

# FY2019 Mid-Year Budget Review

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## Public Administrator - 1390

**Objective:** Update on FY2019 Goals and Objectives, review FY2019 YTD budget, FY2019 year-end projections and discuss challenges and opportunities impacting the FY2020 budget.

### I. Comparison of YTD budget (as of 5/30/2019) vs expense projections with explanations for major variances and corrective action steps

Operating Expenses	FY 2019 YTD Budget	FY2019 YTD Actuals	\$ Variance	% Variance
Personnel	\$537,271	\$487,529	\$49,742	-9%
Contractual Services	\$49,023	\$43,299	\$5,724	-12%
Supplies and Materials	\$2,504	\$1,885	\$620	-25%
Operations and Maintenance	\$32,818	\$41,195	(\$8,377)	26%
Capital Expenditures	-		-	
Rental and Leasing	\$14,656	\$16,194	(\$1,538)	10%
Contingencies and Special Purposes	-	-	-	
Total	\$636,271	\$590,102	\$46,169	-7%

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## II. Comparison of YTD budget (as of 5/20/2019) vs revenue projections (if applicable) with explanations for major variances and corrective action steps

Revenue	FY 2019 YTD Budget	FY2019 YTD Actuals	\$ Variance	% Variance
Public Administrator	\$600,000	\$673,448	\$73,448	-11%

## III. Year-End Projections (How do you believe you will end the year?)

Revenue	FY 2019 Adopted Budget	FY2019 Year End Estimate	\$ Variance	% Variance
Public Administrator	\$1,200,000	\$1,304,030	\$104,030	-8%

Operating Expenses	FY 2019 Adopted Budget	FY2019 Year End Estimate	\$ Variance	% Variance
Personnel	\$1,110,516	\$1,088,144	\$22,372	-2%
Contractual Services	\$108,049	\$106,119	\$1,930	-2%
Supplies and Materials	\$5,185	\$4,463	\$722	-14%
Operations and Maintenance	\$62,385	\$60,389	\$1,996	-3%
Capital Expenditures	-	-	-	
Rental and Leasing	\$32,105	\$31,821	\$284	-1%
Contingencies and Special Purposes	-	-	-	
Total	\$1,318,240	\$1,290,936	\$27,304	-2%

The Office of the Public Administrator estimates a return of \$1,405,644 in fees, interest, and costs by the end of FY2019 (108% of appropriated budget). From the estates probated by the Office in FY2019 to date, we have distributed \$12,560,108 to heirs and beneficiaries.

We note that the amount of revenue returned by the Office of the Public Administrator to the County is a function of the number of estates probated by the Office, the size of the assets of those estates, and whether known heirs exist and can be located. These limitations are always a challenge for the office, but we note that the number of estates investigated administered year-over-year by the Public Administrator has remained consistent.

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The only budgetary increases listed above reflect rising costs of rent and operations/maintenance of the office. The Office has endeavored to keep all other line items at a minimum to offset these increases, but we note that this is an accounting item rather than a spending increase because the funds recirculate into the County treasury and are not actually expended.

## **IV. Challenges/Opportunities to be addressed in FY2020 budget**

The Office of the Public Administrator is consistently revising policies and procedures to be as efficient as possible. We have streamlined estate tax returns by filing and saving returns electronically, thus reducing postage and copying expenses. In addition, we have fully adopted e-filing with the County Clerk's Office, saving on printing expenses. Finally, we have begun a process to determine whether unclaimed property remains with the State Treasurer for estates administered by the Office in the previous 20-year period. To date, the Office has identified and recovered \$1,135,744 and is in the process of probating those assets.