

## Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2012-13					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2011-12		FY 2012-13		
	Actual	Position Allocations	BOS Adopted Budget	Percent Change	Position Allocations
<b>GENERAL FUND</b>					
Administrative Services	\$ 4,558,822	70	\$ 5,337,600	17.1%	96
<b>INTERNAL SERVICE FUNDS</b>					
Telecommunication Services* - Fund 250/100	\$ 6,112,206	20	\$ 5,951,214	-2.6%	20
Central Services* - Fund 250/305	\$ 2,301,306	10	\$ 2,387,537	3.7%	10
Subtotal Internal Service Funds	\$ 8,413,512	30	\$ 8,338,751	-0.9%	30
<b>TOTAL ALL FUNDS</b>	\$ 12,972,334	100	\$ 13,676,351	5.4%	126

\*Budget includes total operating expenses and fixed assets.

### Mission Statement

To cost-effectively provide a wide range of administrative, technology related, collection, procurement and print services that are essential for customer departments to efficiently deliver quality and timely support to the citizens of Placer County.

### Budget Summary and Changes

The Administrative Services Department has three appropriations totaling \$13.5 million. Two appropriations, Telecommunications and Central Services, are internal service appropriations. The third, Administrative Services, is a General Fund appropriation and is a compilation of spending plans for the four programs of:

- Administration
- Procurement
- Revenue Services
- Information Technology

### Administrative Services Division

The FY 2012-13 Proposed Budget provides \$13.5 million, a net increase of \$274,239 or 5.4% over the prior year. This is largely due to the increase of the contract for maintenance for the Megabyte system, which will be paid under the Information Technology budget. For FY 2012-13, the Department is consolidating the Information Technology staff and 31 allocations (22 funded) from the Health and Human Services Management Information System (HHS-MIS) staff. This consolidation, approved by the Board of Supervisors in August 2011, results in efficiencies in operations and standardization of technologies while maintaining the high level of service. Revenues and internal transfers will offset the entire cost of the change. Position allocations will increase from 70 to 101, a net increase of 31 allocations, all from HHS-MIS.

The Department has absorbed salary and benefit increases through position vacancies and operating savings over the last few years. All core services are maintained in this budget.

**Jerry Gamez, Director**

## **Administrative Services**

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### **Telecommunications Division**

The FY 2012-13 Proposed Budget represents an increase of \$61,000, or 1.0% from the prior fiscal year. This is due to a request for \$70,000 for replacement equipment (an uninterruptible power supply) to be funded from reserves set aside for the purpose. Service levels remain constant. Funded positions remain at 19.

### **Central Services Division**

The FY 2012-13 Proposed Budget represents a decrease of \$194,000, or 7.9% from the prior fiscal year. This is largely due to the acquisition of a tower sorter in the prior fiscal year which will require less outsourcing. From FY 2007-08 to the present, funded positions have decreased from ten to nine. All core services are maintained in this budget.

### **Department Comments**

The Administrative Services Department worked closely with the County Executive Office, the Information Technology Steering Committee and key stakeholders from distinct functional areas including Criminal Justice, Finance, General Government, Health & Welfare, and Public Way, Facilities & Community Development to develop an Information Technology (IT) Strategic Plan that defined the County's strategic technology initiatives, identified an IT capital outlay fiscal plan that would serve as a "roadmap" to assist with the prioritization of County goals and objectives. The Information Technology Strategic Plan was adopted by the Board of Supervisors on November 8, 2011.

The most challenging aspect for our department over the next year will be to successfully coordinate the implementation of any new initiatives while ensuring the County's current technology systems are appropriately maintained and comply with all state and federal laws / mandates. However, based on the current budgetary environment neither the County network nor the Information Technology staff can absorb additional workload without the provision of additional resources. Efforts to keep existing application systems both legally and technologically compliant will take precedence over new application systems projects.

In order to maintain the level of services that the County provides to its citizens, the Administrative Services Department remains committed to providing new and innovative, cost effective solutions to our customer departments to meet their operational requirements during these challenging economic times. Efforts to secure state and federal grants to fund new initiatives have become increasingly difficult due to reduced staffing and competing state and federal priorities. Therefore, the need to identify new and innovative ways to lower costs and still provide quality customer service through alternate service delivery models has never been more important. The Department remains committed to identify consolidation strategies that focus on sustainable service delivery solutions, the elimination of duplicate services, the optimal use of infrastructure resources and viable staffing models to continue to meet the County's goals and objectives.

All public safety and general government agencies we support have limited resources to maintain existing systems and few have the necessary resources to implement new technologies. The Department continues to experience an increase in requests for not only technology related services but administrative, collection, procurement and print services despite reduced staffing and funding levels.

The Administrative Services Department has once again received the *National Digital County Survey Award* from the Center for Digital Government and the National Association of Counties for the sixth year in a row, and the *Achievement in Excellence Award* from the National Purchasing Institute for the ninth consecutive year.

## ***Administrative Services***

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### **Final Budget Changes from the Proposed Budget**

The Final Budget includes the following budget adjustments for the *Administrative Services* budget:

- Revenue Services' Cost of Collections revenue is increased by \$5,393 and offset by reduced reimbursements of \$5,393 due to declining West Slope Transient Occupancy Tax costs

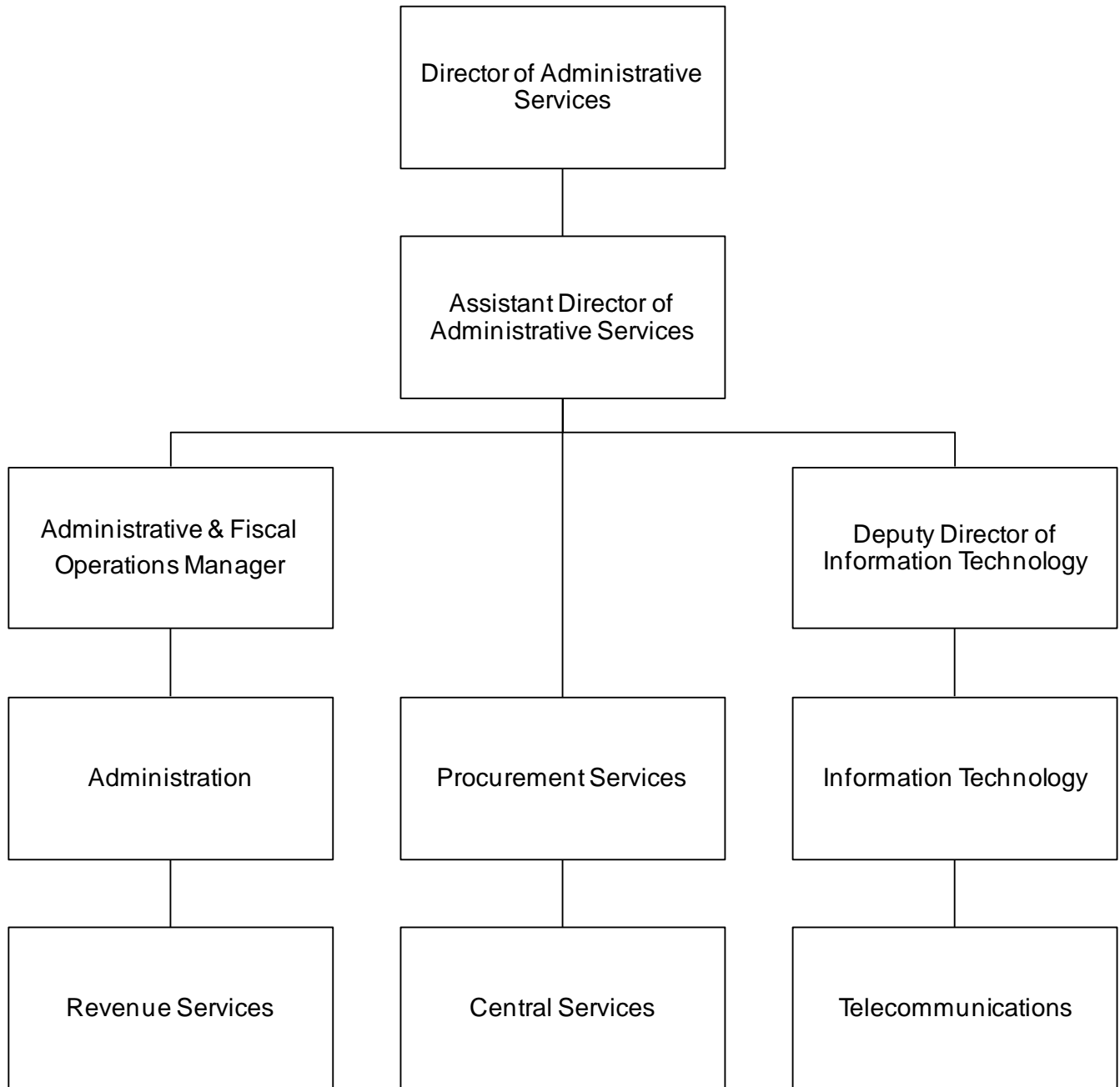
The Final Budget includes the following budget adjustments for the *Telecommunications* Internal Service Fund:

- Expenditures are increased by \$51,920 for additional A-87 Costs and fully offset by increased Telephone Communications revenue of \$25,960 and Network Infrastructure Systems revenue of \$25,960
- Funding is withdrawn from the reserve accounts, Assigned for Contingencies (\$27,505) to balance

The Final Budget includes the following budget adjustments for the *Central Services* Internal Service Fund:

- Expenditures are increased by \$126,050 for additional A-87 Costs and partially offset by increased Printing (\$17,830), Convenience Copier (\$17,263), Records Management (\$7,969), and Mail Services (\$19,963) revenues, the remaining funding is provided by a reduction in the reserve account, Assigned for Contingencies (\$68,459)

# ADMINISTRATIVE SERVICES DEPARTMENT



## **Administrative Services**

### **Administrative Services 11210**

**Program Purpose:** Provides comprehensive information technology (IT) project planning, implementation, administration and maintenance of the County's data systems, including servers, data storage, firewall, and security systems.

Provides centralized purchasing services to county departments for the procurement of materials, equipment and services and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws.

Provides centralized billing and collection services to secure funds entitled to Placer County and other government entities.

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

#### **Major Budget Adjustment Proposed for FY 2012-13**

- Added 31 allocations (22 of which are funded) by combining Information Technology with the IT positions from Health and Human Services-Management Information Services

### **Central Services (Internal Service Fund) 06380**

**Program Purpose:** Provides efficient and economical reprographic, mail processing / delivery, inventory, and records management services.

#### **Major Budget Adjustments Proposed for FY 2012-13**

- Reduced professional services (outsourcing) costs due to equipment purchases
- Capital replacement equipment of \$48,000 to be funded from reserves

### **Telecommunications (Internal Service Fund) 02100**

**Program Purpose:** Provides planning, development and logistical support for all countywide communication networks, including telephone, radio, data, video, media, telemetry and cable television services.

#### **Major Budget Adjustment Proposed for FY 2012-13**

- \$70,000 in capital equipment (uninterruptible power supply) to be paid from reserves

## **FUNDED POSITIONS**

<b>CHANGES IN FUNDED POSITIONS</b>	<b>FY 2007-08 FINAL BUDGET</b>	<b>FY 2011-12 FINAL BUDGET</b>	<b>FY 2012-13 FINAL BUDGET</b>
Administrative Services	101	95	117

Budget Unit **General Fund - 100**  
 Function General  
 Activity Administrative Services - 11210

Detail by Revenue Category and Expenditure Object	2010-11 Final Actuals	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
Fines, Forfeits & Penalties				
6886 Coll PGM-PC 1463.007	\$ 1,924,024	\$ 1,959,750	\$ 1,603,760	\$ 1,609,153
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 1,924,024</b>	<b>\$ 1,959,750</b>	<b>\$ 1,603,760</b>	<b>\$ 1,609,153</b>
Intergovernmental Revenue				
7232 State Aid - Other	\$ 11,244	\$ 9,301	\$ 29,605	\$ 29,605
<b>Total Intergovernmental Revenue</b>	<b>\$ 11,244</b>	<b>\$ 9,301</b>	<b>\$ 29,605</b>	<b>\$ 29,605</b>
Charges for Services				
8110 Admin Services - Admin Support	\$ 431,299	\$ 377,656	\$ 385,046	\$ 385,046
8114 Data Processing Services	774,584	708,233	866,757	866,757
8116 NSF & Misc Fees	3,029	2,784	2,656	2,656
8147 Installment Fees (PC1205)	369,599	316,911	350,160	350,160
8193 Other Services	24			
8218 Forms and Photocopies	275	171	200	200
<b>Total Charges for Services</b>	<b>\$ 1,578,810</b>	<b>\$ 1,405,755</b>	<b>\$ 1,604,819</b>	<b>\$ 1,604,819</b>
Miscellaneous Revenues				
8753 Other Sales	\$ 23,880	\$ 36,420	\$ 20,000	\$ 20,000
8764 Miscellaneous Revenues	24,525	59,781	1,000	1,000
8766 Cash Overage		20		
<b>Total Miscellaneous Revenues</b>	<b>\$ 48,405</b>	<b>\$ 96,221</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>
Other Financing Sources				
8954 Operating Transfers In	\$	\$ 945	\$	\$
<b>Total Other Financing Sources</b>	<b>\$</b>	<b>\$ 945</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 3,562,483</b>	<b>\$ 3,471,972</b>	<b>\$ 3,259,184</b>	<b>\$ 3,264,577</b>
<b>Expenditures / Appropriations</b>				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 15,536	\$ 137,617	\$	\$
1002 Salaries and Wages	5,183,565	5,175,675	7,240,023	7,240,023
1003 Extra Help	186,583	17,027		
1005 Overtime & Call Back	25,127	24,920	64,686	64,686
1018 Taxable Meal Reimbursements	30	161		
1300 P.E.R.S.	1,121,346	1,213,055	1,875,022	1,875,022
1301 F.I.C.A.	401,910	372,512	543,365	543,365
1303 Other - Post Employment Benefits	479,790	484,543	676,068	676,068
1304 Other - Post Employment Charges (Up Front)		104,000		
1310 Employee Group Ins	689,372	684,534	1,102,035	1,102,035
1315 Workers Comp Insurance		10,140	30,066	30,066
1325 401 (k) Employer Match	6,000	4,384	1,800	1,800
<b>Total Salaries &amp; Benefits</b>	<b>\$ 8,109,259</b>	<b>\$ 8,228,568</b>	<b>\$ 11,533,065</b>	<b>\$ 11,533,065</b>
Services & Supplies				
2051 Communications - Telephone	\$ 179,855	\$ 324,846	\$ 254,507	\$ 254,507
2052 Mobile Communication Devices	6,976	5,567	17,533	17,533
2054 Telecomm Trunks/Circuits	656,207	656,207	656,207	656,207
2140 Gen Liability Ins			16,070	16,070
2273 Parts	77,098	1,200	21,000	21,000
2290 Maintenance - Equipment	31,580	37,393	120,791	120,791
2292 Maintenance - Software	1,302,911	1,284,500	1,474,616	1,474,616
2439 Membership/Dues	6,581	2,423	3,723	3,723
2461 Dept Cash Shortage		15		
2481 PC Acquisition	21,550	8,019	6,500	6,500
2511 Printing	21,767	30,008	31,099	31,099
2523 Office Supplies & Exp	29,174	22,809	42,922	42,922
2524 Postage	33,993	28,347	42,580	42,580
2534 Operating Materials	878			
2555 Prof/Spec Svcs - Purchased	822,759	890,905	1,022,578	1,022,578
2556 Prof/Spec Svcs - County	18,280	19,380	20,729	20,729
2561 Legal Services			2,000	2,000
2701 Publications & Legal Notices	777	40	930	930
2709 Countywide System Charges	5,888	5,446	14,778	14,778
2710 Rents & Leases - Equipment	454,384	400,188	487,191	487,191

County of Placer  
 Financing Sources and Uses by Budget Unit by Object  
 Governmental Funds  
 Fiscal Year 2012-13

Budget Unit **General Fund - 100**  
 Function General  
 Activity Administrative Services - 11210

Detail by Revenue Category and Expenditure Object	2010-11 Final Actuals	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
2838 Special Dept Expense-1099 Reportable		1,169		
2840 Special Dept Expense	37,955	30,105	67,306	67,306
2844 Training	21,404	22,225	23,299	23,299
2931 Travel & Transportation	447	1,575	3,600	3,600
2932 Mileage	1,411	1,936	8,709	8,709
2933 Lodging	5,243	4,422	600	600
2941 County Vehicle Mileage	872	1,038	4,450	4,450
2964 Meals/Food Purchases	1,011	434	1,650	1,650
<b>Total Services &amp; Supplies</b>	<b>\$ 3,739,001</b>	<b>\$ 3,780,197</b>	<b>\$ 4,345,368</b>	<b>\$ 4,345,368</b>
<b>Other Financing Uses</b>				
3780 Contrib to Other Funds	\$ 1,053,223	\$ 56,600	\$ 57,044	\$ 57,044
<b>Total Other Financing Uses</b>	<b>\$ 1,053,223</b>	<b>\$ 56,600</b>	<b>\$ 57,044</b>	<b>\$ 57,044</b>
<b>Intrafund Transfers Out</b>				
5310 I/T Employee Group Insurance	\$ 325,676	\$ 269,273	\$ 470,152	\$ 470,152
5404 I/T Maintenance - Services	29,231	79,799	24,509	24,509
5405 I/T Maintenance - Bldgs & Improvements			12,575	12,575
5550 I/T - Administration	721,181	859,498	848,225	848,225
5552 I/T - MIS Services	126,269	123,529	173,129	173,129
5556 I/T - Professional Services	198	5,131		
5965 I/T Utilities	9,344	9,715	15,709	15,709
<b>Total Intrafund Transfers Out</b>	<b>\$ 1,211,899</b>	<b>\$ 1,346,945</b>	<b>\$ 1,544,299</b>	<b>\$ 1,544,299</b>
<b>Intrafund Transfers In</b>				
5002 I/T - County General Fund	\$ (5,416,110)	\$ (5,637,919)	\$ (8,914,740)	\$ (8,914,740)
5004 I/T - Road Fund	(185,692)	(192,212)	(190,954)	(190,954)
5008 I/T - County Office Bldg Fund	(28,769)	(56,633)		
5009 I/T - County Library Fund	(28,418)	(26,156)	(25,443)	(25,443)
5010 I/T - Fire Protection Fund	(4,553)	(6,581)	(6,698)	(6,698)
5011 I/T - Public Safety Fund	(2,792,431)	(2,816,491)	(2,834,869)	(2,834,869)
5012 I/T - Capital Projects Reimbursement	(33,044)		(57,369)	(57,369)
5026 I/T - Advertising & Promotion Fund	(48,980)	(117,496)	(117,496)	(112,103)
<b>Total Intrafund Transfers In</b>	<b>\$ (8,537,997)</b>	<b>\$ (8,853,488)</b>	<b>\$ (12,147,569)</b>	<b>\$ (12,142,176)</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 5,575,385</b>	<b>\$ 4,558,822</b>	<b>\$ 5,332,207</b>	<b>\$ 5,337,600</b>
<b>Net Cost</b>	<b>\$ 2,012,902</b>	<b>\$ 1,086,850</b>	<b>\$ 2,073,023</b>	<b>\$ 2,073,023</b>

County of Placer  
Operation of Internal Service Fund  
Fiscal Year 2012-13

Fund	County Services Fund - 250
Subfund	Telecommunication Services - 100
Activity	Telecommunications Service - 2100

Operating Detail	2010-11 Actual	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors	
1	2	3	4	5	
<b>Operating Revenues</b>					
8118	Communciation Services - Telephone	2,257,227	2,406,553	2,279,376	2,305,336
8119	Communciation Services - Radio	1,165,635	1,086,837	1,006,840	1,032,800
8123	Communciation Services - Media	148,320	175,896	201,904	201,904
8124	Comm Services - Network Infrastructure	1,711,855	1,866,445	2,167,364	2,167,364
8125	Cabling Services	96,573	140,084	125,966	125,966
8193	Other Services	81,516			
8764	Miscellaneous Revenues	3,529	467		
	<b>Total Operating Revenues</b>	<b>\$ 5,464,655</b>	<b>\$ 5,676,282</b>	<b>\$ 5,781,450</b>	<b>\$ 5,833,370</b>
<b>Operating Expenses</b>					
1001	Employee Paid Sick Leave	38,199	796		
1002	Salaries and Wages	1,353,641	1,354,704	1,701,235	1,701,235
1003	Extra Help		2,346		
1004	Accr Compensated Leave	(35,745)	34,468		
1005	Overtime & Call Back	59,427	84,520	55,000	55,000
1018	Taxable Meal Reimbursements	39	119		
1300	P.E.R.S.	281,725	313,147	448,598	448,598
1301	F.I.C.A.	106,990	105,559	134,352	134,352
1303	Other - Post Employment Benefits	112,594	111,774	133,228	133,228
1310	Employee Group Ins	173,977	172,505	244,771	244,771
1315	Workers Comp Insurance		2,412	5,693	5,693
1325	401 (k) Employer Match	233	265	2,250	2,250
2020	Clothes & Personal Supplies	230	366	1,000	1,000
2051	Communications - Telephone	81			
2052	Mobile Communication Devices	13,787	15,266	10,245	10,245
2054	Telecomm Trunks/Circuits	1,026,403	1,088,108	1,070,000	1,070,000
2140	Gen Liability Ins			3,551	3,551
2273	Parts		1,662		
2274	Delivery & Freight Charges	1,837	1,302	1,100	1,100
2290	Maintenance - Equipment	179,261	167,277	190,500	190,500
2292	Maintenance - Software	9,590	14,415	20,142	20,142
2310	Employee Benefits Systems	92,762	76,030	97,184	97,184
2404	Maintenance Services	88,086	90,899		
2405	Materials - Bldgs & Impr	5,250		10,000	10,000
2439	Membership/Dues	560	2,052	1,000	1,000
2481	PC Acquisition	5,871	6,683		
2511	Printing	4,521	6,360	4,500	4,500
2512	Laundry/Dry Cleaning	5			
2522	Other Supplies	253	592	600	600
2523	Office Supplies & Exp	5,675	10,010	8,500	8,500
2524	Postage	3,878	3,600	4,000	4,000
2534	Operating Materials	505,332	519,216	390,283	390,283
2550	Administration	325,006	256,987	306,648	306,648
2555	Prof/Spec Svcs - Purchased	511,123	650,533	337,283	337,283
2556	Prof/Spec Svcs - County	97,068	97,977	82,958	82,958
2701	Publications & Legal Notices			2,000	2,000
2709	Countywide System Charges	2,483	2,755	5,541	5,541
2710	Rents & Leases - Equipment	111,970	138,563	100,000	100,000
2727	Rents & Leases - Bldgs & Impr	42,682	41,458	41,000	41,000
2744	Small Tools & Instruments	504	615	2,500	2,500
2770	Fuels & Lubricants	1,230	2,707	2,000	2,000
2838	Special Dept Expense-1099 Reportable	1,599	22,766	2,000	2,000
2840	Special Dept Expense	33,441	12,543	10,000	10,000
2844	Training	7,200	2,148	15,000	15,000
2931	Travel & Transportation	88	11	5,000	5,000
2932	Mileage	760			
2933	Lodging	4,696	655		
2941	County Vehicle Mileage	39,516	63,670	65,000	65,000
2964	Meals/Food Purchases	2,685	15	3,000	3,000
2965	Utilities	78,650	84,771	68,511	68,511
3551	Transfer Out A-87 Costs			243,121	295,041
3701	Equipment Depreciation	307,235	266,618		
3702	Bldg & Impr Depreciation	1,801	8,637		
	<b>Total Operating Expenses</b>	<b>\$ 5,604,199</b>	<b>\$ 5,839,882</b>	<b>\$ 5,829,294</b>	<b>\$ 5,881,214</b>



County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2012-13

Fund	County Services Fund - 250
Subfund	Telecommunication Services - 100
Activity	Telecommunications Service - 2100

Operating Detail	2010-11 Actual	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Income (Loss)	\$ (139,544)	\$ (163,600)	\$ (47,844)	\$ (47,844)
<b>Non-Operating Revenue (Expenses)</b>				
3450 Bad Debts		(396)		
3551 Transfer Out A-87 Costs	(273,987)	(243,121)		
6770 Franchises	25,844	25,844	25,844	25,844
6950 Interest	22,768	10,854	22,000	22,000
6970 Investment Income	4,914	(2,914)		
8752 Gain/Loss on F/A Disposal		(19,986)		
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (220,461)</b>	<b>\$ (229,719)</b>	<b>\$ 47,844</b>	<b>\$ 47,844</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (360,005)</b>	<b>\$ (393,319)</b>	<b>\$</b>	<b>\$</b>
8333 Capital Asset Transfer (In)	68,357	125,405		
8954 Operating Transfers In	18,834			
<b>Change in Net Assets</b>	<b>\$ (272,814)</b>	<b>\$ (267,914)</b>	<b>\$</b>	<b>\$</b>
Net Assets - Beginning Balance	2,226,050	1,953,235	1,685,322	1,685,322
Net Assets - Ending Balance	\$ 1,953,235	\$ 1,685,322	\$ 1,615,322	\$ 1,615,322
<b>Memo:</b>				
4451 Equipment	\$ 331,377	\$ 28,807	\$ 70,000	\$ 70,000

County of Placer  
Operation of Internal Service Fund  
Fiscal Year 2012-13

Fund	County Services Fund - 250
Subfund	Central Services - 305
Activity	Central Services - 6380

Operating Detail	2010-11 Actual	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8373 Quick Copy Revenue	410,658			
8375 Printing Revenue	270,926	682,567	696,814	714,644
8376 Convenience Copier Revenue	618,894	629,820	645,236	662,499
8377 Records Management	296,024	296,022	283,456	291,425
8386 Interoffice Mail Revenue	152,502			
8388 Mail Services	136,699	271,626	285,816	305,779
8764 Miscellaneous Revenues	2,352	2,881	14,530	14,530
8774 Inventory Sales	202,694	209,903	220,888	220,888
<b>Total Operating Revenues</b>	<b>\$ 2,090,749</b>	<b>\$ 2,092,819</b>	<b>\$ 2,146,740</b>	<b>\$ 2,209,765</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	16,624			
1002 Salaries and Wages	504,987	531,595	521,741	521,741
1004 Accr Compensated Leave	5,685	(2,545)		
1005 Overtime & Call Back	18		788	788
1018 Taxable Meal Reimbursements	43			
1300 P.E.R.S.	108,244	126,124	133,376	133,376
1301 F.I.C.A.	38,406	39,765	39,973	39,973
1303 Other - Post Employment Benefits	66,360	68,304	63,108	63,108
1310 Employee Group Ins	93,982	82,871	107,552	107,552
1315 Workers Comp Insurance		3,608	7,288	7,288
1325 401 (k) Employer Match	754	929	750	750
2051 Communications - Telephone	13,111	11,838	11,993	11,993
2052 Mobile Communication Devices	195	195	195	195
2140 Gen Liability Ins			1,624	1,624
2290 Maintenance - Equipment	11,316	10,265	9,020	9,020
2310 Employee Benefits Systems	44,482	37,419	47,885	47,885
2404 Maintenance Services	26,120	30,996	23,110	23,110
2405 Materials - Bldgs & Impr	272		300	300
2511 Printing	31		50	50
2523 Office Supplies & Exp	1,098	866	940	940
2524 Postage	2,458	391	125	125
2550 Administration	106,293	112,283	99,870	99,870
2555 Prof/Spec Svcs - Purchased	211,793	136,975	165,950	165,950
2556 Prof/Spec Svcs - County	34,569	32,978	36,698	36,698
2709 Countywide System Charges	1,092	1,132	2,582	2,582
2710 Rents & Leases - Equipment	527,610	526,147	526,667	526,667
2727 Rents & Leases - Bldgs & Impr	66,915	46,736	46,800	46,800
2838 Special Dept Expense-1099 Reportable	282			
2840 Special Dept Expense	70,286	76,740	70,749	70,749
2920 Inventory Purchases	168,677	183,942	168,512	168,512
2931 Travel & Transportation	5			
2932 Mileage	196			
2941 County Vehicle Mileage	4,792	7,912	10,520	10,520
2965 Utilities	20,268	19,490	18,850	18,850
3551 Transfer Out A-87 Costs			96,471	222,521
3701 Equipment Depreciation	27,811	21,504		
<b>Total Operating Expenses</b>	<b>\$ 2,174,775</b>	<b>\$ 2,108,460</b>	<b>\$ 2,213,487</b>	<b>\$ 2,339,537</b>
<b>Operating Income (Loss)</b>	<b>\$ (84,026)</b>	<b>\$ (15,641)</b>	<b>\$ (66,747)</b>	<b>\$ (129,772)</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs	(68,822)	(96,471)		
6950 Interest	10,148	5,949	10,148	10,148
6970 Investment Income	3,606	(2,606)		
8752 Gain/Loss on F/A Disposal		1,000		
8779 Contributions from General Fund	53,223	56,600	56,600	56,600
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (1,845)</b>	<b>\$ (35,528)</b>	<b>\$ 66,748</b>	<b>\$ 66,748</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (85,871)</b>	<b>\$ (51,169)</b>	<b>\$ 1</b>	<b>\$ (63,024)</b>
<b>Change in Net Assets</b>	<b>\$ (85,871)</b>	<b>\$ (51,169)</b>	<b>\$ 1</b>	<b>\$ (63,024)</b>
Net Assets - Beginning Balance	834,308	748,437	697,268	697,268
Net Assets - Ending Balance	<b>\$ 748,437</b>	<b>\$ 697,268</b>	<b>\$ 649,269</b>	<b>\$ 586,244</b>

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2012-13

Fund	County Services Fund - 250
Subfund	Central Services - 305
Activity	Central Services - 6380

Operating Detail	2010-11 Actual	2011-12 Actual	2012-13 Recommended	2012-13 Adopted by the Board of Supervisors
1	2	3	4	5

Memo:					
4451 Equipment	\$	\$	96,375	\$	48,000
				\$	48,000