

FINANCE ADVISORY COMMITTEE

AGENDA

January 5, 2012

Room 1E, Legislative Office Building - 1:00 P.M.

1. Minutes of the June 2, 2011 meeting.

2. New transactions as follows:

2012-1	Commission on Children	\$ 12,000.00
2012-2	Latino & Puerto Rican Affairs Commission	\$ 15,000.00
2012-3	Board of Regents for Higher Education	\$ 1,500,000.00

ALLOTMENT OR APPROPRIATION  
ADJUSTMENT REQUEST  
B-107 REV 3/96

TO: STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT  
OFFICE OF POLICY AND MANAGEMENT

ALLOTMENT adjustment  
 APPROPRIATION adjustment  
 APPROPRIATION adjustment, requiring Finance Advisory Committee action

COMPT. USE ONLY	PAGE	OF
DOC. TYPE	DOCUMENT NUMBER	
	CCY0009	

COMPT. USE ONLY	EFFECTIVE DATE	FAC NUMBER	REQUEST NUMBER
		2012-1	2012-1
AGENCY NO.	AGENCY NAME		
CCY11600	Commission on Children		

F.Y.	FUND	AGENCY	SID	REDUCE *	INCREASE **	ACCOUNT TITLE/PROJECT NUMBER
				<u>Unencumbered</u>	<u>Allotment</u>	
2012	11000	CCY11600	10020	\$12,000.00		Other Expenses
2012	11000	CCY11600	10010		\$12,000.00	Personal Services

REASON FOR ADJUSTMENT

To Transfer funding from Other Expenses to Personal Services to cover payroll and reduce the number of furlough days staff is expected to take. See attached letter for justification.

Bond Commission Date:

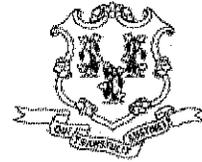
STATUTORY AUTHORITY (for adjustments in appropriations) <b>CGS 4-87</b>	REQUESTING OFFICIAL (Signature) 	(Title) <b>Financial Admin</b>	DATE SIGNED <b>12/12/11</b>
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UNALLOTTED / UNENCUMBERED BALANCE \$	APPROVED (Secretary, Office of Policy and Management) DATE
REVIEWED BY (Analyst) <b>Linda Ecklund</b> 	APPROVED (Governor) DATE
RECOMMENDED (Undersecretary, Bud. & Fin. Mgmt.) DATE	

\* USE ONLY UNALLOTTED, UNENCUMBERED, RESOURCES OF FUND  
\*\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



State of Connecticut  
GENERAL ASSEMBLY



Commission on Children

Memorandum

**To:** Benjamin Barnes, Secretary, Office of Policy and Management  
**From:** Elaine Zimmerman, Executive Director  
**Date:** December 12, 2011  
**Re:** FAC Request

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**Transfer \$12,000 from Other Expenses to Personal Services**

The Commission on Children requests to move \$12,000 unexpended dollars from our Other Expenses (OE) line item to Personal Services (PS).

This transfer will dismiss 2.5 to 3.5 required furlough days per staff member to facilitate our functioning within a reduced budget. It will also increase one staff member's time from 4 days to 4.5 days to meet public and legislative demand.

The Commission on Children is keenly aware of the budget challenges in our state. All employees have had their hours decreased over the last two years, by one or two days per week. Some volunteer back several of these cutback hours.

We continue to bring in resources to the state from federal funds and philanthropic opportunities. This \$12,000 change in OE can be made up from these resources.

Moving the funds from OE to PS will stretch our existing resources while maximizing work function and performance. Our agency is clearly committed to frugal operations and to leveraging opportunities for our state to the maximum extent possible.

Thank you for your consideration of this request.

Elaine Zimmerman  
Executive Director



State of Connecticut  
GENERAL ASSEMBLY



Commission on Children

**To:** Benjamin Barnes, Secretary, Office of Policy and Management  
**From:** Elaine Zimmerman, Executive Director, Commission on Children  
**Date:** December 27, 2011  
**Re:** FAC Request

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**Follow-up Regarding FAC Request to Transfer \$12,000 from OE to PS**

*1. Explain in detail why there is a shortfall in a particular account.*

In the budget negotiations for SFY12, we along with other departments were not certain what our final budget numbers would be. The final OE number is higher than we would have requested with the final PS number of \$473,690 for salaries (an additional \$15,716 is in the PS line for longevity payments to four of our employees).

All Commission on Children employees have had their hours decreased over the last two years, by one or two days per week, to reconcile state fiscal challenges with work production for improved child outcomes. The final PS number keeps all of our staff on a weekly furlough schedule. Some volunteer these hours back.

I am requesting \$12,000 be moved from OE to PS to (1) eliminate an additional 2.5 to 3.5 furlough days that would be required this fiscal year per staff member to function within our reduced budget, and to (2) increase our Director of Policy's time from 4 days to 4.5 days per week as we go into Session, to meet public and legislative demand.

*2. Explain in detail why funds are available in any accounts.*

We continue to bring in resources to the state from federal and philanthropic funds. Grants recently received are from national as well as local funders, largely focused on our strategic policy work, community capacity building, prevention expertise and model program designs. Most funds we receive go immediately into the community or program design for children and youth. We are able to hold a modest percentage for administration.

This request of a \$12,000 change in OE can be made up from these additional resources. We are able to use a portion of philanthropic funds in a public - private partnership for such expenses, but not for personnel. Moving the \$12,000 from OE to PS will stretch our existing resources while maximizing work function and performance. Our agency is committed to optimal child policy and program, frugal operations and leveraged financial opportunity.

3. *Explain why funds are needed now rather than at future date.*

The immediate need is to move our Director of Policy from 4 to 4.5 days as we prepare for and begin the 2012 Legislative Session. At the same time, I would like to omit all six staff member's current requirement to add an additional 2.5 to 3.5 furlough days to their work schedule this fiscal year.

Thank you for your consideration of this request.

ALLOTMENT OR APPROPRIATION  
ADJUSTMENT REQUEST  
B-107 REV 3/96

TO: STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT  
OFFICE OF POLICY AND MANAGEMENT

ALLOTMENT adjustment     APPROPRIATION adjustment     APPROPRIATION adjustment, requiring Finance Advisory Committee action

COMPT. USE ONLY	PAGE	OF
DOC. TYPE	DOCUMENT NUMBER	
	LPR0005	

COMPT. USE ONLY	EFFECTIVE DATE	FAC NUMBER	REQUEST NUMBER
		2012-2	2012-1
AGENCY NO.	AGENCY NAME		
LPR11700	Latino and Puerto Rican Affairs Commission		

F.Y.	FUND	AGENCY	SID	REDUCE *	INCREASE **	ACCOUNT TITLE/PROJECT NUMBER
				<u>Unencumbered</u>	<u>Allotment</u>	
2012	11000	LPR11700	10010	\$15,000.00		Personal Services
2012	11000	LPR11700	10020		\$15,000.00	Other Expenses

REASON FOR ADJUSTMENT

To Transfer funding from Personal Services to Other Expenses to complete 5th edition of the Latino Socio-Economic Study. See attached letter for justification.

Bond Commission Date:

STATUTORY AUTHORITY (for adjustments in appropriations) <b>CGS 4-87</b>	REQUESTING OFFICIAL (Signature) 	(Title) <b>Financial Admin</b>	DATE SIGNED 10/04/11
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ACTION

UNALLOTTED / UNENCUMBERED BALANCE \$	APPROVED (Secretary, Office of Policy and Management) DATE
REVIEWED BY (Analyst) <i>Linda Ecklund</i> PM DATE 10/7/11	APPROVED (Governor) DATE
RECOMMENDED (Undersecretary, Bud. & Fin. Mgmt.) DATE	

\* USE ONLY UNALLOTTED, UNENCUMBERED, RESOURCES OF FUND

\*\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



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**Latino and Puerto Rican**  
**Affairs Commission**

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*Eugene M. Salorio*  
*Danny Torres*

**Acting Executive Director**  
*Werner Oyanadel*

**Special Projects Director/  
Grants Writer**  
*Lucia Goicoechea-Hernández*

**Senior Legislative Secretary**  
*Clarisa Cardone*

## MEMORANDUM

To: Mr. John Harnick, Financial Director OLM  
From: Werner Oyanadel, LPRAC Acting Executive Director  
Date: September 28, 2011  
Re: Fund Transfer Request

11 SEP 28 AM 9:22

Mr. Harnick, the LPRAC Executive Committee of the Latino and Puerto Rican Affairs Commission (LPRAC) asked me to request a \$15,000 transfer from our Personal Services Account to be transferred to our Other Expenses Account of the LPRAC for the fiscal year recently approved by the Connecticut General Assembly. This transfer, according to the Office of Legislative Management (OLM) is due to the fact that the budgeted amount in PS is higher than what is necessary for all the salaries needed this fiscal year, including limited overtime costs and longevity and therefore it will have no impact to all of our full-time employees.

The LPRAC intends to use these funds to help us pay for part of the cost of producing our fifth edition of the Latino Socio-Economic Study, which measures current social and economic status of Latinos living in Connecticut. This study will assist us better understand needs, concerns, and issues important for policy-making within the purview of our state mandate.

Please let me know if you need additional information or if you have any questions or concerns regarding this request.

Note: The LPRAC is fully aware that this request will require approval of the FAC.

/File

FAC 2012-3 Board of Regents					
Account	CCSU Net Assets (Fund Balance)	Original General Obligation Bond Authorization and Allocation	Proposed Use of Operating Funds		Available Funding Post- FAC Action
			FROM	FOR	
Unrestricted Net Assets	\$52,779,884		\$1,500,000		\$50,279,884
Construction Funding for CCSU Public Safety Facility		\$5,196,000		\$1,500,000	\$6,696,000

Pursuant to CGS 10a-99(b)<sup>1</sup> the Board of Regents (BOR) requests to utilize \$1,500,000 from Central Connecticut State University's (CCSU) Operating Fund Reserves, to supplement a \$5,196,000 general obligation bond allocation<sup>2</sup> for design and construction of a public safety facility at CCSU. From this allocation, \$4,264,836 is designated for construction, yet based on current bids (and revised building design to reduce costs) the estimated construction costs is \$5,628,436, which exceeds the available funding by \$1,363,600.

The current low bid submission for construction will remain valid until January 15, 2012, thus FAC action is required under CGS 10a-99b, as the General Assembly will not convene until after the bid expires.

This action was approved by the CSUS Board of Trustees on December 8, 2011 and by the Board of Regents at the December 20, 2011 meeting.

This request does not impact appropriated funds and will not impact the agency's ability to achieve budgeted holdback savings, nor affect any forecast surplus or deficiency.

*Funding is available for transfer from these accounts due to the following:*

The source of funds is the CCSU Operating Fund Reserves (aka Unrestricted Net Assets or Fund Balance). No funds appropriated by the General Assembly are affected by this expenditure. CCSU has designated \$1,500,000 from Unrestricted Net Assets (Fund Balance) specifically for this purpose.

*Funding is needed in these accounts due to the following:*

Since 1982, CCSU's Public Safety Department has been housed in a 1960's-era wood framed split level facility originally constructed as a private residence, supplemented by two modular office trailers. These three structures were never meant to serve as a permanent Public Safety Complex. The current facility is inadequate to the university's needs and does not meet minimum Americans with Disabilities Act accessibility requirements.

<sup>1</sup> CGS Section 10a-99(b) of the Connecticut General Statutes provides in relevant part that "Repairs, alterations or additions to facilities supported by the Connecticut State University System Operating Fund and costing one million dollars or more shall require the approval of the General Assembly, or when the General Assembly is not in session, of the Finance Advisory Committee."

<sup>2</sup> Allocated at the 2/24/11 Bond Commission Meeting.

In 2002, the CSUS Board of Trustees, via Board Resolution #02-27, authorized CCSU to utilize up to \$2,500,000 from their Fund Balance to fund the design and construction of a new Public Safety Complex. At that time a design consultant was hired to design the new Public Safety facility. Design estimates indicated that \$2,500,000 was insufficient to meet minimum program requirements; therefore, the project was deferred and alternate funding was sought while design continued.

In FY 2008 \$5,196,000 in general obligation bonds were authorized for completion of the Public Safety project (\$4,264,836 of which is designated for construction), and on February 24, 2011, the State Bond Commission allocated those funds. This allocation of construction funding occurred prior to a bid for construction. The CSUS Board of Trustees, via Board Resolution #08-65, authorized CCSU to utilize up to \$500,000 from their Plant Funds to supplement this funding.

In April, 2011, the Department of Construction Services (DCS) received bids for construction of this project; the lowest qualified bid exceeded the total amount budgeted for construction. CCCSU, the CSU System Office, and the DCS revised the building design and rebid the project. In September 2011, bids for the revised project were received by the DCS; the project remains over budget in spite of the revisions to design. The new Public Safety facility as currently designed will meet the current and projected future needs of the university; any further revisions to design will result in an inadequate facility.

Based on current bids the estimated construction cost of this project is \$5,628,436. CCSU is requesting approval to expend up to \$1,500,000 in University Fund Balances to supplement the bond funds currently allocated for construction. This will allow this critically needed facility to be constructed as designed and be occupied in less than fifteen months after the completion of all approvals. The current low bid submission for construction will only remain valid until January 15, 2012.

#### *Holdback and Lapses*

The use of these funds for the purpose requested will not affect the university's ability to meet any required General Fund holdbacks, nor will it affect any forecast surplus or deficiency.