MEMO

DATE: July 12, 2007

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: CFO Monthly Report for May 2007

Accounting

The Accounting Division initiated meetings with effected staff on the development of a new work breakdown structure (WBS). Under the new structure, budgetary control will reside at the project and account level instead of WBS level.

The Repo Sweep investment account became operational. We are now earning 3.75% per annum on previously uninvested checking account balances.

The Finance Department prepared a Balanced Scorecard reporting format to be used as a tool to evaluate working unit performance. It could serve as a prototype for other units in SCAG.

Budget and Grants (B & G)

The Final 07-08 OWP was approved by the RC at the May meeting. Budget and Grants Division, (B & G), began establishing the FY 07-08 OWP, Indirect (IC) and General Fund (GF) budgets in SCAG's financial management system, SAP.

The FY 06-07 3rd Quarter progress report meeting was conducted with Caltrans in early May. Planning as well as some programming activities continued with ISD staff in developing the new consolidated budget development system. The B & G staff also provided the Contracts Division section with Sub regional project budget information for the completion of the Continuing Cooperative Agreements.

Budget Training Sessions for project managers were conducted in late May and B & G continued to provide technical assistance to staff on OWP, contract budget and grant issues.

Grant development work was completed in collaboration with program staff and local transit agencies for submittal of a federal funding request for Bus and Bus Facilities Discretionary monies. On an ongoing basis, opportunities for grant funds were reviewed and analyzed.

MEMO

Contracts:

The Contracts Division awarded 3 contracts, issued 15 contract amendments, issued 1 Request for Proposal. Contract's staff also completed issuing Continuing Cooperative Agreements to all sub regions to support FY 2008 work plans. Stop work notices were issued for FY07 contracts in preparation for annual contract closeout activities. Staff also began preparing contract amendments for work continuing into the new fiscal year and began RFP preparation for new work planned at the beginning of the new fiscal year funding cycle.

Submitted by:

Chief Financial Officer

Southern California Association of Governments
Total Budget vs. Actual Expenditures and Encumbrances
For the Eleven Months Ending May 31, 2007

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	$15,293,452	$356,815	$ 35,000	$15,685,267	$12,574,129	$ 250,091	$2,861,047	18%
Consultants & Professional Services	17,799,082	1,039,755	$ (25,000)	18,813,837	5,391,528	10,614,786	$2,807,523	15%
Sub Region Consultants & Staff Projects	4,268,112	(180,000)	$ (10,000)	4,078,112	505,885	3,229,638	$342,589	8%
Direct & Indirect Costs	5,379,519	(335,259)	$ -	5,044,260	3,595,082	932,479	$516,699	10%
All Other	3,875,094	1,104,580	$ -	4,979,674	1,266,548	-	$3,713,126	75%
Total	**$ 46,615,259**	**$ 1,985,891**	**$ -**	**$ 48,601,150**	**$ 23,333,172**	**$ 15,026,994**	**$ 10,240,984**	**21%**

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006.
4) OWP Admin Amend 3 approved by Caltrans on March 15, 2007.
5) OWP Admin Amend 4 approved by Caltrans on March 27, 2007.
6) General Fund budget changes due to RHNA staff and travel.

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Southern California Association of Governments
General Fund Budget vs. Actual Expenditures and Encumbrances
For the Eleven Months Ending May 31, 2007

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	$100,000	$ 365,001	$ 35,000	$ 500,001	$605,915	$ -	($105,914)	-21%
Consultant and Professional Services	513,050	25,000	(25,000)	513,050	246,743	229,265	$37,042	7%
Regional Council (RC) Support	304,800	45,000	(10,000)	339,800	204,667	19,753	$115,380	34%
RC Special Projects and Sponsorships	109,800	(10,000)	-	99,800	35,123	52,500	$12,177	12%
All other Budget Categories	493,953	(425,000)	-	68,953	31,851	-	$37,102	54%
Total	**$ 1,521,603**	**$ 1**	**$ -**	**$ 1,521,604**	**$ 1,124,299**	**$ 301,518**	**$ 95,787**	**6%**

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.

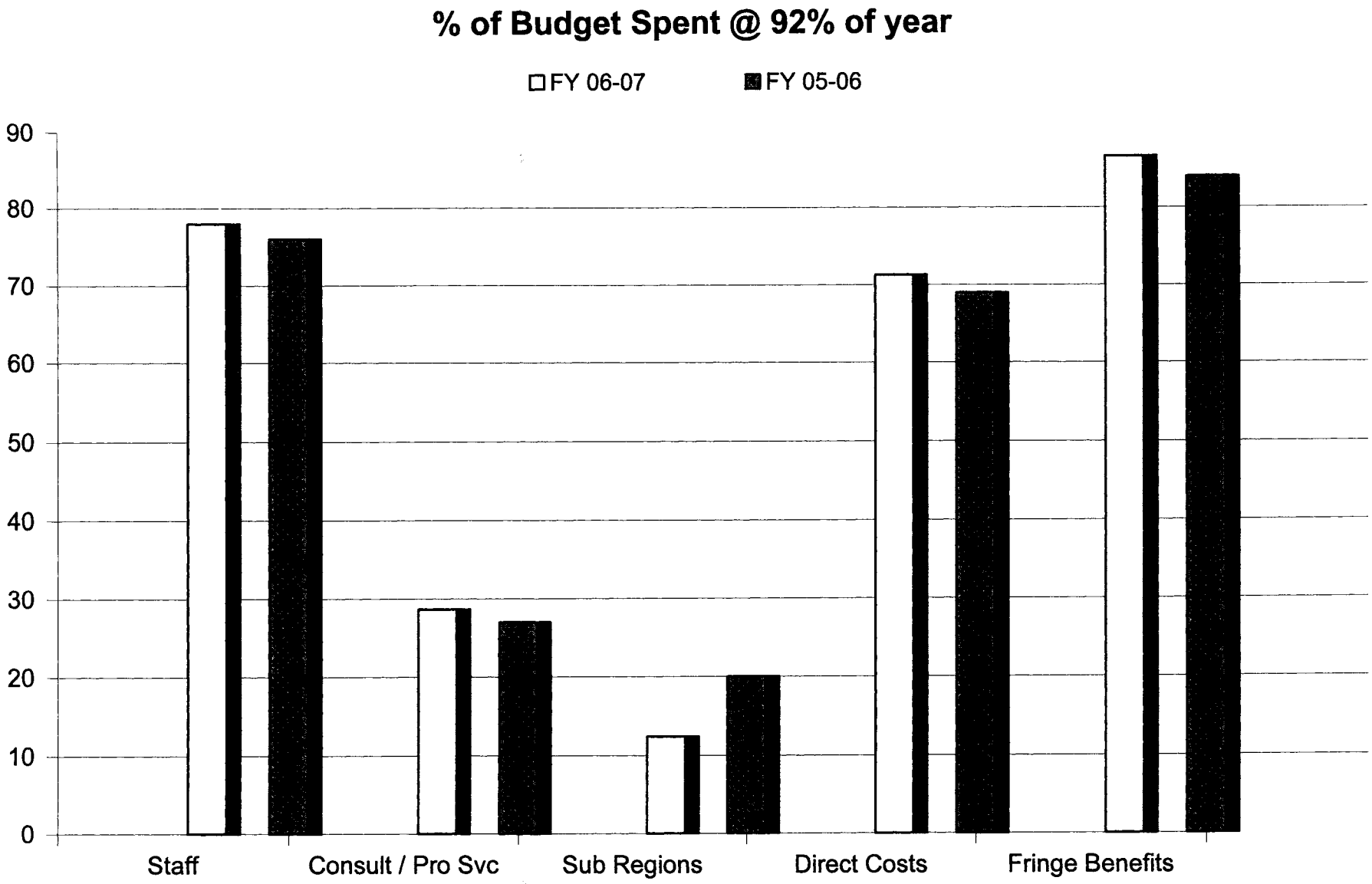
Budget v. Actual and Encumbrances
Through May 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru May	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	10,605,287	276,815	10,882,102	8,444,052	2,438,050	78%	-	8,444,052	2,438,050	78%
Temporary Help	395,920	80,000	475,920	412,539	63,381	87%	250,091	662,630	(186,710)	139%
	11,001,207	**356,815**	**11,358,022**	**8,856,591**	**2,501,431**	**78%**	**250,091**	**9,106,682**	**2,251,340**	**80%**
Consultant / Professional Services										
SCAG Consultant	17,254,082	1,009,255	18,263,337	5,242,481	13,020,856	29%	10,311,306	15,553,787	2,709,550	85%
Legal Services	535,000	35,000	570,000	146,047	423,953	26%	284,237	430,284	139,716	75%
Professional Services	10,000	(4,500)	5,500	3,000	2,500	55%	19,243	22,243	(16,743)	404%
	17,799,082	**1,039,755**	**18,838,837**	**5,391,528**	**13,447,309**	**29%**	**10,614,786**	**16,006,314**	**2,832,523**	**85%**
Sub Regions										
Subregional Consultant	3,021,696	(75,058)	2,946,638	416,253	2,530,385	14%	2,175,852	2,592,105	354,533	88%
Subregional Staff Projects	1,246,416	(104,942)	1,141,474	89,632	1,051,842	8%	1,053,786	1,143,418	(1,944)	100%
	4,268,112	**(180,000)**	**4,088,112**	**505,885**	**3,582,227**	**12%**	**3,229,638**	**3,735,523**	**352,589**	**91%**
Direct Costs										
Internet Access Fees	3,000	-	3,000	2,161	839	72%	917	3,078	(78)	103%
Software Support	506,363	(80,000)	426,363	120,807	305,556	28%	12,375	133,182	293,181	31%
Hardware Support	57,000	-	57,000	49,798	7,202	87%	11,373	61,171	(4,171)	107%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	31,923	(1,923)	106%	6,529	38,452	(8,452)	128%
Office Rent - Main Office	1,200,807	-	1,200,807	1,275,354	(74,547)	106%	110,262	1,385,616	(184,809)	115%
Office Rent - Satellite Office	56,000	-	56,000	53,701	2,299	96%	-	53,701	2,299	96%
Equipment Leases	511,247	-	511,247	419,801	91,446	82%	54,069	473,870	37,377	93%
Equipment Repairs	34,730	-	34,730	13,930	20,800	40%	6,037	19,967	14,763	57%
Insurance	183,985	-	183,985	181,775	2,210	99%	-	181,775	2,210	99%
Payroll and Bank Process Fee	34,500	-	34,500	21,515	12,985	62%	-	21,515	12,985	62%
Office Supplies	115,500	-	115,500	108,441	7,059	94%	90,225	198,666	(83,166)	172%
Office Maintenance	-	-	-	-	-	0%	-	-	0	0%
Small Office Purchase	496,095	-	496,095	177,810	318,285	36%	341,249	519,059	(22,964)	105%
Telephone Charges	90,526	-	90,526	70,023	20,503	77%	140	70,163	20,363	78%
Postage and Delivery	82,000	-	82,000	50,940	31,060	62%	29,187	80,127	1,873	98%
SCAG Memberships	97,814	-	97,814	80,104	17,710	82%	-	80,104	17,710	82%
Professional Memberships	10,980	-	10,980	4,964	6,016	45%	3,309	8,273	2,707	75%
Resource Materials and Subs	43,550	-	43,550	141,999	(98,449)	326%	85,897	227,896	(184,346)	523%
Depreciation - Furniture	5,000	-	5,000	8,695	(3,695)	174%	-	8,695	(3,695)	174%
Depreciation - Computer	40,000	-	40,000	33,990	6,010	85%	-	33,990	6,010	85%
Amortization Lease	0	-	0	1,722	(1,722)	0%	-	1,722	(1,722)	0%
Capital Outlay	44,000	(44,000)	0	-	0	0%	-	0	0	0%
Recruitment Notices	25,000	-	25,000	11,255	13,745	45%	12,047	23,302	1,698	93%
Public Notices	65,000	(8,000)	57,000	1,022	55,978	2%	6,040	7,062	49,938	12%
Staff Training	181,000	107,500	288,500	142,385	146,115	49%	31,004	173,389	115,111	60%
RC & Committee Meetings	22,000	-	22,000	13,112	8,888	60%	11,130	24,242	(2,242)	110%
RC Retreat	17,500	-	17,500	14,800	2,700	85%	200	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	20,400	(2,900)	117%	5,455	25,855	(8,355)	148%

Budget v. Actual and Encumbrances
Through May 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru May	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Other Meeting Expense	46,500	47,400	93,900	28,919	64,981	31%	30,767	59,686	34,214	64%
Miscellaneous	168,583	6,141	174,724	18,853	155,871	11%	5,954	24,807	149,917	14%
RC Meeting Stipends	130,000	-	130,000	98,455	31,545	76%	-	98,455	31,545	76%
Letter of Credit Interest	75,000	(34,161)	40,839	5,000	35,839	12%	-	5,000	35,839	12%
Caltrans Rapid Pay Fees	1,000	-	1,000	900	100	90%	-	900	100	90%
Cash Contributions to Projects	346,839	(346,839)	0	(1,574)	1,574	0%	-	(1,574)	1,574	0%
Printing	190,000	6,500	196,500	66,210	130,290	34%	25,463	91,673	104,827	47%
Travel	305,400	20,200	325,600	225,125	100,475	69%	-	225,125	100,475	69%
Travel - Lod > Per Diem	3,000	-	3,000	5,442	(2,442)	181%	-	5,442	(2,442)	181%
Travel - Event Registration	28,800	-	28,800	60,202	(31,402)	209%	350	60,552	(31,752)	210%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
RC Special Projects	18,000	-	18,000	10,824	7,176	60%	50,000	60,824	(42,824)	338%
RC Sponsorships	91,800	(10,000)	81,800	24,299	57,501	30%	2,500	26,799	55,001	33%
	5,379,519	**(335,259)**	**5,044,260**	**3,595,082**	**1,449,178**	**71%**	**932,479**	**4,527,561**	**516,699**	**90%**
Fringe Benefits										
Vacation Accrual Reconciliatio	-	-	-	0	0	0%	-	0	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0	0%
Compensation Awards	-	-	-	7,539	(7,539)	0%	-	7,539	(7,539)	0%
Retirement - PERS	1,958,949	-	1,958,949	1,427,203	531,746	73%	-	1,427,203	531,746	73%
Retirement - PARS	58,045	-	58,045	285,687	(227,642)	492%	-	285,687	(227,642)	492%
Health Insurance	1,185,855	(260,000)	925,855	785,735	140,120	85%	-	785,735	140,120	85%
Dental Insurance	117,067	-	117,067	81,030	36,037	69%	-	81,030	36,037	69%
Vision Insurance	39,159	-	39,159	24,623	14,536	63%	-	24,623	14,536	63%
Life Insurance	95,000	-	95,000	81,577	13,423	86%	-	81,577	13,423	86%
Medical & Dental Cash Rebate	240,000	260,000	500,000	514,022	(14,022)	103%	-	514,022	(14,022)	103%
Medicare Tax	157,977	-	157,977	123,010	34,967	78%	-	123,010	34,967	78%
Tuition Reimbursements	5,000	-	5,000	4,000	1,000	80%	-	4,000	1,000	80%
Bus Passes	23,250	(12,500)	10,750	12,021	(1,271)	112%	-	12,021	(1,271)	112%
Carpool Reimbursements	4,120	-	4,120	2,590	1,530	63%	-	2,590	1,530	63%
Bus Passes - Taxable	54,000	12,500	66,500	61,058	5,442	92%	-	61,058	5,442	92%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	2,178	99%
Misc. Employee Benefits	11,923	-	11,923	(6,457)	18,380	-54%	-	(6,457)	18,380	-54%
Unemployment Insurance	25,000	-	25,000	7,178	17,822	29%	-	7,178	17,822	29%
Deferred Comp Match	76,500	-	76,500	68,608	7,892	90%	-	68,608	7,892	90%
Benefit Administration Fees	3,500	-	3,500	3,392	108	97%	-	3,392	108	97%
	4,292,245	**-**	**4,292,245**	**3,717,538**	**574,707**	**87%**	**-**	**3,717,538**	**574,707**	**87%**
Other										
Soft Match Contributions	4,025,853	203,136	4,228,989	1,098,273	3,130,716	26%	-	1,098,273	3,130,716	26%
Exp - Local cash	165,625	148,212	313,837	168,275	145,562	54%	-	168,275	145,562	54%
Reconcile to Burden	(316,384)	753,232	436,848	0	436,848	0%	-	0	436,848	0%
	3,875,094	**1,104,580**	**4,979,674**	**1,266,548**	**3,713,126**	**25%**	**0**	**1,266,548**	**3,713,126**	**25%**
Grand totals:	**46,615,259**	**1,985,891**	**48,601,150**	**23,333,172**	**25,267,978**	**48%**	**15,026,994**	**38,360,166**	**10,240,984**	**79%**

Southern California Association of Governments
Agency Wide Comparison



Agencywide Year over Year Comp

Budget v. Actual and Encumbrances
General Fund Only
Through May 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru May	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	31,264	113,156	144,420	184,524	(40,104)	128%	-	184,524	(40,104)	128%
Fringe Burden	17,239	62,394	79,633	107,427	(27,794)	135%	-	107,427	(27,794)	135%
Indirect Burden	51,497	189,451	240,948	313,964	(73,016)	130%	-	313,964	(73,016)	130%
	100,000	**365,001**	**465,001**	**605,915**	**(140,914)**	**130%**	**-**	**605,915**	**(140,914)**	**130%**
Consultant / Professional Services										
SCAG Consultant	313,050	25,000	338,050	225,345	112,705	67%	85,662	311,007	27,043	92%
Legal Services	200,000	-	200,000	21,398	178,602	11%	143,603	165,001	34,999	83%
Professional Services	-	-	-	-	-	0%	-	-	-	0%
	513,050	**25,000**	**538,050**	**246,743**	**291,307**	**46%**	**229,265**	**476,008**	**62,042**	**88%**
Regional Council Support										
TRAINING	25,000	25,000	50,000	-	50,000	0%	-	-	50,000	0%
RC & Committee Meetings	22,000	-	22,000	12,959	9,041	59%	10,465	23,424	(1,424)	106%
RC Retreat	17,500	-	17,500	14,800	2,700	85%	200	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	20,401	(2,901)	117%	5,455	25,856	(8,356)	148%
Other Meeting Expense	20,000	10,000	30,000	3,118	26,882	10%	3,237	6,355	23,645	21%
Miscellaneous	21,500	-	21,500	6,565	14,935	31%	396	6,961	14,539	32%
RC Meeting Stipends	130,000	-	130,000	98,455	31,545	76%	-	98,455	31,545	76%
Travel	40,800	10,000	50,800	39,881	10,919	79%	-	39,881	10,919	79%
Travel - Lod. > Per Diem	3,000	-	3,000	5,117	(2,117)	171%	-	5,117	(2,117)	171%
Travel - Event Registration	4,000	-	4,000	3,371	629	84%	-	3,371	629	84%
AMPO Board Expense	-	-	-	-	-	0%	-	-	-	0%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
	304,800	**45,000**	**349,800**	**204,667**	**145,133**	**59%**	**19,753**	**224,420**	**125,380**	**64%**
RC Special Projects and Sponsorships										
RC Special Projects	18,000	-	18,000	10,824	7,176	60%	50,000	60,824	(42,824)	338%
RC Sponsorships	91,800	(10,000)	81,800	24,299	57,501	30%	2,500	26,799	55,001	33%
	109,800	**(10,000)**	**99,800**	**35,123**	**64,677**		**52,500**	**87,623**	**12,177**	
All Other Budget Categories										
Payroll Bank Fees	4,500	-	4,500	4,664	(164)	104%	-	4,664	(164)	104%
Office Supplies	-	-	-	247	(247)	0%	-	247	(247)	0%
SCAG Memberships	22,614	-	22,614	22,614	-	100%	-	22,614	-	100%
Capital Outlay	44,000	(44,000)	-	-	-	0%	-	-	-	0%
Recruitment Notice	-	-	-	-	-	0%	-	-	-	0%
Letter of Credit Interest	75,000	(34,161)	40,839	5,000	35,839	12%	-	5,000	35,839	12%
Caltrans Rapid Pay Fees	1,000	-	1,000	900	100	90%	-	900	100	90%
Cash Contributions to Projects	346,839	(346,839)	-	(1,574)	1,574	0%	-	(1,574)	1,574	0%
	493,953	**(425,000)**	**68,953**	**31,851**	**37,102**	**46%**	**-**	**31,851**	**37,102**	**46%**
Grand totals:	**1,521,603**	**1**	**1,521,604**	**1,124,299**	**397,305**	**74%**	**301,518**	**1,425,817**	**95,787**	**94%**