



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on May 17, 2019

Title	Agenda Item Type
Trial Courts: Trial Court Trust Fund Funds Held on Behalf of the Trial Courts	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	May 17, 2019
Recommended by	Date of Report
Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee Hon. Jonathan B. Conklin, Chair	April 22, 2019
	Contact
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Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee (TCBAC) recommends approving four new requests and seven amended requests from seven trial courts for Trial Court Trust Fund (TCTF) funds to be held on behalf of the trial courts. Under the Judicial Council–adopted process, courts may request reduced funding as a result of a court’s exceeding the 1 percent fund balance cap, to be retained in the TCTF for the benefit of that court.

Recommendation

Based on actions taken at its meetings on January 17, 2019 and March 21, 2019, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective May 17, 2019:

1. Approve the following new requests totaling \$1,747,078 (Attachment A):
 - \$1,660,000 request of the Superior Court of San Mateo County (Attachment B)
 - \$12,457 request of the Superior Court of Sierra County (Attachment C)
 - \$24,621 request of the Superior Court of Sierra County (Attachment D)
 - \$50,000 request of the Superior Court of Sutter County (Attachment E)

2. Approve the following amended requests totaling \$2,530,673 (Attachment F):
- \$676,688 request of the Superior Court of Kern County, which reduces its original request of \$677,378 by \$690 (Attachment G);
 - \$400,000 request of the Superior Court of Alameda County, which reduces its original request of \$800,000 by \$400,000 (Attachment H)
 - \$417,352 request of the Superior Court of Colusa County, which reduces its original request of \$420,000 by \$2,648 (Attachment I)
 - \$208,123 request of the Superior Court of San Mateo County, which reduces its original request of \$250,000 by \$41,877 (Attachment J)
 - \$325,621 request of the Superior Court of Tehama County, which reduces its original request of \$326,538 by \$917 (Attachment K)
 - \$500,000 request of the Superior Court of San Mateo County, which increases its original request of \$250,000 by \$250,000 (Attachment L)
 - \$2,889 request of the Superior Court of Sutter County, which reduces its original request of \$60,840 by \$57,951 (Attachment M)

Relevant Previous Council Action

On April 15, 2016, the council approved the TCBAC-recommended process, criteria, and required information for trial courts to request that TCTF-reduced allocations related to the 1 percent fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts (Link A). This retention allows the courts to prudently plan for and fund necessary court infrastructure projects such as technology or infrastructure improvements; facilities maintenance and repair allowed under California Rules of Court, rule 10.810; court efficiencies projects; and other court infrastructure projects that would not be possible as an unintended consequence of the 1 percent fund balance cap.

The criterion for eligibility is that a court have significant court expenditures that cannot be financed within its annual budget. The submission, review, and approval process and the allowance for additional appropriate terms and conditions are consistent with the process for supplemental funding requests.

The requirements for submission of an amended or new request are intended to ensure that the council is aware of any modifications to an approved plan and has given its explicit approval. Post completion reporting and audit requirements provide final review of the plans and their adherence to the approved purpose.

In 2016, the Judicial Council approved 18 requests from 15 trial courts, totaling \$8.3 million, that fiscal year 2016–17 allocations reduced as a result of a court exceeding the 1 percent fund balance cap be retained in the Trial Court Trust Fund (TCTF) for the benefit of those courts. In 2017, the council approved 28 requests from 18 trial courts totaling \$8.1 million in anticipation of reductions from the 1 percent fund balance cap at the end of fiscal year 2017–18.

Analysis/Rationale

A TCTF fund balance held on behalf of the trial courts allows the courts to meet contractual obligations and fund necessary court infrastructure projects, such as technology improvements or infrastructure, rule 10.810-allowable facilities maintenance and repair, court efficiencies projects, and other court infrastructure projects whose work extends beyond the three-year term of the contract encumbrance.

Government Code section 77203 (Carry over funds) was added in 2012 as part of Senate Bill 1021 (Stats. 2012, ch. 41). SB 1021 authorized a trial court to carry over all unexpended funds from the court's operating budget from the prior fiscal year and, on and after that date, to carry over unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year.

Government Code section 68502.5, also amended as part of SB 1021, required the Judicial Council to set a preliminary allocation to trial courts in July of each fiscal year and to finalize those allocations in January. The bill also required the Judicial Council to set aside funds "for unforeseen emergencies, unanticipated expenses for existing programs, or unavoidable funding shortfalls." (Gov. Code, § 68502.5(c)(2)(B).)

Policy implications

None.

Comments

This item did not circulate for comment and received no public comment.

Alternatives considered

Each court detailed specific alternatives in its attached application. Overall, if the requests aren't approved, the courts will either use other resources from their operating budgets, which in turn would cut into other resources; postpone implementation of the requested actions; or reduce services to the public to recover funding needs.

Fiscal and Operational Impacts

Allocating funds beyond the amount requested incurs no additional cost, and operational impacts are absorbed in Judicial Council staff workload. The consequences of not approving the requests would negatively affect court budgets and ability to adequately and efficiently serve the public.

Attachments and Links

1. Attachment A: Summary of New Requests, at page 1
2. Attachment B: Application from the Superior Court of San Mateo County, at page 2
3. Attachment C: Application from the Superior Court of Sierra County, at page 19
4. Attachment D: Application from the Superior Court of Sierra County, at page 21
5. Attachment E: Application from the Superior Court of Sutter County, at page 23
6. Attachment F: Summary of Amended Requests, at page 40

7. Attachment G: Application from the Superior Court of Kern County, at page 41
8. Attachment H: Application from the Superior Court of Alameda County, at page 44
9. Attachment I: Application from the Superior Court of Colusa County, at page 61
10. Attachment J: Application from the Superior Court of San Mateo County, at page 64
11. Attachment K: Application from the Superior Court of Tehama County, at page 79
12. Attachment L: Application from the Superior Court of San Mateo County, at page 96
13. Attachment M: Application from the Superior Court of Sutter County, at page 112
14. Attachment N: *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*
15. Link A: *Trial Court Allocations: Trial Court Reserves Held in the Trial Court Trust Fund*, <https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>

Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (New Requests)

Table 1: New Request for May 16—17, 2019 Judicial Council Meeting

Court	Request Number	Amount Requested	Category	High Level Summary
San Mateo	41-19-01-00	1,660,000	Facilities	Building Construction & Furniture
Sierra	46-18-02-00	12,457	Furniture	Furniture replacement
Sierra	46-18-01-00	24,621	CMS	IT improvements
Sutter	51-19-01-00	50,000	IT	Technology
		<u>1,747,078</u>		

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The \$1 million obligation is not due until the county construction project is completed, scheduled for April 2022, which is beyond the current three-year encumbrance term (2018-19, 2019-20, and 2020-21), and could be due later if the project is delayed. The \$660,000 for FFE would not be needed until FY 2021-22, when the project is scheduled to be completed, and not until later if the project is delayed

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The agreement between the court and county will allow the court to consolidate the traffic and small claims courtrooms and traffic clerk office into the Hall of Justice building. The new traffic clerk and remodeled civil clerk offices will be designed for better public access and to reduce wait times for the public.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

If the court's request is not approved, the court's risk of having to make operational cuts that could otherwise be avoided in the future will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession.

E. Describe the consequences to the public and access to justice if the court request is not approved.

As stated below, if the court's request is not approved, the court's risk of having to make operational cuts in the future that could otherwise be avoided will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession. This will likely negatively affect the processing time of cases and service to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Encumbering the funds for future use is the only option that does not involve expending the funds for different purposes by June 30, 2019. But, as explained above in Section III A, this is not an option available to the court prior to June 30, 2019. Given the level of monies that the court can set aside and the 1% cap on fund balance, setting aside the monies in the TCTF for at least 3 years is the safest and most prudent option for the court.

SECTION IV: FINANCIAL INFORMATION

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296	-					4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,235					44,435,677
Operating Transfers In (Out)	(244,194)	110,399	133,795					-
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813	-					2,090,712
Revenues	41,076,050	909,297	974,471					42,959,818
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,425	-	-	-	-	-	3,059,763

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,458,338	1,601,425	-					3,059,763
Revenues	41,833,116	906,439	1,170,996					43,910,551
Expenditures	42,174,167	1,151,033	1,248,082					44,573,282
Operating Transfers In (Out)	(102,932)	25,846	77,086					-
Ending Fund Balance	1,014,356	1,382,677	-	-	-	-	-	2,397,032

Application for TCTF Funds Held on Behalf of the Court

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2018-19	FUNDS							Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	44,992,795							44,992,795	
Grants			2,067,439					2,067,439	
Other Financing Sources	625,890	764,264						1,390,154	
TOTAL REVENUES	45,618,685	764,264	2,067,439	-	-	-	-	48,450,388	-
EXPENDITURES									
Salaries	24,208,870		747,035					24,955,905	
Staff Benefits	12,969,617		498,024					13,467,641	
General Expense	623,092	263,710	25,517					912,319	
Printing	82,060							82,060	
Telecommunications	347,255							347,255	
Postage	272,450							272,450	
Insurance	7,550							7,550	
Travel in State	55,452		7,300					62,752	
Travel Out of State	900							900	
Training	32,320		740					33,060	
Security	468,827							468,827	
Facilities Operations	73,610							73,610	
Utilities								-	
Contracted Services	2,750,538	876,440	922,453					4,549,431	
Consulting and Professional Services - County Provided	668,069	230,000						898,069	
Information Technology (IT)	815,896	412,589	6,000					1,234,485	
Major Equipment	180,830							180,830	
Other Items of Expense	11,280							11,280	
Juror Costs	265,000							265,000	
Other	1,000							1,000	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	43,834,616	1,782,739	2,207,069	-	-	-	-	47,824,424	-
Operating Transfers In (Out)	(145,181)	5,551	139,630					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,014,356	1,382,677						2,397,032	2,653,244
Ending Balance (Deficit)	2,653,244	369,752	-	-	-	-	-	3,022,996	2,653,244

Current detailed budget projection

	FUNDS							Select Fiscal Year	
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752
Ending Balance (Deficit)	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752

Current detailed budget projection

Description	FUNDS						Select Fiscal Year	General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				
REVENUES										
State Financing Sources						-				
Grants						-				
Other Financing Sources						-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-
EXPENDITURES										
Salaries						-				
Staff Benefits						-				
General Expense						-				
Printing						-				
Telecommunications						-				
Postage						-				
Insurance						-				
Travel in State						-				
Travel Out of State						-				
Training						-				
Security						-				
Facilities Operations						-				
Utilities						-				
Contracted Services						-				
Consulting and Professional Services - County Provided						-				
Information Technology (IT)						-				
Major Equipment						-				
Other Items of Expense						-				
Juror Costs						-				
Other						-				
Debt Service						-				
Court Construction						-				
Distributed Administration & Allocation						-				
Prior Year Expense Adjustment						-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-				
Fund Balance (Deficit)										
Beginning Balance (Deficit)	-	-	-	-	-	3,022,996	2,653,244	369,752	-	-
Ending Balance (Deficit)	-	-	-	-	-	3,022,996	2,653,244	369,752	-	-

Current detailed budget projection

Description	FUNDS					Select Fiscal Year	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	3,022,996	2,653,244	369,752	-	-
Ending Balance (Deficit)	-	-	-	-	3,022,996	2,653,244	369,752	-	-

Current detailed budget projection

					Select Fiscal Year ▼	FUNDS			
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	3,022,996	2,653,244	369,752	-	-	-
Ending Balance (Deficit)	-	-	-	3,022,996	2,653,244	369,752	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	3,022,996	2,653,244	369,752	-	-	-	-
Ending Balance (Deficit)	-	-	3,022,996	2,653,244	369,752	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	3,022,996	2,653,244	369,752	-	-	-	-	-
Ending Balance (Deficit)	-	3,022,996	2,653,244	369,752	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	3,022,996
Ending Balance (Deficit)	3,022,996

Application for TCTF Funds Held on Behalf of the Court

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	630,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	30,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	1,000,000
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		1,660,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	1,660,000	-	-	-					1,660,000
Expenditures	-	-	-	1,660,000					1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year


Original Request:

Description	FY 2019-20 ▼	FY 2021-22 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-


Amended request

Description	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

<p>Please check the type of request:</p> <p><input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i></p> <p><input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i></p>	
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SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Sierra	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Sean Metroka, Interim Court Executive Officer 	
CONTACT PERSON AND CONTACT INFO: Kim Zwick, 530-289-3698		
DATE OF SUBMISSION: 8/7/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018 TO JUNE 30, 2019	REQUESTED AMOUNT: \$12,457

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):*

The court is seeking permission to carry over currently encumbered funds of \$12,457 to continue and complete our furniture replacement project which is now in the final installation process. There was a delay in the installation process so the vendor will be invoicing the court in FY18/19 upon completion and therefore, the court is going to need these funds to pay for this project. Reducing the court's funding allocation by this amount will have a significant impact on the court's operational budget for FY18/19.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The cost for this project is a major (one-time) expense for the court and does not fit within the Court's annual operational budget. The court does not have room on its budget to absorb a reduction in funding of this amount.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Approval of this request will allow the court to upgrade the furnishings, which will enhance efficiencies, not only for court staff, but also in the reception/self-help area. We have created two areas, semi-separated for privacy, in the reception area for self-help assistance.

C. If a cost efficiency, please provide cost comparison (table template provided).**D. Describe the consequences to the court's operations if the court request is not approved.**

If the request is not approved it will impact the court's budget in FY18/19 as the amount requested would result in a reduction in funding.

E. Describe the consequences to the public and access to justice if the court request is not approved.

If the request is not approved it would affect the court's budget in FY18/19 and could impact operations as such.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

There are no alternatives, the court does not have funds.

SECTION IV: FINANCIAL INFORMATION

NOTE: ALL OF THE FUNDS ARE EXPECTED TO BE USED IN FY18/19

Please provide the following (*table template provided for each*):

- A. Three-year history of year-end fund balances, revenues, and expenditures**
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**
- C. Identification of all costs, by category and amount, needed to fully implement the project**
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The majority of the funds will be used to pay for hosting a platform for our new Case Management System (CMS). Our current CMS is showing signs of failure and technical support was discontinued years ago.

C. If a cost efficiency, please provide cost comparison (table template provided).

NA

D. Describe the consequences to the court's operations if the court request is not approved.

If this request is not approved, additional needed projects and improvements will not be accomplished to serve our community.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Required future projects, including upgrading audio/video in the courtroom, will not be able to be funded due to lack of carry-over fund balance. Future funds will be needed to pay for the upgrades to judge's chambers and the hosting of the new CMS; had we known the project would cost less than \$72K we would not have reserved this amount of funds.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

There are no alternatives, the court does not have funds.

SECTION IV: FINANCIAL INFORMATION

NOTE: ALL OF THE FUNDS ARE EXPECTED TO BE USED IN FY 18-19

Please provide the following (*table template provided for each*):


A. Three-year history of year-end fund balances, revenues, and expenditures

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

C. Identification of all costs, by category and amount, needed to fully implement the project

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

<p>Please check the type of request:</p> <p><input checked="" type="checkbox"/> NEW REQUEST (Complete Section I, III, and IV only.)</p> <p><input type="checkbox"/> AMENDED REQUEST (Complete Sections I through IV.)</p>	
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SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Sutter	PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Stephanie M. Hansel, Court Executive Officer <i>SMH</i> CONTACT PERSON AND CONTACT INFO: Joe Azevedo, Court Fiscal Manager, (530) 822-3340; jazevedo@suttercourts.com	
DATE OF SUBMISSION: 2/21/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS 2018-2019 THROUGH 2020-21	REQUESTED AMOUNT: \$50,000.00

REASON FOR REQUEST (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

We are requesting that \$50,000 be held in order to stagger our savings to replace our aging IT infrastructure.

SECTION II: AMENDED REQUEST CHANGES
<p>A. Identify sections and answers amended.</p> <p>N/A</p> <p>B. Provide a summary of the changes to the request.</p> <p>N/A</p>

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Initial projections show that replacing our IT infrastructure, including servers and the software and licenses needed to operate them, will cost the Court over \$100,000. The Court does not have the funding necessary to replace our IT infrastructure in one fiscal year. Holding any identified savings this fiscal year will help the Court save money for the anticipated purchases in 1-2 years.</p>

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The requested funds will be used in conjunction with future monies to purchase IT hardware required to sustain all court services provided to the public, our public website, security applications to protect from and detect information security breaches, our domain infrastructure that allows all clerks the ability to use their PCs, and so on. This allows the Court to save over multiple fiscal years for a known expense as opposed to impacting a single budget year with a high-dollar expenditure.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

If the request is not approved, the Court would be forced to rely on aging infrastructure that will eventually fail, at which time all court operations would be negatively impacted. An expenditure this large in a single budget year would impact hiring and negotiations and could potentially result in employee lay-offs depending on budget conditions.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Not approving the request would affect the ability to serve the public as longer wait times would occur due to computer delays and downtime as all information, including case files, are now electronic.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attachment.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attachment.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment.

If a cost efficiency, please provide cost comparison

Status Quo					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	977,253	334,707	-					1,311,960
Revenues	5,723,681	323,995	429,965					6,477,641
Expenditures	5,565,616	283,564	493,303					6,342,483
Operating Transfers In (Out)	(63,338)	-	63,338					-
Ending Fund Balance	1,071,980	375,138	-	-	-	-	-	1,447,118

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,071,980	375,138	-					1,447,118
Revenues	5,618,206	333,642	394,278					6,346,126
Expenditures	6,146,961	446,518	420,723					7,014,202
Operating Transfers In (Out)	(26,445)	-	26,445					-
Ending Fund Balance	516,780	262,262	-	-	-	-	-	779,042

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	516,780	262,262	-					779,042
Revenues	5,827,185	337,881	375,146					6,540,212
Expenditures	5,871,311	337,297	421,075					6,629,683
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
Ending Fund Balance	390,515	299,056	-	-	-	-	-	689,571

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2018-19		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	6,537,652	39,882						6,577,534	
Grants			426,621					426,621	
Other Financing Sources	67,000	268,537						335,537	
TOTAL REVENUES	6,604,652	308,419	426,621	-	-	-	-	7,339,692	-
EXPENDITURES									
Salaries	2,979,374	126,698	167,653					3,273,725	
Staff Benefits	2,071,210	98,489	122,133					2,291,832	
General Expense	153,788	12,900	600					167,288	
Printing	6,140	5,300						11,440	
Telecommunications	55,081							55,081	
Postage	31,670	15,250						46,920	
Insurance	3,600							3,600	
Travel in State	2,811		3,381					6,192	
Travel Out of State								-	
Training	3,560		880					4,440	
Security	198,967							198,967	
Facilities Operations	29,653							29,653	
Utilities								-	
Contracted Services	811,542	19,500	99,432					930,474	
Consulting and Professional Services - County Provided	9,800							9,800	
Information Technology (IT)	265,303							265,303	
Major Equipment								-	
Other Items of Expense	700							700	
Juror Costs	14,300							14,300	
Other	50,000							50,000	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation			51,434					51,434	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	6,687,499	278,137	445,513	-	-	-	-	7,411,149	-
Operating Transfers In (Out)	(18,892)		18,892					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	390,515	299,056	-					689,571	288,776
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114	288,776

Current detailed budget projection

Description	FUNDS							General	Special Revenue Non-Grant
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL		
REVENUES									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	329,338	-	-	-	-	-	618,114	288,776	329,338
Ending Balance (Deficit)	329,338	-	-	-	-	-	618,114	288,776	329,338

Current detailed budget projection

Description	FUNDS						General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL			
REVENUES									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	-	618,114	288,776	329,338	-
Ending Balance (Deficit)	-	-	-	-	-	618,114	288,776	329,338	-

Current detailed budget projection

Description	FUNDS					General	Special Revenue Non-Grant	Special Revenue Grant	FUNDS
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	618,114	288,776	329,338	-	-
Ending Balance (Deficit)	-	-	-	-	618,114	288,776	329,338	-	-

Current detailed budget projection

Description					General	FUNDS			
	Debt Service	Proprietary	Fiduciary	TOTAL		Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	618,114	288,776	329,338	-	-	-
Ending Balance (Deficit)	-	-	-	618,114	288,776	329,338	-	-	-

Current detailed budget projection

Description				FUNDS					
	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	618,114	288,776	329,338	-	-	-	-
Ending Balance (Deficit)	-	-	618,114	288,776	329,338	-	-	-	-

Current detailed budget projection

Description			FUNDS						
	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	618,114	288,776	329,338	-	-	-	-	-
Ending Balance (Deficit)	-	618,114	288,776	329,338	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	618,114
Ending Balance (Deficit)	618,114

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	50,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		50,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
Cumulative Balance	50,000	50,000	-	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (Amended Requests)


Table 2: Amended Requests for May 16—17, 2019 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year				Amended Requests by Fiscal Year				Category	High-Level Summary
				2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20		
Kern*	15-16-02-A4	Yes	(690)			677,378					676,688	IT	Tyler Technologies
Alameda	01-18-01-A3	Yes	(400,000)		800,000				400,000			IT	HR information system upgrade
Colusa*	06-16-01-00	Yes	(2,648)	150,000	170,000	100,000		150,000	167,352	100,000		IT	Case Management System
San Mateo*	41-18-01-00	Yes	(41,877)		250,000				208,123			Facility & Infrastructure	Repair flooring, carpets, and wiring
Tehama	52-18-01-00	Yes	(917)		326,538				325,621			IT	Case Management System
San Mateo*	41-18-01-01	Yes	250,000			250,000				500,000		Facility Maintenance	Flooring Repairs
Sutter*	51-17-01-A3	Yes	(57,951)			60,840					2,889	IT	Tyler Technologies
(254,083)				150,000	1,546,538	1,088,218	-	150,000	1,101,096	600,000	679,577		
				2,784,756				2,530,673					

Difference Between Amended and Original Requests **(254,083)**

* Multiple amended requests have been submitted

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Kern	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Tamarah Harber-Pickens, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Travis Andreas, Deputy CEO – Finance travis.andreas@kern.courts.ca.gov	
DATE OF SUBMISSION: 2/15/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2019/20	REQUESTED AMOUNT: \$ 676,688
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The new system will enhance court operations by providing a single case management system for all case types improving the operations of the Court, Further, the County of Kern Justice partners have also agreed to migrate to the new case management system providing for a fully integrated system using new technology including a digital file storage, e-filing, and other similar state-of-the-art enhancements that will improve the management of cases through the entire local justice system.</p> <p>The Court's contract with Tyler Technologies Inc. provided for an amount of local programming, integration and development to comply with statutory obligations and requirements for court operations in California. Tyler Technologies Inc. subsequently signed agreements with another 25 or more courts in California. This will enable Courts in California to collaborate on a large number of state-wide development initiatives including DMV and DOJ interface, electronic citation processing, state-wide e-filing, and other similar improvements. However, due to programmer constraints local development efforts have been delayed. In turn, encumbered funds necessary to pay for the remaining project deliverables and any local development will not be expended within the three-year term of the agreement.</p> <p>It is respectfully requested that the Superior Court, County of Kern, be allowed to carryover encumbered local funds to finalize this project, the second phase—Go-live for the Criminal, Traffic and Juvenile case management components—planned for completion by year end 2019/20.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>Amendment 4 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$690 spent = \$676,688) <i>Amendment 3 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$0 spent = \$677,378)</i> <i>Amendment 2 -Section I - REQUESTED AMOUNT (was \$830,528 less: \$153,150 spent = \$677,378)</i> <i>Amendment 1 -Section I - REQUESTED AMOUNT (was \$895,286 less: \$64,758 = \$830,528)</i></p> <p>B. Provide a summary of the changes to the request.</p> <p>Amendment 3 – Changed time period to 2020/19 and the planned completion date by year end 2019/20.</p>		

- A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The Superior Court, County of Kern, like many other courts in California was anticipating the provision of a new case management system with the launch of CCMS. With the demise of this project, the Court utilized its reserve balances to fund a vendor solution based on a recently approved MSA. The MSA provided for case management solutions from four approved vendors including Tyler Technologies, Inc. These one-time funding resources were accumulated from operational savings accrued over years and would be impossible to replace in the short term. To replace the encumbered funds, the Court would be required to implement reductions in staffing and service levels to save the necessary resources from operational budgets, given the current 1% cap on reserve funding.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

A new case management system will have a significant operational impact on the courts. The new system will include integration with local partner agencies. Further it will include e-filing capabilities, integration with a digital document management system, and other similar functionality that have been proven by other Courts in California and the United States to improve efficiency and effectiveness of court operations. Reporting capabilities will also be greatly enhanced.

- C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

- D. Describe the consequences to the court's operations if the court request is not approved.

The Court would not be able to complete the second phase of the Case management system for the installation of the Criminal, Juvenile and Traffic components of the system. Nor would the court be able to pay for local integration and development programming to fully enhance the interconnecting planned with local justice partners.

- E. Describe the consequences to the public and access to justice if the court request is not approved.

Current case management systems do not provide for e-filing or digital document storage. Thus, court users will not be able to access court documents and other case information without the necessity of personal visits to court. Some court locations in Kern are two-hour, one-way trips from the County Seat in Bakersfield.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Maintain the current system that is costing the court in excess of \$1/2 million in annual transaction fees paid to the County of Kern for maintenance of the legacy case management system. Also, the current system does not have robust reporting capabilities which limits the efficacy of staff time.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

N/A

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

N/A

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

NEW REQUEST *(Complete Section I, III, and IV only.)*

AMENDED REQUEST *(Complete Sections I through IV.)*



SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Alameda	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Chad Finke, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Melanie Jones, Finance Director 510-891-6038, mjones@alameda.courts.ca.gov	
DATE OF SUBMISSION: 7/25/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018 – JUNE 30, 2020	REQUESTED AMOUNT: \$400,000.00

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):*

The Court has the immediate need to upgrade the Court's HR information system. The complexity of the Court's fiscal, personnel and payroll reporting needs requires specific system requirements offered by very few systems. The Court intends to implement a new HR and Payroll system with these funds. The planned work and related expenditures are expected to be completed within two fiscal years.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

n/a

B. Provide a summary of the changes to the request.

The request amount has been amended because as the Court completed the year-end process, less funds were available and subject to be swept.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The Court's selected HRIS vendor in the last RFP process dissolved its business interests in human capital systems. As a result, the Court needs more time to conduct the procedural processes needed to contract with a new system vendor.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The current HR information system cannot support the following essential functions of the HR Division at the Court:

- Position control: Currently HR and Finance management engage in intensive, manual processes to manage and track position control for development of the QCAP and the 7A. The lack of position control also prevents efficient fiscal personnel budget forecasting, tracking and management.
- FMLA tracking: At present 1/3 of the Court's staff are either on an on-going or intermittent leave under FMLA. Our HR information system is unable to track this, requiring intensive and time-consuming manual tracking.
- Historical HR Data: The current HR system is only configured to house data from June 2014. HR data from 2005 – 2014 is housed in a separate HR database, which limits accessibility to the data.
- Data Management and Reporting: Due to the limitations of the current HR system, the Court is required to contract with outside vendors to manage data that should be managed by the Court's system. The Court pays a monthly fee to an outside vendor to house the Court's historical HR data from 2005-2014, and a vendor to assist with ACA tracking and issuance of 1094 and 1095 forms.
- Compliance Reporting: There are limited reporting functions and a lack of historical data in the current HR information system. Responses to public information requests, union information requests, discovery, investigations, and general compliance reporting is manual, inefficient and sometimes ineffective, due to the lack of a cohesive system in which to house this data.

The new HR Information system will improve the Court's efficiency and effectiveness, and increase the availability of court services and programs in the following areas:

- Position control and fiscal personnel budget tracking and management.
- Compliance Reporting.
- Employee Onboarding and Self-Service – faster access to data and information for candidates, individual employees and the Court at-large.
- Reduction in manual processes that reduce the Court's ability to provide strategic and effective customer service to Court services and programs.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The Court will continue to incur large labor costs to continue manual processes, continue to hamper the Court's ability to appropriately manage and forecast personnel costs, and continue to invite the liability of potential data reporting errors due to the limitations of HR data collection and production in the current system.

E. Describe the consequences to the public and access to justice if the court request is not approved.

N/A

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Holding the funds in the TCTF is the preferred alternative so that the Court can maintain the ability to fund budgeted costs during the fiscal year and maintain appropriate staffing levels to meet the personnel needs of the Court.

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

Please see attached TCTF Tables Template—HRIS, Sec. IV.A.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Please see attached TCTF Tables Template—HRIS, Sec. IV.B.

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see attached TCTF Tables Template—HRIS, Sec. IV.C.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached TCTF Tables Template—HRIS, Sec. IV.D.

If a cost efficiency, please provide cost comparison

Status Quo		FY 2017-18	FY 2018-19		
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,761,404	817,034		134,245				3,712,683
Revenues	91,430,731	4,601,169	4,109,836	2,001,850				102,143,586
Expenditures	87,761,111	4,461,245	4,521,075	2,000,000				98,743,431
Operating Transfers In (Out)	(411,239)		411,239					-
Ending Fund Balance	6,019,785	956,958	-	136,095	-	-	-	7,112,838

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	5,948,866	1,787,431		130,742				7,867,039
Revenues	92,312,171	5,178,648	3,900,973	2,003,504				103,395,296
Expenditures	95,100,092	6,150,474	4,299,086	2,000,000				107,549,652
Operating Transfers In (Out)	(399,543)	1,430	398,113					-
Ending Fund Balance	2,761,402	817,035	-	134,246	-	-	-	3,712,683

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	7,221,097	1,619,676	-	20,928,956				29,769,729
Revenues	89,604,012	5,213,840	4,157,154	3,501,786				102,476,792
Expenditures	90,335,796	5,070,466	4,673,220	24,300,000				124,379,482
Operating Transfers In (Out)	(540,446)	24,380	516,066					-
Ending Fund Balance	5,948,867	1,787,430	-	130,742	-	-	-	7,867,039

Application for TCTF Funds Held on Behalf of the Court

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2017-18		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	86,357,599	605,854		1,350,000				88,313,453	
Grants			4,560,057					4,560,057	
Other Financing Sources	3,478,302	3,587,989						7,066,291	
TOTAL REVENUES	89,835,901	4,193,843	4,560,057	1,350,000	-	-	-	99,939,801	-
EXPENDITURES									
Salaries	47,837,122	526,923	2,227,553					50,591,598	
Staff Benefits	30,931,480	266,355	941,510					32,139,345	
General Expense	1,937,643		42,852					1,980,495	
Printing	593,737		1,074					594,811	
Telecommunications	493,312							493,312	
Postage	631,175							631,175	
Insurance	27,860							27,860	
Travel in State	87,781		28,951					116,732	
Travel Out of State	12,000		25,573					37,573	
Training	117,682		14,375					132,057	
Security	23,865							23,865	
Facilities Operations	2,753,474							2,753,474	
Utilities								-	
Contracted Services	4,289,599	3,146,019	1,035,319					8,470,937	
Consulting and Professional Services - County Provided	811,611							811,611	
Information Technology (IT)	1,653,646		4,945					1,658,591	
Major Equipment	282,429							282,429	
Other Items of Expense	63,192		181,407					244,599	
Juror Costs	545,778							545,778	
Other	592,579							592,579	
Debt Service								-	
Court Construction				1,350,000				1,350,000	
Distributed Administration & Allocation	(294,526)		294,526					-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	93,391,439	3,939,297	4,798,085	1,350,000	-	-	-	103,478,821	-
Operating Transfers In (Out)		(238,028)	238,028					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	6,019,784	956,958	-	136,096	-	-	-	7,112,838	2,464,246
Ending Balance (Deficit)	2,464,246	973,476	-	136,096	-	-	-	3,573,818	2,464,246

Current detailed budget projection

Description	FUNDS							General	Special Revenue Non-Grant
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL		
REVENUES									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	973,476	-	136,096	-	-	-	3,573,818	2,464,246	973,476
Ending Balance (Deficit)	973,476	-	136,096	-	-	-	3,573,818	2,464,246	973,476

Current detailed budget projection

Description	FUNDS						General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL			
REVENUES									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	136,096	-	-	-	3,573,818	2,464,246	973,476	-
Ending Balance (Deficit)	-	136,096	-	-	-	3,573,818	2,464,246	973,476	-

Current detailed budget projection

Description	FUNDS					General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	136,096	-	-	-	3,573,818	2,464,246	973,476	-	136,096
Ending Balance (Deficit)	136,096	-	-	-	3,573,818	2,464,246	973,476	-	136,096

Current detailed budget projection

Description					FUNDS				
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	3,573,818	2,464,246	973,476	-	136,096	-
Ending Balance (Deficit)	-	-	-	3,573,818	2,464,246	973,476	-	136,096	-

Current detailed budget projection

Description				FUNDS					
	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	3,573,818	2,464,246	973,476	-	136,096	-	-
Ending Balance (Deficit)	-	-	3,573,818	2,464,246	973,476	-	136,096	-	-

Current detailed budget projection

Description			FUNDS						
	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	3,573,818	2,464,246	973,476	-	136,096	-	-	-
Ending Balance (Deficit)	-	3,573,818	2,464,246	973,476	-	136,096	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	3,573,818
Ending Balance (Deficit)	3,573,818

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	400,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		400,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	▼	▼	▼	▼	▼	▼	Total
Contribution	800,000								800,000
Expenditures		800,000							800,000
Cumulative Balance	800,000	-	-	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year


Original Request:

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Colusa	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer CONTACT PERSON AND CONTACT INFO: Jason B. Galkin, Jason.Galkin@colusa.courts.ca.gov; 530-458-5149 x9	
DATE OF SUBMISSION: 3/22/2017 AMENDED: 11/26/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: THROUGH FY20/21	REQUESTED AMOUNT: \$417,352.00 20,000.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> Colusa Superior Court is in the beginning stages of research and procurement for a new Case Management System to replace its legacy system. Given the simultaneous need for funding and risk that such an undertaking will not be funded directly by the State through a BCP (or that ancillary costs and expenditures will not be covered in such a BCP), the court must start setting aside funds today to afford such a purchase. Case management systems involve a significant one-time expenditure in implementation which far exceeds Colusa's 1% reserve or yearly available funds for such a project. Therefore, the court is proposing in this application that funds be budgeted and set aside on a yearly basis to accumulate sufficient capital to fully or partially fund (in the event of matching or supplemental funding from the State) the implementation of a new case management system.		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. Section I. Time Period and Requested Amount, Section III. E. and F., Section IV.</p> <p>B. Provide a summary of the changes to the request. The changes in this amended request account for an increase in the total value of the request based on updated information available as a result of the JCC CMS RFP and BCP effort. Of note, the Department of Finance has deferred a BCP for Legacy CMS systems until at least Fiscal Year 19/20's budget. Additionally, the total requested BCP amount for Colusa (based on RFP information and costs of implementation in staffing) is nearly \$1.7million over the course of three fiscal years (solely for the CMS implementation). This amount represents the costs projected as necessary for an optimally effective implementation and transition. While this amendment increases the amount requested for funds held, it represents what the Court believes it will be able to contribute to the CMS transition and ancillary projects given its current budgetary situation. Even if a BCP is granted, there are ancillary costs and expenditures related to the transition that will not be covered. Therefore, this amendment is needed regardless of whether the BCP request is eventually granted. If the BCP request is not granted, these funds still represent a bare minimum starting point that would need to be supplemented in future fiscal years (or future amendments) to account for other costs associated with this large undertaking.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The primary factor in this situation is the size of the expense relative to the size of the court's yearly budget and reserves. Many vendors require significant payment to be made within the first fiscal year of</p>		

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contracting to secure licensing and pay implementation costs. Colusa's yearly 1% reserves amount to between \$20,000 and \$25,000 which will not be sufficient to pay for the initial costs of a new CMS. Additionally, given the difficulties many other courts have faced with CMS transitions, Colusa is planning on a longer transition period which may cause fundamental incompatibilities with the standard three year encumbrance term. This may result in the Court facing a choice between a rushed and problematic implementation, or having financial liabilities in a given fiscal year of transition without finances to cover them.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

A new case management system will allow the court to prepare for and accommodate the transition to a paper-on-demand or paperless environment, accommodate e-filing, significantly increase reporting and caseflow management capabilities, and automate processes. Additionally, it will allow Colusa to transition to a modern system that allows improved stakeholder integration and coordination on a state wide basis.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A. This may result in cost savings, but that is contingent on upkeep costs for a new CMS and salary savings resulting from new processes made possible by a new CMS. Therefore, these cost efficiencies are currently only hypothetical. More detail will be available in the future as more information is available.

D. Describe the consequences to the court's operations if the court request is not approved.

If the request is not approved, the court will be wholly dependent on an approved BCP or other source of funding to fully fund the cost of transitioning to a modern CMS from its legacy CMS. In the current uncertain fiscal landscape, this could potentially leave Colusa with one of the oldest case management systems in the state. Colusa will soon be the only court in the state using the Ciber CMS, as all other courts in California have transitioned or are in the process of transitioning from Ciber. This places Colusa at a significant risk if Ciber makes the business decision to cease support operations for California courts. In the event Ciber does cease support operations for California courts, Colusa would be at risk of CMS failure resulting in a completely paper-based environment. Further Colusa would not have the financial ability or time to adequately prepare for and conduct a transition to an eventual replacement, as such a transition would inevitably be rushed to ensure continued CMS availability (from any vendor).

E. Describe the consequences to the public and access to justice if the court request is not approved.

If this request is not approved, Colusa will remain on its current case management system: Ciber. However, because the other courts in California using this case management system have either migrated to a new system or are in the process of migrating, Colusa is likely to be the sole California court still using Ciber sometime in FY 18/19. This raises issues and concerns regarding the economic feasibility of long term continued support from Ciber. Should support cease at any time, Colusa will have no means of performing the necessary updates to the Case Management System to remain compliant with laws and rules of court without resorting to processing things by hand. Such a change in process would yield drastic consequences in case processing time and the ability for the court to perform its duties in service to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

A BCP which provides for State funding may be a superior alternative to holding funds in the TCTF. However, Colusa has always been keenly interested in wise and forward looking fiscal management. In the current uncertain fiscal landscape, it seems most appropriate that the Court at least begin making contributions towards investment into a new CMS and not be wholly dependent on a BCP. While a BCP will be sought for funding, it is the court's opinion that showing its own willingness to contribute will increase the likelihood of funding being provided eventually.

In addition, Colusa would plan on leveraging funds from, and prioritizing the use of, its 2% Automation Fund to supplement funds set aside in the TCTF held on behalf process and any BCP. Given the current projected costs of the CMS software, integration, and deployment, it is expected that the current \$184,236 balance in the 2% Automation Fund will be insufficient to account for the costs of such an undertaking (currently projected at nearly \$1,700,000 including associated labor, training, and equipment costs). Colusa's ability to contribute may be limited in subsequent fiscal years based on branch funding and WAFM. Use of potential BCP funding, available 2% automation funds, and the TCTF funds held on behalf program in tandem will improve the timeline for acquisition, implementation, and transition to a new CMS. However, without the TCTF funds held on behalf program, Colusa would be solely dependent on BCP funding to acquire a CMS anytime in the near future even if the Court fully depleted its 2% Automation Fund balance. This assessment is based on current growth rates of the 2% automation fund, WAFM impact of filing reductions, branch funding changes (or stagnation), and increasing operational and staff costs.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached.


C. Identification of all costs, by category and amount, needed to fully implement the project

See attached.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: San Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 11/15/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024	REQUESTED AMOUNT: \$208,123
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>The Court would like to accumulate savings in the most fiscally prudent and operationally sound manner that will allow it to repair and/or replace up to approximately 230,000 square feet of worn and damaged 30-year-old flooring and carpeting, which pose increasing health and safety risks, throughout the Court's Hall of Justice facility in Redwood City. In addition, when carpet or flooring is replaced, the Court will be replacing/relocating loose wiring to accommodate the increased use of computer equipment in the courtroom, as the Court transitions to paperless, electronic processes. Given the need to temporarily move/relocate a large number of staff, judicial officers and furniture, and in order to minimize or prevent significant disruptions to Court operations, both in the courtrooms and various Court divisions, the project must be done in phases. Therefore, we anticipate that the project could take as long as six years to complete from start to finish.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p style="text-align: center;">Identify sections and answers amended.</p> <p>A. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Given logistical, financial, and operational constraints, the entire project could take up to six years to complete. In 2017-18, the only way the Court could have accumulated fund balance that amounted to the total estimated cost of the project would have been to, unnecessarily, cut back on other critical operating costs. Accumulating savings across multiple fiscal years allows the Court to avoid harmful and unnecessary budgetary reductions.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		
SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

By replacing old and worn out flooring and carpeting, the Court will improve the environment, by making it safer and healthier, for the public in general, including jurors and litigants, court staff, and judicial officers. As noted above, the Court is also replacing/relocating loose wiring to better accommodate current and future equipment needs and to eliminate tripping hazards resulting from the increased use of computer equipment in the courtroom and the staff offices.

C. If a cost efficiency, please provide cost comparison (table template provided).**D. Describe the consequences to the court's operations if the court request is not approved.**

The Court might have to postpone replacing or repairing any other flooring or carpeting for the foreseeable future or make significant cuts in other needed operating costs, unless discretionary funding dramatically increases. The health and safety risks to the public, judicial officers, and court staff will increase due to continued damage and wear to carpeting and flooring.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The 30-year-old flooring is deteriorating rapidly, which has led to health and tripping hazards throughout the facility. Electrical upgrades are necessary to support the increased technological needs of the Court and its justice partners. Currently power and data cords are temporarily installed and exposed across the floor, creating uneven surfaces, and other hazards, which puts the public, court staff, and judicial officers at a higher risk of injury from tripping and falling in the courtrooms. The Court could be at risk of litigation due to these unsafe, unsightly, and unsanitary conditions. These conditions undermine the dignity of the Court as well.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

If the request is not approved, the Court will either postpone replacing or repairing the much needed flooring for the foreseeable future or implement it sooner, but in a way that would be financially and operationally riskier than if monies were held in reserve within the TCTF. Holding reserve funds in the TCTF affords the Court greater latitude in implementing a logistically and operationally challenging multi-year project.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*): see attached templates

- A. Three-year history of year-end fund balances, revenues, and expenditures**
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**
- C. Identification of all costs, by category and amount, needed to fully implement the project**
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**

If a cost efficiency, please provide cost comparison

Status Quo		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,774,656	1,980,187						4,754,843
Revenues	38,724,146	1,118,676	787,639					40,630,461
Expenditures	38,767,339	1,646,986	929,811					41,344,136
Operating Transfers In (Out)	(181,591)	39,419	142,172					-
Ending Fund Balance	2,549,872	1,491,296	-	-	-	-	-	4,041,168

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296						4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,236					44,435,678
Operating Transfers In (Out)	(244,194)	110,399	133,796					1
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813						2,090,712
Revenues	41,076,050	909,295	974,471					42,959,816
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,423	-	-	-	-	-	3,059,761

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2016-17		FUNDS					FY 2017-18	
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources								-	39,848,471
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	39,848,471
EXPENDITURES									
Salaries								-	22,320,252
Staff Benefits								-	11,577,706
General Expense								-	759,497
Printing								-	80,080
Telecommunications								-	519,850
Postage								-	242,630
Insurance								-	7,479
Travel in State								-	56,640
Travel Out of State								-	
Training								-	25,280
Security								-	448,277
Facilities Operations								-	80,316
Utilities								-	
Contracted Services								-	2,822,945
Consulting and Professional Services - County Provided								-	643,796
Information Technology (IT)								-	458,951
Major Equipment								-	234,453
Other Items of Expense								-	9,280
Juror Costs								-	320,670
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	40,608,102
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,458,338	1,601,423						3,059,761	1,458,338
Ending Balance (Deficit)	1,458,338	1,601,423	-	-	-	-	-	3,059,761	698,707

Current detailed budget projection

Description	FUNDS						TOTAL	FY 2018-19	
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary		General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	1,418,409						41,266,880		
Grants		1,731,024					1,731,024		
Other Financing Sources							-		
TOTAL REVENUES	1,418,409	1,731,024	-	-	-	-	42,997,904	-	-
EXPENDITURES									
Salaries	725,843	749,970					23,796,065		
Staff Benefits	161,924	391,512					12,131,142		
General Expense		8,928					768,425		
Printing							80,080		
Telecommunications							519,850		
Postage							242,630		
Insurance							7,479		
Travel in State		13,768					70,408		
Travel Out of State							-		
Training							25,280		
Security							448,277		
Facilities Operations							80,316		
Utilities							-		
Contracted Services	392,813	561,846					3,777,604		
Consulting and Professional Services - County Provided	140,800						784,596		
Information Technology (IT)	607,041	5,000					1,070,992		
Major Equipment							234,453		
Other Items of Expense							9,280		
Juror Costs							320,670		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	2,028,421	1,731,024	-	-	-	-	44,367,547	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,601,423	-	-	-	-	-	3,059,761	698,707	991,411
Ending Balance (Deficit)	991,411	-	-	-	-	-	1,690,118	698,707	991,411

Current detailed budget projection

Description	FUNDS						FY 2019-20	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General		
REVENUES									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	-	1,690,118	698,707	991,411	-
Ending Balance (Deficit)	-	-	-	-	-	1,690,118	698,707	991,411	-

Current detailed budget projection

Description	FUNDS					FY 2020-21	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-
Ending Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-

Current detailed budget projection

Description					Select Fiscal Year	FUNDS			
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-
Ending Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-
Ending Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-
Ending Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	1,690,118
Ending Balance (Deficit)	1,690,118


Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	2,000,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		2,000,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	208,123	291,877	150,000	50,000	50,000	50,000			800,000
Expenditures		200,000	250,000	150,000	100,000	100,000			800,000
Cumulative Balance	208,123	300,000	200,000	100,000	50,000	-	-	-	1,600,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Tehama	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Kevin Harrigan	
	CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163	
DATE OF SUBMISSION: 12/3/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018-JUNE 30, 2020	REQUESTED AMOUNT: \$325,621.12
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>In support of Tehama Superior Court's long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$325,621.12 held on its behalf. The total amount associated with the two projects listed below far exceed our 1% cap on fund balance (approximately \$48k). Those projects are:</p> <p><u>Case management system improvement</u> – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The two-year project will cost \$200,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces. Despite signing this agreement in June 2018, it has now been determined that Tyler will not be able to deliver a dedicated resource for Tehama until October 2018 at the soonest.</p> <p><u>Records destruction and scanning project</u> - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is \$125,621.12.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. The dollar amounts in Section I (above) have been reduced by \$917.00 when compared to the original application. Tehama Court's previously approved request was in the amount of \$326,538.12 and the amount designated for the records destruction and scanning project was \$126,538.12. Amendments are noted in red font.</p> <p>B. Provide a summary of the changes to the request. The overall dollar amount of the previously approved request is being reduced by \$917.00 as a result of an adjusting entry made during the 17-18 fiscal year end process. There are no other changes being requested as part of this amended application.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p>		

The costs associated with each of these projects is only made possible through the use of one-time monies Attachment K available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and encumbered the associated funds. Given that the project will not begin until October 2018 at the soonest, it has been determined that the utilization of this process (TCTF Funds Held On Behalf) would be the most appropriate way to account for, and set aside the monies.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

More effective use of our case management system should provide enhanced functionality, allow for staff efficiencies, as well as more timely and enhanced access to case information for justice partners and court users.

The records destruction and scanning project will modernize records storage methods and allow for case files to be more accessible.

C. If a cost efficiency, please provide cost comparison (table template provided). Staff time saved as a result of the case management system efficiencies will allow us to direct them towards other workload that requires attention. The records destruction and scanning project will allow the Court to eliminate the need to lease storage units, reduce staff time required to retrieve files, and reduce wait times for the public to gain access to case files.

D. Describe the consequences to the court's operations if the court request is not approved.

Both projects are intended to better serve the public with more efficient operations through the better utilization of technology. That progress would be delayed and/or not possible as a result.

E. Describe the consequences to the public and access to justice if the court request is not approved.

See answer D above.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The Court will always strive to provide and improve access to justice through efficient court operations. If the request is not approved, the Court will need to postpone the projects until sufficient funding is available. However, the current application to have funds held on our behalf is the most viable option to make these improvements to our operation.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached. **Sec. IV. D Amended Requests tab has been completed. Totals have been reduced by \$917.00.**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	657,417	82,237	-					739,655
Revenues	4,817,544	120,906	405,121					5,343,571
Expenditures	4,523,080	92,371	422,702					5,038,152
Operating Transfers In (Out)	(17,581)		17,581					-
Ending Fund Balance	934,301	110,772	0	-	-	-	-	1,045,073

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	934,301	110,772	-					1,045,073
Revenues	4,418,691	104,783	552,081					5,075,555
Expenditures	4,496,332	70,659	601,980					5,168,970
Operating Transfers In (Out)	(49,899)		49,899					-
Ending Fund Balance	806,762	144,897	-	-	-	-	-	951,659

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	806,762	144,897	-					951,659
Revenues	4,706,213	63,113	224,120					4,993,445
Expenditures	4,763,502	30,886	246,375					5,040,763
Operating Transfers In (Out)	(22,634)	379	22,256					-
Ending Fund Balance	726,838	177,503	-	-	-	-	-	904,341

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2017-18		FUNDS					FY 2018-19	
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	4,544,027	30,320						4,574,347	5,195,681
Grants			224,120					224,120	
Other Financing Sources	162,185	32,793						194,978	162,185
TOTAL REVENUES	4,706,212	63,113	224,120	-	-	-	-	4,993,445	5,357,866
EXPENDITURES									
Salaries	2,349,762	12,268	91,470					2,453,500	2,738,989
Staff Benefits	1,255,049	8,012	39,530					1,302,591	1,305,319
General Expense	118,983		342					119,325	122,552
Printing	6,692		53					6,745	6,893
Telecommunications	69,138							69,138	71,212
Postage	47,256							47,256	48,674
Insurance	6,607							6,607	6,805
Travel in State	6,786		3,462					10,248	6,990
Travel Out of State								-	-
Training	975		555					1,530	1,004
Security	490							490	505
Facilities Operations	112,341							112,341	115,711
Utilities								-	-
Contracted Services	644,483	5,500	86,867					736,850	798,817
Consulting and Professional Services - County Provided	26,439							26,439	27,232
Information Technology (IT)	114,790							114,790	170,378
Major Equipment	24,400							24,400	109,584
Other Items of Expense	1,339							1,339	1,379
Juror Costs	7,173							7,173	7,388
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(29,201)	5,105	24,096					(0)	(29,201)
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	4,763,502	30,885	246,375	-	-	-	-	5,040,762	5,510,232
Operating Transfers In (Out)	(22,634)	379	22,256					0	(22,634)
Fund Balance (Deficit)									
Beginning Balance (Deficit)	806,762	144,897	(1)					951,658	726,838
Ending Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341	551,838

Current detailed budget projection

Description	FUNDS						FY 2019-20		
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	30,320						5,226,001	5,124,224	30,320
Grants		224,120					224,120		
Other Financing Sources	32,793						194,978	162,185	
TOTAL REVENUES	63,113	224,120	-	-	-	-	5,645,099	5,286,409	30,320
EXPENDITURES									
Salaries	12,268	91,470					2,842,727	2,738,989	12,268
Staff Benefits	8,012	39,530					1,352,861	1,305,319	8,012
General Expense		342					122,894	125,004	
Printing		53					6,946	7,031	
Telecommunications							71,212	72,636	
Postage							48,674	49,647	
Insurance							6,805	6,941	
Travel in State		3,462					10,452	7,129	
Travel Out of State							-	-	
Training		555					1,559	1,024	
Security							505	515	
Facilities Operations							115,711	118,025	
Utilities							-	-	
Contracted Services		86,867					885,684	814,794	
Consulting and Professional Services - County Provided							27,232	27,777	
Information Technology (IT)							170,378	120,964	
Major Equipment							109,584	39,776	
Other Items of Expense							1,379	1,407	
Juror Costs							7,388	7,536	
Other							-	-	
Debt Service							-	-	
Court Construction							-	-	
Distributed Administration & Allocation	5,105	24,096					-	(29,201)	5,105
Prior Year Expense Adjustment							-	-	
TOTAL EXPENDITURES	25,385	246,375	-	-	-	-	5,781,992	5,415,313	25,385
Operating Transfers In (Out)	379	22,256					1	(22,634)	379
Fund Balance (Deficit)									
Beginning Balance (Deficit)	177,503	-	-	-	-	-	904,341	551,838	215,610
Ending Balance (Deficit)	215,610	1	-	-	-	-	767,450	400,300	220,924

Current detailed budget projection

Description	FUNDS						Select Fiscal Year	General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				
REVENUES										
State Financing Sources						5,154,544				
Grants	224,120					224,120				
Other Financing Sources						162,185				
TOTAL REVENUES	224,120	-	-	-	-	5,540,849	-	-	-	
EXPENDITURES										
Salaries	91,470					2,842,727				
Staff Benefits	39,530					1,352,861				
General Expense	342					125,346				
Printing	55					7,086				
Telecommunications						72,636				
Postage						49,647				
Insurance						6,941				
Travel in State	3,462					10,591				
Travel Out of State						-				
Training	555					1,579				
Security						515				
Facilities Operations						118,025				
Utilities						-				
Contracted Services	86,867					901,661				
Consulting and Professional Services - County Provided						27,777				
Information Technology (IT)						120,964				
Major Equipment						39,776				
Other Items of Expense						1,407				
Juror Costs						7,536				
Other						-				
Debt Service						-				
Court Construction						-				
Distributed Administration & Allocation	24,096					-				
Prior Year Expense Adjustment						-				
TOTAL EXPENDITURES	246,377	-	-	-	-	5,687,075	-	-	-	
Operating Transfers In (Out)	22,256					1				
Fund Balance (Deficit)										
Beginning Balance (Deficit)	1	-	-	-	-	767,450	400,300	220,924	-	
Ending Balance (Deficit)	-	-	-	-	-	621,225	400,300	220,924	-	

Current detailed budget projection

Description	FUNDS					Select Fiscal Year	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	621,225	400,300	220,924	-	-
Ending Balance (Deficit)	-	-	-	-	621,225	400,300	220,924	-	-

Current detailed budget projection

Description					Select Fiscal Year	FUNDS			
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	621,225	400,300	220,924	-	-	-
Ending Balance (Deficit)	-	-	-	621,225	400,300	220,924	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	621,225	400,300	220,924	-	-	-	-
Ending Balance (Deficit)	-	-	621,225	400,300	220,924	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	621,225	400,300	220,924	-	-	-	-	-
Ending Balance (Deficit)	-	621,225	400,300	220,924	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	621,225
Ending Balance (Deficit)	621,225

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	20,000
910000	Staff Benefits	10,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	285,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	11,538
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		326,538

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	0	0	0	0	0	0	0

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year


Original Request:

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	-	-	-	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	325,621								325,621
Expenditures		175,000	150,621						325,621
Cumulative Balance	325,621	150,621	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: San Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 2/20/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024	REQUESTED AMOUNT: \$500,000
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Court would like to accumulate savings in the most fiscally prudent and operationally sound manner that will allow it to repair and/or replace up to approximately 230,000 square feet of worn and damaged 30-year-old flooring and carpeting, which pose increasing health and safety risks, throughout the Court's Hall of Justice facility in Redwood City. In addition, when carpet or flooring is replaced, the Court will be replacing/relocating loose wiring to accommodate the increased use of computer equipment in the courtroom, as the Court transitions to paperless, electronic processes. Given the need to temporarily move/relocate a large number of staff, judicial officers and furniture, and in order to minimize or prevent significant disruptions to Court operations, both in the courtrooms and various Court divisions, the project must be done in phases. Therefore, we anticipate that the project could take as long as six years to complete from start to finish.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>None.</p> <p>B. Provide a summary of the changes to the request.</p> <p>This request is to contribute additional monies as requested and approved in the original request. The estimated contribution amounts and expenditures per year have been updated in Section IV.D. Amended Requests.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Given logistical, financial, and operational constraints, the entire project could take up to six years to complete. In 2017-18, the only way the Court could have accumulated fund balance that amounted to the total estimated cost of the project would have been to, unnecessarily, cut back on other critical operating costs. Accumulating savings across multiple fiscal years allows the Court to avoid harmful and unnecessary budgetary reductions.</p>		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

By replacing old and worn out flooring and carpeting, the Court will improve the environment, by making it safer and healthier, for the public in general, including jurors and litigants, court staff, and judicial officers. As noted above, the Court is also replacing/relocating loose wiring to better accommodate current and future equipment needs and to eliminate tripping hazards resulting from the increased use of computer equipment in the courtroom and the staff offices.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

The Court might have to postpone replacing or repairing any other flooring or carpeting for the foreseeable future or make significant cuts in other needed operating costs, unless discretionary funding dramatically increases. The health and safety risks to the public, judicial officers, and court staff will increase due to continued damage and wear to carpeting and flooring.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The 30-year-old flooring is deteriorating rapidly, which has led to health and tripping hazards throughout the facility. Electrical upgrades are necessary to support the increased technological needs of the Court and its justice partners. Currently power and data cords are temporarily installed and exposed across the floor, creating uneven surfaces, and other hazards, which puts the public, court staff, and judicial officers at a higher risk of injury from tripping and falling in the courtrooms. The Court could be at risk of litigation due to these unsafe, unsightly, and unsanitary conditions. These conditions undermine the dignity of the Court as well.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

If the request is not approved, the Court will either postpone replacing or repairing the much needed flooring for the foreseeable future or implement it sooner, but in a way that would be financially and operationally riskier than if monies were held in reserve within the TCTF. Holding reserve funds in the TCTF affords the Court greater latitude in implementing a logistically and operationally challenging multi-year project.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*): see attached templates

- A. Three-year history of year-end fund balances, revenues, and expenditures**
- B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**
- C. Identification of all costs, by category and amount, needed to fully implement the project**
- D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,774,656	1,980,187						4,754,843
Revenues	38,724,146	1,118,676	787,639					40,630,461
Expenditures	38,767,339	1,646,986	929,811					41,344,136
Operating Transfers In (Out)	(181,591)	39,419	142,172					-
Ending Fund Balance	2,549,872	1,491,296	-	-	-	-	-	4,041,168

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296						4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,236					44,435,678
Operating Transfers In (Out)	(244,194)	110,399	133,796					1
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813						2,090,712
Revenues	41,076,050	909,295	974,471					42,959,816
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,423	-	-	-	-	-	3,059,761

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

	FY 2017-18	FUNDS							Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	39,848,471	1,418,409						41,266,880	
Grants			1,731,024					1,731,024	
Other Financing Sources								-	
TOTAL REVENUES	39,848,471	1,418,409	1,731,024	-	-	-	-	42,997,904	-
EXPENDITURES									
Salaries	22,320,252	725,843	749,970					23,796,065	
Staff Benefits	11,577,706	161,924	391,512					12,131,142	
General Expense	759,497		8,928					768,425	
Printing	80,080							80,080	
Telecommunications	519,850							519,850	
Postage	242,630							242,630	
Insurance	7,479							7,479	
Travel in State	56,640		13,768					70,408	
Travel Out of State								-	
Training	25,280							25,280	
Security	448,277							448,277	
Facilities Operations	80,316							80,316	
Utilities								-	
Contracted Services	2,822,945	392,813	561,846					3,777,604	
Consulting and Professional Services - County Provided	643,796	140,800						784,596	
Information Technology (IT)	458,951	607,041	5,000					1,070,992	
Major Equipment	234,453							234,453	
Other Items of Expense	9,280							9,280	
Juror Costs	320,670							320,670	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	40,608,102	2,028,421	1,731,024	-	-	-	-	44,367,547	-
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,458,338	1,601,423						3,059,761	698,707
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118	698,707

Current detailed budget projection

	FUNDS							Select Fiscal Year	
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	991,411	-	-	-	-	-	1,690,118	698,707	991,411
Ending Balance (Deficit)	991,411	-	-	-	-	-	1,690,118	698,707	991,411

Current detailed budget projection

Description	FUNDS						Select Fiscal Year	General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				
REVENUES										
State Financing Sources						-				
Grants						-				
Other Financing Sources						-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-
EXPENDITURES										
Salaries						-				
Staff Benefits						-				
General Expense						-				
Printing						-				
Telecommunications						-				
Postage						-				
Insurance						-				
Travel in State						-				
Travel Out of State						-				
Training						-				
Security						-				
Facilities Operations						-				
Utilities						-				
Contracted Services						-				
Consulting and Professional Services - County Provided						-				
Information Technology (IT)						-				
Major Equipment						-				
Other Items of Expense						-				
Juror Costs						-				
Other						-				
Debt Service						-				
Court Construction						-				
Distributed Administration & Allocation						-				
Prior Year Expense Adjustment						-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-				
Fund Balance (Deficit)										
Beginning Balance (Deficit)	-	-	-	-	-	1,690,118	698,707	991,411	-	-
Ending Balance (Deficit)	-	-	-	-	-	1,690,118	698,707	991,411	-	-

Current detailed budget projection

Description	FUNDS					Select Fiscal Year	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-
Ending Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-

Current detailed budget projection

Description					Select Fiscal Year	FUNDS			
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-
Ending Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-
Ending Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-
Ending Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	1,690,118
Ending Balance (Deficit)	1,690,118

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	2,000,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		2,000,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			800,000
Expenditures		200,000	250,000	150,000	100,000	100,000			800,000
Cumulative Balance	250,000	300,000	200,000	100,000	50,000	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			800,000
Expenditures		200,000	250,000	150,000	100,000	100,000			800,000
Cumulative Balance	250,000	300,000	200,000	100,000	50,000	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	208,123	500,000	50,000	101,877	40,000	-			900,000
Expenditures			250,000	250,000	250,000	150,000			900,000
Cumulative Balance	208,123	708,123	508,123	360,000	150,000	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

 NEW REQUEST (Complete Section I, III, and IV only.) **AMENDED REQUEST** (Complete Sections I through IV.)**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**

Sutter

PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):

Stephanie M. Hansel, Court Executive Officer

CONTACT PERSON AND CONTACT INFO: Joe Azevedo, Court Fiscal Manager, (530) 822-3340; jazevedo@suttercourts.com**DATE OF SUBMISSION:**

3/6/2019

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEAR
2019-2020**REQUESTED AMOUNT:**

\$2,888.92

REASON FOR REQUEST (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

JSI: Professional services and deliverables on jury management system that is partially implemented (\$1,362.72).

Tyler: Professional services and deliverables on new case management system that is partially implemented (\$0).

Ricoh: Final term of purchase agreement for copiers (\$0).

Purchase computer peripherals to use in the courtroom in conjunction with Odyssey (\$1,526.20)

SECTION II: AMENDED REQUEST CHANGES**A. Identify sections and answers amended.**

Section I, III, and IV.

B. Provide a summary of the changes to the request.

JSI: This project is complete. The remaining funds will be used to help pay for licensing fee costs in Fiscal Year 2019-20.

Tyler: The Court implemented Odyssey Clerk Edition in November 2018.

Ricoh: The contractual obligation of the copier lease has been fully satisfied.

Computer peripherals: The Court is in the process of obtaining quotes to purchase equipment. The goal is to use these funds by the end of the 2019 calendar year.

A. Explain why the request does not fit within the court’s annual operational budget process and the three-year encumbrance term.

These funds were originally encumbered in FY 2014-15, well past the three-year encumbrance term. Not continuing to hold the funds will impact the Court’s allocation for fiscal year 19-20.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The JSI project will provide additional services and resources to jurors through our web portal as opposed to a phone call or visit to the courthouse during business hours.

The Tyler project will increase efficiency for courtroom clerks and assist in reducing backlog.

The purchase of the computer peripherals will increase efficiency in the courtroom and enable the Court to continue being paperless.

The Ricoh project will allow us to complete the purchase of the court’s copiers, an important piece of our infrastructure.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court’s operations if the court request is not approved.

If the request is not approved, it will impact the court’s budget in fiscal year 19-20 as the amount requested would be liquidated and reduce the court’s allocation for fiscal year 19-20.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Not approving the request would affect the ability to serve the public as court resources, specifically staffing would be affected.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

Please provide the following *(table template provided for each)*:

A. Three-year history of year-end fund balances, revenues, and expenditures

Work to be completed in fiscal year 19-20.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Work to be completed in fiscal year 19-20.

C. Identification of all costs, by category and amount, needed to fully implement the project

Work to be completed in fiscal year 19-20.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Work to be completed in fiscal year 19-20.

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	15-16 ▼	16-17 ▼	17-18 ▼	▼	▼	▼	▼	▼	Total
Encumbered Amount	80,837								80,837
Contribution									-
Expenditures			80,837						80,837
Cumulative Balance	80,837	80,837	0	0	0	0	0	0	0

Amended request

Description	15-16 ▼	16-17 ▼	17-18 ▼	18-19 ▼	19-20 ▼	▼	▼	▼	Total
Encumbered Amount	80,837								80,837
Contribution									-
Expenditures		19,998		57,951	2,889				80,837
Cumulative Balance	80,837	60,840	60,840	2,889	0	0	0	0	-

Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

Process for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court’s annual budget or three-year encumbrance term and that require multiyear savings to implement.
 - a. Categories or activities include, but are not limited to:
 - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
 - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
 - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
 - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
 - v) Other court infrastructure projects such as vehicle replacement and copy machine replacement.
2. The submission, review, and approval process is as follows:
 - a. All requests will be submitted to the Judicial Council for consideration.
 - b. Requests will be submitted to the Administrative Director by the court’s presiding judge or court executive officer.
 - c. The Administrative Director will forward the request to the Judicial Council director of Finance.
 - d. Finance budget staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to a formal review body consisting of members from the Trial Court Budget Advisory Committee (TCBAC); the TCBAC subgroup will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and Finance office budget staff will issue a final report on behalf of the TCBAC subgroup for the council.
 - e. The final report to the TCBAC review subgroup and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
 - f. The court may send a representative to the TCBAC review subgroup and Judicial Council meetings to present its request and respond to questions.

3. To be considered at a scheduled Judicial Council business meeting, requests must be submitted to the Administrative Director at least 40 business days (approximately eight weeks) before that business meeting.
4. The Judicial Council may consider including appropriate terms and conditions that courts must accept for the council to approve designating TCTF fund balance on the court's behalf.
 - a. Failure to comply with the terms and conditions would result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
5. Approved requests that courts subsequently determine need to be revised to reflect a change (1) in the amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than 10 percent of the total request among the categories of expense will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above.
 - a. Denied revised requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
6. Approved requests that courts subsequently determine have a change in purpose will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court for the previously approved request continue to be held on behalf of the court for this new purpose.
 - a. Denied new requests tied to previously approved requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
7. On completion of the project or planned expenditure, courts are required to report to the Trial Court Budget Advisory Committee within 90 days on the project or planned expenditure and how the funds were expended.
8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that were held on behalf of the courts will be made to confirm that they were used for their stated approved purpose.

Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the Courts

TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that cannot be funded by the court's annual budget or three-year encumbrance term and that require multiyear savings to implement.

Information Required to Be Provided by Trial Courts for TCTF Fund Balance Held on Behalf of the Courts

Below is the information required to be provided by trial courts on the *Application for TCTF Funds Held on Behalf of the Court*:

SECTION I

General Information

- Superior court
- Date of submission
- Person authorizing the request
- Contact person and contact information
- Time period covered by the request (includes contribution and expenditure)
- Requested amount
- A description providing a brief summary of the request

SECTION II

Amended Request Changes

- Sections and answers amended
- A summary of changes to request

SECTION III

Trial Court Operations and Access to Justice

- An explanation as to why the request does not fit within the court's annual operational budget process and the three-year encumbrance term
- A description of how the request will enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs
- If a cost efficiency, cost comparison (*table template provided*)
- A description of the consequences to the court's operations if the court request is not approved
- A description of the consequences to the public and access to justice if the court request is not approved
- The alternatives that the court has identified if the request is not approved, and the reason why holding funding in the TCTF is the preferred alternative

SECTION IV

Financial Information

- Three-year history of year-end fund balances, revenues, and expenditures (*table template provided*)
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf (*table template provided*)

- Identification of all costs, by category and amount, needed to fully implement the project (*table template provided*)
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year (*table template provided*)