

**COLORADO GENERAL ASSEMBLY  
JOINT BUDGET COMMITTEE**



**INTERIM SUPPLEMENTAL REQUEST FOR FY 2011-12**

**DEPARTMENT OF STATE**

**JBC Working Document - Subject to Change  
Staff Recommendation Does Not Represent Committee Decision**

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**DEPARTMENT OF STATE  
FY 2011-12 INTERIM SUPPLEMENTAL REQUEST  
JBC WORKING DOCUMENT - SUBJECT TO CHANGE**

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**Interim Supplemental Request #1  
Technical Corrections**

	<b>Request</b>	<b>Recommendation</b>
Total - Cash Funds	\$1,092,183	\$1,075,800

<b>Does JBC staff believe the request satisfies the interim supplemental criteria of Section 24-75-111, C.R.S.?</b> [The Controller may authorize an overexpenditure of the existing appropriation if it: (1) Is approved in whole or in part by the JBC; (2) Is necessary due to unforeseen circumstances arising while the General Assembly is not in session; (3) Is approved by the Office of State Planning and Budgeting (except for State, Law, Treasury, Judicial, and Legislative Departments); (4) Is approved by the Capital Development Committee, if a capital request; (5) Is consistent with all statutory provisions applicable to the program, function or purpose for which the overexpenditure is made; and (6) Does not exceed the unencumbered balance of the fund from which the overexpenditure is to be made.]	<b>YES</b>
<b>Does JBC staff believe the request meets the Joint Budget Committee's supplemental criteria?</b> [An emergency or act of God; a technical error in calculating the original appropriation; data that was not available when the original appropriation was made; or an unforeseen contingency.]	<b>YES</b>
This request meets the interim supplemental criteria in Section 24-75-111, C.R.S., because it is in response to an error in the FY 2011-12 Long Bill appropriation. Joint Budget Committee staff's recommendation to reduce two Personal Services line items was based on incorrect information.	

**Department Request:** The Department requests to reinstate \$332,142 cash funds for the Administration, Personal Services line item, and also to reinstate \$760,041 cash funds for the Information Technology, Personal Services line item. The request is for FY 2011-12, and the cash funds source is the Department of State Cash Fund (Section 24-21-104 (3) (b), C.R.S.).

**Staff Recommendation:** Staff recommends reinstating \$327,160 cash funds for the Administration, Personal Services line item, and \$748,640 cash funds for the Information Technology, Personal Services line item. The difference between staff's recommendation and the Department's request is because staff's recommendation applies a 1.5 percent vacancy savings reduction for Personal Services appropriations, pursuant to the FY 2011-12 statewide common policy.

**Staff Analysis:**

- During the Department of State's FY 2011-12 figure-setting presentation, Joint Budget Committee (JBC) staff recommended to reduce the appropriations for the Personal Services and Operating Expenses line items in the Administration division, and the Personal Services line item in the Information Technology Services division. Staff also recommended reducing the Administration division's line item by 2.6 FTE, and the Information Technology Services line item by 1.6 FTE. Staff's analysis and recommendation was based on what appeared to be significant prior year reversions.

- ❑ However, JBC staff's calculations for the FY 2009-10 Personal Services expenditures did not include contract services, which distorted the analysis and the information presented to the Joint Budget Committee. If staff's analysis had used the correct numbers to reflect FY 2009-10 actual expenditures, the resulting recommendation would have been significantly different. Staff identified this error after the General Assembly had passed the FY 2011-12 Long Bill.
  
- ❑ For informational purposes, please note that staff's recommendation related to this supplemental request was to decrease the appropriation for the Administration, Personal Services line item by \$469,551 cash funds. The Department's request reinstates a smaller amount because it also incorporated its budget amendment for a voluntary \$137,409 cash funds reduction for FY 2011-12. Therefore, the Department requests to reinstate \$332,142 cash funds for the Administration, Personal Services line item.

<b>Staff Recommendation, Administration and Information Technology Personal Services line items, FY 2011-12</b>			
	<b>Dept 1331 Request</b>	<b>Staff 1331 Recomm.</b>	<b>Difference</b>
<b>Administration</b>			
Personal Services	\$332,142	\$327,160	(\$4,982)
<b>Information Technology</b>			
Personal Services	<u>760,041</u>	<u>748,640</u>	<u>(11,401)</u>
<b>Total</b>	<b>\$1,092,183</b>	<b>\$1,075,800</b>	<b>(\$16,383)</b>

	FY 2010-11	FY 2011-12	Fiscal Year 2011-12 Interim Supplemental		
	Approp	Appropriation	Requested Change	Recommended Change	New Total with Recommendation
<b>DEPARTMENT OF STATE</b>					
<b>Secretary of State - Scott Gessler</b>					
<b>Interim Supplemental #1 - Technical Corrections</b>					
<i>(1) Administration</i>					
Personal Services - Cash Funds	5,509,485	5,045,452	332,142	327,160	5,372,612
FTE	94.0	92.0	0.0	0.0	92.0
<i>(3) Information Technology Services</i>					
Personal Services - Cash Funds	3,197,313	2,133,755	760,041	748,640	2,882,395
FTE	31.1	29.9	0.0	0.0	29.9
<b>Total for Supplemental #1 - Cash Funds</b>	<b>8,706,798</b>	<b>7,179,207</b>	<b>1,092,183</b>	<b>1,075,800</b>	<b>8,255,007</b>
FTE	125.1	121.9	0.0	0.0	121.9
<b>Totals</b>					
DEPARTMENT OF STATE					
TOTALS for ALL Departmental line items					
Cash Funds	21,496,775	18,802,548	1,092,183	1,075,800	19,878,348
FTE	135.1	127.9	0.0	0.0	127.9