

# Kittitas County 2012 Preliminary Budget Narrative

## AUDITOR

### Departments Mission:

*To provide the services to the citizens of Kittitas County that are required by law and directed by others in the most efficient and effective way possible in a friendly, positive and cooperative manner. These services include Finance and Budget, Elections, Voter Registration, Recording, Vehicle Licensing and Administration.*

### Overview

The County Auditor is responsible for Budgeting, Auditing and Accounting; Elections; Voter Registration; Recording; and Vehicle & Vessel Licensing. The following explains my Departments Accomplishments, Goals and 2012 Budget issues.

### Departments Accomplishments:

#### Budgeting, Auditing and Accounting

The accomplishments for the Accounting Department are:

- Received the WFOA Annual Budget Award for the second consecutive year
- Completed the Annual Financial Report timely.
- Kept updated on new state laws particularly Department of Revenue, Employment Security and Department of Retirement
- Implementation of union contracts.
- Worked with Prosecutor and Information Services for Small Works and Small Purchase Roster.
- Department of Revenue online reporting; excise and unclaimed property.
- Emailing Special Purpose districts their reports instead of printing and mailing
- Completed Set up of Direct Deposit for Special Purpose Districts
- Enter the grants into QuickBooks for tracking and reporting
- Enter the Homelessness and Affordable Housing grants into QuickBooks for tracking
- Set up Vendor reporting on CAMAS to meet requirements, including Debarment, Department of Retirement early retirement guidelines
- Excel Training user group for the county, which will helped the employees become familiar with the software we are requiring them to use
- Setup online access for employees to receive their paystubs online

### Recording

The accomplishments for the Recording Department include:

- Continue with document archiving projects within county departments needing to comply with retention schedules and to address storage issues.
- Maintain quick turnaround time for recorded documents.
- Continued scanning and indexing project for back records.

### Vehicle Licensing

The accomplishments for Vehicle Licensing Department include:

- Continued public access to Department of Licensing at the office kiosk computer. Enables the public to use a credit card to pay for their license renewal and get quicker service.
- Continued coordination of additional vehicle title work with other counties and financial institutions.
- Completed the process for the Licensing Deputies to become certified with the Department of Licensing as required beginning in the recent contract with DOL.
- Successful implementation of multiple additional requirements for licensing.
  - Implemented procedures for Discover Pass.
  - Assist dealerships with implementation of e-permitting process required by July 2011.

### Elections

The accomplishments of Elections Department include:

- Maintained the mandatory level of Certified Elections Administrators required by state law Continued Implementation of the necessary policies and procedures to comply with the Help America Vote Act (HAVA).
- Continued implementation of the Military and Overseas Voter Empowerment Act (MOVE).
- Continued improvement of Online Video Local Voters' Pamphlet.
- Implemented new laws and rules resulting from legislative session.
- Began County Redistricting Process.

### Voter Registration

The accomplishments for Voter Registration Department include:

- Completed clean up of all voter registration database as of closing of the poll books for the Primary Election.
- Implemented all policy and procedure changes required by federal and state legislation.
- Implemented new voter registration deadlines.

## **Departments Goals:**

### Budgeting, Auditing and Accounting

The goals for the Budgeting, Auditing and Accounting department include:

- Continue the inventory audit
- Complete our sales tax audit
- Continue completion of the County Annual Financial Report on time
- Created Audit Committee
- Organize our records in the basement, for records retention
- Set up credit card automatic payment process
- Set up for electronic payments for Accounts Payable

- Update and finish policies: Grant; Travel; and Credit Card
- Vehicle Maintenance records activated on CAMAS
- Purchase and install document management system for employee records, payroll and accounts payable
- Establish, with Treasurer, electronic redemption of warrants and electronic retention of warrants
- Allowing Districts to have access to CAMAS for their information
- Set up reporting requirements for the Health Care Act
- Set up electronic reporting for IRS 1099 forms
- Complete Cayenta Upgrade

### Recording

The goals for the recording Department include:

- Continue the process of scanning and indexing recorded documents back to patent for Kittitas County
- Reorganize Recording and Licensing Department areas to accommodate better customer service

### Vehicle Licensing

The goals for the Vehicle Licensing include:

- Continue the process for the Licensing Deputies to remain certified with the Department of Licensing
- Assist with additional on line processing of registration renewals
- Reorganize Licensing and Recording Department areas to accommodate better customer service

### Elections

The goals for elections include:

- Incorporate all of the election date changes into the year's schedule.
- Successfully conduct the large Presidential General Election.
- Complete the 2012 Redistricting process

### Voter Registration

The goals for voter registration include:

- Continue identifying inactive, deceased and invalid voter registration information in cooperation with the Washington State Office of the Secretary of State

## **2012 Budget issues:**

My 2012 budget is divided into 6 different Departments: Administration; Budgeting, Auditing and Accounting; Recording; Vehicle Licensing; Elections and Voter Registration.

### Administration

#### Travel & Registration

My Travel (\$1,750) and Registration (\$745) budget line items need to be maintained due to the diversity of responsibilities the County Auditor has in performing my duties. The following is a list of Conferences, Committees and organizations that the County Auditor attends and belongs to.

### Conferences

Legislative Conference  
Recording Conference  
Licensing Conference  
Finance Conference  
Election Administrators Conference  
Auditors' Conference  
WACO  
WFOA

### Committees

Quarterly DOL Meetings  
DOL Sub-Agent Review Committee  
State Archives Oversight Committee – Chair – Secretary of State  
State Local Government Advisory Committee – State Auditor's office  
Washington State Association of County Auditors Finance Committee Co-Chair  
Washington Association of County Officials Audit Review Committee

### Other Memberships

AGA  
NACRAC  
NACO  
WFOA

### **Budgeting, Auditing and Accounting:**

The Accounting Department is responsible for Budgeting, Auditing and Accounting. This includes Budget, Accounts Payable, Payroll, General Ledger, Project Accounting, Internal Auditing, Fixed Assets, Grants, and insurance renewal for the County. There are currently 6 employees in the accounting Department. The Accounting Department currently works with all county offices and several state and federal agencies and special purpose districts. The Accounting Department is the processing center for all special purpose districts.

### Supplies

We reduced the office supplies as we continue to cut back and look at operations and finding the best buy on supplies.

### Publications

The publications that we currently subscribe to include a Payroll, Accounting and Grant guides, which keeps us updated on the law changes for both state and federal issues.

### Minor Equipment

We need to purchase another calculator.

### Travel

For the past several years, employees went to training at their expense which also limits the type and number of trainings we are able to attend. With the new accounting principles and payroll regulations changing staff needs to be trained.

### Software Maintenance

The maintenance costs on software are \$36,900.00 on all applications the Accounting Department uses. This includes Cayenta (Financial and Operations, including ODBC and Actuate), NOVAtime, Tax Tools, Troy Check Scribe and Quick Books. Several other applications the Accounting Department uses are web software and no maintenance is required, i.e.; Internal Revenue; Social Security; Employment Security; Labor & Industries; Department of Retirement; Federal Reserve; US Bank Direct Deposit; Credit

Card Banking; Deferred Compensation; and Office of Support Enforcement, Department of Revenue, VEBA, DIS Scan billings and Allstate insurance.

We are requesting \$28,000 for Cayenta to maintain our finance software. This amount will be shared with Public Works. Cayenta has routine maintenance and updates that needs to occur throughout the year. These updates have not been done in over a year as Information Services is too busy. Information Services is currently in charge of the maintenance and updates, but with Cayenta being very complex, using 5 servers and several programs operating off of Cayenta (i.e. Actuate and ODBC) and staff being too busy dealing with other issues the maintenance is not being done. We currently have to do a work around with the software, which is not a good practice. Cayenta is still not compatible with Windows 7. We are in the middle of an upgrade and it is going really slow. Information Services is stretched pretty thin and always seem to be putting out fires instead of being proactive.

#### Training

Training is essential in the accounting field. There are constant changes in the payroll, accounts payable, budgeting and financial accounting and reporting. Each has separate specialized requirements which need to be reviewed, analyzed and implemented.

The accounting staff belongs to the Association of Government Accountants (AGA), Washington Finance Officers Association (WFOA), and American Payroll Association (APA). There are 3 conferences each year, County Auditor's Finance Conference, WFOA Annual Conference, and AGA Annual Conference. WFOA, AGA and APA offer additional specialized trainings through the year.

The Budget and Finance Manager is a Certified Governmental Financial Manager and a Professional Finance Officer and requires training to hold the certifications. The requirements are 40 CPE hours of professional training.

#### Dues and Subscriptions

This category is increased \$1,000.00 to subscribe to an online Financial System calculator, that you create your disclosures by answering questions and the program assists with the proper disclosure and the correct accounting standard for your answer.

#### Revenues

We show a new revenue source for accounting; the interfund charges for services come from the services we are performing for Veterans Assistance, Community Services, Homelessness and Affordable Housing.

#### Recording

The recording Department records legal documents, including deeds, mining claims, surveys and anything that anyone wants to record. The staff performs, at the public's request, record searches of the documents recorded. The earliest record dates back to 1882. The staff is also responsible for issuing marriage licenses with license records also going back to 1882. There are currently 2.5 employees in recording.

#### Training

The Recording Conference is the only time that employees in the Recording Department have the opportunity for training. Depending on the agenda for this conference, it can be of utmost importance for attendance. Again, this may depend on legislation and implementation of changes.

#### Vehicle Licensing

The Licensing Department issues licenses for motorized vehicles, including cars, trucks, snowmobiles, and ATV's. Also, transfer of ownership of vehicles, sale of tonnage for trucks, and disabled person parking permits. The county must keep complete inventory of all items issued by the State Department of Licensing. This includes items issued to the sub-agent, Gary Guzzie Insurance in Cle Elum. There are currently 2.75 full time employees working in licensing.

### Training

The Licensing Conference & DOL Quarterly Meetings assist with maintaining the constant changes and upgrades that occur with the vehicle licensing system. These also bring Licensing Agents (County Auditors) and subagents together at the state level for communication and joint efforts for better operations and customer service. This last legislative session brought several additional requirements for licensing that have been significantly challenging.

### Elections

The Election Department works closely with the voter registration Department. Elections must follow the laws and regulations set forth by RCW, WAC's and Secretary of State. The Election Department performs elections for State, County and most of the special purpose districts. The Election Department works with the Secretary of State, County Prosecutor, Board of County Commissioners and special purpose districts. There are currently 1.5 employees assigned to Elections and Voter Registration.

### Training

The Election Administrators Conference is the primary training venue for election workers to maintain certification. State law requires 2 individuals within the elections department to be Certified Election Administrators. There are now 4 in the Auditors Office, which includes the Auditor. Three staff provides for a backup to ensure our compliance with state law. It is not unusual for multiple changes in state law to change each year. It is imperative that we keep apprised of those changes and the ramifications of the changes together with training for implementation. Redistricting is scheduled for 2012. We must be ready for this process.

### Software Maintenance

Beginning with 2011, grant funding is no longer available to pay for software maintenance. As a result, the General Fund Elections budget will reflect these costs.

### Equipment

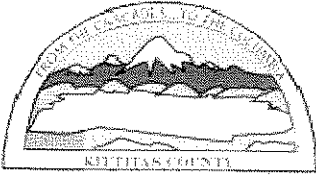
One of our ballot scanners is out of service. The estimated cost to repair the scanner is going to total about \$5,000. We have backup equipment to serve us for the 2011 General Election. We are adding the repair costs to the 2012 Budget together with an additional amount to assure we are covered for unanticipated costs. We are also adding \$5,000 for equipment replacement rotation for all of the election equipment. We currently have 2 scanners purchased at \$16,000 each and a printer that was purchased 6 years ago at \$25,000. If we had put funds aside to build the replacement we should have \$21,400 set aside for replacement and \$8,900 annually. This equipment was purchase with HAVA grant funds, and with it unlikely that the grant funds will be available in the future; we need to set funds aside for replacement. We would like to start the replacement funds at \$5,000.

### Printing and Supplies

During 2012 we will bring 5 school district maintenance & operation elections and the large General Election. Additional costs will be incurred to ramp up for these elections. Also, the State does not reimburse its share of election costs in even years, so the revenue will be reduced to compensate.

### Voter Registration

The voter registration Department works closely with Elections and follows requirements set forth by the Washington Constitution, RCW's, and WAC's regulated by the Secretary of State. The county can not refuse to register anyone to vote or they can be fined as a misdemeanor. Voter registration files are closed for 29 days before an election and 8 days for new registrations. With the possibility of changing Congressional Districts, we need to be prepared to mail every registered voter a new voter registration card reflecting any precinct or district changes.



## County Auditor

The County Auditor:

RCW 36.22

(1) Shall be recorder of deeds and other instruments in writing which by law are to be filed and recorded in and for the county for which he or she is elected;

(2) Shall keep an account current with the county treasurer, charge all money received as shown by receipts issued and credit all disbursements paid out according to the record of settlement of the treasurer with the legislative authority;

(3) Shall make out and transmit to the state auditor a complete statement of the state fund account with the county for the past fiscal year certified by his or her certificate and seal, immediately after the completion of the annual settlement of the county treasurer with the legislative authority. The statement must be available to the public;

(4) Shall make available a complete exhibit of the prior-year finances of the county including, but not limited to, a statement of financial condition and financial operation in accordance with standards developed by the state auditor. This exhibit shall be made available after the financial records are closed for the prior year.

(5) Shall make out a register of all warrants legally authorized and directed to be issued by the legislative body at any regular or special meeting. The auditor shall make the data available to the county treasurer. The auditor shall retain the original of the register of warrants for future reference;

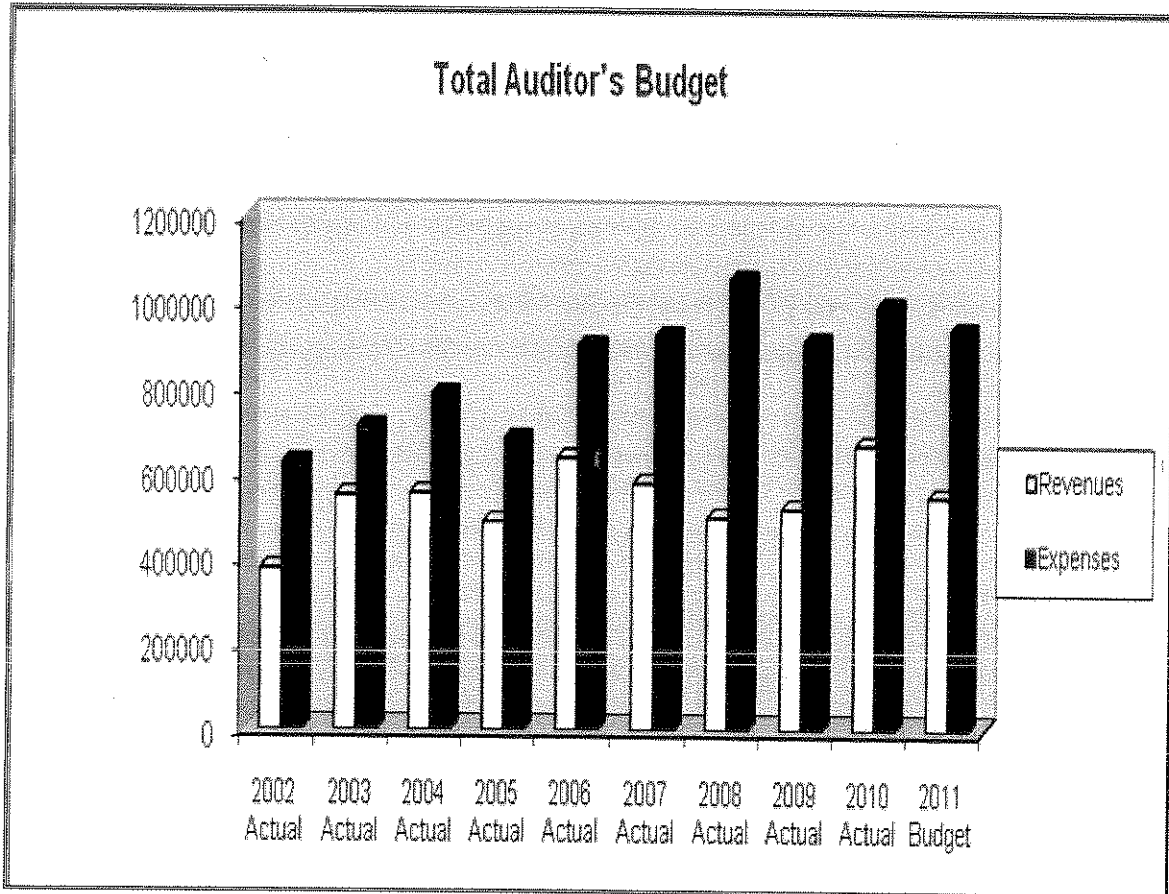
RCW 29A

(6) Shall be the supervisor of all primaries and election, general or special, and shall provide places for holding such elections; to appoint election officers; and to provide the supplies and materials necessary for the conduct of elections.

There are other duties as required by RCW, but too numerous to list.

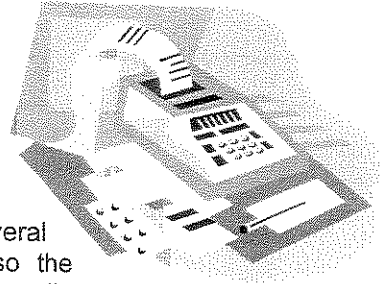
The County Auditor's has 5 basic functions, which are:

- Budget Auditing & Accounting
- Elections
- Recording
- Vehicle Licensing
- Voter Registration



# Budget Auditing & Accounting

The Accounting Department is responsible for Budgeting, Auditing and Accounting. This includes Budget, Accounts Payable, Payroll, General Ledger, Project Accounting, Inventory, Grants, Auditing and insurance for the County. There are currently 6 employees in the Accounting Department.



The Accounting Department currently works with all county offices and several state and federal agencies and special purpose districts. We are also the processing center for 19 special purpose districts for accounts payable and payroll.

The Accounting Department is currently audited by the State Auditor, IRS, Employment Security, Labor & Industries, DSHS, Department of Retirement, Department of Revenue, Department of Commerce, and other granting agencies.

Currently, the staff of the Auditor's Accounting Department performs accounting duties that are charged to other funds due to the nature of the duties. These funds include the Veteran's Assistance; Community Services (Elmview, Alcohol Drug & Dependency, and Central Washington Comprehensive Mental Health); Homelessness and Affordable Housing grant tracking and reporting; Stadium Fund (Hotel-Motel) grant tracking and reporting; Historical Document grant reporting and tracking; additional sales tax tracking and reporting; and E-911 grant tracking and reporting.

The current software used by the Accounting Department includes:

Cayenta Financials – integrated accounting software system. The software is shared with Public Works, and other users for inquiry only in Public Health, Solid Waste and Human Resources.

Cayenta Asset Management System- asset tracking system. This system is used to track all county assets including equipment, land, buildings and improvements for GASB 34 reporting purposes.

NOVAtime – time and attendance system. This system is used for all employees to track their attendance, leave banks and hours spent on projects.

QuickBooks – accounts receivable system. This system is used to track all the receivables the Accounting Department is responsible for billing.

Troy System (ChequeScribe) – check imprinting and signing software. This system uploads the information to sign and produce all warrants.

CashTax – This system is the Treasurer's system. We use this system for making deposits, posting internal transfers and auditing transactions.

Tax Tool – This system allows us to review all sales tax collections.

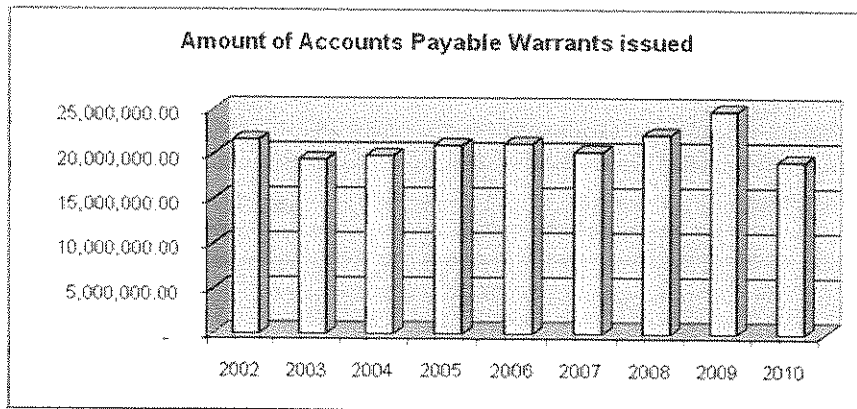
CAMAS – This system is used by all departments to process their Accounts Payable and FATS, a county wide Fixed Asset Tracking system.

Miscellaneous Software - includes PS-BOS; PC-ACH, UIFastTax all used in completing the payroll process.

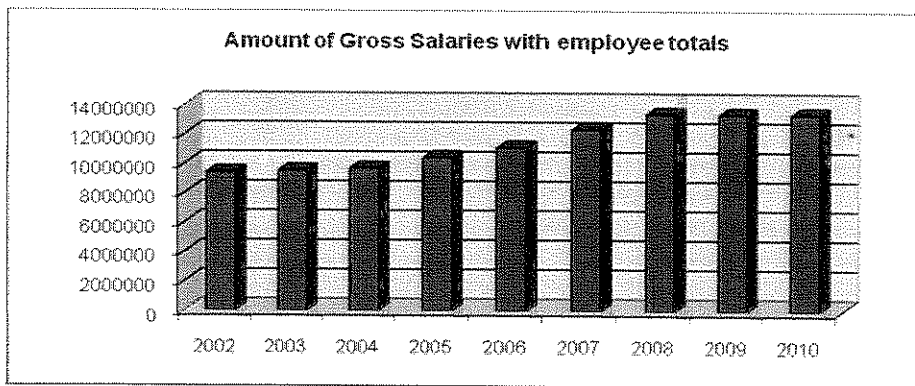
The Accounting Department is under incredible deadlines. There are certain financial penalties that can be assessed to the county if these deadlines are not met. They can be as minimal as \$8.00 a day assessed from the retirement systems for not receiving their reports on time; \$26,000.00 from the IRS for being late on the payroll taxes; or failing to follow through with auditing and reporting requirements and lose the federal funding for the county of \$4,229,711; or not to have the inventory completed and have the Board of County Commissioners removed from office.

# Budget, Auditing & Accounting con't

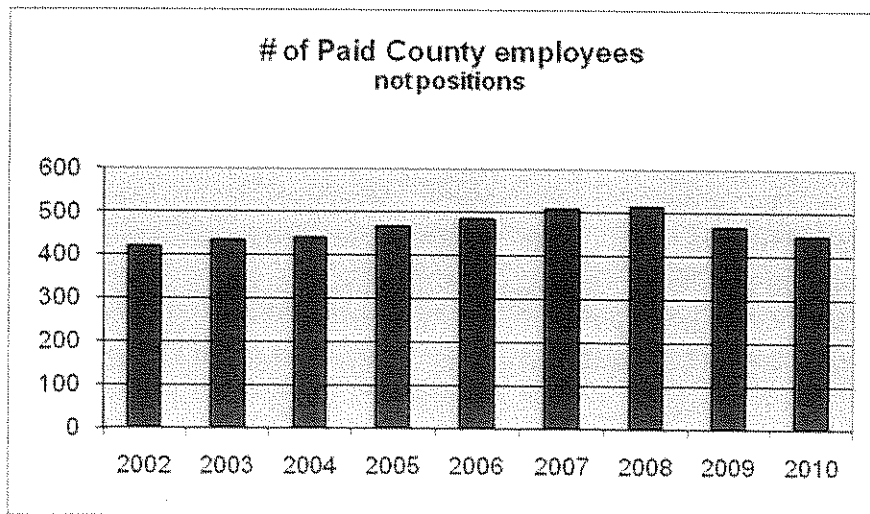
The following graph shows the total amount of accounts payable warrants issued for all county Departments.



The following graph shows the amount of gross salaries paid to all county employees.

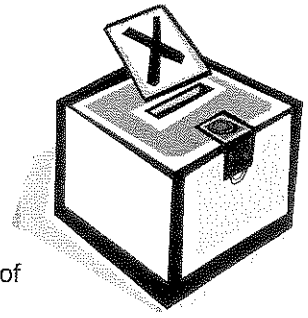


The following graph shows the number of paid employees not the positions.



# Elections

The Election Department works closely with the Voter Registration Department. Elections must follow the laws and regulations set forth by RCW's, WAC's, the Secretary of State and Federal Election Laws.



The Election Department performs elections for Federal, State, County and most of the special purpose districts.

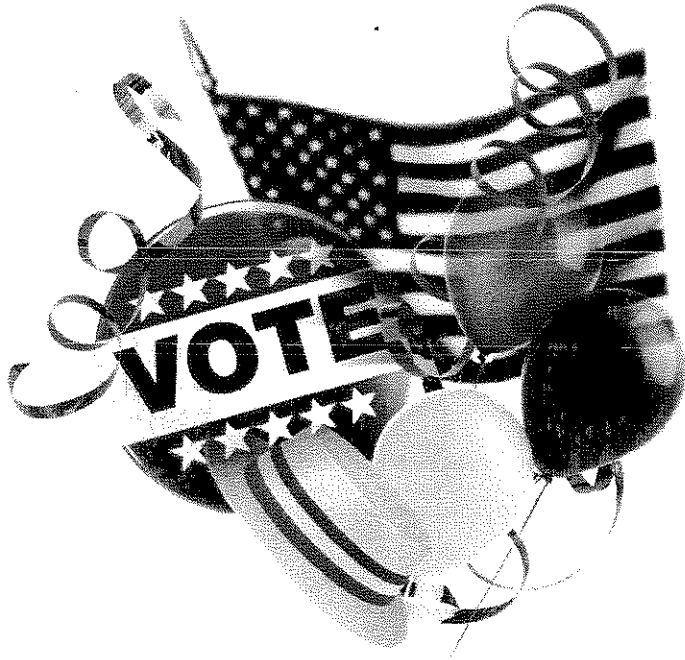
The Election Department works with the Secretary of State, County Prosecutor, Board of County Commissioners and special purpose districts.

The current software/hardware used is Hart for the scanning & tally system.

Audits are performed by the Secretary of State and State Auditor's office.

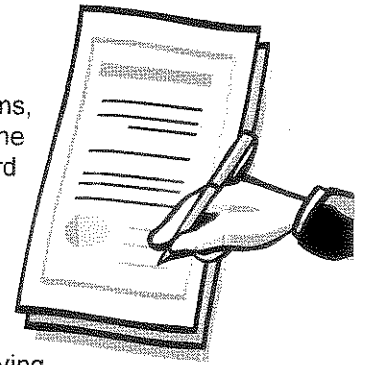
Funding is generated by candidate filing fees and each entity paying for their share of the election costs. The State currently pays for odd year elections, which are for measures only. There is a request for legislation for the state to pay for even year elections.

There are currently 1.5 employees assigned to Elections and Voter Registration.



# Recording

The Recording Department records legal documents, including deeds, mining claims, surveys and anything that anyone wants to record. The staff performs, at the public's request, record searches of the documents recorded. The earliest record dates back to 1882.



The staff is also responsible for issuing marriage licenses with license records also going back to 1882.

The Recording Department receives direction from the Secretary of State – archiving following the RCW's and WAC's as the regulation.

The staff also works with the County Treasurer, Assessor, Public Works, Community Development Services, title companies, surveyors, banks, attorneys, collection agencies, IRS, DSHS, DNR and Employment Security.

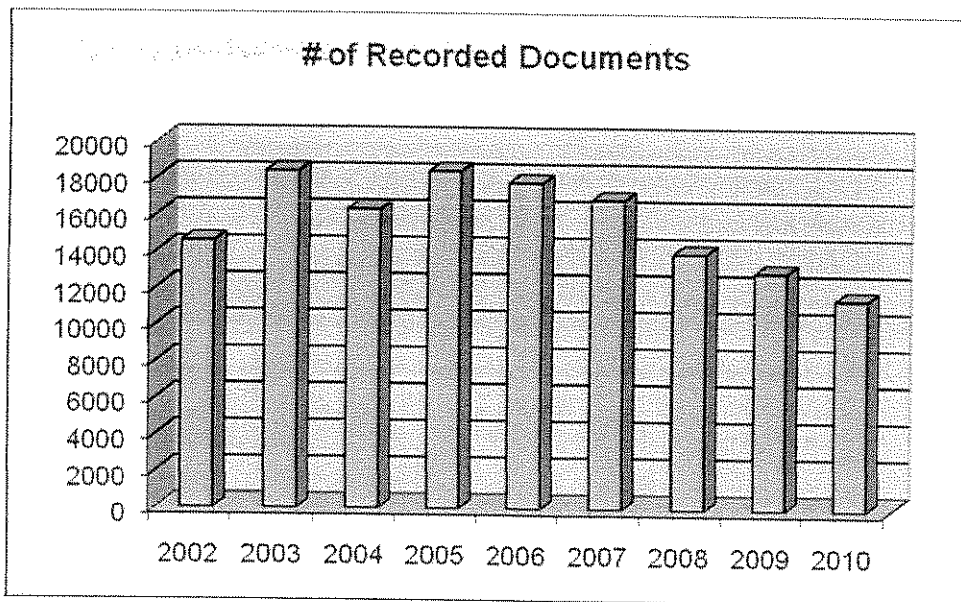
The Recording Department is currently audited by the State Auditor's office.

The current software used is Eagle systems and this software was purchased with the Auditor Historical Document funds.

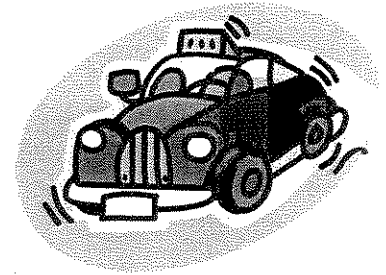
There are currently 2.5 employees in recording.

County revenues collected by Recording are recording fees, records searches, marriage licenses, survey-plat map recordings and copy of records

The number of transactions the Recording Department performed during the past years is:



# Vehicle Licensing



The Licensing Department issues licenses for motorized vehicles, including cars, trucks, snowmobiles, and ATV's. Also, transfer of ownership of vehicles, sale of tonnage for trucks, and disabled person parking permits.

The county must keep a complete inventory of all items issued by the State Department of Licensing. This includes items issued to the sub-agent, Gary Guzzie Insurance in Cle Elum.

There are currently 2.75 full time employees working in licensing.

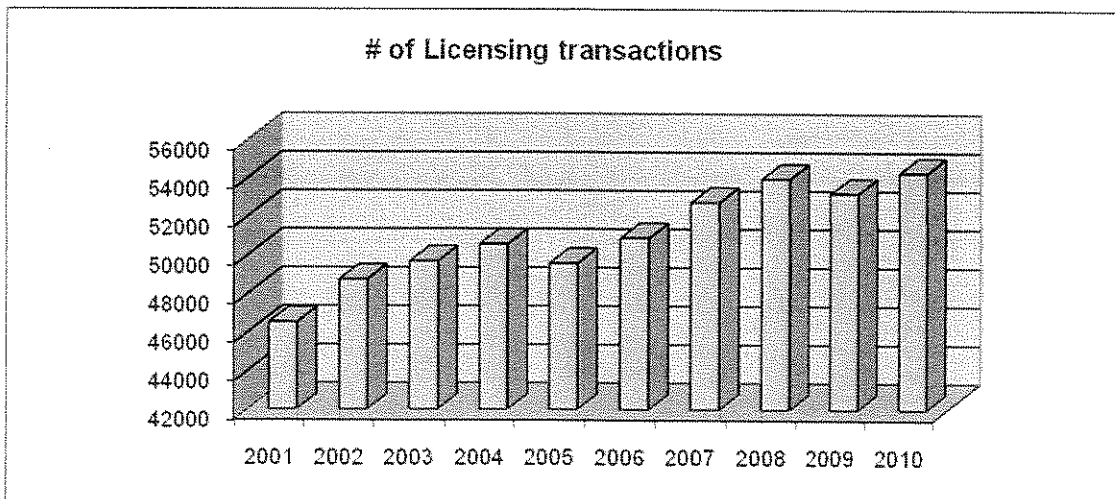
The Licensing Department works primarily with the Washington State Department of Licensing and Department of Revenue, which provides the laws & regulations (RCW's & WAC's) to follow. The staff also works with the County Assessor and County Treasurer, car dealerships, and sub-agents.

The State DOL provides the computer software and hardware, forms, tabs, and plates. The county provides the staff, space and minor operating supplies and equipment.

Each year DOL reviews the expenses of the County to make sure revenues collected fund the expenses of the county. The Licensing Department is audited by DOL, DOR and State Auditor.

The revenues collected are from vehicle licensing and internet sales of licenses.

The following are the number of county transactions that the Licensing Department performed by year.



# Voter Registration

## Voter Registration

The Voter Registration Department works closely with Elections and follows requirements set forth by the Washington Constitution, RCW's, WAC's regulated by the Secretary of State.



The county can not refuse to register anyone to vote or they can be fined with a misdemeanor.

Voter registration files are closed 29 days before an election and 8 days for new registrations. Every 2 years, an address verification process must take place to clean up the files.

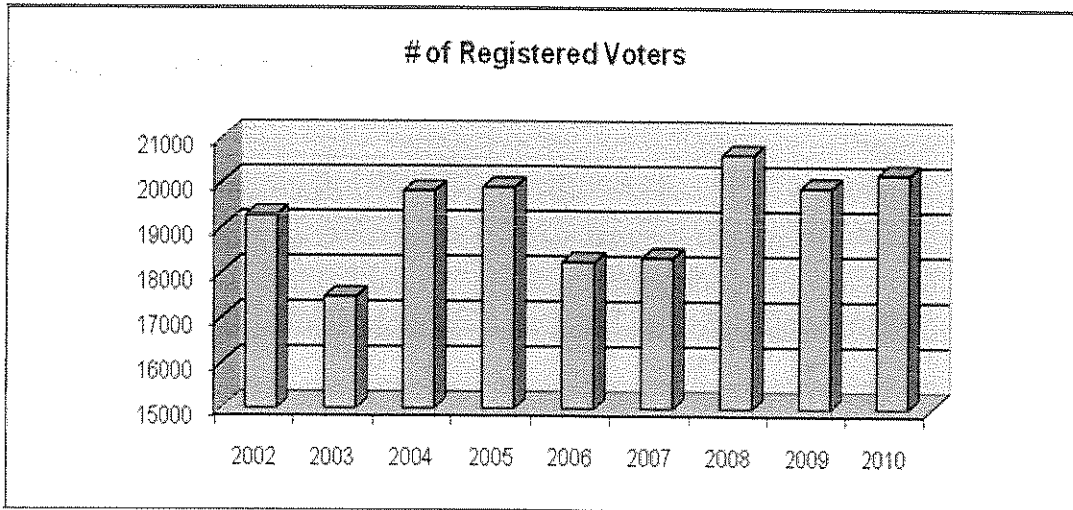
The precinct boundaries must be maintained and redistricting may occur.

Voter registration works with Secretary of State, County Public Works, GIS, Assessor, the Courts, Department of Health and other counties.

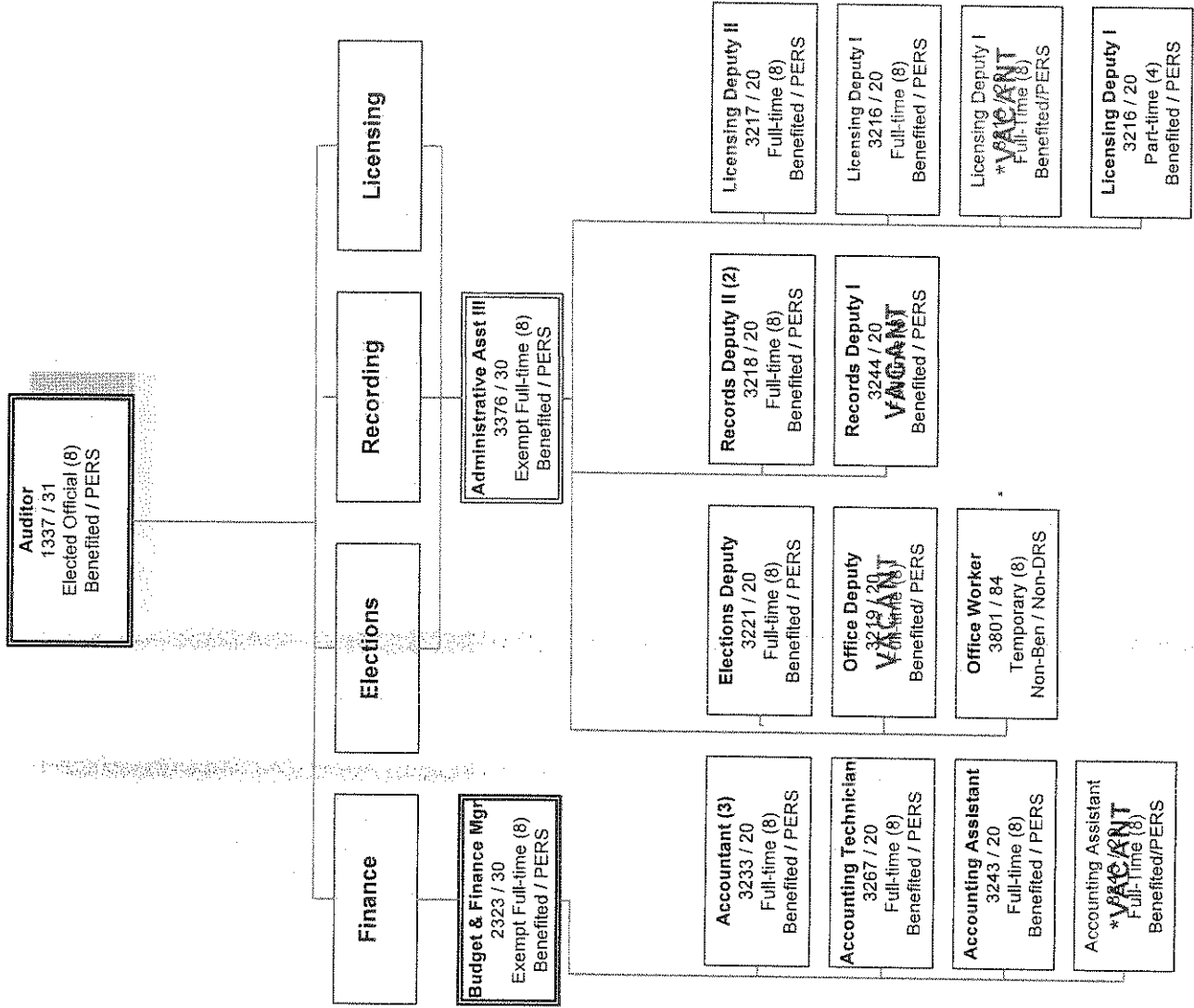
The software used is VEMACS.

Each city is billed for their share of voters based on the actual expenses.

The numbers of total registered voters of the past few years are:



# 0011 - Auditor's Office Organizational Chart



Updated 09/28/2010



GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 562

January 1,2011 through December 31,2011

Transaction status 1  
Rounding to Whole Dollars

2010 PRELIM2012 ADJUST 2012 DEPT 2012 PRELIM2012 ADDL 2012 PRELIM %  
ACTUAL BUDGET ACTUAL ADDITIONAL REDUCTION REDUCTION BUDGET

Fnd 001	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 PRELIM ADDL	2012 PRELIM REDUCTION	2012 PRELIM BUDGET
Sub 001	GENERAL FUND							
Dpt 0011	AUDITOR							
BAC 322	NON-BUSINESS LICEN	2,496-	2,500-	1,960-	2,500-			2,500-
1 1132220	MARRIAGE PERMI							
BAC 322	NON-BUSINESS LICEN	2,496-	2,500-	1,960-	2,500-			2,500-
BAC 333	INDIRECT FEDERAL G	65,591-						
1 110733390401	EAIID HAVA GRAN							
BAC 333	INDIRECT FEDERAL G	65,591-						
BAC 341	GENERAL GOVERNMENT	95,129-	90,000-	71,506-	90,000-			90,000-
1 1134121	FILING INSTRUM	3,422-	3,500-	2,373-	3,500-			3,500-
1 1134135	CERTIFIED COPI	936-	750-	784-	1,000-			1,000-
1 1134138	SEARCHING RECO							25.0
1 1134143	BUDGETING & AC	46,041-	55,000-	2,529-	1,500-			1,500-
1 1134145	ELECTION COSTS	193,830-	200,000-	158,896-	15,000-			15,000-
1 1134148	MOTOR VEHICLE	48,930-	50,000-	37,081-	190,000-			190,000-
1 1134160	SALE OF PHOTOC	14,510-	20-		50,000-			50,000-
1 1134191	CANDIDATE FILI	20-	40-		8,000-			8,000-
1 1134196	ACCOUNTING PER							100.0
1 11341802	PARKING TICKET	26,550-	28,000-	24,128-	30,000-			50-
1 113414804	DOL INTERNET F	16,204-	10,500-		30,000-			60.0
1 1134145010	VOTER REGISTRA	2,937-	2,500-	1,536-	15,000-			6.7
1 1134148030	DOL LICENSE PO	1,070-	2,000-	213-	3,000-			15,000-
1 1134160020	VOTER LISTS &	2-	2-		1,000-			3,000-
1 1134175001	PUBLIC DISCLOS							1,000-
BAC 341	GENERAL GOVERNMENT	449,620-	443,620-	314,760-	408,050-			408,050-
BAC 349	OTHER INTERFUND CH	4,221-	18,000-	1,656-	3,500-			3,500-
1 1134914	INTERFUND ACCO	143,381-	82,540-	12,496-				
1 1134919	OTHER INTERFUN							
BAC 349	OTHER INTERFUND CH	147,601-	100,540-	14,152-	3,500-			3,500-
BAC 367	CONTRIBUTIONS/DONA	1,143-						
1 113670050	EMPLOYEE CONTR			5,000-				
1 11023671102	WFOA GRANT INT							
BAC 367	CONTRIBUTIONS/DONA	1,143-						

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST	2012 ADDL 2012 PRELIM	REDUCTION	REDUCTION	PERCENT

Fnd 001	GENERAL FUND	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM	2012 ADDL 2012 PRELIM	REDUCTION	REDUCTION	PERCENT
Sub 001	GENERAL FUND								
Dpt 0011	AUDITOR								
BAC 369	OTHER MISCELLANEOU			236					
1 1136981	OVER/SHORT								
1 1136990	MISCELLANEOUS								
1 113699060	NSF CHECK SERV			330-	400-				400- 100.0
BAC 369	OTHER MISCELLANEOU			94-	400-				400- 100.0
Dpt 0011	AUDITOR	667,023-	546,660-	335,965-	414,450-				414,450- 31.9-
	Report Final Totals	667,023-	546,660-	335,965-	414,450-				414,450- 31.9-

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd 001 GENERAL FUND

	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST	2012 ADDL 2012 PRELIM	2012 PRELIM % BUDGET
Dpt 0011						
Sob 1001	561,669	570,897	426,306	592,229	592,229	3.6
Sob 1002	2,230	500	64	500	1,000	50.0
Sob 1003	659	1,500	4,166	1,500	3,000	50.0
Sob 1004	229					
Sob 1020	1,423	1,000		1,000	1,000	
Sob 2001	42,818	57,113	32,621	45,307	45,460	25.6-
Sob 2002	2,917	5,363	2,496	3,997	4,047	32.5-
Sob 2003	29,965	40,035	25,371	49,008	49,188	18.6
Sob 2004	111,131	94,593	82,997	117,600	117,600	19.6
Sob 2006	3,116	2,225	1,679	3,365	3,378	34.1
Sob 3101	4,092	7,250	2,988	7,250	7,500	3.3
Sob 3108	2,552	1,000	185	1,000	1,000	
Sob 3561	436	635	162	635	810	21.6
Sob 3562	1,877					
Sob 3563	11,347					
Sob 3564	1,494					
Sob 4101	67	50	2,447	50	50	
Sob 4112	139	150	159	150	150	
Sob 4114	2,012	1,500	854	1,500	1,500	
Sob 4127	163	200	134	200	200	
Sob 4201	4,427	5,025	3,553	5,025	5,075	1.0
Sob 4202	9,800	10,150	3,055	10,250	13,750	26.2
Sob 4204	859	650	660	900	900	27.8
Sob 4301	1,030	1,900	1,862	1,900	3,150	39.7
Sob 4401	5,234	4,050	1,970	4,050	5,050	19.8
Sob 4501	60			60	60	100.0
Sob 4602	100	100	340			
Sob 4803	1,625	2,000		2,000	2,000	
Sob 4807		2,000		2,000	7,000	71.4
Sob 4809	54,976	49,400	58,642	59,900	87,900	43.8
Sob 4902	2,254	2,500	2,222	2,400	3,400	26.5
Sob 4905	73,101	51,750	17,547	51,750	83,000	37.7
Sob 4906	2,280	3,350	2,464	3,495	3,495	4.2
Sob 6403	35,240					
Sob 9201	345	375	234	375	375	
Sob 9202	20,100	18,800	11,379	19,300	31,000	39.4
Sob 9301	1,560	1,320	1,580	1,835	1,885	30.0
Sob 9509				5,000	5,000	100.0
Dpt 0011	993,325	937,381	688,137	990,471	1,081,152	13.3

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Fnd 001	GENERAL FUND	Dpt 0011	AUDITOR	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 PRELIM2012 ADDL	2012 PRELIM 2012 PRELIM & BUDGET
Div 001	ADMINISTRATION								
Sob 1001	SALARIES	62,652	62,652	46,989	63,900			63,900	2.0
Sob 2001	FICA/MEDICARE	4,793	4,793	3,595	4,888			4,888	1.9
Sob 2002	MEDICAL AID/LABOR INDU	233	270	200	291			291	7.2
Sob 2003	RETIREMENT	3,327	4,389	2,780	5,288			5,288	17.0
Sob 2004	MEDICAL BENEFITS	8,106	8,106	6,079	8,400			8,400	3.5
Sob 3101	OFFICE SUPPLIES	950	2,000	1,807	2,000			2,000	
Sob 3561	MINOR OFFICE EQUIPMENT	241							
Sob 3562	MINOR OFFICE FURNITURE	1,877	200	134	200			200	
Sob 4127	CONTRACTED SHREDDING	163	4,775	3,312	4,775			4,775	
Sob 4201	TELEPHONE	4,142		132	50			50	100.0
Sob 4202	POSTAGE	5-	650	660	900			900	27.8
Sob 4204	CELLULAR PHONE COMMUNI	859	1,500	732	1,500	250		1,750	14.3
Sob 4301	TRAVEL		100	340					
Sob 4602	BONDS		100						
Sob 4902	DUES & SUBSCRIPTIONS	130	250	180	150			150	66.7-
Sob 4906	REGISTRATION/TRAINING	745	600	690	745			745	19.5
Sob 9201	INTERFUND TELEPHONE	209	200	140	200			200	
Sob 9301	INTERFUND SUPPLIES	22	20	121	35			35	42.9
Div 001	ADMINISTRATION	88,544	90,505	67,891	93,322	250		93,572	3.3

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Div	Fnd	GENERAL FUND	Dpt	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT	2012 ADDL	2012 FRELIM	%
002	001		0011				ADJUST	REDUCTION	2012	
			AUDITOR				ADDITIONAL	REDUCTION	BUDGET	
ACCOUNTING				257,858	263,235	193,884	271,428		271,428	3.0
SALARIES				716		52				
OVERTIME				659		4,166				
EXTRA HELP				19,437	20,137	14,903	20,765		20,765	3.0
FICA/MEDICARE				1,226	1,620	1,097	1,744		1,744	7.1
MEDICAL AID/LABOR INDU				13,742	18,440	11,596	22,461		22,461	17.9
RETIREMENT				48,350	48,636	35,868	50,400		50,400	3.5
MEDICAL BENEFITS				1,609	1,146	872	1,729		1,729	33.7
UNEMPLOYMENT				1,933	2,500	1,075	2,500		2,500	
OFFICE SUPPLIES				2,552	1,000	185	1,000		1,000	
PUBLICATIONS				75		162			175	100.0
MINOR OFFICE EQUIPMENT				7						
MINOR COMPUTER EQUIPME				1,455						
MINOR COMPUTER SOFTWARE				67	50	159	50		50	
PENALTIES & ASSESSMENT				19	50		50		50	
BANKING FEES				2-		2				
POSTAGE										
TRAVEL						504			1,000	100.0
ADVERTISING				33,172	50		50		50	
COMPUTER SOFTWARE MAIN				2,124	36,900	36,001	36,900		64,900	43.1
DUES & SUBSCRIPTIONS				914	2,200	2,042	2,200		3,200	31.3
PRINTING & BINDING				835	1,000	1,291	1,000		1,000	
REGISTRATION/TRAINING				52	2,000	1,099	2,000		2,000	
INTERFUND TELEPHONE				3,312	100	53	100		100	
INTERFUND POSTAGE				922	3,000	1,981	3,500		3,500	14.3
INTERFUND SUPPLIES					500	1,077	1,000		1,000	50.0
ACCOUNTING				391,032	402,564	308,068	418,877	30,175	449,052	10.4

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Fnd 001	GENERAL FUND	Dpt 0011	AUDITOR	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST 2012 ADDL 2012 PRELIM %	ADDITIONAL REDUCTION	REDUCTION	BUDGET
Div 003	LEGAL RECORDING									
Sob 1001	SALARIES	85,229	90,541	68,636	95,299				95,299	5.0
Sob 1002	OVERTIME	154								
Sob 2001	FICA/MEDICARE	6,437	20,137	5,187	7,291				7,291	176.2-
Sob 2002	MEDICAL AID/LABOR INDU	501	1,520	437	727				727	122.8-
Sob 2003	RETIREMENT	4,469	6,342	4,014	7,886				7,886	19.6
Sob 2004	MEDICAL BENEFITS	19,330	20,255	15,031	21,000				21,000	3.5
Sob 2006	UNEMPLOYMENT	522	394	296	607				607	35.1
Sob 3101	OFFICE SUPPLIES	557	500	12	500				500	
Sob 3561	MINOR OFFICE EQUIPMENT	27								
Sob 4114	MICROFILMING	2,012	1,500	854	1,500				1,500	
Sob 4202	POSTAGE	54	150		150				150	
Sob 4803	EQUIPMENT REPAIRS & MA	1,625	2,000		2,000				2,000	
Sob 4809	COMPUTER SOFTWARE MAIN					153-				
Sob 9201	INTERFUND TELEPHONE	6	25		25				25	
Sob 9202	INTERFUND POSTAGE	3,589	3,500	1,829	3,500				3,500	
Sob 9301	INTERFUND SUPPLIES	267	400	151	400				400	
Div 003	LEGAL RECORDING	124,778	147,374	96,299	140,885				140,885	4.6-

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Fnd 001	GENERAL FUND	Dpt 0011	AUDITOR	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST 2012 ADDL 2012 FRELIM %	ADDITIONAL REDUCTION	REDUCTION	BUDGET
Div 004	VEHICLE LICENSING									
Sob 1001	SALARIES	92,645	96,117	72,726	100,112				100,112	4.0
Sob 1002	OVERTIME	154		13						
Sob 1004	VACATION PAYOFF	229								
Sob 2001	FICA/MEDICARE	7,116	7,353	5,535	7,658				7,658	4.0
Sob 2002	MEDICAL AID/LABOR INDU	5,577	7,743	503	799				799	7.0
Sob 2003	RETIREMENT	4,930	6,733	4,324	8,284				8,284	18.7
Sob 2004	MEDICAL BENEFITS	21,604	5,427	16,830	25,200				25,200	78.5
Sob 2006	UNEMPLOYMENT	577	418	317	638				638	34.5
Sob 3101	OFFICE SUPPLIES	69	500	69	500				500	
Sob 3561	MINOR OFFICE EQUIPMENT	93	35		35				35	
Sob 3564	MINOR COMPUTER SOFTWARE	40								
Sob 4112	BANKING FEES	120	100		100				100	100.0
Sob 4202	POSTAGE	23		42	50				50	
Sob 4401	ADVERTISING	278								
Sob 9201	INTERFUND TELEPHONE	76	50	35	50				50	
Sob 9202	INTERFUND POSTAGE	10,834	9,000	6,234	9,000			1,500	10,500	14.3
Sob 9301	INTERFUND SUPPLIES	257	200	156	200			50	250	20.0
Div 004	VEHICLE LICENSING	139,575	126,676	106,784	152,626				154,176	17.8

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Div 005	GENERAL FUND	Dpt 0011	AUDITOR	2010		2011		2012		2012		PRELIM %
				ACTUAL	BUDGET	ACTUAL	BUDGET	DEPT	ADJUST	ADDITIONAL	REDUCTION	
Sob 1001	ELECTIONS			41,495	40,387	27,492	42,607					42,607
Sob 1002	SALARIES			1,187	500		500					1,000
Sob 1003	EXTRA HELP				1,500		1,500					3,000
Sob 1020	ELECTION WORKERS			1,423	1,000		1,000					1,000
Sob 2001	FICA/MEDICARE			3,331	3,319	2,088	3,260					3,413
Sob 2002	MEDICAL AID/LABOR INDU			258	840	154	291					341
Sob 2003	RETIREMENT			2,315	2,873	1,649	3,526					3,706
Sob 2004	MEDICAL BENEFITS			8,639	8,106	5,315	8,400					8,400
Sob 2006	UNEMPLOYMENT			270	189	120	271					1,284
Sob 3101	OFFICE SUPPLIES			356	1,500	25	1,500					1,500
Sob 4201	TELEPHONE			284	250	241	250					300
Sob 4202	POSTAGE			9,779	10,000	2,878	10,000					13,500
Sob 4301	TRAVEL				400		400					400
Sob 4401	ADVERTISING			5,016	4,000	1,047	4,000					5,000
Sob 4501	OPERATING RENTAL/LEASE			60			60					60
Sob 4807	COMPUTER HARDWARE MAIN				2,000		2,000					7,000
Sob 4809	COMPUTER SOFTWARE MAIN			3,000	10,500		10,500					10,500
Sob 4905	PRINTING & BINDING			71,349	50,000	16,256	50,000					80,000
Sob 4906	REGISTRATION/TRAINING				750		750					750
Sob 9201	INTERFUND TELEPHONE			2		2						
Sob 9202	INTERFUND POSTAGE			116	300	388	300					500
Sob 9301	INTERFUND SUPPLIES			80	150	51	150					150
Sob 9509	EQUIPMENT REPLACEMENT						5,000					5,000
Div 005	ELECTIONS			148,730	128,064	57,708	141,205					188,411
							47,206					32.0

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Fnd 001	GENERAL FUND	Dpt 0011	AUDITOR	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 PRELIM2012 ADDL 2012 PRELIM %	ADDITIONAL REDUCTION	REDUCTION	BUDGET
Div 006	VOTER REGISTRATION										
Sob 1001	SALARIES	21,789	17,965	16,579	18,883		18,883				4.9
Sob 1002	OVERTIME	19									
Sob 2001	FICA/MEDICARE	1,704	1,374	1,313	1,445		1,445				4.9
Sob 2002	MEDICAL AID/LABOR INDU	123	270	105	145		145				86.2-
Sob 2003	RETIREMENT	1,183	1,258	1,007	1,563		1,563				19.5
Sob 2004	MEDICAL BENEFITS	5,103	4,053	3,873	4,200		4,200				3.5
Sob 2006	UNEMPLOYMENT	138	78	75	120		120				35.0
Sob 3101	OFFICE SUPPLIES	227	250		250		250				50.0
Sob 3561	MINOR OFFICE EQUIPMENT		600		600						
Sob 4202	POSTAGE	4-									
Sob 4401	ADVERTISING	60-		923							
Sob 4809	COMPUTER SOFTWARE MAIN	6,045	12,500		12,500		12,500				
Sob 4902	DUES & SUBSCRIPTIONS		50		50		50				
Sob 4905	PRINTING & BINDING	838	750		750		750		1,250		62.5
Sob 9202	INTERFUND POSTAGE	2,481	3,000	947	3,000		3,000		10,000		76.9
Sob 9301	INTERFUND SUPPLIES	12	50	24	50		50				
Div 006	VOTER REGISTRATION	39,598	42,198	24,845	43,556		43,556		11,500		23.4

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Fnd 001	GENERAL FUND	Dpt 0011	AUDITOR	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST 2012 REDUCTION	2012 PRELIM % BUDGET
Div 007	HAVA GRANT			11,340					
SOB 3563	MINOR COMPUTER EQUIPME					2,447			
SOB 4101	PROFESSIONAL SERVICES					626			
SOB 4301	TRAVEL			1,030					
SOB 4809	COMPUTER SOFTWARE MAIN			12,759		22,794			
SOB 4906	REGISTRATION/TRAINING			700		675			
SOB 6403	COMPUTER EQUIPMENT			35,240					
Div 007	HAVA GRANT			61,069		26,543			
Dpt 0011	AUDITOR			993,325	937,381	688,137	990,471	90,681	1,081,152
									13.3

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Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 ADDL REDUCTION	2012 PRELIM BUDGET	ADJUST REDUCTION	ADJUST PRELIM BUDGET	PRELIM %
Obj 510	SALARIES AND WAGES		62,652	62,652	46,989	63,900		63,900		63,900	2.0
1 110151001	SALARIES		62,652	62,652	46,989	63,900		63,900		63,900	2.0
Obj 520	PERSONNEL BENEFITS		4,793	4,793	3,595	4,888		4,888		4,888	1.9
1 110152001	FICA		233	270	200	291		291		291	7.2
1 110152002	MEDICAL AID/LA		3,327	4,389	2,780	5,288		5,288		5,288	17.0
1 110152003	RETIREMENT		8,106	8,106	6,079	8,400		8,400		8,400	3.5
1 110152004	MEDICAL BENEFIT		16,458	17,558	12,654	18,867		18,867		18,867	6.9
Obj 520	PERSONNEL BENEFITS		16,458	17,558	12,654	18,867		18,867		18,867	6.9
Obj 531	OFFICE AND OPERATING S		950	2,000	1,945	2,000		2,000		2,000	
1 110153101	OFFICE SUPPLIE		950	2,000	1,945	2,000		2,000		2,000	
Obj 531	OFFICE AND OPERATING S		950	2,000	1,945	2,000		2,000		2,000	
Obj 535	SMALL TOOLS/MINOR EQUI		241								
1 110153561	MINOR OFFICE E		1,877								
1 110153562	MINOR OFFICE F		2,118								
Obj 535	SMALL TOOLS/MINOR EQUI		2,118								
Obj 541	PROFESSIONAL SERVICES		163	200	134	200		200		200	
1 110154127	CONTRACTED SHR		163	200	134	200		200		200	
Obj 541	PROFESSIONAL SERVICES		163	200	134	200		200		200	
Obj 542	COMMUNICATIONS		4,142	4,775	3,312	4,775		4,775		4,775	
1 110154201	TELEPHONE		5-		132	50		50		50	100.0
1 110154202	POSTAGE		859	650	588	900		900		900	27.8
1 110154204	CELLULAR PHONE		4,997	5,425	4,032	5,725		5,725		5,725	5.2
Obj 542	COMMUNICATIONS		4,997	5,425	4,032	5,725		5,725		5,725	5.2
Obj 543	TRAVEL		1,500	1,500	732	1,500	250	1,750		1,750	14.3
1 110154301	TRAVEL		1,500	1,500	732	1,500	250	1,750		1,750	14.3
Obj 543	TRAVEL		1,500	1,500	732	1,500	250	1,750		1,750	14.3
Obj 546	INSURANCE AND BONDS		100	100	340						
1 110154602	BONDS		100	100	340						

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Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST ADDL 2012 PRELIM % REDUCTION BUDGET
Obj 546	INSURANCE AND BONDS	100	100	340		
Obj 549	MISCELLANEOUS					
1 110154902	SUBSCRIPTION &	130	250	180	150	66.7-
1 110154906	REGISTRATION &	745	600	690	745	19.5
Obj 549	MISCELLANEOUS	875	850	870	895	895 5.0
Obj 592	INTERFUND COMMUNICATIO					
1 110159201	INTERFUND TELE	209	200	140	200	200
Obj 592	INTERFUND COMMUNICATIO					
1 110159301	INTERFUND SUPPLIES	22	20	121	35	35 42.9
Obj 593	INTERFUND SUPPLIES					
1 110159301	INTERFUND COPI	22	20	121	35	35 42.9
Div 001	ADMINISTRATION	88,544	90,505	67,957	93,322	93,572 3.3
				250		

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Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2010	2011	2012 DEPT	2012 PRELIM	2012 ADDL	2012 PRELIM %
Dpt 001.1	AUDITOR	Div 002	ACCOUNTING	ACTUAL	BUDGET	ADDITIONAL	REDUCTION	REDUCTION	BUDGET
Sec 112	AFFORDABLE HOUSING ACCOUNTI								
Obj 510	SALARIES AND WAGES								
1 110211251001	SALARIES	302		186					
Obj 510	SALARIES AND WAGES	302		186					
Obj 520	PERSONNEL BENEFITS								
1 110211252001	FICA	24		15					
1 110211252002	MEDICAL AID/LA	1		1					
1 110211252003	RETIREMENT	17		12					
1 110211252004	MEDICAL BENEFI	44		27					
1 110211252006	UNEMPLOYMENT	2		1					
Obj 520	PERSONNEL BENEFITS	87		55					
Sec 112	AFFORDABLE HOUSING ACCO	389		242					

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Fnd 001 GENERAL FUND  
Dpt 0011 AUDITOR  
Sec 114 HOMELESSNESS ACCOUNTING

Sub 001 GENERAL FUND  
Div 002 ACCOUNTING

	2010 ACTUAL	2011 BUDGET	2011 AMENDE ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADJUST REDUCTION	2012 PRELIM BUDGET	2012 PRELIM % BUDGET
Obj 510 SALARIES AND WAGES							
1 110211451001 SALARIES	465	465	449				
Obj 510 SALARIES AND WAGES	465	465	449				
Obj 520 PERSONNEL BENEFITS							
1 110211452001 FICA	37	37	36				
1 110211452002 MEDICAL AID/LA	2	2	2				
1 110211452003 RETIREMENT	26	26	28				
1 110211452004 MEDICAL BENEFI	73	73	63				
1 110211452006 UNEMPLOYMENT	3	3	2				
Obj 520 PERSONNEL BENEFITS	140	140	131				
Sec 114 HOMELESSNESS ACCOUNTING	605	605	580				

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Fnd 001 GENERAL FUND  
Dpt. 0011 AUDITOR  
Sec 118 VETERANS ASSISTANCE

Sub 001 GENERAL FUND  
Div 002 ACCOUNTING

	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST REDUCTION	2012 PRELIM % BUDGET
Obj 510 SALARIES AND WAGES						
1 110211851001 SALARIES	90		56			
Obj 510 SALARIES AND WAGES	90		56			
Obj 520 PERSONNEL BENEFITS						
1 110211852001 FICA	7		4			
1 110211852002 MEDICAL AID/LA	1					
1 110211852003 RETIREMENT	5		3			
1 110211852004 MEDICAL BENEFI	19		11			
1 110211852006 UNEMPLOYMENT	1					
Obj 520 PERSONNEL BENEFITS	31		20			
Sec 118 VETERANS ASSISTANCE	121		75			

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Obj	Fnd	Dpt	Sec	GENERAL FUND	AUDITOR	MENTAL HEALTH	Sub 001	Div 002	GENERAL FUND	ACCOUNTING	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT BUDGET	2012 ADDL	2012 PRELIM ADJUST	2012 PRELIM REDUCTION	2012 PRELIM % REDUCTION	BUDGET
Obj 510	1	110256451001		SALARIES AND WAGES							36		16						
Obj 510				SALARIES AND WAGES							36		16						
Obj 520	1	110256452001		PERSONNEL BENEFITS	FICA						3		1						
Obj 520	1	110256452002		PERSONNEL BENEFITS	MEDICAL AID/LA						2		1						
Obj 520	1	110256452003		PERSONNEL BENEFITS	RETIREMENT						5		3						
Obj 520	1	110256452004		PERSONNEL BENEFITS	MEDICAL BENEFI						10		5						
Obj 520	1	110256452006		PERSONNEL BENEFITS	UNEMPLOYMENT						46		21						
Obj 520				PERSONNEL BENEFITS							10		5						
Obj 520				PERSONNEL BENEFITS							46		21						

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Transaction status 1  
Rounding to Whole Dollars

Obj	Fnd	Dpt	Sec	GENERAL FUND	AUDITOR	SUBSTANCE ABUSE	Sub 001	Div 002	GENERAL FUND	ACCOUNTING	2010	2011	2012	2012	2012	2012	PRELIM %
											ACTUAL	BUDGET	DEPT	ADJUST	ADDDL	REDUCTION	BUDGET
Obj 510	1	110256651001		SALARIES AND WAGES							872	872	755				
Obj 510	1	110256651001		SALARIES AND WAGES							872	872	755				
Obj 520	1	110256652001		PERSONNEL BENEFITS							64	64	53				
				FICA							4	4	4				
				MEDICAL AID/LA							48	48	48				
				RETIREMENT							175	175	142				
				MEDICAL BENEFIT							6	6	3				
				UNEMPLOYMENT							297	297	251				
Obj 520	1	110256652006		PERSONNEL BENEFITS							297	297	251				
Sec 566				SUBSTANCE ABUSE							1,169	1,169	1,005				

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Rounding to Whole Dollars

Fnd 001 GENERAL FUND  
Dpt 0011 AUDITOR  
Sec 568 DEVELOPMENTAL DISABILITIES

Sub 001 GENERAL FUND  
Div 002 ACCOUNTING

2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM ADJUST REDUCTION	2012 ADDL REDUCTION	2012 PRELIM % BUDGET
Obj 510 SALARIES AND WAGES						
1 110256851001 SALARIES	808		597			
Obj 510 SALARIES AND WAGES	808		597			
Obj 520 PERSONNEL BENEFITS						
1 110256852001 FICA	59		43			
1 110256852002 MEDICAL AID/LA	4		3			
1 110256852003 RETIREMENT	44		38			
1 110256852004 MEDICAL BENEFI	159		112			
1 110256852006 UNEMPLOYMENT	5		3			
Obj 520 PERSONNEL BENEFITS	271		198			
Sec 568 DEVELOPMENTAL DISABILIT	1,079		795			

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Rounding to Whole Dollars

Obj	Fnd Dpt	GENERAL FUND AUDITOR	Sub 001 Div 002	GENERAL FUND ACCOUNTING	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST ADDL 2012 PRELIM % REDUCTION BUDGET	3.0
Obj 510	1	SALARIES AND WAGES	255,286	263,235	191,827	271,428			271,428	3.0
1 110251001		SALARIES	716	52						
1 110251002		OVERTIME	659	4,166						
1 110251003		EXTRA HELP								
Obj 510	1	SALARIES AND WAGES	256,662	263,235	196,044	271,428			271,428	3.0
Obj 520	1	PERSONNEL BENEFITS	19,244	20,137	14,751	20,765			20,765	3.0
1 110252001		FICA	1,214	1,620	1,086	1,744			1,744	7.1
1 110252002		MEDICAL AID/LA	13,601	18,440	11,467	22,461			22,461	17.9
1 110252003		RETIREMENT	47,875	48,636	35,510	50,400			50,400	3.5
1 110252004		MEDICAL BENEFIT	1,592	1,146	863	1,729			1,729	33.7
1 110252006		UNEMPLOYMENT								
Obj 520	1	PERSONNEL BENEFITS	83,526	89,979	63,676	97,099			97,099	7.3
Obj 531	1	OFFICE AND OPERATING S	1,933	2,500	1,075	2,500			2,500	
1 110253101		OFFICE SUPPLIE	2,552	1,000	185	1,000			1,000	
1 110253108		PUBLICATIONS								
Obj 531	1	OFFICE AND OPERATING S	4,485	3,500	1,260	3,500			3,500	
Obj 535	1	SMALL TOOLS/MINOR EQUI								
1 110253561		MINOR OFFICE E	75	162				175	175	100.0
1 110253563		MINOR COMPUTER	7							
1 110253564		MINOR COMPUTER	1,455							
Obj 535	1	SMALL TOOLS/MINOR EQUI	1,536	162	162				175	100.0
Obj 541	1	PROFESSIONAL SERVICES	67	50	159	50			50	
1 110254109		PENALTIES AND	19	50		50			50	
1 110254112		BANKING FEES								
Obj 541	1	PROFESSIONAL SERVICES	85	100	159	100			100	
Obj 542	1	COMMUNICATIONS	2-		2					
1 110254202		POSTAGE								
Obj 542	1	COMMUNICATIONS	2-		2					
Obj 543	1	TRAVEL								
1 110254301		TRAVEL	504		504			1,000	1,000	100.0
Obj 543	1	TRAVEL						1,000	1,000	100.0

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Fnd 001 Dpt 0011	GENERAL FUND AUDITOR	Sub 001 Div 002	2010 ACTUAL	2011 AMENDE		2012 DEPT ADDITIONAL REDUCTION	2012 ADDL REDUCTION	2012 PRELIM % BUDGET
				BUDGET	ACTUAL			
Obj 544	ADVERTISING			50	50			50
1 110254401	ADVERTISING			50	50			50
Obj 548	REPAIRS & MAINTENANCE					28,000		43.1
1 110254809	COMPUTER SOFTW		33,172	36,900	36,001	36,900	28,000	64,900
Obj 548	REPAIRS & MAINTENANCE					28,000		43.1
33,172			33,172	36,900	36,001	36,900	28,000	64,900
Obj 549	MISCELLANEOUS							
1 110254902	DUES & SUBSCRI		2,124	2,200	2,042	2,200	1,000	3,200
1 110254905	PRINTING & BIN		914	1,000	1,291	1,000		1,000
1 110254906	REGISTRATION/T		835	2,000	1,099	2,000		2,000
3,872			3,872	5,200	4,432	5,200	1,000	6,200
Obj 549	MISCELLANEOUS							
3,872			3,872	5,200	4,432	5,200	1,000	6,200
Obj 592	INTERFUND COMMUNICATIO							
1 110259201	INTERFUND TELE		52	100	53	100		100
1 110259202	INTERFUND POST		3,312	3,000	1,981	3,500		3,500
3,364			3,364	3,100	2,034	3,600		3,600
Obj 592	INTERFUND COMMUNICATIO							
3,364			3,364	3,100	2,034	3,600		3,600
Obj 593	INTERFUND SUPPLIES							
1 110259301	INTERFUND COPI		922	500	1,077	1,000		1,000
Obj 593	INTERFUND SUPPLIES							
922			922	500	1,077	1,000		1,000
391,032			391,032	402,564	308,068	418,877	30,175	449,052
Div 002	ACCOUNTING							

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Transaction status 1  
Rounding to Whole Dollars

Fnd 001 GENERAL FUND  
Dpt 0011 AUDITOR  
Sec 001 RECORDING PROJECT

Sub 001 GENERAL FUND  
Div 003 LEGAL RECORDING

	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST 2012 ADDL	2012 PRELIM % BUDGET
Obj 510 SALARIES AND WAGES	13,494		11,330			
1 1103151001 SALARIES	13,494		11,330			
Obj 520 PERSONNEL BENEFITS						
1 1103152001 FICA	1,062		891			
1 1103152002 MEDICAL AID/LA	87		78			
1 1103152003 RETIREMENT	737		662			
1 1103152004 MEDICAL BENEFI	3,299		2,626			
1 1103152006 UNEMPLOYMENT	86		51			
Obj 520 PERSONNEL BENEFITS	5,270		4,308			
Sec 001 RECORDING PROJECT	18,764		15,637			

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Rounding to Whole Dollars

Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	GENERAL FUND LEGAL RECORDING	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADJUST REDUCTION	2012 PRELIM BUDGET	PRELIM %
Obj 510	SALARIES AND WAGES									
1 110351001	SALARIES	71,735	90,541	57,306	95,299				95,299	5.0
1 110351002	OVERTIME	154								
Obj 510	SALARIES AND WAGES	71,889	90,541	57,306	95,299				95,299	5.0
Obj 520	PERSONNEL BENEFITS									
1 110352001	FICA	5,375	20,137	4,296	7,291				7,291	176.2-
1 110352002	MEDICAL AID/LA	414	1,620	359	727				727	122.8-
1 110352003	RETIREMENT	3,732	6,342	3,353	7,886				7,886	19.6
1 110352004	MEDICAL BENEFIT	16,032	20,265	12,406	21,000				21,000	3.5
1 110352006	UNEMPLOYMENT	436	394	245	607				607	35.1
Obj 520	PERSONNEL BENEFITS	25,989	48,758	20,658	37,511				37,511	30.0-
Obj 531	OFFICE AND OPERATING S									
1 110353101	OFFICE SUPPLIE	557	500	12	500				500	
Obj 531	OFFICE AND OPERATING S	557	500	12	500				500	
Obj 535	SMALL TOOLS/MINOR EQUI									
1 110353561	MINOR OFFICE E	27								
Obj 535	SMALL TOOLS/MINOR EQUI	27								
Obj 541	PROFESSIONAL SERVICES									
1 110354114	MICROFILMING	2,012	1,500	854	1,500				1,500	
Obj 541	PROFESSIONAL SERVICES	2,012	1,500	854	1,500				1,500	
Obj 542	COMMUNICATIONS									
1 110354202	POSTAGE	54	150		150				150	
Obj 542	COMMUNICATIONS	54	150		150				150	
Obj 548	REPAIRS & MAINTENANCE									
1 110354803	EQUIPMENT REPA	1,625	2,000	153-	2,000				2,000	
1 110354809	COMPUTER SOFTW									
Obj 548	REPAIRS & MAINTENANCE	1,625	2,000	153-	2,000				2,000	
Obj 592	INTERFUND COMMUNICATIO									
1 110359201	INTERFUND TELE	6	25	3	25				25	



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Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	GENERAL FUND VEHICLE LICENSING	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADJUST REDUCTION	2012 ADDL BUDGET	PRELIM % REDUCTION
Obj 510	SALARIES AND WAGES									
1 110451001	SALARIES	92,645	72,726	100,112					100,112	4.0
1 110451002	OVERTIME	154	13							
1 110451004	VACATION PAY O	229								
Obj 510	SALARIES AND WAGES	93,029	72,738	100,112					100,112	4.0
Obj 520	PERSONNEL BENEFITS									
1 110452001	FICA	7,116	5,535	7,658					7,658	4.0
1 110452002	MEDICAL AID/LA	577	503	799					799	7.0
1 110452003	RETIREMENT	4,930	4,324	8,284					8,284	18.7
1 110452004	MEDICAL BENEFIT	21,604	16,830	25,200					25,200	78.5
1 110452006	UNEMPLOYMENT	577	317	638					638	34.5
Obj 520	PERSONNEL BENEFITS	34,803	27,509	42,579					42,579	51.5
Obj 531	OFFICE AND OPERATING S									
1 110453101	OFFICE SUPPLIE	69	69	500					500	500
Obj 531	OFFICE AND OPERATING S	69	69	500					500	500
Obj 535	SMALL TOOLS/MINOR EQUI									
1 110453561	MINOR OFFICE E	93	35	35					35	35
1 110453564	MINOR COMPUTER	40								
Obj 535	SMALL TOOLS/MINOR EQUI	132	35	35					35	35
Obj 541	PROFESSIONAL SERVICES									
1 110454112	BANKING FEES	120	100	100					100	100
Obj 541	PROFESSIONAL SERVICES	120	100	100					100	100
Obj 542	COMMUNICATIONS									
1 110454202	POSTAGE	23-	42	50					50	100.0
Obj 542	COMMUNICATIONS	23-	42	50					50	100.0
Obj 544	ADVERTISING									
1 110454401	ADVERTISING	278								
Obj 544	ADVERTISING	278								

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End 001 Dpt 0011	GENERAL FUND AUDITOR	Sub 001 Div 004	GENERAL FUND VEHICLE LICENSING	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT 9,000	2012 DEPT 9,050	2012 PRELIM ADDITIONAL	2012 PRELIM REDUCTION	2012 PRELIM REDUCTION	2012 PRELIM BUDGET	%
Obj 592	INTERFUND COMMUNICATIO	76	50	35	50							50	
1 110459201	INTERFUND TELE												
1 110459202	INTERFUND POST	10,834	9,000	6,234	9,000	1,500						10,500	14.3
Obj 592	INTERFUND COMMUNICATIO	10,910	9,050	6,269	9,050	1,500						10,550	14.2
Obj 593	INTERFUND SUPPLIES	257	200	156	200	50						250	20.0
1 110459301	INTERFUND COPI												
Obj 593	INTERFUND SUPPLIES	257	200	156	200	50						250	20.0
Div 004	VEHICLE LICENSING	139,575	126,676	106,784	152,626	1,550						154,176	17.8

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Fnd Dpt Sec	GENERAL FUND AUDITOR ELECTIONS BILLABLE	Sub 001 Div 005	GENERAL FUND ELECTIONS	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM ADJUST REDUCTION	2012 ADDL REDUCTION	2012 PRELIM % BUDGET
Obj 510	SALARIES AND WAGES									
1	11050151001 SALARIES			22,395		6,030				
1	11050151002 OVERTIME			1,187						
Obj 510	SALARIES AND WAGES			23,582		6,030				
Obj 520	PERSONNEL BENEFITS									
1	11050152001 FICA			1,883		459				
1	11050152002 MEDICAL AID/LA			132		35				
1	11050152003 RETIREMENT			1,309		364				
1	11050152004 MEDICAL BENEFI			4,852		1,162				
1	11050152006 UNEMPLOYMENT			153		26				
Obj 520	PERSONNEL BENEFITS			8,329		2,047				
Sec 001	ELECTIONS BILLABLE			31,911		8,076				

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Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	GENERAL FUND ELECTIONS	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT	2012 PRELIM	ADJUST	2012 ADDL	2012 PRELIM	%
Obj							ADDITIONAL	REDUCTION	REDUCTION	BUDGET		
Obj 510	SALARIES AND WAGES	19,100	40,387	21,462	42,607					42,607	5.2	
1 110551001	SALARIES		500		500					1,000	50.0	
1 110551002	OVERTIME		1,500		1,500					3,000	50.0	
1 110551003	EXTRA HELP	1,423	1,000		1,000					1,000		
1 110551020	ELECTION WORKE											
Obj 510	SALARIES AND WAGES	20,523	43,387	21,462	45,607	2,000				47,607	8.9	
Obj 520	PERSONNEL BENEFITS	1,448	3,319	1,629	3,260	153				3,413	2.8	
1 110552001	FICA	126	840	119	291	50				341	146.3	
1 110552002	MEDICAL AID/LA	1,006	2,873	1,285	3,526	180				3,706	22.5	
1 110552003	RETIREMENT	3,787	8,106	4,153	8,400					8,400	3.5	
1 110552004	MEDICAL BENEFI	117	189	93	271	13				284	33.5	
1 110552006	UNEMPLOYMENT											
Obj 520	PERSONNEL BENEFITS	6,484	15,327	7,280	15,748	396				16,144	5.1	
Obj 531	OFFICE AND OPERATING S	356	1,500	25	1,500					1,500		
1 110553101	OFFICE SUPPLIE											
Obj 531	OFFICE AND OPERATING S	356	1,500	25	1,500					1,500		
Obj 542	COMMUNICATIONS	284	250	241	250	50				300	16.7	
1 110554201	TELEPHONE	9,779	10,000	2,878	10,000	3,500				13,500	25.9	
1 110554202	POSTAGE											
Obj 542	COMMUNICATIONS	10,064	10,250	3,119	10,250	3,550				13,800	25.7	
Obj 543	TRAVEL		400		400					400		
1 110554301	TRAVEL											
Obj 543	TRAVEL		400		400					400		
Obj 544	ADVERTISING	5,016	4,000	935	4,000	1,000				5,000	20.0	
1 110554401	ADVERTISING											
Obj 544	ADVERTISING	5,016	4,000	935	4,000	1,000				5,000	20.0	
Obj 545	OPERATING RENTAL/LEASE	60				60				60	100.0	
1 110554501	OPERATING RENT											
Obj 545	OPERATING RENTAL/LEASE	60				60				60	100.0	
1 110554501	OPERATING RENT											

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Fnd 001 Dpt 0011 GENERAL FUND AUDITOR	Sub 001 Div 005 GENERAL FUND ELECTIONS	2010		2011		2012 DEPT ADDITIONAL REDUCTION	2012 PRELIM2012 ADJUST 2012 ADDL 2012 PRELIM % REDUCTION BUDGET	2012 PRELIM % BUDGET
		ACTUAL	BUDGET	ACTUAL	BUDGET			
Obj 548	REPAIRS & MAINTENANCE							
1 110554807	COMPUTER HARDW		2,000			2,000	2,000	
1 110554809	COMPUTER SOFTW	3,000				10,500	10,500	100.0
Obj 548	REPAIRS & MAINTENANCE	3,000	2,000			12,500	12,500	84.0
Obj 549	MISCELLANEOUS							
1 110554905	PRINTING & BIN	71,349	50,000	16,256		50,000	80,000	37.5
1 110554906	REGISTRATION &		750			750	750	
Obj 549	MISCELLANEOUS	71,349	50,750	16,256		50,750	80,750	37.2
Obj 592	INTERFUND COMMUNICATIO							
1 110559201	INTERFUND TELE	2			2			
1 110559202	INTERFUND POST	116-	300	388		300	500	40.0
Obj 592	INTERFUND COMMUNICATIO	113-	300	390		300	500	40.0
Obj 593	INTERFUND SUPPLIES							
1 110559301	INTERFUND COPI	80	150	51		150	150	
Obj 593	INTERFUND SUPPLIES	80	150	51		150	150	
Div 005	ELECTIONS	148,730	128,064	57,595		141,205	178,411	28.2
						37,206		

Fnd Dpt	GENERAL FUND AUDITOR	Sub Div	GENERAL FUND VOTER REGISTRATION	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADJUST REDUCTION	2012 ADDL BUDGET	PRELIM %
Obj 510	SALARIES AND WAGES	21,789	17,965	16,579	18,883				18,883	4.9
1 110651001	SALARIES	19								
1 110651002	OVERTIME									
Obj 510	SALARIES AND WAGES	21,808	17,965	16,579	18,883				18,883	4.9
Obj 520	PERSONNEL BENEFITS									
1 110652001	FICA	1,704	1,374	1,313	1,445				1,445	4.9
1 110652002	MEDICAL AID/LA	123	270	105	145				145	86.2
1 110652003	RETIREMENT	1,183	1,258	1,007	1,563				1,563	19.5
1 110652004	MEDICAL BENEFIT	5,103	4,053	3,873	4,200				4,200	3.5
1 110652006	UNEMPLOYMENT	138	78	75	120				120	35.0
Obj 520	PERSONNEL BENEFITS	8,250	7,033	6,373	7,473				7,473	5.9
Obj 531	OFFICE AND OPERATING S									
1 110653101	OFFICE SUPPLIE	227	250		250		250		500	50.0
Obj 531	OFFICE AND OPERATING S	227	250		250		250		500	50.0
Obj 535	SMALL TOOLS/MINOR EQUI									
1 110653561	MINOR OFFICE E		600		600				600	
Obj 535	SMALL TOOLS/MINOR EQUI		600		600				600	
Obj 542	COMMUNICATIONS									
1 110654202	POSTAGE	4-								
Obj 542	COMMUNICATIONS	4-								
Obj 544	ADVERTISING									
1 110654401	ADVERTISING	60-								
Obj 544	ADVERTISING	60-								
Obj 548	REPAIRS & MAINTENANCE									
1 110654809	COMPUTER SOFTW	6,045	12,500		12,500		12,500		12,500	
Obj 548	REPAIRS & MAINTENANCE	6,045	12,500		12,500		12,500		12,500	
Obj 549	MISCELLANEOUS									
1 110654902	SUBSCRIPTION &	838	50		50				50	
1 110654905	PRINTING & BIN		750		750		1,250		2,000	62.5

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Transaction status 1  
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Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2010	2011	2012 DEPT	2012 PRELIM2012	ADJUST	2012 ADDL	2012 PRELIM %
Dpt 0011	AUDITOR	Div 006	VOTER REGISTRATION	ACTUAL	BUDGET	ACTUAL	ADDITIONAL	REDUCTION	REDUCTION	BUDGET
Obj 549	MISCELLANEOUS	838	800	800	1,250				2,050	61.0
Obj 592	INTERFUND COMMUNICATIO	2,481	3,000	947	3,000	10,000			13,000	76.9
Obj 592	INTERFUND COMMUNICATIO	2,481	3,000	947	3,000	10,000			13,000	76.9
Obj 593	INTERFUND SUPPLIES	12	50	24	50				50	
Obj 593	INTERFUND SUPPLIES	12	50	24	50				50	
Div 006	VOTER REGISTRATION	39,598	42,198	23,923	43,556	11,500			55,056	23.4

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Fnd 001	GENERAL FUND	Sub 001	GENERAL FUND	2010	2011 AMENDE	2011	2012 DEPT	2012 PRELIM2012	ADJUST	2012 ADDL	2012 PRELIM %
Dpt 001	AUDITOR	Div 007	HAVA GRANT	ACTUAL	BUDGET	ACTUAL	ADDITIONAL	REDUCTION	REDUCTION	BUDGET	
Sec 001	HAVA GRANT-VOTER REGISTRATI										
Obj 548	REPAIRS & MAINTENANCE			5,827		12,863					
1 11070154809	COMPUTER SOFTW										
Obj 548	REPAIRS & MAINTENANCE			5,827		12,863					
Sec 001	HAVA GRANT-VOTER REGIST			5,827		12,863					

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Fnd 001 GENERAL FUND  
Dpt 001 AUDITOR  
Sec 002 HAVA GRANT-VOTING MACHINES

Sub 001 GENERAL FUND  
Div 007 HAVA GRANT

	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADDL REDUCTION	2012 PRELIM % BUDGET
Obj 548 REPAIRS & MAINTENANCE						
1 11070254809 COMPUTER SOFTW	6,932		9,932			
Obj 548 REPAIRS & MAINTENANCE	6,932		9,932			
Sec 002 HAVA GRANT-VOTING MACHI	6,932		9,932			

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JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

January 1,2011 through December 31,2011

Transaction status 1  
Rounding to Whole Dollars

Obj	Dpt	Sec	GENERAL FUND	AUDITOR	HAVA	Sub 001	Div 007	GENERAL FUND	HAVA GRANT	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT 2012 PRELIM2012 ADJUST 2012 ADDL 2012 PRELIM %	ADDITIONAL REDUCTION	REDUCTION	BUDGET
Obj 535	1	11070353563	SMALL TOOLS/MINOR EQUI	MINOR COMPUTER		11,340				11,340						
Obj 535			SMALL TOOLS/MINOR EQUI							11,340						
Obj 543	1	11070354301	TRAVEL	TRAVEL		1,030				1,030		626				
Obj 543			TRAVEL							1,030		626				
Obj 549	1	11070354906	MISCELLANEOUS	REGISTRATION &		700				700		675				
Obj 549			MISCELLANEOUS							700		675				
Obj 564	1	11070356403	EQUIPMENT	COMPUTER EQUIP		35,240				35,240						
Obj 564			EQUIPMENT							35,240						
Sec 003			HAVA							48,310						1,301

