



MEMORANDUM

AGENDA ITEM #8c)1

DATE: FEBRUARY 7, 2011

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: CURRENT CONDITIONS REPORT - DETAILED ANALYSIS OF EXPENSES

As promised, this is the second part of our current conditions report on Council operations. Last month we presented an assessment of our revenue picture for this year, and this month we have added an evaluation of our expenditures. As you can see, our expenditures are relatively typical for an agency such as ours. Our expenditure rate is on target. I have looked into the detail behind some of these figures, and found nothing unusual. This coincides with the findings of our auditor which are reported on this agenda.

As with our revenues, we will carefully monitor our expenditures during this first half of the year until we are more certain of our revenue picture. I will keep you apprised of our progress as time goes on.

Expense Category	FY 2010-11 Budget	% of Total	Expended as of 12/10	% Expended
Salaries and Leave	\$1,536,000	50.3%	\$298,733	19.4%
Fringe Benefits	\$460,800	15.1%	\$94,388	20.5%
Occupancy	\$300,000	9.8%	\$98,709	32.9%
Equipment/furniture	\$2,000	0.1%	\$0	0.0%
Office Automation	\$48,000	1.6%	\$14,687	30.6%
Supplies	\$12,000	0.4%	\$3,363	28.0%
Communication/postage	\$18,000	0.6%	\$1,929	10.7%
Printing/Advert./Notices	\$5,000	0.2%	\$998	20.0%
Travel	\$30,000	1.0%	\$5,747	19.2%
Professional Devel./Memberships	\$33,000	1.1%	\$7,363	22.3%
Insurance	\$20,000	0.7%	\$7,427	37.1%
Misc. Expenses	\$15,000	0.5%	\$3,371	22.5%
Non-recurring Professional Expenses (incl. pass thru)	\$442,400	14.5%	\$55,765	12.6%
Legal Services	\$75,000	2.5%	\$19,282	25.7%
RLF legal services	\$20,000	0.7%	\$1,259	6.3%
Financial Services	\$36,000	1.2%	\$24,000	66.7%
RLF legal services			-\$26	
Total	\$3,053,200	100.0%	\$636,995	20.9%