

Budget Department Presentation

**2008 Proposed Budget
November 16, 2007**

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The mission of the Department of Budget is to provide budgetary planning and control to ensure the overall financial well-being of Westchester County government. It includes providing organization and strategic planning, leadership and consultation to the County Executive, the Board of Legislators and the operating departments so that they can make well informed policy and budgetary decisions. The Department is responsible for the preparation, control and operation of the County Operating Budget, the Sewer, Water, and Refuse Districts' Budgets and the Capital Budget.

The Budget Department carries out its responsibilities by monitoring expenditures and revenues of the county operating departments and preparing quarterly forecasts that are submitted to the Committee on Budget and Appropriations; maintains a position control system for the filling of vacant positions and thereby monitor expenditures in the salary accounts; evaluates the annual Proposed and Adopted State Budget to assess its potential financial and programmatic impact on the County; and prepares legislation for budget transfers.

The Budget Director is by Charter a member of the Capital Projects Committee and Executive Committee. The Budget Department provides staff support to the Executive Committee and participates in all project review meetings and works with the Finance Department to develop financing plans for future projects. Budget Department staff review all requests for bonding legislation and coordinates its preparation and submission with the Departments of Planning and Law, and the Executive Branch.

The 2008 staffing level for the Budget Department increases by one to fifteen (15): ten (10) professional staff, four support staff and one intern. The Annual Regular Account includes all full time salaries at existing approved rates plus a provision for unsettled labor contracts for affected personnel. The Overtime account is used for overtime payments during the budget preparation period for those employees who are eligible.

The Equipment Account includes minimal funding to replace office equipment used by the staff: two printers, one laptop and calculators.

The Materials and Supplies Group includes:

- Auto Supplies account for gasoline for the vehicle assigned to the Budget Director;
- Books and Periodicals from which are purchased professional budget and finance journals and NYS law updates pertaining to Finance Law;
- Printing and Office supplies which includes standard office supplies such as paper, pens, binders, printing toner, etc.;
- Postage which includes stamps and FedEx expenditures.

The Expense Group includes:

- Equipment Service and Rental includes Blackberry service for the Budget Director, 1st Deputy and Deputy; Convenience copier rental; Cablevision service; water cooler rental and service; and time stamp maintenance.
- Membership fees cover individual memberships for professional staff in the National and NYS chapters of the GFOA in order to facilitate attendance at seminars and the receipt of GFOA monthly newsletters at discounted prices; and the notary license for one of our support staff.
- Travel and Meals includes meal allowance payments for CSEA employees during the budget prep period when earned; funding for meals during working meetings and for analytical staff when working on holidays and weekends; and travel expenditures to attend various conferences including: the NYSAC Spring and Fall conferences; Solid Waste Administration conference; the annual National and State GFOA Conferences; and the annual conference sponsored by the County's financial/budget system vendor, AMS-CGI.
- The Educational Training Account covers the conference registration fees for the trips included in the Travel Account; fees for local professional seminars; and the purchase of various educational training CD's.
- The Contractual Services Account includes funding for outside temporary clerical services throughout the year when deemed necessary due to vacation schedules.
- The Technical Services Account includes consulting service payments on an as-needed basis with the vendor who developed the County's budget book publishing system, Finite Matters.

The Account Group Interdepartmental Charges includes the following:

- Fleet Management charges for use of pool cars by staff.
- Central County Garage charges for maintenance of Budget Director's assigned vehicle.
- Information Support Services charges for mail delivery and graphics services used in preparing the annual budget books and related presentations.
- Telecommunications charges for all phone service within the office.
- Services by Data Processing charges for all desktop computer equipment, server and data connections, an allocated share of the Finance/Budget/Human Resource applications used by the department, maintenance and help desk support; and, all digital printing including in-house production of the annual Operating, Capital, District and Community College budgets.
- Services by Law charges are estimated for the year based upon past experience. All legal services charges for preparation and review of bonding legislation are charged to the applicable capital project.

Departmental Revenue for the Budget Office is primarily derived from charge backs of staff time to applicable capital projects. This includes the time of the Deputy Budget Director and a portion of the time of a Budget Analyst.

ANR/JJD