Why budget?

- Planning: strategic tool to spend what we have to accomplish the objectives we want
- Monitoring:
  - Ensure spending according to priorities.
  - Guidelines to flexibility
- Analysis: understand why we didn’t receive and spend as we should → impact future strategy
HCH Budgets: County vs. HRSA

<table>
<thead>
<tr>
<th></th>
<th>County Budget</th>
<th>HRSA Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Period:</strong></td>
<td>Jul 1 – Jun 30</td>
<td>Jan 1 – Dec 31</td>
</tr>
<tr>
<td><strong>HCH Submission Time:</strong></td>
<td>Mid January</td>
<td>Mid August</td>
</tr>
<tr>
<td><strong>Scope of Budget:</strong></td>
<td>County only</td>
<td>County &amp; AHS &amp; subcontractors</td>
</tr>
<tr>
<td><strong>Budget Size:</strong></td>
<td>$6.1 million</td>
<td>$13.8 million</td>
</tr>
<tr>
<td><strong># of FTE:</strong></td>
<td>26.25 FTE</td>
<td>105 FTE</td>
</tr>
<tr>
<td><strong>Reporting:</strong></td>
<td>Quarterly</td>
<td>Annually</td>
</tr>
<tr>
<td><strong>Commission's Approval</strong></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Alameda County Budget

1. CAO Budget Call Letter – Dec
2. Maintenance of Effort (MOE) budget – Feb
3. CAO Review – Apr
4. Closing budget gap with departments – May
5. CAO recommends Final Budget + BOS adopts budget – Jun
6. Final Adopted Budget uploaded from CAO system to Auditors accounting system – Jul
HCH County Budget

- Budget Major Objects
  - Salaries & Benefits
  - Services & Supplies
  - Internal Service Fund
  - Other Charges
  - Fixed Assets
  - Intra-fund Transfer

- TOTAL APPROPRIATION
- TOTAL ESTIMATED REVENUE
- NET COUNTY COST

FY17: $6.1M $3.7M $1.9M $0.5M

- Budget Constraints: Revenue & NCC

County Budget Control

- Systematic budget checks by main dept. & accounts
- Transactions reviewed by HCSA Finance, GSA & Auditors on procurement & spending
- Easy transfer of staff positions within budget and HCH staff pool
- BOS approval is required when:
  - Receiving revenue
  - Request changes in Net County Cost
  - Transfer of appropriation between Major Object Classes \( \geq \) $100K
HRSA Health Center Budget Requirements

- Budget: reflects the costs of operations, expenses, and revenues (Fed & Non-Fed) to accomplish the Project including the number of patients to be served.
- Proposed costs supported by the Fed award are consistent with the Fed Cost Principles and the terms and conditions of the award.
- Submit budget annually by Aug 15 on Electronic Hand Book (EHB).
- Monitoring and reporting expenditures to ensure consistency with the HRSA-approved total budget.

Health Center Budget

<table>
<thead>
<tr>
<th>Year</th>
<th>Federal</th>
<th>Non-Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$13.8 M</td>
<td>$3.8 M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3.3 M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6.7 M</td>
</tr>
</tbody>
</table>
HRSA Budget Control

- Quarterly cash report and draw-down reconciliation
- Annual Federal Financial Report (FFR)
  - Total Federal expenditure in comparison to approved budget
  - Indirect Cost
  - Program Income
- Prior approval:
  - Change of director or key personnel in Notice of Grant Award (≥3mths or reduce to less than 25% of time)
  - To transfer between budget line items (lesser of $250K or 25% of total budget)
  - To carry over unspent fund from one year to another

HCH Budget Timeline

- HCH staff presents proposed County MOE budget to Commission – Jan
- HCH staff prepares HRSA Health Center budget. Commission approves HRSA budget – July
- HCH staff submits Health Center budget to HRSA– Aug
- HCH staff reports budget closeout to Commission – April
Questions?