

Becky Van Wyk
Interim Retirement Administrator

FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
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DATE: May 7, 2014
TO: Trustees
Board of Retirement
FROM: Becky Van Wyk
Interim Retirement Administrator
SUBJECT: Draft Budget 2014-15

Attached is the first draft of the Administrative Budget for 2014-15. It continues with the "Base Budget" concept formalized for the 2013-14 budget. As you may recall, this concept is driven by the "same as previously authorized" level of operations. Adjustments against actual and budgeted amounts are displayed. Most of the changes are due to contracts, projects, Board initiatives, or changes in cost to payroll and operating expenditure categories that are not under our control.

The "Base" level of projected expenditures is what is deemed consistent with the expected level of operations and effort, based on Board directives, contracts, continuing contracts, or expected inflation.

The changes include a contingency of \$100,000 to address the possible relocation/expansion of the administrative office, the addition of a "Retirement Accounting Technician" series to replace the Account Clerk series, the conversion of an extra-help position to a permanent position and the addition of one Retirement Accounting Technician position.

Contingency

A contingency of \$100,000 has been included in the Professional Services line-item as a reserve for costs associated with the potential relocation of the FCERA office. This amount may prove to be unnecessary or may prove to be insufficient depending on how the High Speed Rail project plays out.

New Classification

The Retirement Services Technician series differs from the Account Clerk series in that it focuses more on the technical and analytical aspects of the job duties to be performed, rather than duties that are more clerical in nature.

The job requirements of the Accounting and Benefits Units within FCERA are unique and continue to become more highly specialized. Today's support staff must possess the technical abilities to develop specialized skills in order to effectively assist in meeting the needs and goals of management and the constantly changing reporting requirements. These abilities cover a wide range of duties, but most commonly include an understanding of FCERA's accounting software program and pension administration system, the County's People Soft systems, the ability to analyze custodial banking reports, investment manager reports, and multiple payroll systems, and assist the Accountants with the completion of the financial statements in a timely manner. I have attached the draft job descriptions for both a Retirement Services Technician I and II. Please note that the County of Fresno will need to complete a job assessment and salary survey before the position will be included in the County's Salary Resolution.

We expect that this classification will serve as a promotional opportunity for clerical staff meeting the experience and education requirements and would be able to tackle the more complex technical functions freeing up the Accountants and Retirement Coordinators to do the more difficult tasks.

Conversion of Extra Help to Permanent

FCERA's staff complement has always included 1-3 extra-help positions to aid in special projects, clearing excess workload, and compensate for extended absences. We have determined that one of the extra-help positions is actually needed on a permanent basis as we have kept this position filled and busy with special projects and operation overflow for a number of years. The budget recommends that this position be made a permanent position.

New Position

The complexities of the reporting requirements for FCERA continue to expand. With the new pension administration system, general ledger, expanded and modified investment managers, and custodial bank changes, staff is constantly called on to reconcile, remap, and revamp computer systems and reports. We believe that adding another technical position in this unit will relieve some of the stress currently being shouldered by the small unit. We have evaluated the needs of the unit and determined that a technical position would appropriately complement the unit. The budget recommends the addition of one Retirement Services Technician.

Thank you.

Salaries & Employee Benefits
Projected Costs and Base Budget
Fiscal Years 2013-14 and 2014-15

Salaries & Employee Benefits Projected Budget
Fiscal Year 2013-14

FCERA
Retirement Administration Budget Worksheet - Fiscal Year 2013-14
Summary of Adopted to Actual for FY 2013-14 to Base Request for FY 2014-15

	(1)	(2)	(3)	(4) Column 2 + Column 2	(5) Column 1 - Column 4	(6) Column 7 - Column 4	(7)	(8) Column 7 / Column 4	(9) Column 7 Column 1	(10) Column 9 / Column 1	(11)	(12)	(13) Column 12 + Column 7
	FY 2013-14						FY 2014-15		Base for 2014-15 vs Approved 2013-14 Budget		Proposed		
Account Description	Adopted Budget 2013- 14	Actual Expenditures at 2/2/14	Projected Expenditures 2/3/14 through 6/30/14	Total Actual Projected Expenditures	(Over)/Under Budget	Adjustment to 2013-14 Total Actual Projected	Base Budget 2014-15	Change from 2013- 14 Actual			Notes	Change Items	Budget 2014-15
6100 Salaries - Regular	1,279,500	681,999	488,615	1,170,614	108,886	156,586	1,327,200	13%	47,700	4%	Account Clerk/Retirement Accounting Technician	29,700	1,356,900
6100 Auto Allowance	6,200	3,788	2,368	6,156	44	44	6,200	1%	-	0%	county determined		6,200
6200 Salaries - Extra Help	87,800	86,359	62,848	149,207	(61,407)	(73,507)	75,700	-49%	(12,100)	-14%			75,700
6300 Salaries - Overtime	63,100	23,183	50,408	73,591	(10,491)	78,009	151,600	106%	88,500	140%		-	151,600
6350 Unemployment Insurance	2,000	1,990	-	1,990	10	(1,190)	800	-60%	(1,200)	-60%	county determined		800
6400 County Retirement	655,100	365,202	225,970	591,172	63,928	164,528	755,700	28%	100,600	15%	based on salaries	14,200	769,900
6500 FICA Contribution	106,100	49,710	45,967	95,677	10,423	16,423	112,100	17%	6,000	6%	based on salaries	2,200	114,300
6550 Workers' Compensation	5,200	5,212	97	5,309	(109)	291	5,600	5%	400	8%	county determined		5,600
6600 Group Health Insurance	178,900	84,436	79,364	163,800	15,100	12,700	176,500	8%	(2,400)	-1%	county determined	8,400	184,900
6650 Management Life and Disability Insurance	1,600	709	443	1,152	448	448	1,600	39%	-	0%	county determined		1,600
6670 Benefits Administration Account	3,500	3,191	-	3,191	309	(291)	2,900	-9%	(600)	-17%	county determined	-	2,900
Total Salaries and Benefits	2,389,000	1,305,779	956,080	2,261,859	127,141	354,041	2,615,900	16%	226,900	9%		54,500	2,670,400

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Salaries & Employee Benefits Base Budget

Fiscal Year 2014-15

FCERA
Retirement Administration Budget Worksheet - Base Budget and Request for
Fiscal Year 2014-15

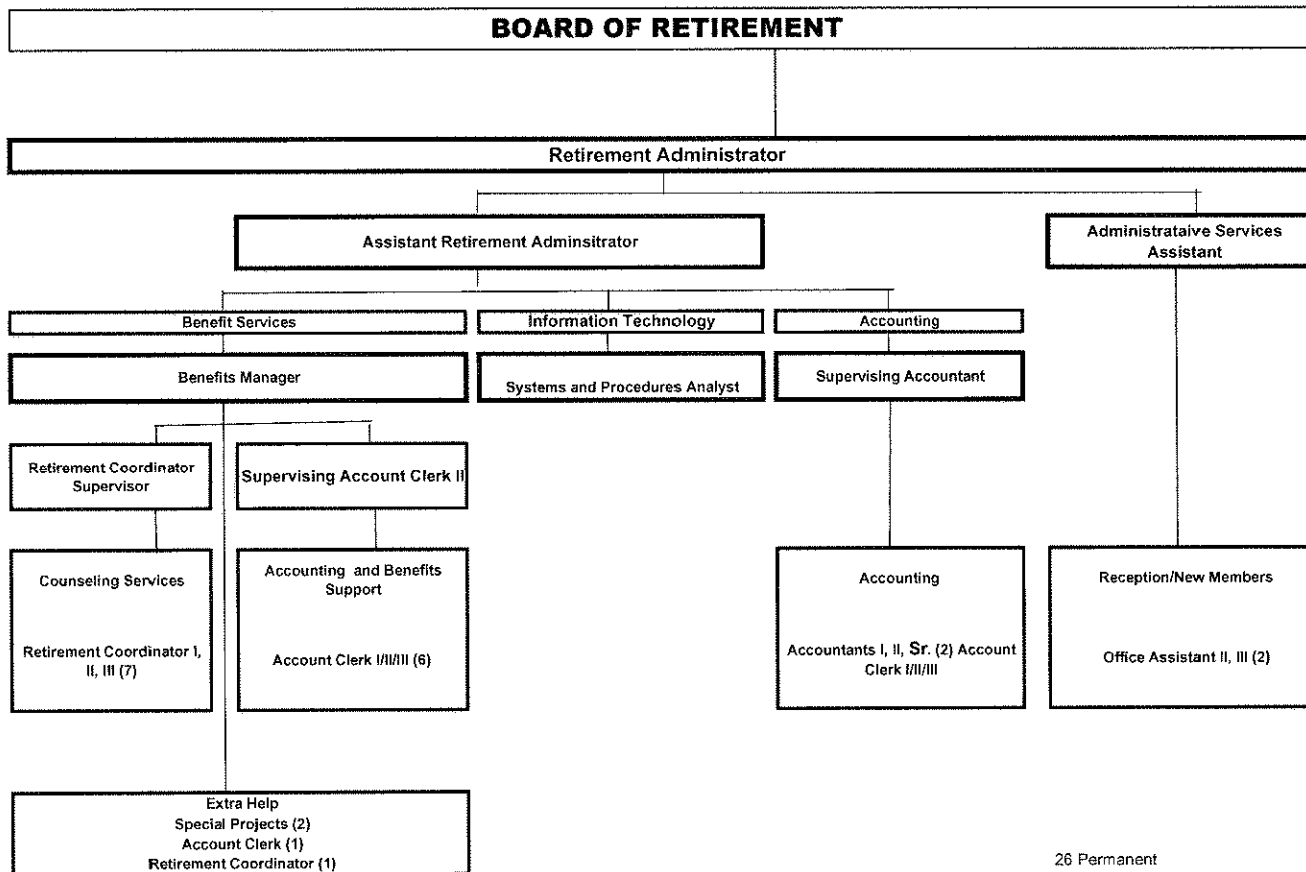
2015																														
Title	Annual Salary as of 7/1/14	Salary 7/1/14-6/30/15	Total Annual Salary	Projected Step/ Promo Increases	Projected CPA	Car Allowance	Grand Total Extra Help	Grand Total Salaries	Salaries for retirement base	Overtime requested by supes	Grand Total overtime	Agmt Life/ Disab	Unemployee rt	Retirement (Tier 1)	Retirement (Tier 2)	Retirement (Tier 3)	Retirement (Tier 4)	Retirement (Tier 5)	POB	CASDI	Workers compensation	Medicare	Health Ins	Health Ins Bene Coverage	Flex Fee	Benefits Admin	Total Benefits	Total Salaries and Benefits for Full Year		
		261 work days			2.5%	\$ 6,180							\$ 288	51.07%	48.27%	47.33%	38.17%	37.48%	10.34%	6.20%		1.45%	\$ 5,820	\$2480/\$2610						
Account Clerk II	32,812	-	32,938	32,938				32,938	32,938	2,779	2,779			16,821					3,406	2,214	-	518	5,820	2,610			31,369	67,108		
Account Clerk III	36,816	-	36,958	36,958				36,958	36,958	2,639	2,639								3,821	2,456	-	574	5,820	2,610			32,772	72,399		
Account Clerk I	29,666	-	29,780	29,780	188			29,968	29,968	5,554	5,554							17,492	3,090	2,202	-	515	5,820			22,858	58,390			
Account Clerk III	36,816	-	36,958	36,958				36,958	36,958	5,570	5,570			18,874					3,821	2,637	-	617	5,820	2,610			34,379	78,907		
Account Clerk III	36,816	-	36,958	36,958				36,958	36,958	2,906	2,906			18,874					3,821	2,472	-	578	5,820	2,480			34,045	73,908		
Account Clerk I	28,759	-	28,867	28,867	695			29,562	29,562	5,093	5,093							11,076	3,056	2,148	-	502				16,782	51,427			
Supervising Account Clerk II	48,750	-	48,938	48,938				48,938	48,938	12,882	12,882			24,993					5,060	3,833	-	896	5,820			40,602	102,412			
Account Clerk III	36,816	-	36,958	36,958				36,958	36,958	800	800			18,874					3,821	2,341	-	547	5,820	2,480			33,883	71,641		
Accountant I	44,330	-	44,501	44,501	877			45,378	45,378	2,454	2,454			23,175					4,892	2,966	-	694	5,820	2,510	42		38,969	87,331		
Sr Accountant	67,756	-	68,017	68,017				68,017	68,017	3,679	3,679			34,736					7,033	4,445	-	1,040	5,820		42		53,116	124,812		
Supervising Accountant	73,814	-	74,098	74,098				74,098	74,098	4,008	4,008			37,842					7,892	4,843	-	1,133	5,820	2,610	42		58,952	138,058		
Retirement Coordinator I	31,408	-	31,529	31,529	166			31,685	31,685	8,911	8,911							11,876	3,276	2,517	-	589	5,820	2,480	42		26,600	67,196		
Retirement Coordinator I	31,408	-	31,529	31,529	199			31,728	31,728	12,463	12,463							11,892	3,261	2,742	-	641	5,820	2,480	42		26,866	71,119		
Retirement Coordinator II	42,562	-	42,726	42,726	2,914			45,640	45,640	17,971	17,971			23,308					4,719	3,944	-	922	5,820			38,713	102,324			
Retirement Coordinator III	44,590	-	44,762	44,762	862			45,644	45,644	17,972	17,972					21,603			4,720	3,944	-	922	5,820	2,480			39,489	103,195		
Retirement Coordinator III	45,394	-	45,171	45,171	910			47,081	47,081	10,593	10,593			24,044					4,865	3,576	-	636	5,820	2,480			41,624	99,298		
Retirement Coordinator III	45,994	-	45,171	45,171	910			47,081	47,081	10,593	10,593			24,044					4,869	3,576	-	636	5,820			39,144	96,816			
Supervisor	52,068	-	53,192	53,192				53,192	53,192	17,952	17,952				25,676				5,500	4,411	-	1,032	5,820			42,439	113,583			
Office Assistant I	24,440	-	24,534	24,534	188			24,722	24,722	2,587	2,587								2,556	1,692	-	396	5,820			10,464	37,753			
Admin Services Assistant	51,012	-	51,208	51,208	669			51,874	51,874				288	26,492					5,364	3,216	-	752				36,112	87,966			
Assistant Retirement Administrator	91,364	-	91,715	91,715	9,135	2,521		103,372	103,372				288	52,792					10,889	6,409	-	1,459	5,820	2,490	42		80,019	183,391		
Benefits Manager	72,072	-	72,349	72,349	7,077			79,556	79,556				288	40,628					6,225	4,852	-	1,154	5,820	2,490	42		50,571	145,127		
Systems and Procedures Analyst	71,994	-	72,271	72,271				72,271	72,271				288	36,909					7,473	4,481	-	1,048	5,820	2,480	42		58,541	130,812		
Administrator	135,000	-	135,519	135,519		6,180		141,699	141,699				288				54,087		14,052	7,254	-	2,065	5,820			84,156	225,656			
Contract Reception	40,268	-	20,135	20,135			20,135			4,182	4,182																			
Contract Retirement Coordinator (2)	104,250	-	34,750	34,750			34,750																				34,750			
Department Allocated Benefits													708								5,640					2,876	0,314	9,314		
Extra Help Account Clerk II	25,036	-	12,867	12,867			12,867														-	-	187				187	13,054		
Extra Help Retirement Coordinator	17,112	-	7,898	7,898			7,898														-	-	115				115	8,013		
Office Assistant I (vacant)	21,756	-	10,920	10,920	29			10,949	10,949									4,104	1,132	679	-	150	2,910	1,305			10,289	21,236		
Retirement Coordinator I (vacant)	30,449	-	30,563	30,563	41			30,604	30,604									11,470	3,164	1,807	-	444	2,910	1,305			21,190	51,794		
Systems and Procedures Analyst	39,336	-	39,487	39,487	53			39,540	39,540				144						14,820	4,088	2,451	-	573	2,910	1,305	42		28,333	65,673	
	1,492,779	-	1,375,267	1,375,267	25,041	2,521	6,180	75,650	1,333,359	1,333,359	151,597		151,597	1,584	798	422,407	26,676	39,095	54,087	76,470	137,868	90,277	5,640	21,774	136,770	39,285	378	2,876	1,054,065	2,615,891
permanent	-	-	1,172,608	1,172,608	24,188																									
extra help	-	-	(1,158,375)	(1,158,375)	(24,165)																									

FCERA
Retirement Administration Budget Worksheet - Base Budget and Request for
Fiscal Year 2014-15

									6100		6800		6850		6400	6400	6400	6400	6400		6500	6550	6500	6600	6500	6600	6670					
	Annual Salary as of PPE 7/1/14		Salary 7/1/14-6/30/15		Total Annual Salary	Projected Step/ Promo Increases	Projected CPA	Car Allowance	Grand Total Extra Help	Grand Total Salaries	Salaries for retirement base	Overtime		Grand Total overtime	Mynt Life/ Disab	employee in	Retirement (ter 1)	Retirement (ter 2)	Retirement (ter 3)	Retirement (ter 4)	Retirement (ter 5)	POB	CASDI	workers compensatio	Medicare	Health Ins	Health Ins Base Coverage	Flex Fee	Benefits Admin	Total Benefits	Total Salaries and Benefits for Full Year	
			261 work days				2.5%	\$ 6,180				requested by super			\$ 288		51.07%	48.27%	47.33%	38.17%	37.48%	10.34%	6.20%		1.45%	\$ 5,820	\$2480/\$2610					
Retirement Accounting Technician	30,446	-	15,282	-	15,282					15,282	15,282			-						5,728	1,580	947	-	222	2,910	1,305		21		12,719	27,995	
Account Clerk III	28,758	-	14,433	-	14,433					14,433	14,433			-						5,409	1,402	895	-	209	2,910	1,305		21		12,241	26,674	
										29,715	29,715			-	-	-	-	-	-	11,137	3,072	1,942	-	431	5,820	2,610		42	-	24,954	54,669	
2014-15 actual budget									75,700	1,383,074	1,383,074	151,587	-	151,587	1,584	798	422,407	25,678	39,095	54,087	87,807	140,940	92,119	5,640	22,205	142,690	41,895	420	2,876	1,079,939	2,670,260	
2014-15 Base budget (rounded)									75,700	1,333,400				151,600	1,600	800	422,400	25,700	39,100	54,100	76,500	137,900	90,300	5,600	21,800	136,300	39,300	400	2,900	1,055,200	2,615,900	
Requested Increase	* Assuming new employee for 1/2 year									29,700					0	0	0	0	0	0	0	11,100	3,100	1,800	0	400	5,800	2,600	0	0	24,800	54,500
** Two people/four months to aid in implementation/clean-up of PAS																																
Adjusted 2014-15 Base budget (rounded)									73,700	1,363,100	0	0	0	151,600	1,600	800	422,400	25,700	39,100	54,100	87,900	141,000	92,100	5,600	22,200	142,000	41,900	400	2,900	1,080,000	2,670,400	

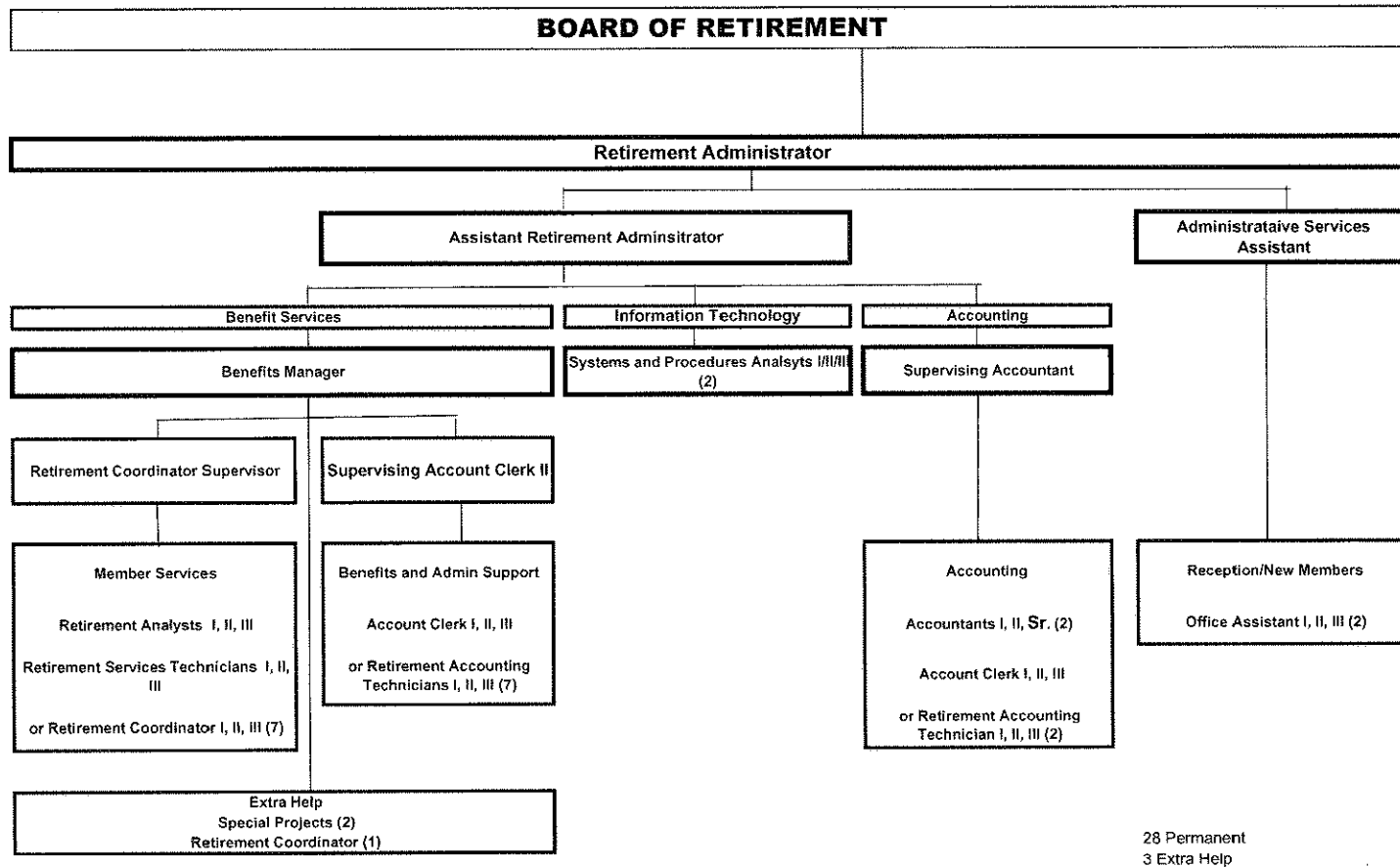
**Retirement Administration Current And Proposed
Organization Charts and Staffing History**

FCERA Organizational Chart - Current



26 Permanent
2 Extra Help
2 Special Projects

FCERA Organizational Chart - Proposed



FCERA
Retirement Administration Staffing History

	Retirement Administrator	Chief Accountant	Assistant Retirement Administrator	Administrative Secretary (1)	Administrative Secretary/ Administrative Assistant (1)	Systems & Procedures Analyst	Supervising Accountant (effective 2006-07)	Accountant I, II, Sr.	Supervising Account Clerk II	Account Clerk I, II, III	Account Clerk I, II, III/ Retirement Accounting Technician I, II, III	Retirement Supervisor	Benefits Manager	Retirement Coordinator Supervisor	Retirement Coordinator I, II, III	Retirement Coordinator I, II, III/ Retirement Analyst I, II, III/ Retirement Services Technician	Office Assistant I, II, III	Total	Board Approval Date
FY 2002-03	1 (new)	1		1 (new)		1 (new)		4 (1 new)		1		1			5		1 (new)	17	2002
FY 2003-04	1	1		1		1		3		3 (2 new)		1			5		2 (1 new)	19	2003
FY 2004-05	1	1		1		1		3		2		1			6 (1 new)		2	19	2004
FY 2005-06	1		1	1		1		3		2			1		6		2	19	2005
FY 2006-07	1		1	1		1	1 (reclass)	2		5 (3 new)			1		6		2	20	2006
FY 2007-08	1		1	1		1	1	2		5			1		6		2	21	2007
FY 2007-08 (mod)	1		1	1		1	1	2		7 (2 new)			1		6		2	24	2008
FY 2008-09	1		1	1		1	1	2	1	7			1	1 (new)	6		2	25	2009
FY 2009-10	1		1	1		1	1	2	1	7			1	1	6		2	25	2009
FY 2010-11	1		1	1		1	1	2	1	7			1	1	6	6	2	25	2010
FY 2011-12	1		1		1	1	1	2	1	7			1	1	6	6	2	25	2011
FY 2012-13	1		1		1	1	1	2	1	7			1	1	6	6	2	25	2012
FY 2013-14	1		1		1	2 (1 new)	1	2	1				1	1		7 (1 new)	2	26	2013
FY 2014-15	1		1			2	1	2	1		9 (2 new)		1	1		7	2	28	

r, replaces with Administrative Services Assistant (2013-14)

Services and Supplies
Portion of Budget Worksheet
Fiscal Year 2014-15

FCERA
Retirement Administration Budget Worksheet - Fiscal Year 2013-14
Summary of Adopted to Actual for FY 2013-14 to Base Request for FY 2014-15

	(1)	(2)	(3)	(4) Column 2 + Column 2	(5) Column 1 - Column 4	(6) Column 7 - Column 4	(7)	(8) Column 7 - Column 4	(9) Column 7 - Column 1	(10) Column 9 - Column 1	(11)	(12)	(13) Column 12 + Column 7
			FY 2013-14				FY 2014-15					Proposed	
Account Description	Adopted Budget 2013- 14	Actual Expenditures at 2/18/14	Projected Expenditures 2/19/14 through 6/30/14	Total Actual Projected Expenditures	(Over)/Under Budget	Adjustment to 2013-14 Total Actual Projected	Base Budget 2014-15	Change from 2013- 14 Actual	Base for 2014-15 vs Approved 2013-14 Budget		Notes	Change Items	Budget 2014 15
Telephones	9,690	5,431	3,197	8,628	1,062	772	9,400	9%	(290)	-3%			9,400
Liability Insurance	126,690	9,633	116,398	126,031	649	5,269	131,300	4%	4,620	4%			131,300
Maintenance - Bldgs and Grounds	26,337	18,514	7,592	26,106	231	(1,206)	24,900	-5%	(1,437)	-5%			24,900
Memberships	7,165	7,215	-	7,215	(50)	(15)	7,200	0%	35	0%			7,200
General Operating Expense	83,926	35,822	48,185	84,007	(81)	7,793	91,800	9%	7,874	9%			91,800
County Messenger Service	2,730	1,587	1,143	2,730	-	570	3,300	21%	570	21%	county determined		3,300
Postage	16,926	14,549	11,402	25,651	(9,025)	4,449	30,400	17%	13,474	80%			30,400
ITSD - HR Charges	5,241	2,767	2,474	5,241	-	(441)	4,800	-8%	(441)	-8%	county determined		4,800
ITSD - PS Financials Charges	15,497	6,660	6,837	15,497	-	(597)	14,900	-4%	(597)	-4%	county determined		14,900
Professional Expenses	765,281	275,208	307,830	583,038	182,243	474,662	1,057,700	81%	292,419	38%			1,057,700
ITSD Charges	137,417	88,334	63,096	151,430	(14,013)	170	151,600	0%	14,183	10%	county determined		151,600
Board Stipend	20,394	5,500	3,300	8,800	11,594	3,200	12,000	36%	(6,394)	-41%			12,000
Training and Travel - Staff	45,800	11,661	15,337	26,998	18,802	10,302	37,300	38%	(6,500)	-19%			37,300
Training and Travel - Board	61,350	17,646	9,200	26,646	34,502	34,552	61,400	129%	50	0%			61,400
Utilities	23,784	13,323	9,435	22,758	1,026	2,942	25,700	13%	1,916	8%			25,700
Security Services	7,932	7,185	3,593	10,778	(2,846)	5,222	16,000	48%	8,068	102%			16,000
Fixed Assets	10,000	-	10,000	10,000	-	-	10,000	0%	-	0%			10,000
Total Administrative Expenditures	1,366,150	523,037	619,019	1,142,056	224,094	547,644	1,689,700		323,550			-	1,689,700
Excluded IT costs	4,175,439	1,383,725	2,423,904	3,807,629			1,778,400						1,778,400
Depreciation	170,814	85,408	85,408	170,816	(2)	184	171,000						171,000
Total Administrative and Excluded Expenditures	5,712,403	1,992,170	3,128,331	5,120,501	224,092	547,828	3,639,100		323,550			-	3,639,100
Total Administrative Expenditures less Depreciation							1,689,700		323,550				2,013,250

Fresno County Employees' Retirement Association
Calculation of Estimated Maximum Administrative Budget
For Budget Year 2014-15

	(1) Total Accrued Actuarial Liability at 6/30/13 (GC 31580.2(a)(1))	(2) \$2,000,000 + COLA (GC 31580.2(a)(2))	Costs excluded from Administrative Budget	Base for Calculation (2)
	GC \$31580.2 \$ 4,694,780,000	GC \$31580.2 \$ 2,154,045		\$ 2,000,000
				COLA 2010 0.01
				New Base 2011- 12 budget \$ 2,020,000
				COLA 2011 0.03
				New Base 2012- 13 budget \$ 2,080,600
				COLA 2013 0.02
				New Base 2013- 14 budget \$ 2,122,212
				COLA 2014 0.015
				New Base 2014- 15 budget \$ 2,154,045
Basis points	0.002100			
Additional Money				
Maximum Administrative Budget	<u>\$ 9,859,038</u>	<u>\$ 2,154,045</u>		
Estimated Salaries and Benefits	\$ 2,670,400	\$ 2,670,400		
Estimated Services and Supplies	1,689,700	1,689,700		
Computer software, hardware, and computer technology computer services			1,778,400	
Total Estimated Budget	<u>\$ 4,360,100</u>	<u>\$ 4,360,100</u>	<u>\$ 1,778,400</u>	
Basis Points	<u>0.000929</u>	<u>2.024145</u>		
Total Amount Base Budget is Under (Over) Maximum Allowable by Law	<u>\$ 5,498,938</u>	<u>\$ (2,206,055)</u>	<u>\$ 1,778,400</u>	

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

excluded costs

		Adopted 2013-14	Adjusted Adopted 2013- 14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013- 14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Replacement Computers, printers and monitors	8300	7,000	\$ 7,000	6,629	95%	\$ 6,629	\$ 7,530	14%	8% U%
New monitors and T-bars to allow dual monitor setup	8300			-	0%	-			
Replacement PAS and New EDMS		2,764,050	2,764,050	1,195,290	43%	2,764,050	1,500,177	-46%	
Ecopy ScanStation Upgrade	8300		-		0%	-	6,494		
<hr/>									
Consulting Services on New Pensions Administration System		1,014,950	1,014,950	176,806	17%	1,014,950	258,150	-75%	-75%
<hr/>									
Peter Stalder, Software Maintenance (contracted \$1500 per month, reduced to \$1000 July 1)	7297	12,000	12,000	5,000	42%	12,000	6,000	-50%	-50%
Wyatt Workorders	7297	10,000	10,000		0%	10,000	-		
		<u>\$ 3,808,000</u>	<u>\$ 3,808,000</u>	<u>\$ 1,383,725</u>	36%	<u>\$ 3,807,629</u>	<u>\$ 1,778,351</u>	-53%	-53%
							\$ 1,778,400		

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Depreciation

	Adopted 2013- 14	Adjusted Adopted 2013- 14	Actual as of 12/31/2013	Percentage Expended as of 12/31/2013	Projected 2013- 14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Charged to accounts	170,814	170,814	85,408	50%	170,816	170,816	0%	0%
		-	-	0%	-		0%	0%
		-	-	0%	-	-		
	<u>\$ 170,814</u>	<u>\$ 170,814</u>	<u>\$ 85,408</u>	50%	<u>\$ 170,816</u>	<u>\$ 170,816</u>	0%	0%
Depreciation						\$ 171,000		

Fresno County Employees' Retirement Association
2013-14 Administrative Budget
Services and Supplies

		Approved Budget FY 2013-14	Adjusted Adopted 2013-14	Actual Expenditures as of 2/18/14	Percentage Expended as of 2/18/14	Projected Expenditures 2013-14	(Over)/Under Adjusted Budget (Projected to Budgeted)	FY 2014-15 Base Budget	Increase/ (Decrease) from Prior Year (Request to Base Budget)	FY 2014-15 Budget Variance Year to Year (Base Budget to Budgeted)	Increase/ (Decrease) from Prior Year (Base Budget to Projected)	Percentage Increase/ (Decrease) from Prior Year (Base Budget to Projected)	Budget Committee Recommendation	committee	variance
7040	Telephones	9,690	9,690	5,431	56%	8,623	1,062	9,400	(200)	-2.990%	772	8.950%		9,400	-
7101	Liability Insurance	126,680	126,680	9,633	8%	126,031	649	131,300	4,620	3.650%	5,269	4.180%		131,300	-
7220	Maintenance - Bldgs and Grounds	26,337	26,337	18,614	70%	26,106	231	24,900	(1,437)	-5.460%	(1,206)	-4.820%		24,900	-
7250	Memberships	7,165	7,165	7,215	101%	7,215	(50)	7,200	35	0.490%	(15)	-0.210%		7,200	-
7265	General Operating Expense	83,926	83,926	35,822	43%	84,007	(81)	91,800	7,874	9.380%	7,763	9.290%	25,000	116,800	25,000
7266	County Messenger Service	2,730	2,730	1,567	58%	2,730	-	3,300	570	20.880%	570	20.880%		3,300	-
7269	Postage	16,926	16,926	14,549	86%	25,951	(9,025)	30,400	13,474	79.610%	4,449	17.140%		30,400	-
7286	ITSD - HR Charges	5,241	5,241	2,787	53%	5,241	-	4,800	(441)	-8.410%	(441)	-8.410%		4,800	-
7287	ITSD - PS Financials Charges	15,497	15,497	8,660	56%	15,497	-	14,900	(597)	-3.860%	(597)	-3.860%		14,900	-
7295	Professional Expenses	765,281	690,281	275,208	40%	583,038	107,243	1,057,700	367,419	53.230%	474,662	81.410%		1,057,700	-
7296	ITSD Charges	137,417	137,417	88,334	64%	151,430	(14,013)	151,600	14,183	10.320%	170	0.110%		151,600	-
7411	Board Stipend	20,394	20,394	5,560	27%	8,800	11,594	12,000	(8,394)	-41.160%	3,200	36.360%		12,000	-
7415	Training and Travel - Staff	45,800	45,800	11,661	25%	26,998	18,802	37,300	(8,500)	-18.560%	10,302	33.160%		37,300	-
7417	Training and Travel - Board	61,360	61,360	17,848	29%	26,848	34,502	61,400	50	0.080%	34,562	126.690%		61,400	-
7430	Utilities	23,784	23,784	13,323	56%	22,758	1,026	25,700	1,916	8.060%	2,942	12.030%		25,700	-
7611	Security Services	7,932	7,932	7,185	91%	10,778	(2,846)	16,000	8,068	101.710%	5,222	48.450%		16,000	-
8300	Fixed Assets	10,000	10,000	-	0%	10,000	-	10,000	-	0.000%	-	0.000%		10,000	-
		1,366,150	1,291,150	523,037		1,142,058	149,094	1,889,700	308,550		547,644				
	Depreciation (non cash transaction)	170,814	170,814	85,408		170,816	(2)	171,000	186	0.110%	184	0.110%		171,000	-
	Excluded IT costs	4,175,439	3,808,000	1,383,725	36%	3,807,620	371	1,778,400	(2,029,600)	-53.300%	(2,029,229)	-63.200%		1,778,400	-
		5,712,403	5,269,964	1,992,170	38%	5,120,501	149,463	3,639,100	-1,630,864	-30.950%	-1,481,401	-28.930%		3,639,100	-
														0	-
															-

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7101 - Liability Insurance

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Fiduciary Liability Insurance	\$ 116,178	\$ 116,178	\$ -	0%	\$ 116,178	\$ 118,502 (1)	2%	2%
Liability Insurance - Property	6,448	6,448	6,161	96%	6,161	6,777 (2)	10%	5%
Property Insurance - building	3,834	3,834	3,472	91%	3,472	3,819 (2)	10%	0%
General Liability (County Charge)	220	220		0%	220	2,241 (3)	919%	919%
	<u>\$ 126,680</u>	<u>\$ 126,680</u>	<u>\$ 9,633</u>	8%	<u>\$ 126,031</u>	<u>\$ 131,339</u>	4%	4%
Budget Total - Liability Insurance						\$ 131,300		

(1) Proposed at 102% of projected

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7220 - Maintenance - Buildings and
Grounds

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Includes 7345								
Janitorial (contract price \$1199 X 12)	\$ 15,850	\$ 15,850	\$ 9,592	61%	14,388	\$ 14,388	0%	-9%
Yard Service	3,905	3,905	3,550	91%	3,550	3,905	10%	0%
Other	6,000	6,000	5,032	84%	7,585	6,000	-21%	0%
Pest Control (\$48.51 X 12) (month to month agreement)	582	582	340	58%	583	582	0%	0%
	<u>\$ 26,337</u>	<u>\$ 26,337</u>	<u>\$ 18,514</u>	70%	<u>\$ 26,106</u>	<u>\$ 24,875</u>	-5%	-6%
			-		-			
			<u>\$ 18,514</u>		<u>\$ 26,106</u>			

Budgeted Total - Maintenance - Buildings and
Grounds

\$ 24,900

Detail - Other Costs

		Actual	estimated	budget
Plumbing		\$ 462	462	500
A/C filters and fans	7345	447	2,297	3500
A/C repair		674	674	1000
Other	7345	1,615	1,000	1000
Door and Alarm Repairs		659	1,977	
Projector Lift Repair		366	366	
Replace light bulbs	7345	771	771	
Security System test	7345	38	38	
		<u>\$ 5,032</u>	<u>\$ 7,585</u>	<u>\$ 6,000</u>

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7250 - Membership

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
State Association of County Retirement Systems	\$ 4,000	\$ 4,000	\$ 4,000	100%	\$ 4,000	\$ 4,000	0.00%	0%
CalAPRS	2,000	2,000	2,000	100%	\$ 2,000	2,000	0.00%	0%
GFOA (2)	420	420	420	100%	\$ 420	420	0.00%	0%
International Federation of Employee Benefit Plans (reduced to one membership)	295	295	295	100%	\$ 295	295	0.00%	0%
NCPERS	450	450	500	111%	\$ 500	500	0.00%	11%
								0%
	<u>\$ 7,165</u>	<u>\$ 7,165</u>	<u>\$ 7,215</u>	101%	<u>\$ 7,215</u>	<u>\$ 7,215</u>	0%	1%
			<u>\$ 7,215</u>		<u>\$ 7,215</u>			

Budgeted Total - Memberships

\$ 7,200

Amounts estimated based on actual current
year expenditures.

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7265 - General Operating Expense

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Office Supplies (paper, toner)	\$ 13,746	\$ 13,746	\$ 10,287	75%	\$ 17,635	\$ 19,399	0% 10%	0% 41%
Copier maintenance and copies	2,444	2,444	2,585	106%	4,431	4,874	10%	99%
Printing - Annual Report, Comprehensive Annual Financial Report, Deferred and District Benefit Statements, Election Notice ¹	26,962	26,962	7,430	28%	24,720	25,203	2%	-7%
Printing - Other	961	961	7,721	803%	25,400	25,927 (1)	2%	2598%
Storage - offsite	7,500	7,500	1,820	24%	4,080	7,500	84%	0%
Miscellaneous Items	30,175	30,175	4,642	15%	5,958	6,765 (2)	14%	-78%
Subscriptions	2,138	2,138	1,337	63%	1,783	2,138 (3)	20%	0%
				0%	-	-	0%	0%
	<u>\$ 83,926</u>	<u>\$ 83,926</u>	<u>\$ 35,822</u>	43%	<u>\$ 84,007</u>	<u>\$ 91,806</u>	9%	9%
Total Expenditures			<u>\$ 35,822</u>		<u>\$ 84,007</u>			
Budgeted Total - Office Expense						\$ 91,800		

	Actual as of 2/18/14	Projected 2013-14	Base Budget 2014-15
(3) subscriptions:			
Public Retirement Journal	950	950	950
Fresno Bee	138	165	260

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Management Briefing		139	139
Communications Briefings		139	200
HR SPECIALIST	249	249	200
GFOA Government Newsletter		250	275
	<u>\$ 1,337</u>	<u>\$ 1,892</u>	<u>\$ 2,024</u>
(1) printing			
Election Notices	1986	1986	735
Newsletter	3211	12844	14128
Retired Member handbook (reprints)	232	2000	1000
Active member handbook (reprints)	1656	5000	6000
CAFR/PAFR		1000	1100
COLA Letter	0	0	0
Benefit Statements	0	1200	1320
Business cards	345	690	920
	<u>7,430</u>	<u>24,720</u>	<u>25,203</u>
pay stubs	17	32	11
envelopes	274	548	603
comment sheets		100	110
			-
			-
			-
	<u>291</u>	<u>680</u>	<u>724</u>
Total Printing	<u>7,721</u>	<u>25,400</u>	<u>25,927</u>

	Actual as of 2/18/14	Projected 2013- 14	Base Budget 2014-15
(2) misc			
offsite			
educational			
summit	924	924	1800
CAFR and			
PAFR			
application	1090	1090	1090
wire transfer			
fee	70	120	150
shredding	130	223	446
relocation			
costs	447	447	0
name plates,			
plaques	32	32	50
mail slot	168	168	0
repair printer	218	218	0
other	117	998	500
library			
additions	196	196	2500
mini recorder	136	136	0
microwave and			
refrigerator	249	249	50
surge			
protectors,			
oven cart	594	594	0
printer	108	400	0
keurig coffee			
machine	163	163	179
	<u>\$ 4,642</u>	<u>\$ 5,958</u>	<u>\$ 6,765</u>

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7266 - Interoffice Messenger Service

	Adopted 2013- 14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013- 14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Cost provided by County	\$ 2,730	\$ 2,730	\$ 1,587	58%	2,730	\$ 3,344 *	0% 22%	0% 22%

<u>\$ 2,730</u>	<u>\$ 2,730</u>	\$ 1,587	58%	<u>\$ 2,730</u>	<u>\$ 3,344</u>	22%	22%
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Total Expenditures

<u>\$ 1,587</u>	<u>\$ 2,730</u>
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Budgeted Total - Office Expense

\$ 3,300

* Cost provided by County

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7268 - Postage

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	0%
Normal Postage	8,577	8,577	5,364	63%	\$ 9,195	9,471 (2)	3%	10%
Mailing Election Notices	787	787	1,438	183%	\$ 1,438	1,200	-17%	52%
Overnight delivery to the Board	11	11	-	0%	\$ -	-	0%	-100%
Overnight delivery	-	-	616	0%	\$ 1,056	1,088 (2)	3%	0%
Annual report, District and Deferred Benefit Statements, newsletters, hb letter	7,551	7,551	7,131	94%	\$ 14,262	18,688 (1)	31%	147%
Public Requests for Information	-	-	-	0%	\$ -	-	0%	0%
	<u>\$ 16,926</u>	<u>\$ 16,926</u>	<u>\$ 14,549</u>	86%	<u>\$ 25,951</u>	<u>\$ 30,447</u>	17%	80%
Budgeted Total - Postage						\$ 30,400		

(1) Additional \$3000 included to accommodate potential separate mailing of annual report and COLA letter

(2) Increased by 3.0% to account for potential cost increases

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7286 - ITSD HR Charges

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Charges provided by County of Fresno	\$ 5,241	\$ 5,241	\$ 2,767	53%	\$ 5,241 (1)	\$ 4,812	-8%	-8%
	<u>\$ 5,241</u>	<u>\$ 5,241</u>	<u>\$ 2,767</u>	53%	<u>\$ 5,241</u>	<u>\$ 4,812</u>	-8%	-8%
Budgeted total - ITSD HR Charges						\$ 4,800		

Based on the number of employees per ITSD

(1) Expenditures limited to amount budgeted for year

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7287 - ITSD Financials Charges

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Charges provided by County of Fresno	\$ 15,497	\$ 15,497	\$ 8,660	56%	\$ 15,497 (1)	\$ 14,859	-4%	-4%
	<u>\$ 15,497</u>	<u>\$ 15,497</u>	<u>\$ 8,660</u>	56%	<u>\$ 15,497</u>	<u>\$ 14,859</u>	-4%	-4%
Budgeted total - ITSD Financials Charges						\$ 14,900		

Based on number of transactions recorded on PeopleSoft Financials per ITSD

(1) Expenditures limited to amount budgeted for year

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7295 - Professional Expenses

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted	
Actuarial Services	100,000	100,000	30,029	30%	60,058	100,000	67%	0%	(39,942)
Board Member Elections (Retired 2013-14; Safety and General 2014-15)	16,000	16,000	-	0%	-	22,250	-100%	39%	(22,250)
County Counsel	130,000	130,000	70,433	54%	130,804	120,000	-8%	-8%	10,804
Disability Applications (copy service, doctors)	60,000	60,000	32,488	54%	55,694	60,000	8%	0%	(4,306)
Disability Hearings (Doctors, Travel, Court Reporter, Hearing Officer) (1 completed 2013-14)	25,000	25,000	28,810	115%	28,810	115,000	299%	360%	(86,190)
Small World Death Audit Services	1,023	1,023	930	91%	930	1,030	11%	1%	(100)
Financial Audit	60,500	60,500		0%	60,500	80,000	32%	32%	(19,500)
Disability Settlement Attorney Fees	-	-		0%	-	-	-100%	100%	-
IRS Tax Determination Letter and Voluntary Compliance Program Application	20,000	20,000		0%	-	-	-100%	-100%	-
Other/digitize microfiche	-	-	497	0%	497	100,000 *	20021%	100%	(99,503)
Pension Disbursing (State Street/Northern Trust) ¹	124,000	124,000	36,858	30%	135,000	135,000	0%	9%	-
Personnel Services (recruitments, agenda item review, reclass/reorg)	5,000	5,000	6,232	125%	12,464	5,000	-60%	0%	7,464
Reed Smith - Other Issues	115,000	115,000	31,922	28%	63,844	100,000	57%	-13%	(36,156)
Renew e-Copy Maintenance	500	500		0%	500	500	0%	0%	-
SCS - G/L Licensing Agreement	1,928	1,928		0%	1,928	1,928	0%	0%	-
Review of Disability Process	10,000	10,000	187	2%	187	10,000	5248%	0%	(9,813)
On-Base licensing Agreement (10/13-12/14)	21,330	21,330	31,322	147%	31,322	31,964	2%	50%	(642)
Relocation (reimbursement expected for \$5000)/Contingency	-	-	5,500	0%	500	100,000			(99,500)
Actuarial Audit	75,000	-	-	0%	-	75,000			
	<u>\$ 765,281</u>	<u>\$ 680,281</u>	<u>\$ 275,208</u>	40%	<u>\$ 583,038</u>	<u>\$ 1,057,672</u>	81%	53%	(399,634)

Total Expenditures

Budgeted Total - Professional and Legal

7295

¹ Cost to process payroll and issue accounts payable checks is not charged directly to FCERA but is absorbed by the interest apportionment.

* continued initiative

\$ 1,057,700

\$ (399,634)

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7296 - ITSD Charges

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
ITSD Charges	\$ 137,417	\$ 137,417	\$ 88,334	64%	\$ 151,430	\$ 151,620	0% 0%	0% 10%
	<u>\$ 137,417</u>	<u>\$ 137,417</u>	<u>\$ 88,334</u>	64%	<u>\$ 151,430</u>	<u>\$ 151,620</u>	0%	10%
Budgeted total - ITSD Charges						\$ 151,600		

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7411 - Commissions/Advisory Boards

	<u>Adopted 2013-14</u>	<u>Adjusted Adopted 2013-14</u>	<u>Actual as of 2/18/14</u>	<u>Percentage Expended as of 2/18/14</u>	<u>Projected 2013-14</u>	<u>Base Budget 2014-15</u>	<u>Increase/ (Decrease) Base Budget over Projected</u>	<u>Increase/ (Decrease) Base Budget over Adjusted</u>
\$100 per meeting/\$500 per month maximum (5 members x \$200 per month x 12 months)	\$ 20,394	\$ 20,394	\$ 5,500	27%	\$ 8,800	\$ 12,000	36%	-41%
	<u>\$ 20,394</u>	<u>\$ 20,394</u>	<u>\$ 5,500</u>	27%	<u>\$ 8,800</u>	<u>\$ 12,000</u>	36%	-100%
Budgeted Total - Commissions/Advisory Boards						\$ 12,000		

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7415 - Training and Travel - Staff

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
CalAPRS Conference Registration		2,000	1,000	50%	1,000	2,000	100%	0%
CalAPRS Conference Travel	2,000		198	0%	198	1,000	405%	0%
CalAPRS Roundtables and class Registration	5,500	5,500	300	5%	2,000	2,500	25%	-55%
CalAPRS Roundtables and class Travel	7,500	7,500	2,702	36%	6,000	5,000	-17%	-33%
SACRS Conference Registration	600	600	360	60%	2,800	600	-79%	0%
SACRS Conference Travel	14,200	14,200	2,996	21%	6,000	14,200	137%	0%
Other Training Registration - GFOA, OnBase, Educational Summit	6,000	6,000	2,500	42%	4,000	6,000	50%	0%
Other Training Travel - GFOA, OnBase, Educational Summit	10,000	10,000	1,605	16%	5,000	6,000	20%	-40%
	<u>\$ 45,800</u>	<u>\$ 45,800</u>	<u>\$ 11,661</u>	25%	<u>\$ 26,998</u>	<u>\$ 37,300</u>	38%	-19%
			<u>\$ 11,661</u>		<u>\$ 26,998</u>			

Budgeted Total - Training and Travel \$ 37,300

Due diligence travel is included in Account 7564 - Investment Expense which is not part of the Administrative Budget.

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7417 - Training and Travel - Board								
	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
	\$ 61,350	\$ 61,350		29%			129%	0%
Wharton School of Business - Principles of Public Management Registration	14000	14,000			\$ -	\$ 14,000		
Wharton School of Business - Principles of Public Management Travel		0			-			
SACRS Travel	15100	15,100	3,850		6,550	\$ 15,100		
SACRS Registration	1700	1,700	600		1,200	1,700		
SACRS - Principles of Pension Investments Registration	7000	7,000	5,000		5,000	7,000		
SACRS - Principles of Pension Investment Travel		0	452		452			
CALAPRS - Principles of Board Leadership Registration		0			-			
CALAPRS - Principles of Board Leadership Travel		0			-			
CALAPRS - Principles for Trustees Registration	6280	6,280			-	6,280		
CALAPRS - Principles for Trustees Travel		0			-			
CALAPRS Travel - Roundtables, General Assembly	\$ 6,250	6,250	1,135		1,135	6,250		
CALAPRS Registration - Roundtables, General Assembly		0	400		400			
Pension and Investment		0			-			
Fiduciary College 2010 - Registration		0			-			
Fiduciary College 2010 - Travel		0			-			
Pension Bridge	2505	2,505			-	2,505		
Other Travel - Educational Summit, IMN, Public Retirement Journal, Wurts Client Summit	8515	8,515	6,211		12,111	8,515		
	\$ 61,350	\$ 61,350	\$ 17,648	29%	\$ 26,848	\$ 61,350	129%	0%
Budgeted Total - Training and Travel - Board						\$ 61,400		

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7611 Security

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
Hirsch System	\$ 1,962	\$ 1,962	\$ 1,431	73%	\$ 2,147	\$ 1,772 (1)	-17%	-10%
Security Services	5,970	5,970	5,754	96%	8,631	14,229 (1)	65%	138%
	<u>\$ 7,932</u>	<u>\$ 7,932</u>	<u>\$ 7,185</u>	91%	<u>\$ 10,778</u>	<u>\$ 16,001</u>	48%	102%
Total Budgeted - Security						\$ 16,000		
Provided by County								

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 7430 - Utilities

	Adopted 2013-14	Adjusted Adopted 2013-14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013-14	Base Budget 2014-15	Increase/ (Decrease) Base Budget over Projected	Increase/ (Decrease) Base Budget over Adjusted
PG&E	\$ 20,045	\$ 20,045	\$ 11,445	57%	\$ 19,620	\$ 21,582 (1)	10%	8%
Water	2,487	2,487	1,498	60%	2,568	2,825 (1)	10%	14%
Garbage	1,252	1,252	380	30%	570	1,254 (1)	120%	0%
	<u>\$ 23,784</u>	<u>\$ 23,784</u>	<u>\$ 13,323</u>	56%	<u>\$ 22,758</u>	<u>\$ 25,661</u>	13%	8%
Total Budgeted - Utilities						\$ 25,700		

(1) Proposed at 110% of projected

**Fresno County Employees' Retirement Association
2014-15 Administrative Budget**

Account 8300 - Fixed Assets

	Adopted 2013- 14	Adjusted Adopted 2013- 14	Actual as of 2/18/14	Percentage Expended as of 2/18/14	Projected 2013- 14	Base Budget 2014-15	Increase/ (Decrease) Proposed over Projected	Increase/ (Decrease) Proposed over Adjusted
Furnishings	10,000	10,000	-	0%	10,000	10,000	0%	0%
		-		0%	-	-	0%	0%
		-		0%	-	-		
	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	0%	<u>\$ 10,000</u>	<u>\$ 10,000</u>	0%	0%
Budgeted Total - Fixed Assets						\$ 10,000		

Retirement Services Technician I

Definition:

Under general supervision, performs paraprofessional benefit, contributions and accounting work involving the application of technical skills, accounting principles and procedures required in the utilization of a retirement system; and performs related work as required.

Distinguishing Characters:

The FCERA, headed by the Retirement Administrator, is responsible for controlling and accounting for contributions, administering benefits and investment income under the direction of a nine-member Board of Retirement. FCERA is an independent association established by the County Employees Retirement Law of 1937 and is subject to the laws governing fiduciaries. The Association provides retirement benefits for eligible employees of the County of Fresno and participating agencies including the Fresno-Madera Area Agency on Aging, Clovis Veteran's Memorial District, Fresno Mosquito and Vector Control District, and Superior Courts of California, County of Fresno (Courts) employees.

Retirement Services Technician I is the entry level classification in the Retirement Services Technician classification series and serves as technical specialists performing paraprofessional technical skills, retirement and accounting work within a specialized area of the County's retirement system. Assignments require the independent application of established technical skills, accounting principles and procedures involved in the utilization of a retirement system. The classification differs from Retirement Technician II in that incumbents of the latter classification are expected to complete assignments with a minimum of supervision, and are given increased responsibility and latitude of judgment to complete assignments.

This class differs from the Retirement Coordinator and Accountant classification series in that the duties of the Retirement Services Technician are based on an understanding of a particular specialized area rather than a broad general professional knowledge of programs and accounting principles and practices. The Retirement Services Technician differs from the Account Clerk classification series in that Service Technician incumbents are responsible for the non-clerical aspects of benefits, contributions, and accounting which require a wider range and variety of advanced technical skills, accounting and bookkeeping knowledge.

Samples of Duties:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Function for any given position in this classification.

1. Performs paraprofessional benefit calculations, contribution balances, and accounting work involving the application of technical skills, accounting principles and procedures required in the utilization of FCERA's systems, such as NAV, Arrivos, or PeopleSoft.
2. Reviews, compares, analyzes, and reconciles system-generated data.

3. Reviews and analyzes billing activity of money managers, private money managers, etc. for appropriateness and correctness.
4. Maintains control and subsidiary accounting records involving a wide variety of accounting and financial transactions, for benefits, contributions and general ledger.
5. Identifies and resolves problems and inconsistencies and determines corrective entries involved in maintaining controls. Examines, reconciles, balances, and adjusts records which require a specialized knowledge of the purposes, methods and practices of technical record keeping.
6. Prepare statements, reports and budgets from a variety of preliminary reports, data, benefit, contributions and accounting records, and computer products in accordance with specific actuarial reporting formats and accounting principles.
7. May prepare special reports involving searching for and abstracting technical data.
8. Prepares reports

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic financial and accounting principles, practices and methods.
- Governmental accounting principles and practices to assist in preparing annual reports and financial statements.
- Specialized knowledge related to the assigned program and retirement system.
- Knowledge of program area policies, procedures, rules and regulations.
- Principles and practices of data collection and report preparation.
- Effective record keeping practices and procedures.
- The analysis and evaluation of financial operations and programs.
- Mathematical concepts related to budgets and accounting.

Skills/Abilities:

- Analyze financial data and interpret results for management reports.
- Prepare summary financial reports and statement accurately.
- Interpret and apply the policies, procedures, laws and regulations pertaining to the assigned program and retirement system.
- Assess and interpret program information and develop findings and recommendations based upon relevant information.
- Clearly transmit, verbally and in writing, analysis findings, and recommendations to supervisory and management staff.
- Project management ability to effectively multi-task and consistently meet deadlines.
- Work independent and in a team-oriented environment.
- Provide technical guidance to staff on the assigned program and retirement system.
- Maintain effective interpersonal relationships at all levels within the FCERA, co-workers and the members.

- Demonstrate initiative, integrity, maturity, and exercise sound judgment.

Minimum Qualifications:

Education: Completion of nine (9) semester units of business administration, finance or accounting coursework that is acceptable within the United States' accredited college or university system.

Experience: Four (4) years of full-time, paid bookkeeping experience equivalent to that gained as an Account Clerk III with the County of Fresno. One (1) year of this experience must have involved providing data analysis and financial reports through the utilization of an accounting system, such as PeopleSoft, Microsoft Dynamics NAV, Arrivos.

License: A valid Class "C" California Driver's License may be required.

Retirement Services Technician II

Definition:

Under general supervision, performs paraprofessional benefit, contributions, and accounting work involving the application of technical accounting principles and procedures required in the utilization of a retirement system; and performs related work as required.

Distinguishing Characters:

The FCERA, headed by the Retirement Administrator, is responsible for controlling and accounting for contributions, administering benefits and investment income under the direction of a nine-member Board of Retirement. FCERA is an independent association established by the County Employees Retirement Law of 1937 and is subject to the laws governing fiduciaries. The Association provides retirement benefits for eligible employees of the County of Fresno and participating agencies including the Fresno-Madera Area Agency on Aging, Clovis Veteran's Memorial District, Fresno Mosquito and Vector Control District, and Superior Courts of California, County of Fresno (Courts) employees.

Retirement Services Technician II is the experienced level classification in the Retirement Services Technician classification series and serves as technical specialists performing paraprofessional technical skills, retirement and accounting work within a specialized area of the County's retirement system. Assignments require the independent application of established technical skills, accounting principles and procedures involved in the utilization of a retirement system. The classification differs from Retirement Technician I in that incumbents of the former classification are expected to complete assignments with a minimum of supervision, and are given increased responsibility and latitude of judgment to complete assignments.

This class differs from the Retirement Coordinator and Accountant classification series in that the duties of the Retirement Services Technician are based on an understanding of a particular specialized area rather than a broad general professional knowledge of programs and accounting principles and practices. The Retirement Services Technician differs from the Account Clerk classification series in that Service Technician incumbents are responsible for the non-clerical aspects of benefits, contributions, and accounting which require a wider range and variety of advanced technical skills, accounting and bookkeeping knowledge.

Samples of Duties:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Function for any given position in this classification.

1. Performs paraprofessional benefit calculations, contribution balances, and accounting work involving the application of technical skills, accounting principles and procedures required in the utilization of FCERA's systems, such as NAV, Arrivos, or PeopleSoft.
2. Reviews, compares, analyzes, and reconciles system-generated data.

3. Reviews and analyzes billing activity of money managers, private money managers, etc. for appropriateness and correctness.
4. Maintains control and subsidiary accounting records involving a wide variety of accounting and financial transactions, for benefits, contributions and general ledger.
5. Identifies and resolves problems and inconsistencies and determines corrective entries involved in maintaining controls. Examines, reconciles, balances, and adjusts records which require a specialized knowledge of the purposes, methods and practices of technical record keeping.
6. Prepare federal, state and local claims, statements, reports and budgets from a variety of preliminary reports, data, accounting records, and computer products in accordance with specific actuarial reporting formats and accounting principles.
7. May prepare special reports involving searching for and abstracting technical data.
8. Prepares reports

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic financial and accounting principles, practices and methods.
- Governmental accounting principles and practices to assist in preparing annual reports and financial statements.
- Specialized knowledge related to the assigned program and retirement system.
- Knowledge of program area policies, procedures, rules and regulations.
- Principles and practices of data collection and report preparation.
- Effective record keeping practices and procedures.
- The analysis and evaluation of financial operations and programs.
- Mathematical concepts related to budgets and accounting.

Skills/Abilities:

- Analyze financial data and interpret results for management reports.
- Prepare summary financial reports and statement accurately.
- Interpret and apply the policies, procedures, laws and regulations pertaining to the assigned program and retirement system.
- Assess and interpret program information and develop findings and recommendations based upon relevant information.
- Clearly transmit, verbally and in writing, analysis findings, and recommendations to supervisory and management staff.
- Project management ability to effectively multi-task and consistently meet deadlines.
- Work independent and in a team-oriented environment.
- Provide technical guidance to staff on the assigned program and retirement system.
- Maintain effective interpersonal relationships at all levels within the FCERA, co-workers and the members.

- Demonstrate initiative, integrity, maturity, and exercise sound judgment.

Minimum Qualifications:

Education: Completion of nine (12) semester units of business administration or accounting coursework that is acceptable within the United States' accredited college or university system.

Deleted: 9

Experience: Eighteen (18) months of full-time, paid work experience equivalent to that gained as a Retirement Services Technician I with the County of Fresno.

License: A valid Class "C" California Driver's License may be required.