MEMO

DATE: March 1, 2007

TO: Administration Committee and Regional Council

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

SUBJECT: CFO Monthly Report for January 2007

BACKGROUND:

Accounting:

During the month of January 2007, the Accounting division completed its analysis of various enhancements to Treasury Operations. We are proceeding with Positive Pay, ACH Block, Remote Deposit and the "repo sweep" investment vehicle (repurchase agreement).

SCAG renewed its Letter of Credit (LOC) with Bank of the West in the amount of $5 million. Although we do not anticipate a need for borrowing at any point in the foreseeable future, the LOC will be available if needed.

Use of a check signing machine for checks up to $10,000 will commence when the RC adopts an authorizing resolution (agendized for the March 2007 meeting) required by Bank of the West.

Accounting systems staff developed a contract status report which highlights contracts with little or no recent accounts payable activity. Contract administration is using the report to improve the timeliness of invoicing by SCAG's consultants and sub-regions.

Staff researched various options for funding SCAG's defined benefit supplemental retirement plan. In addition, staff and Bartel and Associates continued to refine the actuarial assumptions required for the analysis of the retiree medical premium benefit. Both items were on the February 8, 2007 agenda of a joint meeting of the Audit and Personnel Committees.

MEMO

Budget and Grants:

During the month of January, the Budget and Grants section accomplished the following: submitted FY07 OWP Amendment # 3 to Caltrans for approval; continued to refine the FY 07-08 Draft OWP by conducting additional internal project reviews with department managers to finalize the projects to be funded in FY07-08 work program; provided the subregions with the draft 07-08 OWP project information at the January 25 Subregigonal Coordinators meeting; the finalized the staffing, indirect cost and General Fund budget figures; coordinated preparation of the Caltrans required 2nd Quarterly OWP Progress Report and submitted it to Caltrans; continued to prepare or amend MOUs for special grant funded projects.

Contracts:

During the month of January, the Contracts section posted one RFP, executed one Notice to Proceed, executed four contract amendments, and executed two License Agreements. The DBE Race-Neutral Implementation Agreement was also updated to reflect changes implemented by Caltrans.

FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:

Chief Financial Officer

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

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	$15,293,452	$162,074	$ 236,377	$15,691,903	$7,586,018	$ 137,597	$7,968,288	51%
Consultants & Professional Services	17,799,082	212,936	$ 44,500	18,056,518	2,827,421	13,006,146	$2,222,951	12%
Sub Region Consultants & Staff Projects	4,268,112	(180,000)	$ 22,592	4,110,704	82,672	3,537,815	$490,217	12%
Direct & Indirect Costs	5,379,519	(283,381)	$ -	5,096,138	2,204,998	1,010,599	$1,880,541	37%
All Other	3,875,094	347,897	$ -	4,222,991	497,439	-	$3,725,552	88%
Total	**$ 46,615,259**	**$ 259,526**	**$ 303,469**	**$ 47,178,254**	**$ 13,198,548**	**$ 17,692,157**	**$ 16,287,549**	**35%**

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

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

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	$100,000	$ 265,000	$ -	$ 365,000	$293,770	$ -	$71,230	20%
Consultant and Professional Services	513,050	25,000	-	538,050	129,706	235,923	$172,421	32%
Regional Council (RC) Support	304,800	45,000	-	349,800	88,155	35,549	$226,096	65%
RC Special Projects and Sponsorships	109,800	(10,000)	-	99,800	34,461	50,000	$15,339	15%
All other Budget Categories	493,953	(325,000)	-	168,953	10,484	-	$158,469	94%
Total	**$ 1,521,603**	**$ -**	**$ -**	**$ 1,521,603**	**$ 556,576**	**$ 321,472**	**$ 643,555**	**42%**

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

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

Budget v. Actual and Encumbrances
Through January 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Jan	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	10,605,287	140,074	10,745,361	4,976,022	5,769,339	46%	-	4,976,022	5,769,339	46%
Temporary Help	395,920	22,000	417,920	332,046	85,874	79%	137,597	469,643	(51,723)	112%
	11,001,207	**162,074**	**11,163,281**	**5,308,068**	**5,855,213**	**48%**	**137,597**	**5,445,665**	**5,717,616**	**49%**
Consultant / Professional Services										
SCAG Consultant	17,254,082	217,436	17,471,518	2,700,641	14,770,877	15%	12,831,726	15,532,367	1,939,151	89%
Legal Services	535,000	-	535,000	123,780	411,220	23%	161,197	284,977	250,023	53%
Professional Services	10,000	(4,500)	5,500	3,000	2,500	55%	13,223	16,223	(10,723)	295%
	17,799,082	**212,936**	**18,012,018**	**2,827,421**	**15,184,597**	**16%**	**13,006,146**	**15,833,567**	**2,178,451**	**88%**
Sub Regions										
Subregional Consultant	3,021,696	(88,000)	2,933,696	40,272	2,893,424	1%	2,433,855	2,474,127	459,569	84%
Subregional Staff Projects	1,246,416	(92,000)	1,154,416	42,400	1,112,016	4%	1,103,960	1,146,360	8,056	99%
	4,268,112	**(180,000)**	**4,088,112**	**82,672**	**4,005,440**	**2%**	**3,537,815**	**3,620,487**	**467,625**	**89%**
Direct Costs										
Internet Access Fees	3,000	-	3,000	1,217	1,783	41%	1,812	3,029	(29)	101%
Software Support	506,363	(22,000)	484,363	103,599	380,764	21%	3,737	107,336	377,027	22%
Hardware Support	57,000	-	57,000	19,669	37,331	35%	18,423	38,092	18,908	67%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	24,546	5,454	82%	16,048	40,594	(10,594)	135%
Office Rent - Main Office	1,200,807	-	1,200,807	734,097	466,710	61%	337,416	1,071,513	129,294	89%
Office Rent - Satellite Office	56,000	-	56,000	35,345	20,655	63%	15,818	51,163	4,837	91%
Equipment Leases	511,247	-	511,247	270,966	240,281	53%	190,637	461,603	49,644	90%
Equipment Repairs	34,730	-	34,730	8,279	26,451	24%	7,942	16,221	18,509	47%
Insurance	183,985	-	183,985	180,150	3,835	98%	-	180,150	3,835	98%
Payroll and Bank Process Fee	34,500	-	34,500	13,819	20,681	40%	-	13,819	20,681	40%
Office Supplies	115,500	-	115,500	60,838	54,662	53%	61,436	122,274	(6,774)	106%
Office Maintenance	-	-	-	-	-	0%	-	-	0	0%
Small Office Purchase	496,095	2,700	498,795	84,336	414,459	17%	30,988	115,324	383,471	23%
Telephone Charges	90,526	-	90,526	34,034	56,492	38%	330	34,364	56,162	38%
Postage and Delivery	82,000	-	82,000	31,507	50,493	38%	38,870	70,377	11,623	86%
SCAG Memberships	97,814	-	97,814	65,104	32,710	67%	-	65,104	32,710	67%
Professional Memberships	10,980	-	10,980	3,210	7,770	29%	884	4,094	6,886	37%
Resource Materials and Subs	43,550	-	43,550	69,149	(25,599)	159%	108,145	177,294	(133,744)	407%
Depreciation - Furniture	5,000	-	5,000	6,763	(1,763)	135%	-	6,763	(1,763)	135%
Depreciation - Computer	40,000	-	40,000	26,437	13,563	66%	-	26,437	13,563	66%
Amortization Lease	0	-	0	1,339	(1,339)	0%	-	1,339	(1,339)	0%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	0	44,000	0%
Recruitment Notices	25,000	-	25,000	9,086	15,914	36%	13,673	22,759	2,241	91%
Public Notices	65,000	(8,000)	57,000	1,022	55,978	2%	-	1,022	55,978	2%
Staff Training	181,000	37,500	218,500	105,507	112,993	48%	50,082	155,589	62,911	71%
RC & Committee Meetings	22,000	-	22,000	7,658	14,342	35%	6,861	14,519	7,481	66%
RC Retreat	17,500	-	17,500	-	17,500	0%	15,000	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	-	17,500	0%	14,250	14,250	3,250	81%

Budget v. Actual and Encumbrances
Through January 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Jan	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Other Meeting Expense	46,500	15,000	61,500	8,596	52,904	14%	1,868	10,464	51,036	17%
Miscellaneous	168,583	3,219	171,802	14,712	157,090	9%	3,360	18,072	153,730	11%
RC Meeting Stipends	130,000	-	130,000	59,770	70,230	46%	-	59,770	70,230	46%
Letter of Credit Interest	75,000	-	75,000	0	75,000	0%	-	0	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	600	400	60%	-	600	400	60%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)	22,339	-2%	-	(500)	22,339	-2%
Printing	190,000	4,500	194,500	52,196	142,304	27%	22,669	74,865	119,635	38%
Travel	305,400	18,700	324,100	108,769	215,331	34%	-	108,769	215,331	34%
Travel - Lod > Per Diem	3,000	-	3,000	1,338	1,662	45%	-	1,338	1,662	45%
Travel - Event Registration	28,800	-	28,800	27,379	1,421	95%	350	27,729	1,071	96%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(42,662)	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799	58,001	29%	-	23,799	58,001	29%
	5,379,519	**(283,381)**	**5,096,138**	**2,204,998**	**2,891,140**	**43%**	**1,010,599**	**3,215,597**	**1,880,541**	**63%**
Fringe Benefits										
Vacation Accrual Reconciliatio	-	-	-	0	0	0%	-	0	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0	0%
Compensation Awards	-	-	-	0	0	0%	-	0	0	0%
Retirement - PERS	1,958,949	-	1,958,949	1,001,776	957,173	51%	-	1,001,776	957,173	51%
Retirement - PARS	58,045	-	58,045	44,408	13,637	77%	-	44,408	13,637	77%
Health Insurance	1,185,855	(260,000)	925,855	422,470	503,385	46%	-	422,470	503,385	46%
Dental Insurance	117,067	-	117,067	51,662	65,405	44%	-	51,662	65,405	44%
Vision Insurance	39,159	-	39,159	15,090	24,069	39%	-	15,090	24,069	39%
Life Insurance	95,000	-	95,000	42,310	52,690	45%	-	42,310	52,690	45%
Medical & Dental Cash Rebate	240,000	260,000	500,000	325,076	174,924	65%	-	325,076	174,924	65%
Medicare Tax	157,977	-	157,977	74,472	83,505	47%	-	74,472	83,505	47%
Tuition Reimbursements	5,000	-	5,000	3,000	2,000	60%	-	3,000	2,000	60%
Bus Passes	23,250	(12,500)	10,750	7,016	3,734	65%	-	7,016	3,734	65%
Carpool Reimbursements	4,120	-	4,120	1,435	2,685	35%	-	1,435	2,685	35%
Bus Passes - Taxable	54,000	12,500	66,500	37,098	29,402	56%	-	37,098	29,402	56%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	2,178	99%
Misc. Employee Benefits	11,923	-	11,923	(8,531)	20,454	-72%	-	(8,531)	20,454	-72%
Unemployment Insurance	25,000	-	25,000	0	25,000	0%	-	0	25,000	0%
Deferred Comp Match	76,500	-	76,500	24,688	51,812	32%	-	24,688	51,812	32%
Benefit Administration Fees	3,500	-	3,500	1,258	2,242	36%	-	1,258	2,242	36%
	4,292,245	**-**	**4,292,245**	**2,277,950**	**2,014,295**	**53%**	**-**	**2,277,950**	**2,014,295**	**53%**
Other										
Soft Match Contributions	4,025,853	(45,478)	3,980,375	486,718	3,493,657	12%	-	486,718	3,493,657	12%
Exp - Local cash	165,625	5,000	170,625	10,721	159,904	6%	-	10,721	159,904	6%
Reconcile to Burden	(316,384)	388,375	71,991	0	71,991	0%	-	0	71,991	0%
	3,875,094	**347,897**	**4,222,991**	**497,439**	**3,725,552**	**12%**	**0**	**497,439**	**3,725,552**	**12%**
Grand totals:	**46,615,259**	**259,526**	**46,874,785**	**13,198,548**	**33,676,237**	**28%**	**17,692,157**	**30,890,705**	**15,984,080**	**66%**

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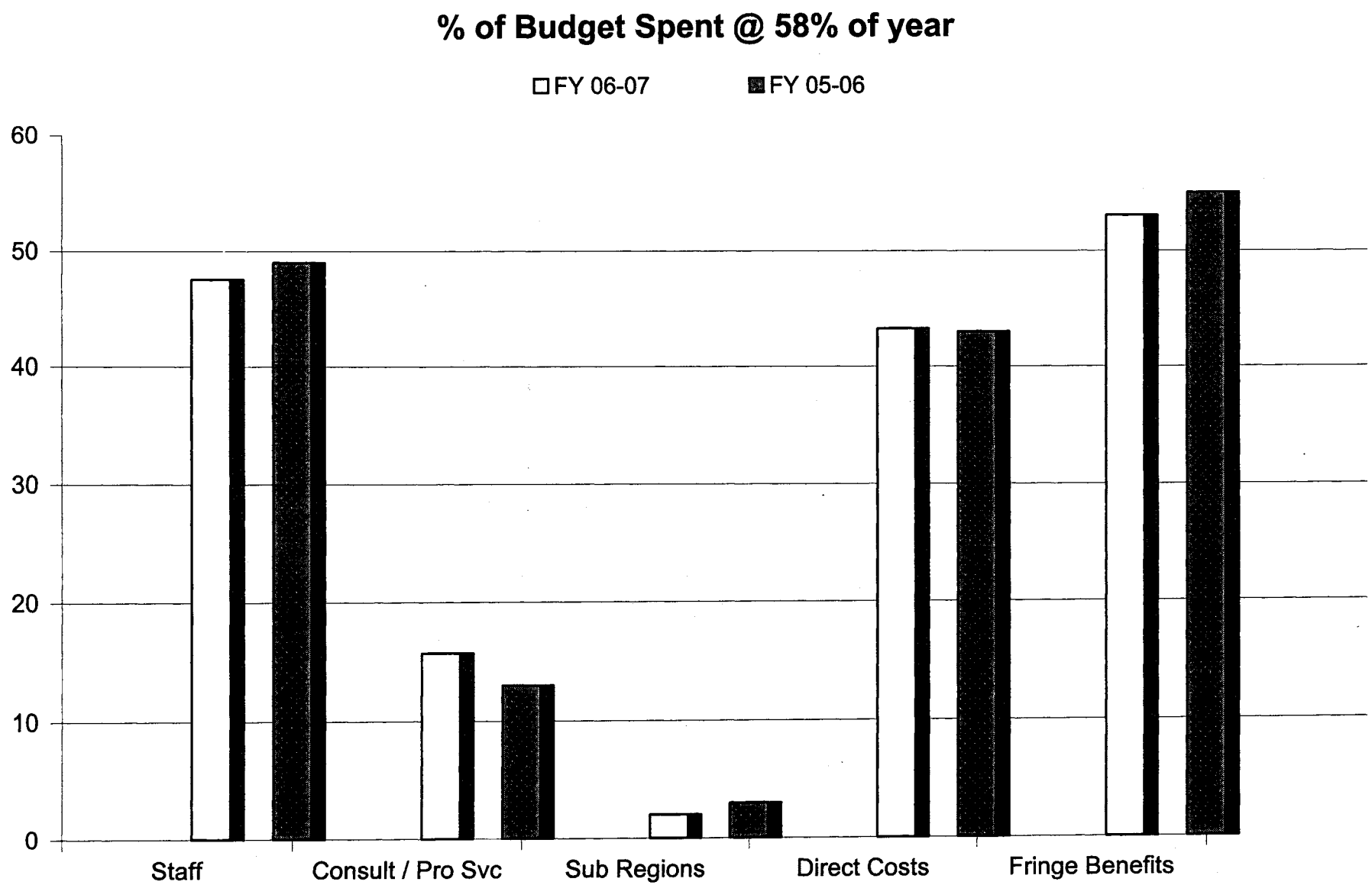
Southern California Association of Governments
Agency Wide Comparison



Agencywide Year over Year Comp

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

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Jan	Balance	Pct of Bud	Encum-brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Staff										
Salaries	31,264	82,097	113,361	85,676	27,685	76%	-	85,676	(57,991)	76%
Fringe Burden	17,239	45,269	62,508	55,873	6,635	89%	-	55,873	(49,238)	89%
Indirect Burden	51,497	137,634	189,131	152,221	36,910	80%	-	152,221	(115,311)	80%
	100,000	**265,000**	**365,000**	**293,770**	**71,230**	**80%**	**-**	**293,770**	**(222,540)**	**80%**
Consultant / Professional Services										
SCAG Consultant	313,050	25,000	338,050	112,438	225,612	33%	153,190	265,628	(193,206)	79%
Legal Services	200,000	-	200,000	17,268	182,732	9%	82,733	100,001	(2)	50%
Professional Services	-	-	-	-	-	0%	-	-	-	0%
	513,050	**25,000**	**538,050**	**129,706**	**408,344**	**24%**	**235,923**	**365,629**	**(193,208)**	**68%**
Regional Council Support										
TRAINING	25,000	25,000	50,000	-	50,000	0%	-	-	50,000	0%
RC & Committee Meetings	22,000	-	22,000	7,573	14,427	34%	6,861	14,434	(6,868)	66%
RC Retreat	17,500	-	17,500	-	17,500	0%	14,000	14,000	(10,500)	80%
RC General Assembly	17,500	-	17,500	-	17,500	0%	14,250	14,250	(11,000)	81%
Other Meeting Expense	20,000	10,000	30,000	1,408	28,592	5%	42	1,450	27,100	5%
Miscellaneous	21,500	-	21,500	5,063	16,437	24%	396	5,459	10,582	25%
RC Meeting Stipends	130,000	-	130,000	59,770	70,230	46%	-	59,770	10,460	46%
Travel	40,800	10,000	50,800	11,748	39,052	23%	-	11,748	27,304	23%
Travel - Lod. > Per Diem	3,000	-	3,000	1,338	1,662	45%	-	1,338	324	45%
Travel - Event Registration	4,000	-	4,000	1,255	2,745	31%	-	1,255	1,490	31%
AMPO Board Expense	-	-	-	-	-	0%	-	-	-	0%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
	304,800	**45,000**	**349,800**	**88,155**	**261,645**	**25%**	**35,549**	**123,704**	**102,392**	**35%**
RC Special Projects and Sponsorships										
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(103,324)	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799	58,001	29%	-	23,799	34,202	29%
	109,800	**(10,000)**	**99,800**	**34,461**	**65,339**		**50,000**	**84,461**	**(69,122)**	
All Other Budget Categories										
Payroll Bank Fees	4,500	-	4,500	2,770	1,730	62%	-	2,770	(1,040)	62%
Office Supplies	-	-	-	-	-	0%	-	-	-	0%
SCAG Memberships	22,614	-	22,614	7,614	15,000	34%	-	7,614	7,386	34%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	-	44,000	0%
Recruitment Notice	-	-	-	-	-	0%	-	-	-	0%
Letter of Credit Interest	75,000	-	75,000	-	75,000	0%	-	-	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	600	400	60%	-	600	(200)	60%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)	22,339	-2%	-	(500)	22,839	-2%
	493,953	**(325,000)**	**168,953**	**10,484**	**158,469**	**6%**	**-**	**10,484**	**147,985**	**6%**
Grand totals:	**1,521,603**	**-**	**1,521,603**	**556,576**	**965,027**	**37%**	**321,472**	**878,048**	**(234,493)**	**58%**

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