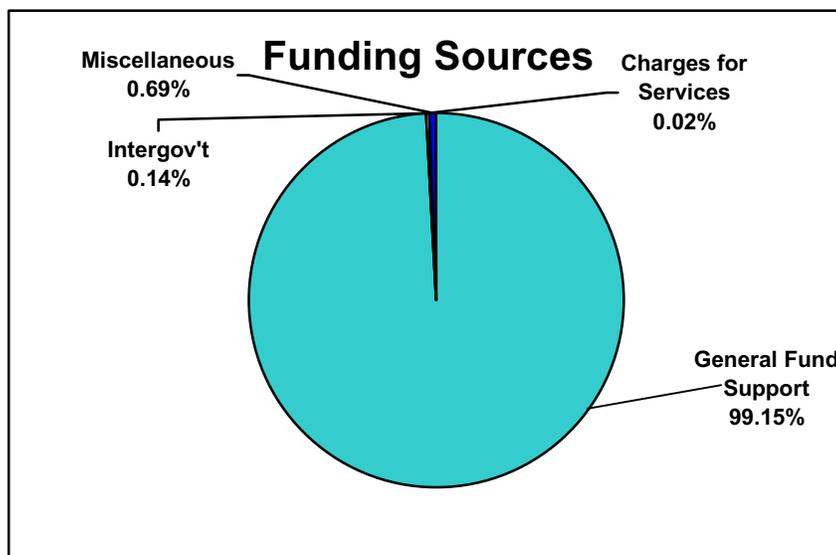
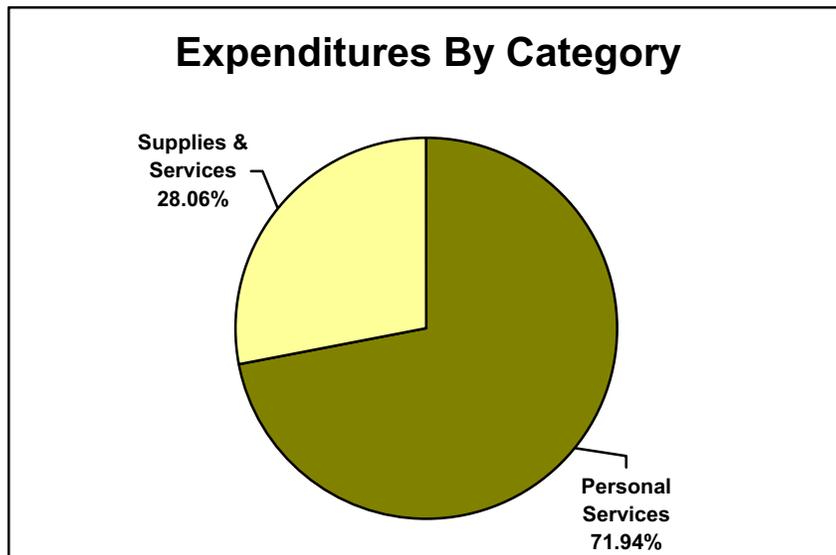


Clerk of the Board – General Fund

Revenue	\$ 10,000	Function Statement: Record and publish all proceedings of the Board of Supervisors. Preserve and file all accounts acted upon by the Board. Provide efficient management, suitable storage, and utilization of Pima County records. Process, preserve, and file all petitions, various licenses and applications. Process subscriptions, publicize amendments, and codify ordinances for inclusion in the Pima County Code. Fulfill requirements of boards, commissions, and committees. Discharge statutory requirements for special taxing districts. Perform all other duties required by law, rule, or order of the Board.
Expenditures	<u>1,179,229</u>	
Fund Impact	\$(1,169,229)	
FTEs	19.0	



Recommended Budget Summary - General Fund

	Total Expenditures	Total Revenues	Operating Transfers	Net General Fund Impact
FY 2003/04 Adopted	1,178,189	10,000	0	(1,168,189)
Benefits Adjustments	1,040			(1,040)
 Supplemental Requests				
None Submitted				0
 Total Recommended Budget	<u>1,179,229</u>	<u>10,000</u>	<u>0</u>	<u>(1,169,229)</u>
 Full Time Equivalents (FTEs)	<u>19.0</u>			

Comments/Issues

Due to the availability of County documents online, department revenues are not projected to increase.

Recommended General Fund revenue sources:

Liquor License	1,600
Miscellaneous Copy Fees	300
Code Subscriptions	<u>8,100</u>
	10,000

The department submitted no requests for supplemental funding.

Five Year History of Expenditures and Revenues - General Fund

	FY 2000/01 Actual	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Projected	FY 2004/05 Recommended
Expenditures	991,806	1,073,082	1,071,132	1,157,053	1,179,229
Revenues	12,244	13,311	12,984	10,000	10,000

Funding Summary By Department - General Fund

	FY 2003/04 Adopted	FY 2004/05 Department Base Request	FY 2004/05 Department Supplementals	FY 2004/05 Department Total Request	FY 2004/05 Administrator Recommended
Expenditures					
Personal Services	841,079	848,329	0	848,329	848,329
Supplies & Services	337,110	330,900	0	330,900	330,900
Capital	0	0	0	0	0
Total Expenditures	1,178,189	1,179,229	0	1,179,229	1,179,229
Revenues					
Intergovernmental	1,600	1,600	0	1,600	1,600
Charges For Services	300	300	0	300	300
Miscellaneous	8,100	8,100	0	8,100	8,100
Total Revenues	10,000	10,000	0	10,000	10,000
General Fund Support	1,168,189	1,169,229	0	1,169,229	1,169,229
Total Funding	1,178,189	1,179,229	0	1,179,229	1,179,229

SUMMARY BY ACCOUNT

Department Name: CLERK OF THE BOARD

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
EXPENDITURE ACCOUNTS -					
SALARIES & WAGES	668,567	692,786	430,808	684,069	684,069
OVERTIME	4,787	0	0	0	0
BUDGETED PERSONAL SVCS REDUCTION	0	(21,110)	0	0	0
BUDGETED BENEFITS	117,534	169,403	95,520	164,260	164,260
** OBJECT TOTALS FOR:					
PERSONAL SERVICES	790,888	841,079	526,328	848,329	848,329
OFFICE SUPPLIES	7,504	8,400	2,222	7,525	7,525
BOOKS/SUBSCRIPTIONS/VIDEO	4,290	4,208	1,782	4,208	4,208
SOFTWARE / SOFTWARE LICENSES <\$1,000	0	4,000	0	1,500	1,500
FOOD SUPPLIES	1,355	1,200	586	1,200	1,200
FOOD PREPARATION SUPPLIES	0	250	54	250	250
FUEL, OIL, LUBRICANTS	16	0	0	0	0
HOUSEHOLD/INDUSTRIAL SUPPLIES	551	250	69	250	250
CLOTHING/UNIFORMS/SAFETY	12	0	0	0	0
FILM, MAPS, BLUEPRINTS	8,790	9,000	5,065	9,500	9,500
OTHER OPERATING SUPPLIES	4	0	7	0	0
REPAIR & MAINTENANCE SUPPLIES	138	350	65	350	350
SMALL TOOLS & OFFICE EQUIP < \$1,000	483	2,400	922	1,050	1,050
** OBJECT TOTALS FOR:					
SUPPLIES	23,143	30,058	10,772	25,833	25,833
NON MEDICAL PROFESSIONAL SERVICES	31,328	45,000	22,210	39,000	39,000
SECURITY	105	0	295	450	450
TELEPHONE/VOICE/DATA TELECOMMUNICATION	7,960	9,250	4,548	9,190	9,190
POSTAGE & FREIGHT	3,424	19,100	2,359	5,542	5,542
MILEAGE REIMBURSEMENT	1,074	1,700	1,268	1,700	1,700
IN-STATE TRAVEL	3,401	4,400	1,096	2,900	2,900
IN-STATE TRAINING	383	200	280	200	200
OUT-OF-STATE TRAVEL/TRAINING	0	0	353	1,500	1,500
MOTOR POOL	4,996	8,950	3,873	8,950	8,950
ADVERTISING	161,476	159,400	94,638	163,495	163,495
PRINTING AND MICROFILMING	19,193	34,600	13,641	31,100	31,100
OTHER INSURANCE	0	125	93	125	125
ELECTRICITY	13,849	30,000	12,610	25,000	25,000
WATER & SEWER	1,338	2,250	1,555	2,500	2,500
REFUSE/SEWAGE DISPOSAL/RECYCLING	536	1,350	350	1,350	1,350
LEASES & RENTALS	1,017	0	0	0	0
SUPPLIES & SERVICES REDUCTION	(19,182)	(19,500)	(14,401)	(21,000)	(21,000)
R&M MACHINERY & EQUIPMENT	24,153	30,400	10,433	30,400	30,400

SUMMARY BY ACCOUNT

Department Name: CLERK OF THE BOARD

ACCOUNT NAME	2002/03	2003/04		2004/05	
	ACTUAL	ADOPTED	YTD THRU FEB 29, 2004	DEPARTMENT REQUESTED	RECOMMENDED
R&M BUILDINGS & GROUNDS	259	350	867	500	500
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	255,310	327,575	156,068	302,902	302,902
DUES AND MEMBERSHIPS	565	565	565	565	565
LAUNDRY & LINEN SERVICES	1,226	1,400	583	1,600	1,600
OTHER MISCELLANEOUS CHARGES	0	0	31	0	0
** OBJECT TOTALS FOR:					
SERVICES & OTHER CHARGES	1,791	1,965	1,179	2,165	2,165
BUDGET REDUCTION	0	(22,488)	0	0	0
** OBJECT TOTALS FOR:					
BUDGET REDUCTION	0	(22,488)	0	0	0
*** TOTAL: EXPENDITURE ACCOUNTS -	1,071,132	1,178,189	694,347	1,179,229	1,179,229
REVENUE					
ALCOHOLIC BEVERAGES	2,095	1,600	902	1,600	1,600
** OBJECT TOTALS FOR:					
INTERGOVERNMENTAL	2,095	1,600	902	1,600	1,600
GENERAL GOVERNMENT FEES	2,043	300	264	300	300
** OBJECT TOTALS FOR:					
CHARGES FOR SERVICES	2,043	300	264	300	300
MISCELLANEOUS COLLECTIONS	8,331	8,100	4,056	8,100	8,100
OTHER MISCELLANEOUS REVENUE	515	0	1,454	0	0
** OBJECT TOTALS FOR:					
MISCELLANEOUS	8,846	8,100	5,510	8,100	8,100
*** TOTAL: REVENUE	12,984	10,000	6,676	10,000	10,000

This page intentionally left blank.