISHMENTS:					
<ol style="list-style-type: none"> 1. The Performance Management Process Improvement Team made recommendations to County Management . 2. The Budget Improvement Process Improvement Team made recommendations to County Management. 3. Implemented a pilot balanced scorecard system in four county departments. 4. Developed a financial modeling system. 					
FY 2011 - 2012 INITIATIVES:					
<ol style="list-style-type: none"> 1. Implement a balanced scorecard system in remaining county departments. 2. Implement the financial modeling system to all county departments. 3. Submit application for GFOA Budget and Performance Management awards. 					
FOCUS AREA	OBJECTIVES	MEASURES	ACTUAL FY 2009-2010	TARGET FY 2010-2011	TARGET FY 2011-2012
1.0 CUSTOMER	1.1 Fulfill Workload Requirements	Periodic budget reports prepared	150	300	300
		Budget and Personnel transactions processed	2,813	2,900	2,900
	1.2 Increase Customer Satisfaction	% of Budget Change Requests and personnel actions processed in 3 business days of receipt	N/A	100%	100%
2.0 OPERATIONAL EFFECTIVENESS / EFFICIENCY	2.1 Improve Effectiveness	% of periodic budget reports processed by the due date	N/A	100%	100%
		General Government Reserves as a percent of General Government Operating Revenue	6.89%	10%	10%
	2.2 Increase Efficiency	Cost per/Budget and Personnel Transaction	N/A	\$12.59	\$12.59
		Cost per/Periodic Report	N/A	\$19.00	\$19.00
3.0 EMPLOYEE DEVELOPMENT & INNOVATION	3.1 Improve Employee Engagement	Employee Engagement Rating ¹ :			
	3.2 Improve Workforce Development	% of employee evaluations completed on-time	100%	100%	100%
		Number of development plans created	8	8	8
		Number of training hours provided	160	160	160
4.0 FINANCIAL MANAGEMENT	4.1 Meet Financial & Budget Requirements	Operating Budget Vs Operating Actual	97%	97%	95%

(1) The Employee Engagement Rating is based on a bi-annual survey, previously completed in FY 2010. Survey results will be available again in FY 2012, these results are reported by department, no ratings are available for programs.

BUDGET OFFICE: CAPITAL OUTLAY SUMMARY¹

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
BUDGET OFFICE				
Laptop Computer	2	\$2,225	General Fund	\$4,450
TOTAL FOR PROGRAM:				\$4,450

¹ Expenditures for equipment with a value in excess of \$750 and an expected life of more than one year (e.g. automobiles and furniture).