

Dept:	Human Services 2610	54	DANE COUNTY			Fund Name:	2610
Prgm:	HS Administration	301/39				Fund No:	2610

Mission:

Administration provides policy development, general management, program planning and evaluation, budgeting, fiscal services, information system oversight, and general administrative support for the Department.

Description:

The Administrative Unit reports to the Director and is responsible for Department-wide policy and management. Staff functions assure efficient day-to-day operations of the Department. Functions include planning, budgeting, information systems, and overall fiscal and clerical support. The Unit is also responsible for all fiscal contract management, State financial reporting, and collections. Additionally, the Unit includes personnel management oversight, facilities management, equal opportunities oversight, planning and policy coordination for Department staff.

	Actual 2019	Adopted 2020	2019 Carry Forward	Board Transfers	Budget As Modified	2020 YTD	Estimated 2020	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$4,248,159	\$4,677,500	\$0	\$0	\$4,677,500	\$1,330,268	\$4,677,500	\$5,511,080
Operating Expenses	\$479,576	\$592,224	\$35,594	\$0	\$627,818	\$986,364	\$627,818	\$544,136
Contractual Services	\$15,865,643	\$12,396,825	\$181,265	\$0	\$12,578,090	\$1,411,005	\$12,578,090	\$9,157,665
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,593,378	\$17,666,549	\$216,859	\$0	\$17,883,408	\$3,727,637	\$17,883,408	\$15,212,881
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$6,407,429	\$6,254,688	\$0	\$0	\$6,254,688	\$873,058	\$6,254,688	\$6,571,732
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$13,911	\$12,100	\$0	\$1,000	\$13,100	\$3,258	\$13,100	\$12,100
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$32,885	\$0	\$0	\$0	\$0	\$2,589	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$6,454,224	\$6,266,788	\$0	\$1,000	\$6,267,788	\$878,904	\$6,267,788	\$6,583,832
GPR SUPPORT	\$14,139,154	\$11,399,761			\$11,615,620			\$8,629,049
F.T.E. STAFF	37.000	39.500					39.500	46.000

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DI#	2021 Base	Net Decision Items							2021 Requested Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personnel Costs	\$4,793,300	\$0	\$0	\$0	\$607,400	\$110,380	\$0	\$0	\$5,511,080	
Operating Expenses	\$592,224	\$0	\$0	(\$63,486)	(\$1,500)	\$16,898	\$0	\$0	\$544,136	
Contractual Services	\$8,981,525	\$0	\$0	\$0	\$0	\$176,140	\$0	\$0	\$9,157,665	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$14,367,049	\$0	\$0	(\$63,486)	\$605,900	\$303,418	\$0	\$0	\$15,212,881	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$6,254,688	\$0	\$0	\$0	(\$45,347)	\$362,391	\$0	\$0	\$6,571,732	
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Charges for Services	\$12,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,100	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$6,266,788	\$0	\$0	\$0	(\$45,347)	\$362,391	\$0	\$0	\$6,583,832	
GPR SUPPORT	\$8,100,261	\$0	\$0	(\$63,486)	\$651,247	(\$58,973)	\$0	\$0	\$8,629,049	
F.T.E. STAFF	39.500	0.000	0.000	0.000	6.500	0.000	0.000	0.000	46.000	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE			Expenditures	Revenue	GPR Support
2021 BUDGET BASE			\$14,367,049	\$6,266,788	\$8,100,261
DI #	HUMN-ADMN-1	THERE IS NO DECISION ITEM			
DEPT			\$0	\$0	\$0
EXEC					\$0
ADOPTED					\$0
NET DI # HUMN-ADMN-1			\$0	\$0	\$0

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NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	HUMN-ADMN-2	THERE IS NO DECISION ITEM			
DEPT			\$0	\$0	\$0
EXEC					\$0
ADOPTED					\$0
NET DI # HUMN-ADMN-2			\$0	\$0	\$0
DI #	HUMN-ADMN-3	Contractually Obligated Increases			
DEPT	This decision accounts for any contractually obligated contract increases along with funding recommendations where appropriate. This includes rent, telephone, annual software and catered meals cost to continue expense. Telephone, Internet and Utility costs allocated to this program are reduced for a net levy savings of (\$63,486).		(\$63,486)	\$0	(\$63,486)
EXEC					\$0
ADOPTED					\$0
NET DI # HUMN-ADMN-3			(\$63,486)	\$0	(\$63,486)
DI #	HUMN-ADMN-4	Reallocations and Transfers			
DEPT	This decision item reflects reallocation of expenditures, expenditure/revenue adjustments and/or positions between orgs resulting from operational changes, resolutions or fund transfers made in 2020 that are continuing in 2021. Personnel and operating reallocations in this program increase levy by \$651,247. There is zero levy impact department-wide.		\$605,900	(\$45,347)	\$651,247
EXEC					\$0
ADOPTED					\$0
NET DI # HUMN-ADMN-4			\$605,900	(\$45,347)	\$651,247

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DI #	HUMN-ADMN-5	Other/New Expenditures and/or Revenue Changes			
DEPT	This decision includes an increase of \$110,380 for an LTE Internship program, \$45,000 for staff professional development and diversity training, \$141,100 for system improvements and \$6,938 in cost to continue to support the development and distribution of the annual report. Net administrative revenue is increased by \$362,291 for a total levy savings of (\$58,973).		\$303,418	\$362,391	(\$58,973)
EXEC					\$0
ADOPTED					\$0
	NET DI #	HUMN-ADMN-5	\$303,418	\$362,391	(\$58,973)

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2021 REQUESTED BUDGET			\$15,212,881	\$6,583,832	\$8,629,049
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