



MEMORANDUM

DATE	April 17, 2019
TO	Veterinary Medical Board
FROM	Jessica Sieferman, Executive Officer
SUBJECT	Agenda Item 16 C. Administrative/Budget Report

Administrative Report

The Board’s new Administrative/Licensing Manager, Moneel Singh, will audit all administrative staff duty statements to ensure current job duties are accurately captured. Mr. Singh and his administrative team will also focus on streamlining current administrative processes.

Expenditure Report and Fund Condition Status

The Board requested a budget augmentation for the Attorney General and the Office of Administrative Hearings costs in February 2019. Attached are projected expenditure reports through Fiscal Month 8 with and without the augmentation.

The fund condition with preliminary actuals are also attached.

Budget Activities

The Board’s inspection-related budget change proposal (BCP) in the Governor’s budget is currently moving through the legislative process. The Senate Budget Subcommittee 4 hearing is scheduled for April 4, 2019. Updates will be provided at the Board meeting.

VETERINARY MEDICAL BOARD - 0777
BUDGET REPORT
FY 2018-19 EXPENDITURE PROJECTION
Prelim FM 8

OBJECT DESCRIPTION	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19				
	ACTUAL	ACTUAL	ACTUAL	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	EXPENDITURES	ACT	EXPENDITURES	SPENT	TO YEAR END	BALANCE
	(MONTH 13)	(MONTH 13)	(Prelim 12)	2018	2/28/2019			
PERSONNEL SERVICES								
Salary & Wages (Staff)	993,433	1,019,574	992,880	1,143,000	725,310	63%	1,105,556	37,444
Statutory Exempt (EO)	90,636	94,812	101,102	82,000	64,496	79%	96,744	(14,744)
Temp Help Reg (Seasonals)		25,472	33,116	33,000	39,927	1	68,986	(35,986)
Board Member Per Diem	6,900	7,700	9,500	14,000	200	0%	9,600	4,400
Committee Members (DEC)	5,700	4,600	3,400	11,000	0	0%	7,400	3,600
Overtime	1,995	426	2,259	0	0	N/A	1,750	
Staff Benefits	610,044	666,328	679,391	741,000	458,855	62%	699,411	41,589
TOTALS, PERSONNEL SVC	1,708,708	1,818,912	1,821,648	2,024,000	1,288,788	64%	1,989,446	36,304
OPERATING EXPENSE AND EQUIPMENT								
General Expense	39,907	34,243	20,335	26,000	10,999	42%	16,499	9,502
Fingerprint Reports	520	512		6,000	291	0%	500	5,500
Minor Equipment	6,919	124	10,393	7,000	0	0%	1,000	6,000
Printing	19,795	26,881	43,491	18,000	44,781	249%	37,172	(19,172)
Communication	5,416	1,336	1,721	18,000	1,345	7%	2,018	15,983
Postage	28,278	23,402	28,498	26,000		0%	26,726	(726)
Insurance		20	6,280	0	0	0%	0	0
Travel In State	70,768	72,636	32,523	148,000	4,615	0%	58,642	89,358
Travel, Out-of-State	0	0	0	0	0	0%	0	0
Training	6,244	68		18,000	4,835	27%	6,200	11,800
Facilities Operations	114,242	117,554	120,058	102,000	80,783	79%	121,740	(19,740)
C & P Services - Interdept.	2		84	0	0	0%	0	0
C & P Services - External	227,251	257,713		148,000	83,003	56%	83,003	64,997
DEPARTMENTAL SERVICES (PRO RATA):								
Office of Information Services	453,708	488,657	506,000	487,000	324,667	67%	487,000	0
Admin/Exec	286,698	261,981	301,000	333,000	222,000	67%	333,000	0
Interagency Services					1,735	0%	2,100	(2,100)
IA w/ OPES	72,166	70,832	0	50,000	52,774	106%	52,774	(2,774)
DO I- Spec Ops (Internal)	6,882	6,439	7,000	10,000	6,667	67%	10,000	0
Communications Division	19,000	50,079	9,000	11,000	7,333	67%	11,000	0
Program Policy Review Division		1,308	47,000	39,000	26,000	67%	39,000	0
INTERAGENCY SERVICES:								
Consolidated Data Center	2,230	26	8,070	8,000	1	0%	50	7,950
DP Maintenance & Supply	10,884			0	0	0%	0	0
Information Technology	0	3,369	27,033	5,000	39,066	0%	28,500	(23,500)
EXAM EXPENSES:								
Exam Supplies				1,000	0	0%	0	1,000
Exam Freight				0	0	0%	0	0
Exam Site Rental				5,000	0	0%	0	5,000
C/P Svcs-External Expert Administrative	26,988			0	0	0%	0	0
C/P Svcs-External Expert Examiners		40,686	288,948	31,000	0	0%	0	31,000
C/P Svcs-External Subject Matter	55,341	36,688		0	23,528	0%	46,015	(46,015)
ENFORCEMENT:								
Attorney General	510,785	657,122	837,755	672,000	481,915	72%	804,055	(132,055)
Office Admin. Hearings	105,233	151,691	113,215	134,000	111,630		195,720	(61,720)
Court Reporters	6,043	9,363	59,601		16,287		35,000	(35,000)
Evidence/Witness Fees	173,628	162,244	124,067	163,000	64,272	39%	114,050	48,950
DOI - Investigations	617,594	825,796	522,000	549,000	366,000	67%	549,000	0
CI/Ext - Subject Matter Experts				0	122,866		170,476	(170,476)
Major Equipment								0
Other (Vehicle Operations)				3,000		0%	0	3,000
TOTALS, OE&E	2,866,522	3,300,770	3,114,072	3,018,000	2,097,393	69%	3,231,239	(213,239)
TOTAL EXPENSE	4,575,230	5,119,682	4,935,720	5,042,000	3,386,181	67%	5,220,685	(176,935)
Sched. Reimb. - External/Private		(5,640)		(11,000)	(2,820)		(11,000)	
Sched. Reimb. - Fingerprints				(15,000)	(134,697)		(15,000)	
Sched. Reimb. - Other	(3,525)		(4,225)					
Unsched. Reimb. - Other	(158,407)	(197,407)	(215,789)					
NET APPROPRIATION	4,413,298	4,916,635	4,715,706	5,016,000	3,248,664	65%	5,194,685	(176,935)
SURPLUS/(DEFICIT):								-3.5%

VETERINARY MEDICAL BOARD - 0777
BUDGET REPORT
FY 2018-19 EXPENDITURE PROJECTION
Prelim FM 8

OBJECT DESCRIPTION	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19				
	ACTUAL	ACTUAL	ACTUAL	BUDGET	CURRENT YEAR	PERCENT	PROJECTIONS	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	EXPENDITURES	ACT	EXPENDITURES	SPENT	TO YEAR END	BALANCE
	(MONTH 13)	(MONTH 13)	(Prelim 12)	2018	2/28/2019			
PERSONNEL SERVICES								
Salary & Wages (Staff)	993,433	1,019,574	992,880	1,143,000	725,310	63%	1,105,556	37,444
Statutory Exempt (EO)	90,636	94,812	101,102	82,000	64,496	79%	96,744	(14,744)
Temp Help Reg (Seasonals)		25,472	33,116	33,000	39,927	1	68,986	(35,986)
Board Member Per Diem	6,900	7,700	9,500	14,000	200	0%	9,600	4,400
Committee Members (DEC)	5,700	4,600	3,400	11,000	0	0%	7,400	3,600
Overtime	1,995	426	2,259	0	0	N/A	1,750	
Staff Benefits	610,044	666,328	679,391	741,000	458,855	62%	699,411	41,589
TOTALS, PERSONNEL SVC	1,708,708	1,818,912	1,821,648	2,024,000	1,288,788	64%	1,989,446	36,304
OPERATING EXPENSE AND EQUIPMENT								
General Expense	39,907	34,243	20,335	26,000	10,999	42%	16,499	9,502
Fingerprint Reports	520	512		6,000	291	0%	500	5,500
Minor Equipment	6,919	124	10,393	7,000	0	0%	1,000	6,000
Printing	19,795	26,881	43,491	18,000	44,781	249%	37,172	(19,172)
Communication	5,416	1,336	1,721	18,000	1,345	7%	2,018	15,983
Postage	28,278	23,402	28,498	26,000		0%	26,726	(726)
Insurance		20	6,280	0	0	0%	0	0
Travel In State	70,768	72,636	32,523	148,000	4,615	0%	58,642	89,358
Travel, Out-of-State	0	0	0	0	0	0%	0	0
Training	6,244	68		18,000	4,835	27%	6,200	11,800
Facilities Operations	114,242	117,554	120,058	102,000	80,783	79%	121,740	(19,740)
C & P Services - Interdept.	2		84	0	0	0%	0	0
C & P Services - External	227,251	257,713		148,000	83,003	56%	83,003	64,997
DEPARTMENTAL SERVICES (PRO RATA):								
Office of Information Services	453,708	488,657	506,000	487,000	324,667	67%	487,000	0
Admin/Exec	286,698	261,981	301,000	333,000	222,000	67%	333,000	0
Interagency Services					1,735	0%	2,100	(2,100)
IA w/ OPES	72,166	70,832	0	50,000	52,774	106%	52,774	(2,774)
DO I- Spec Ops (Internal)	6,882	6,439	7,000	10,000	6,667	67%	10,000	0
Communications Division	19,000	50,079	9,000	11,000	7,333	67%	11,000	0
Program Policy Review Division		1,308	47,000	39,000	26,000	67%	39,000	0
INTERAGENCY SERVICES:								
Consolidated Data Center	2,230	26	8,070	8,000	1	0%	50	7,950
DP Maintenance & Supply	10,884			0	0	0%	0	0
Information Technology	0	3,369	27,033	5,000	39,066	0%	28,500	(23,500)
EXAM EXPENSES:								
Exam Supplies				1,000	0	0%	0	1,000
Exam Freight				0	0	0%	0	0
Exam Site Rental				5,000	0	0%	0	5,000
C/P Svcs-External Expert Administrative	26,988			0	0	0%	0	0
C/P Svcs-External Expert Examiners		40,686	288,948	31,000	0	0%	0	31,000
C/P Svcs-External Subject Matter	55,341	36,688		0	23,528	0%	46,015	(46,015)
ENFORCEMENT:								
Attorney General	510,785	657,122	837,755	806,000	481,915	60%	804,055	1,945
Office Admin. Hearings	105,233	151,691	113,215	196,000	111,630		195,720	280
Court Reporters	6,043	9,363	59,601		16,287		35,000	(35,000)
Evidence/Witness Fees	173,628	162,244	124,067	163,000	64,272	39%	114,050	48,950
DOI - Investigations	617,594	825,796	522,000	549,000	366,000	67%	549,000	0
CI/Ext - Subject Matter Experts				0	122,866		170,476	(170,476)
Major Equipment								0
Other (Vehicle Operations)				3,000		0%	0	3,000
TOTALS, OE&E	2,866,522	3,300,770	3,114,072	3,214,000	2,097,393	65%	3,231,239	(17,239)
TOTAL EXPENSE	4,575,230	5,119,682	4,935,720	5,238,000	3,386,181	65%	5,220,685	19,065
Sched. Reimb. - External/Private								
Sched. Reimb. - Fingerprints		(5,640)		(11,000)	(2,820)		(11,000)	
Sched. Reimb. - Other	(3,525)		(4,225)	(15,000)	(134,697)		(15,000)	
Unsched. Reimb. - Other	(158,407)	(197,407)	(215,789)					
NET APPROPRIATION	4,413,298	4,916,635	4,715,706	5,212,000	3,248,664	62%	5,194,685	19,065
SURPLUS/(DEFICIT):								0.4%

0777 - Veterinary Medical Board

Analysis of Fund Condition

Prepared April 1, 2019

(Dollars in Thousands)

Gov Budget	Preliminary Actuals 2017-18	CY 2018-19	BY 2019-20
BEGINNING BALANCE	\$ 1,822	\$ 745	\$ 936
Prior Year Adjustment	\$ -	\$ -	
Adjusted Beginning Balance	<u>\$ 1,822</u>	<u>\$ 745</u>	<u>\$ 936</u>
REVENUES AND TRANSFERS			
Revenues:			
4129200 Other regulatory fees	\$ 86	\$ 91	\$ 91
4129400 Other regulatory licenses and permits	\$ 1,448	\$ 1,402	\$ 1,429
4127400 Renewal fees	\$ 2,830	\$ 4,037	\$ 4,276
4121200 Delinquent fees	\$ 16	\$ 22	\$ 22
4163000 Income from surplus money investments	\$ 13	\$ 9	\$ 10
Totals, Revenues	<u>\$ 4,393</u>	<u>\$ 5,561</u>	<u>\$ 5,828</u>
Totals, Revenues and Transfers	<u>\$ 4,393</u>	<u>\$ 5,561</u>	<u>\$ 5,828</u>
Totals, Resources	<u>\$ 6,215</u>	<u>\$ 6,306</u>	<u>\$ 6,764</u>
EXPENDITURES			
Disbursements:			
1111 Program Expenditures (S/O)	\$ 5,108	\$ 5,016	\$ 5,237
8880 Financial Information System for California (S/O)	\$ 6	\$ -	\$ -1
9892 Supplemental Pension Payments	\$ -	\$ 37	\$ 80
9990 Statewide Pro Rata	\$ 356	\$ 317	\$ 275
Total Disbursements	<u>\$ 5,470</u>	<u>\$ 5,370</u>	<u>\$ 5,591</u>
FUND BALANCE			
Reserve for economic uncertainties	<u>\$ 745</u>	<u>\$ 936</u>	<u>\$ 1,173</u>
Months in Reserve	1.7	2.0	2.5