

Budget Journal Entry

Document Number: BJE - 0007992
 Document Description: Establish Appropriations for Initial ERP Project Staffing
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 Created By: Alexander Overbey

References

Audit Trail: Actualizing JE:

Budget Revision Request

Agenda Item: Agenda Date: 11/16/2021 Approval: BOS 4/5 Has Board Letter: Yes

Related Event:

Title: Establish Appropriations for Initial ERP Project Staffing

Budget Action: Establish appros of \$340K in General County Programs GF for Intrafund Expenditure Transfers Out 250K and Other Financing Uses 90K funded by a release of Committed Technology Replacement & Investment FB. Increase appros for S&B in Auditor-Controller GF \$175K & Human Resources GF \$75K funded by Intrafund Expenditure Transfers In from the General County Programs GF. Incr appros of 90K in the General Services IT Services Fund for S&B funded by an operating transfer

Justification: The scope of the future ERP System sought by the County includes most of the County's finance, payroll, human capital, and budget applications. The central service departments of Auditor-Controller, Human Resources, and General Services are responsible for countywide business processes in these areas and will be heavily impacted by the level of staff effort necessary to plan and execute a successful ERP Project and support the ERP System throughout its useful life.

The Auditor-Controller is requesting one Accountant-Auditor position effective 11/29/21 to backfill the Project Coordinator along with funding for the Finance/Payroll Lead's position. Human Resources is requesting the addition of one Team/Project Leader effective 11/29/21 to act as a generalist backfill beginning in January 2022. General Services is requesting one Team/Project Leader position effective 11/29/21 to backfill the Technology Lead beginning in January 2022.

The cost of these positions will be funded through one-time use of the General County Programs General Fund Technology Replacement & Investment fund balance. Departments will be reimbursed based on actual costs incurred.

Budget Revision Request Financial Summary

Fund	Department	Project	Object Level	Source Amount	Use Amount
0001 - General	061 - Auditor-Controller		50 - Salaries and Employee Benefits	0.00	175,000.00
0001 - General	061 - Auditor-Controller		80 - Intrafund Expenditure Transfers (-)	0.00	(175,000.00)
Fund: 0001 - General, Department: 061 - Auditor-Controller Total:				0.00	0.00
1915 - Information Technology Svcs	063 - General Services		40 - Other Financing Sources	90,000.00	0.00
1915 - Information Technology Svcs	063 - General Services		50 - Salaries and Employee Benefits	0.00	90,000.00

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	Fund: 1915 - Information Technology Srvcs, Department: 063 - General Services Total:	90,000.00	90,000.00
0001 - General	064 - Human Resources	50 - Salaries and Employee Benefits	0.00
			75,000.00
0001 - General	064 - Human Resources	80 - Intrafund Expenditure Transfers (-)	0.00
			(75,000.00)
	Fund: 0001 - General, Department: 064 - Human Resources Total:	0.00	0.00
0001 - General	990 - General County Programs	70 - Other Financing Uses	0.00
			90,000.00
0001 - General	990 - General County Programs	85 - Intrafund Expenditure Transfers (+)	0.00
			250,000.00
0001 - General	990 - General County Programs	93 - Changes to Committed	340,000.00
			0.00
	Fund: 0001 - General, Department: 990 - General County Programs Total:	340,000.00	340,000.00

Accounting

Fund	Dept	GL Acct	LI Acct	Debit Amount	Credit Amount	Prog	OUnit	Proj	Budget Period	Description
0001	990	2420	9833	340,000.00		8300			202206	Release From Technology Fund Balance
0001	990	2530	9320		175,000.00	8300			202206	Intrafund to 061 for ERP Staffing
0001	990	2530	9323		75,000.00	8300			202206	Intrafund to 064 for ERP Staffing
0001	990	2530	7901		90,000.00	8300			202206	Operating Transfer to 1915 for ERP Staffing
0001	061	2530	9125	120,000.00		1011			202206	Intafund from 990 for ERP Staffing - ENT LDR
0001	061	2530	9125	55,000.00		1010			202206	Intafund from 990 for ERP Staffing - AA
0001	061	2530	6100		120,000.00	1011			202206	Salary and Benefits for ERP Staffing - ENT LDR
0001	061	2530	6100		55,000.00	1010			202206	Salary and Benefits for ERP Staffing - AA
0001	064	2530	9125	75,000.00		1000		SBCERP	202206	Intafund from 990 for ERP Staffing
0001	064	2530	6100		75,000.00	1000		SBCERP	202206	Salary and Benefits for ERP Staffing
1915	063	2420	5910	90,000.00		5500			202206	Operating Transfer from 0001 for ERP Staffing
1915	063	2530	6100		90,000.00	5500	3000		202206	Salary and Benefits for ERP Staffing
			Total	680,000.00	680,000.00					

Signatures

Signed By	Approval Level	Department/Agency-Fund Group	Signed On	Valid
Alexander Overbey		061-Auditor-Controller	10/28/2021 2:06:58 PM	Y
Lamont Grissom		061-Auditor-Controller	10/28/2021 2:26:53 PM	Y
Lynne Dible	Fund/Department	063-General Services Funds	11/1/2021 9:27:58 AM	Y
Don Nguyen	Fund/Department	064-Human Resources Funds	11/1/2021 9:37:05 AM	Y
Wesley Welch	CEO Analyst	All Depts-All Funds	11/1/2021 10:25:18 AM	Y

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C. Price	Chief Deputy Controller	All Depts-All Funds	11/3/2021 9:13:26 AM	Y
Sara Weal	FACS	All Depts-All Funds	11/3/2021 5:21:24 PM	Y
Robert Geis	Chief Deputy Controller	All Depts-All Funds	11/4/2021 8:20:39 AM	Y
Paul Clementi	Budget Director	All Depts-All Funds	11/4/2021 9:50:38 AM	Y