

Purchasing and Contracting



Page Intentionally Left Blank

Purchasing and Contracting



Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), that are not related to construction or Architecture and Engineering consulting. In addition, the Department manages the Central Stores, Living Wage, Equal Opportunity Contracting (EOC), Administrative Hearings, and programs, as well as overseeing the City's Animal Services contract. Purchasing & Contracting programs provide important services to other City departments and residents including:

- Providing oversight to the City's goods, services, and consulting contracting services,
- Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse,
- Ensuring compliance with the City's Living Wage Ordinance through oversight of contract requirements, complaint investigations, and proactive contract reviews,
- Monitoring and enforcing equal opportunity and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers,
- Overseeing the City's administrative appeals process for numerous Departments,
- Supporting the City's printing and publishing service requests.

The vision is:

Purchasing & Contracting staff strive to provide responsive customer service for internal (City departments) and external (bidders and proposers) clients and customers.

The mission is:

The Purchasing & Contracting Department administers the City's centralized procurement and materials management function to ensure the availability of supplies, equipment, and services to meet the City's operational needs. The Department establishes and manages procurement standards that meet or exceed City, State, or federal regulations and requirements.

Purchasing and Contracting

Goals and Objectives

Goal 1: *Provide quality goods and services in a fiscally responsible manner*

Goal 2: *Ensure equality, non-discrimination, and compliance in the procurement of City contracts*

Goal 3: *Make sure the Living Wage Ordinance, including compliance requirements, are understood and met*

Goal 4: *Use best practices in the delivery of procured goods and services*

Key Performance Indicators

Performance Indicator	FY2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target
Average number of days to award a contract	66	73	66	131	1
Percentage of contracts, based on total dollar value, awarded to Small Local Business Enterprises (SLBEs)	20%	N/A	20%	N/A	20%
Percentage of purchase orders processed within 10 days	88%	88%	88%	85%	90%
Percentage of on-line Quick Copy services requests processed for production within 1 business day	90%	92%	92%	94%	90%

¹The increase in average number of days to award a contract is due to a 50 percent vacancy rate in the department, which has led to increased workloads for current staff.

Purchasing and Contracting

Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
FTE Positions (Budgeted)	81.96	70.96	71.00	0.04
Personnel Expenditures	\$ 6,919,287	\$ 6,365,374	\$ 7,095,351	\$ 729,977
Non-Personnel Expenditures	21,916,238	18,071,961	21,309,121	3,237,160
Total Department Expenditures	\$ 28,835,525	\$ 24,437,335	\$ 28,404,472	\$ 3,967,137
Total Department Revenue	\$ 10,062,068	\$ 6,764,464	\$ 9,294,220	\$ 2,529,756

General Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Equal Opportunity Contracting	\$ 775,392	\$ 1,204,878	\$ 994,267	\$ (210,611)
Purchasing & Contracting	18,277,563	17,135,419	18,269,757	1,134,338
Total	\$ 19,052,955	\$ 18,340,297	\$ 19,264,024	\$ 923,727

Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Equal Opportunity Contracting	13.00	11.48	11.00	(0.48)
Purchasing & Contracting	39.96	36.48	32.00	(4.48)
Total	52.96	47.96	43.00	(4.96)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 736,458	\$ -
Addition to Animal Services Contract Addition to account for the annual compensation adjustment tied to the Consumer Price Index, San Diego Area, for all urban customers (CPI-U) included in the animal services contract.	0.00	648,352	-
Restoration of 2.6% Citywide Contracts Reduction Restoration of the Citywide Contracts Reduction to ensure financial obligations tied to the animal services contract for Fiscal Year 2022 are met.	0.00	571,637	-
Deferred Maintenance Addition of non-personnel expenditures to fund deferred maintenance to be completed at the City's animal shelter located at 5480 Gaines Street.	0.00	150,000	-

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	110,424	-
Pay-In-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	21,775	-
Equipment Rate Reduction Reduction in non-personnel expenditures associated with a rate reduction for equipment rentals.	0.00	(3,893)	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(13,199)	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	(0.96)	(29,162)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.	0.00	(248,785)	(124,393)
Living Wage and Administrative Hearings Programs Transfer of 4.00 FTE Positions and associated non-personnel expenditures from the Purchasing and Contracting Department to the new Compliance Department.	(4.00)	(448,243)	-
Citywide Contracts Reduction of 2.6% Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.	0.00	(571,637)	-
Total	(4.96)	\$ 923,727	\$ (124,393)

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
PERSONNEL				
Personnel Cost	\$ 2,980,308	\$ 2,975,799	\$ 2,986,848	11,049
Fringe Benefits	1,679,003	1,608,004	1,901,515	293,511
PERSONNEL SUBTOTAL	4,659,312	4,583,803	4,888,363	304,560
NON-PERSONNEL				
Supplies	\$ 113,485	\$ 39,842	\$ 39,397	(445)
Contracts	13,982,469	13,293,478	13,821,719	528,241
Information Technology	280,317	387,599	498,023	110,424
Energy and Utilities	13,753	30,264	11,411	(18,853)
Other	3,620	5,311	5,111	(200)
NON-PERSONNEL SUBTOTAL	14,393,643	13,756,494	14,375,661	619,167
Total	\$ 19,052,955	\$ 18,340,297	\$ 19,264,024	\$ 923,727

Purchasing and Contracting

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 656,509	\$ 299,647	\$ 175,254	\$ (124,393)
Other Revenue	869	-	-	-
Transfers In	94,664	-	-	-
Total	\$ 752,042	\$ 299,647	\$ 175,254	\$ (124,393)

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	1.00	1.00	\$ 41,036 - 49,429	\$ 49,429
20000060	Assistant Procurement Contracting Officer	1.00	0.00	0.00	66,838 - 81,248	-
20000119	Associate Management Analyst	9.00	9.00	8.00	60,007 - 72,510	514,561
21000328	Associate Procurement Contracting Officer	7.00	7.00	3.00	77,594 - 93,761	261,572
20000232	Buyer's Aide 1	1.00	0.00	0.00	41,036 - 49,429	-
90000539	Clerical Assistant 2- Hourly	0.48	0.00	0.00	33,205 - 40,019	-
20001101	Department Director	1.00	1.00	1.00	65,653 - 248,703	177,555
20001168	Deputy Director	1.00	1.00	1.00	52,133 - 191,703	144,264
20000924	Executive Assistant	1.00	1.00	1.00	48,326 - 58,450	58,450
20000290	Information Systems Analyst 2	1.00	0.00	0.00	60,007 - 72,510	-
20000293	Information Systems Analyst 3	1.00	1.00	1.00	65,869 - 79,649	79,649
20000998	Information Systems Analyst 4	0.00	1.00	1.00	74,090 - 89,773	89,773
90001073	Management Intern-Hourly	0.48	0.96	0.00	30,160 - 31,200	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	43,414 - 52,417	51,368
20000173	Payroll Supervisor	1.00	1.00	1.00	49,778 - 60,266	59,061
20001234	Program Coordinator	2.00	2.00	1.00	32,448 - 153,046	89,286
20001222	Program Manager	5.00	5.00	4.00	52,133 - 191,703	510,904
20000015	Senior Management Analyst	5.00	5.00	5.00	65,869 - 79,649	355,312
21000329	Senior Procurement Contracting Officer	7.00	5.00	9.00	89,469 - 108,186	876,843
20000970	Supervising Management Analyst	2.00	2.00	1.00	74,090 - 89,773	74,090
21000330	Supervising Procurement Contracting Officer	4.00	4.00	4.00	100,634 - 121,937	485,309
20000756	Word Processing Operator Bilingual - Regular Budgeted Personnel Expenditure Savings Vacation Pay In Lieu	1.00	0.00	0.00	34,957 - 42,074	- 1,456 (945,929) 53,895
FTE, Salaries, and Wages Subtotal		52.96	47.96	43.00		\$ 2,986,848

Purchasing and Contracting

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits				
Employee Offset Savings	\$ 15,701	\$ 14,755	\$ 18,098	\$ 3,343
Flexible Benefits	441,873	437,031	399,133	(37,898)
Long-Term Disability	-	10,083	11,756	1,673
Medicare	45,734	42,159	42,530	371
Other	2,077	-	-	-
Other Post-Employment Benefits	232,512	220,255	190,061	(30,194)
Retiree Medical Trust	4,775	4,755	4,655	(100)
Retirement 401 Plan	2,516	2,811	2,979	168
Retirement ADC	656,261	606,352	964,775	358,423
Retirement DROP	4,491	5,192	3,892	(1,300)
Risk Management Administration	44,887	37,065	32,891	(4,174)
Supplemental Pension Savings Plan	212,271	207,216	204,069	(3,147)
Unemployment Insurance	4,607	4,474	4,280	(194)
Workers' Compensation	11,298	15,856	22,396	6,540
Fringe Benefits Subtotal	\$ 1,679,003	\$ 1,608,004	\$ 1,901,515	\$ 293,511
Total Personnel Expenditures			\$ 4,888,363	

Central Stores Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Central Stores	\$ 7,692,352	\$ 4,630,831	\$ 7,273,005	\$ 2,642,174
Purchasing & Contracting	165,584	116,971	102,184	(14,787)
Total	\$ 7,857,935	\$ 4,747,802	\$ 7,375,189	\$ 2,627,387

Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Central Stores	20.00	19.00	19.00	0.00
Purchasing & Contracting	0.00	1.00	1.00	0.00
Total	20.00	20.00	20.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Addition of Inventory NPE Addition of one-time non-personnel expenditures and matching revenue to restore the one-time adjustment requested in FY21.	0.00	\$ 2,641,302	\$ 2,777,237
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	39,143	-

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	1,651	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(54,709)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(123,088)
Total	0.00	\$ 2,627,387	\$ 2,654,149

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
PERSONNEL				
Personnel Cost	\$ 765,704	\$ 750,661	\$ 754,320	\$ 3,659
Fringe Benefits	758,637	780,177	815,661	35,484
PERSONNEL SUBTOTAL	1,524,341	1,530,838	1,569,981	39,143
NON-PERSONNEL				
Supplies	\$ 5,637,463	\$ 2,662,253	\$ 5,304,410	\$ 2,642,157
Contracts	494,219	333,965	300,076	(33,889)
Information Technology	46,388	78,905	80,556	1,651
Energy and Utilities	155,524	140,913	119,238	(21,675)
Other	-	928	928	-
NON-PERSONNEL SUBTOTAL	6,333,594	3,216,964	5,805,208	2,588,244
Total	\$ 7,857,935	\$ 4,747,802	\$ 7,375,189	\$ 2,627,387

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 7,191,515	\$ 4,648,266	\$ 7,302,415	\$ 2,654,149
Other Revenue	146,856	176,000	176,000	-
Rev from Money and Prop	6,168	-	-	-
Transfers In	328,188	-	-	-
Total	\$ 7,672,726	\$ 4,824,266	\$ 7,478,415	\$ 2,654,149

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 34,957 - 42,074	\$ 76,400
20000171	Auto Messenger 1	4.00	4.00	4.00	30,160 - 34,957	138,430
20000110	Auto Messenger 2	7.00	7.00	7.00	33,205 - 40,019	274,271
20000950	Stock Clerk	2.00	2.00	2.00	33,357 - 40,257	73,614
20000955	Storekeeper 1	3.00	3.00	3.00	38,418 - 46,076	138,228
20000956	Storekeeper 2	1.00	1.00	1.00	41,988 - 50,749	41,988

Purchasing and Contracting

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
20000538	Stores Operations Supervisor	1.00	1.00	1.00	50,576 - 61,110	61,110
	Budgeted Personnel					(76,945)
	Expenditure Savings					
	Night Shift Pay					2,001
	Overtime Budgeted					19,276
	Vacation Pay In Lieu					5,947
FTE, Salaries, and Wages Subtotal		20.00	20.00	20.00		\$ 754,320

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits				
Employee Offset Savings	\$ 3,734	\$ 3,997	\$ 3,754	\$ (243)
Flexible Benefits	218,569	230,690	225,470	(5,220)
Long-Term Disability	-	2,499	2,912	413
Medicare	12,100	9,752	10,572	820
Other	5,400	-	-	-
Other Post-Employment Benefits	118,282	113,274	110,358	(2,916)
Retiree Medical Trust	643	488	781	293
Retirement 401 Plan	227	-	-	-
Retirement ADC	296,704	321,845	364,978	43,133
Retirement DROP	3,680	3,954	1,282	(2,672)
Risk Management Administration	22,828	19,062	19,098	36
Supplemental Pension Savings Plan	48,483	46,415	50,546	4,131
Unemployment Insurance	1,125	1,106	1,058	(48)
Workers' Compensation	26,861	27,095	24,852	(2,243)
Fringe Benefits Subtotal	\$ 758,637	\$ 780,177	\$ 815,661	\$ 35,484
Total Personnel Expenditures			\$ 1,569,981	

Purchasing and Contracting

Publishing Services Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Publishing Services	\$ 1,811,022	\$ 1,107,655	\$ 1,760,017	\$ 652,362
Purchasing & Contracting	113,613	241,581	5,242	(236,339)
Total	\$ 1,924,634	\$ 1,349,236	\$ 1,765,259	\$ 416,023

Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Publishing Services	9.00	3.00	8.00	5.00
Total	9.00	3.00	8.00	5.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Addition of 5.00 FTE for Printing Services Addition of 1.00 Print Shop Supervisor, 1.00 Publishing Specialist 2, 1.00 Graphic Designer, and 2.00 Senior Offset Press Operators to support printing services and operations. 3 of these FTE are currently filled as supplemental positions.	5.00	\$ 384,825	\$ -
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	32,625	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	1,449	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	(2,876)	-
Total	5.00	\$ 416,023	\$ -

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
PERSONNEL				
Personnel Cost	\$ 448,575	\$ 167,257	\$ 448,616	\$ 281,359
Fringe Benefits	287,059	83,476	188,391	104,915
PERSONNEL SUBTOTAL	735,634	250,733	637,007	386,274
NON-PERSONNEL				
Supplies	\$ 248,150	\$ 133,099	\$ 133,099	\$ -
Contracts	821,385	785,685	790,577	4,892
Information Technology	62,641	118,326	115,450	(2,876)

Purchasing and Contracting

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Energy and Utilities	50,996	58,114	85,847	27,733
Transfers Out	-	3,279	3,279	-
Capital Expenditures	5,828	-	-	-
NON-PERSONNEL SUBTOTAL	1,189,000	1,098,503	1,128,252	29,749
Total	\$ 1,924,634	\$ 1,349,236	\$ 1,765,259	\$ 416,023

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 1,612,707	\$ 1,640,551	\$ 1,640,551	-
Other Revenue	42	-	-	-
Rev from Money and Prop	5,209	-	-	-
Transfers In	19,342	-	-	-
Total	\$ 1,637,299	\$ 1,640,551	\$ 1,640,551	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	0.00	0.00	\$ 41,036 - 49,429	-
20000487	Graphic Designer	2.00	1.00	2.00	48,023 - 57,671	114,189
20000752	Print Shop Supervisor	1.00	0.00	1.00	63,447 - 75,604	75,604
21000193	Publishing Specialist 2	2.00	1.00	2.00	35,260 - 41,771	83,542
20000912	Senior Offset Press Operator	2.00	0.00	2.00	42,269 - 50,316	100,632
21000194	Senior Publishing Specialist Overtime Budgeted Vacation Pay In Lieu	1.00	1.00	1.00	41,036 - 49,429	49,429 17,516 7,704
FTE, Salaries, and Wages Subtotal		9.00	3.00	8.00		\$ 448,616

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits				
Employee Offset Savings	\$ 732	\$ -	\$ -	-
Flexible Benefits	100,251	43,167	75,411	32,244
Long-Term Disability	-	493	1,698	1,205
Medicare	5,272	2,059	6,139	4,080
Other	11,865	-	-	-
Other Post-Employment Benefits	57,650	18,879	49,049	30,170
Retiree Medical Trust	480	219	917	698
Retirement ADC	57,376	-	-	-
Retirement DROP	5,635	1,691	1,759	68
Risk Management Administration	11,126	3,177	8,489	5,312
Supplemental Pension Savings Plan	29,219	11,355	37,173	25,818
Unemployment Insurance	707	219	618	399
Workers' Compensation	6,746	2,217	7,138	4,921
Fringe Benefits Subtotal	\$ 287,059	\$ 83,476	\$ 188,391	\$ 104,915
Total Personnel Expenditures			\$ 637,007	

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2020 Actual	FY2021* Budget	FY2022** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (62,335)	\$ (247,956)	\$ (127,048)
TOTAL BALANCE AND RESERVES	\$ (62,335)	\$ (247,956)	\$ (127,048)
REVENUE			
Charges for Services	\$ 7,191,515	\$ 4,648,266	\$ 7,302,415
Other Revenue	146,856	176,000	176,000
Revenue from Use of Money and Property	6,168	-	-
Transfers In	328,188	-	-
TOTAL REVENUE	\$ 7,672,727	\$ 4,824,266	\$ 7,478,415
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 7,610,392	\$ 4,576,310	\$ 7,351,367
OPERATING EXPENSE			
Personnel Expenses	\$ 765,704	\$ 750,661	\$ 754,320
Fringe Benefits	758,637	780,177	815,661
Supplies	5,637,875	2,662,253	5,304,410
Contracts	494,219	333,965	300,076
Information Technology	46,388	78,905	80,556
Energy and Utilities	155,524	140,913	119,238
Other Expenses	-	928	928
TOTAL OPERATING EXPENSE	\$ 7,858,347	\$ 4,747,802	\$ 7,375,189
TOTAL EXPENSE	\$ 7,858,347	\$ 4,747,802	\$ 7,375,189
BALANCE***	\$ (247,955)	\$ (171,492)	\$ (23,822)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 7,610,392	\$ 4,576,310	\$ 7,351,367

* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

** Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.

*** The Central Stores Fund results in a negative ending balance/beginning balance and will be monitored throughout Fiscal Year 2022 to address negative balances.

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2020 Actual	FY2021* Budget	FY2022** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 396,062	\$ 108,727	\$ 543
TOTAL BALANCE AND RESERVES	\$ 396,062	\$ 108,727	\$ 543
REVENUE			
Charges for Services	\$ 1,612,707	\$ 1,640,551	\$ 1,640,551
Other Revenue	42	-	-
Revenue from Use of Money and Property	5,209	-	-
Transfers In	19,342	-	-
TOTAL REVENUE	\$ 1,637,300	\$ 1,640,551	\$ 1,640,551
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,033,362	\$ 1,749,278	\$ 1,641,094
OPERATING EXPENSE			
Personnel Expenses	\$ 448,575	\$ 167,257	\$ 448,616
Fringe Benefits	287,059	83,476	188,391
Supplies	248,150	133,099	133,099
Contracts	821,385	785,685	790,577
Information Technology	62,641	118,326	115,450
Energy and Utilities	50,996	58,114	85,847
Transfers Out	-	3,279	3,279
Capital Expenditures	5,828	-	-
TOTAL OPERATING EXPENSE	\$ 1,924,634	\$ 1,349,236	\$ 1,765,259
TOTAL EXPENSE	\$ 1,924,634	\$ 1,349,236	\$ 1,765,259
BALANCE***	\$ 108,728	\$ 400,042	\$ (124,165)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 2,033,362	\$ 1,749,278	\$ 1,641,094

* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

** Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.

***The Publishing Services Fund results in a negative ending balance/beginning balance and will be monitored throughout Fiscal Year 2022 to address negative balances.