

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 719 - Employee Benefits
 24-50-613, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$395,240	\$488,869	\$588,172	\$420,004	\$617,968
Actual / anticipated accounts receivable collections	\$6,333	\$0	\$0	\$0	\$0
Actual / anticipated fees collections	\$1,289,136	\$1,340,948	\$1,040,948	\$1,340,948	\$1,340,948
Actual / anticipated cash transferred in	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$1,295,469	\$1,340,948	\$1,040,948	\$1,340,948	\$1,340,948
Actual / appropriated / projected cash expenditures	\$1,187,651	\$1,297,532	\$1,209,116	\$1,142,983	\$1,167,867
Actual / anticipated cash used to pay short-term liabilities	\$14,189	(\$55,887)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$1,201,840	\$1,241,645	\$1,209,116	\$1,142,983	\$1,167,867
Available Liquid Fund Balance Prior to New Requests	\$488,869	\$588,172	\$420,004	\$617,968	\$791,049
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$488,869	\$588,172	\$420,004	\$617,968	\$791,049

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Benefits Administration Fees					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 719 - Employee Benefits
 24-50-613, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	NA	NA	NA	NA	NA
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	NA	NA	NA	NA	NA
Excess Uncommitted Fee Reserve Balance	NA	NA	NA	NA	NA
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance (non-fee fund balance) <input type="checkbox"/> Statute Change ² <input type="checkbox"/>				
	<input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	Surcharge to employees for the administration of the State's group health and dental insurance program.
Fee Sources	Employee payroll deduction
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Employee Benefits program appropriations and allocations of central appropriations from EDO.
Non-appropriated Fund Obligations	Compensated absences.
Statutory or Other Restriction on Use of Fund	24-50-605 through 613
Revenue Drivers	Inflation of medical premiums. Costs passed on to employees.
Expenditure Drivers	Inflation of medical premiums.
Explanation of any Long-term Liability Funding Requirements	N/A

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 719 - Employee Benefits
 24-50-613, C.R.S. (2011)

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC	\$22,593	\$3,986	\$3,986	\$3,986	\$3,986
Legal Services	\$10,522	\$11,908	\$11,908	\$11,908	\$11,908
Capitol Complex Leased Space	\$32,942	\$32,438	\$32,438	\$32,438	\$32,438
Leased Space	\$3,891	\$4,590	\$4,590	\$4,590	\$4,590
Purchase of Services - GGCC	\$44,601	\$41,721	\$41,721	\$41,721	\$41,721
Management and Administration of OIT	\$1,508	\$2,324	\$2,324	\$2,324	\$2,324
Division Subtotal	\$116,057	\$96,967	\$96,967	\$96,967	\$96,967
Division of Human Resources					
Employee Benefits					
Personal Services	\$672,084	\$864,141	\$805,309	\$829,468	\$854,352
Operating Expenses	\$64,990	\$33,404	\$57,121	\$57,121	\$57,121
Indirect Cost	\$300,459	\$250,261	\$209,719	\$119,427	\$119,427
Utilization Review	\$31,773	\$40,000	\$40,000	\$40,000	\$40,000
Rollforward	\$2,287	\$0	\$0	\$0	\$0
Division Subtotal	\$1,071,594	\$1,187,806	\$1,112,149	\$1,046,016	\$1,070,900

Schedule 9A: Cash Funds Reports
Department of Personnel and Administration
FY 2012-13 Budget Request
 Fund 719 - Employee Benefits
 24-50-613, C.R.S. (2011)

Off Budget					
Compensated Absences	\$11,304	\$12,759	\$0	\$0	\$0
User Fees to EDO	\$0	\$0	\$0	\$0	\$0
Division Subtotal	\$11,304	\$12,759	\$0	\$0	\$0
TOTAL	\$1,198,956	\$1,297,532	\$1,209,116	\$1,142,983	\$1,167,867

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11L - Liability Fund
 24-30-1510, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$5,751,037	\$8,173,800	\$3,258,391	\$1,747,094	\$308,045
Actual / anticipated accounts receivable collections	\$70	(\$1,505)	\$0	\$0	\$0
Actual / anticipated fees collections	\$9,629,748	\$2,916,593	\$6,269,075	\$5,820,811	\$7,267,320
Actual / anticipated cash transferred in	\$0	\$143,428	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$9,629,818	\$3,058,516	\$6,269,075	\$5,820,811	\$7,267,320
Actual / appropriated / projected cash expenditures	\$7,111,071	\$7,827,437	\$7,780,372	\$7,259,860	\$7,267,320
Actual / anticipated cash used to pay short-term liabilities	\$95,984	\$163,848	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	(\$2,762)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$7,207,055	\$7,988,523	\$7,780,372	\$7,259,860	\$7,267,320
Available Liquid Fund Balance Prior to New Requests	\$8,173,800	\$3,243,793	\$1,747,094	\$308,045	\$308,045
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$8,173,800	\$3,243,793	\$1,747,094	\$308,045	\$308,045

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Risk Management Billings per Common Policy					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11L - Liability Fund
 24-30-1510, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	N/A	N/A	N/A	N/A	N/A
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	N/A	N/A	N/A	N/A	N/A
Excess Uncommitted Fee Reserve Balance	N/A	N/A	N/A	N/A	N/A
Assessment of Potential for Compliance (check all that apply)	<input type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³ <input checked="" type="checkbox"/> N/A per 24-75-402(5)(e), C.R.S.				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information	
Purpose/Background of Fund	Provides self-funded general liability coverage for State agencies and employees for tort and federal claims, including those arising out of the scope of employment.
Fee Sources	N/A
Non-Fee Sources	All State agencies and institutions of higher education excluding entities who have opted out under HB 04-1009.
Long Bill Groups Supported by Fund	Risk Management appropriations and central allocations from EDO for typical operating costs.
Non-appropriated Fund Obligations	N/A
Statutory or Other Restriction on Use of Fund	24-30-1510(1), C.R.S.
Revenue Drivers	Actuarial based premium increase calculations based upon actual claims payouts
Expenditure Drivers	Claims payments

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11L - Liability Fund
 24-30-1510, C.R.S. (2011)

Explanation of any Long-term Liability Funding Requirements	N/A
---	-----

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC, and OIT Administration	3,123	2,137	1,641	1,500	1,500
Purchase of Svc from GGCC	5,780	5,385	4,270	3,495	3,495
Leased Space (private)	358	424	322	230	230
Cap Complex Leased Space	4,967	3,437	2,525	2,332	2,332
Division Subtotal	\$14,228	11,383	8,758	7,557	7,557
Division of Human Resources					
Risk Management					
Personal Services	145,767	244,707	241,418	248,661	256,121
Operating Expenses	7,481	12,684	5,559	5,117	5,117
Indirect Cost	28,223	25,744	17,387	16,003	16,003
Liability Premiums	4,705,904	5,090,471	5,115,286	4,674,104	4,674,104
Legal Services	2,209,469	2,442,448	2,400,722	2,315,975	2,315,975
Division Subtotal	\$7,096,843	\$7,816,054	\$7,780,372	\$7,259,860	\$7,267,320
TOTAL	\$7,111,071	\$7,827,437	\$7,780,372	\$7,259,860	\$7,267,320

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11P - Property Fund
 24-30-1510.5, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$6,265,725	\$8,306,349	\$3,079,365	\$692,774	\$725,616
Actual / anticipated accounts receivable collections	(\$6,980)	\$5,343	\$0	\$0	\$0
Actual / anticipated fees collections	\$10,355,569	\$2,667,291	\$6,269,047	\$8,862,373	\$8,831,863
Actual / anticipated cash transferred in	\$0	\$85,313	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$10,348,589	\$2,757,947	\$6,269,047	\$8,862,373	\$8,831,863
Actual / appropriated / projected cash expenditures	\$8,241,727	\$8,015,328	\$8,655,638	\$8,829,531	\$8,831,863
Actual / anticipated cash used to pay short-term liabilities	\$4,191	(\$4,822)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$62,047	(\$1,697)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$8,307,965	\$8,008,810	\$8,655,638	\$8,829,531	\$8,831,863
Available Liquid Fund Balance Prior to New Requests	\$8,306,349	\$3,055,486	\$692,774	\$725,616	\$725,616
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$8,306,349	\$3,055,486	\$692,774	\$725,616	\$725,616

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Risk Management billings per Common Policy					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11P - Property Fund
 24-30-1510.5, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	NA	NA	NA	NA	NA
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	NA	NA	NA	NA	NA
Excess Uncommitted Fee Reserve Balance	NA	NA	NA	NA	NA
Assessment of Potential for Compliance (check all that apply)	<input type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ² <input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³ <input checked="" type="checkbox"/> N/A per 24-75-402(5)(e), C.R.S.				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	Premiums from state agencies collected to provide insurance coverage for loss or damage to state property.
Fee Sources	N/A
Non-Fee Sources	All state agencies and institutions of higher education excluding entities who have opted out under HB 04-1009.
Long Bill Groups Supported by Fund	Risk Management appropriations and central allocations from EDO for typical operating costs.
Non-appropriated Fund Obligations	N/A
Statutory or Other Restriction on Use of Fund	24-30-1510(1), C.R.S.
Revenue Drivers	Actuarial based premium increase calculations based upon actual claims payouts.
Expenditure Drivers	Claims payouts.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 11P - Property Fund
 24-30-1510.5, C.R.S. (2011)

Explanation of any Long-term Liability Funding Requirements	N/A
---	-----

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC, and OIT Administration	\$3,492	\$2,531	\$2,864	\$2,792	\$2,792
Cap Complex Leased Space	\$5,137	\$4,324	\$4,451	\$4,339	\$4,339
Leased Space (private)	\$415	\$526	\$554	\$428	\$428
Purchase of Svc from GGCC	\$6,463	\$6,020	\$8,214	\$6,503	\$6,503
Division Subtotal	\$15,507	\$13,401	\$16,083	\$14,062	\$14,062
Division of Human Resources					
Risk Management					
Personal Services	\$64,554	\$77,705	\$75,484	\$77,749	\$80,081
Operating Expenses	\$8,153	\$11,175	\$5,559	\$9,522	\$9,522
Indirect Cost	\$32,255	\$31,261	\$30,624	\$29,781	\$29,781
Property Premiums	\$8,121,258	\$7,881,786	\$8,527,888	\$8,698,417	\$8,698,417
Division Subtotal	\$8,226,220	\$8,001,927	\$8,639,555	\$8,815,469	\$8,817,801
TOTAL	\$8,241,727	\$8,015,328	\$8,655,638	\$8,829,531	\$8,831,863

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2013-14 Budget Request
 Fund 11W - Worker's Compensation Fund
 24-30-1510.7, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$13,765,254	\$10,298,935	\$10,330,998	\$2,993,038	\$6,696,667
Actual / anticipated accounts receiveable collections	(\$623)	\$0	\$0	\$0	\$0
Actual / anticipated fees collections	\$37,986,525	\$36,345,019	\$34,477,445	\$44,218,967	\$40,527,773
Actual / anticipated cash transferred in	\$0	\$1,141,690	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	(\$269,937)	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$37,985,902	\$37,216,772	\$34,477,445	\$44,218,967	\$40,527,773
Actual / appropriated / projected cash expenditures	\$38,235,268	\$37,045,399	\$41,815,405	\$40,515,338	\$40,527,773
Actual / anticipated cash used to pay short-term liabilities	\$3,216,952	(\$290,388)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$429,699	\$0	\$0	\$0
Actual / anticipated Current Portion of Liabilities		\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$41,452,220	\$37,184,710	\$41,815,405	\$40,515,338	\$40,527,773
Available Liquid Fund Balance Prior to New Requests	\$10,298,935	\$10,330,998	\$2,993,038	\$6,696,667	\$6,696,667
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$10,298,935	\$10,330,998	\$2,993,038	\$6,696,667	\$6,696,667

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Worker's Compensation billings per Common Policy					
2. Fee Name					
3. Fee Name					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2013-14 Budget Request
 Fund 11W - Worker's Compensation Fund
 24-30-1510.7, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	NA	NA	NA	NA	NA
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	NA	NA	NA	NA	NA
Excess Uncommitted Fee Reserve Balance	NA	NA	NA	NA	NA
Assessment of Potential for Compliance (check all that apply)	<input type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input checked="" type="checkbox"/> Waiver ³				
	<input checked="" type="checkbox"/> N/A per 24-75-402(5)(e), C.R.S				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	Provides workers' compensation coverage for State employees. Workers' Compensation is self funded and claims are processed via a contract between the Department and Pinnacle Assurance.
Fee Sources	N/A
Non-Fee Sources	All State agencies and institutions of higher education excluding entities who have opted out under HB 04-1009.
Long Bill Groups Supported by Fund	Workers' Compensation appropriations and central allocations from EDO for typical operating costs
Non-appropriated Fund Obligations	N/A
Statutory or Other Restriction on Use of Fund	24-30-1510(1) C.R.S.
Revenue Drivers	Actuarial based premium increase calculations based upon actual claims payouts.
Expenditure Drivers	Claims payments
Explanation of any Long-term Liability Funding Requirements	N/A

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2013-14 Budget Request
 Fund 11W - Worker's Compensation Fund
 24-30-1510.7, C.R.S. (2011)

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, and WC	\$ 15,073	\$ 10,589	\$ 6,369	\$ 10,960	\$ 10,960
Cap Complex Leased Space	\$ 15,543	\$ 17,506	\$ 18,469	\$ 19,359	\$ 19,359
Leased Space (private)	\$ 1,831	\$ 2,137	\$ 1,125	\$ 1,908	\$ 1,908
Purchase of Svc from GGCC / OIT Common Policies	\$ 27,898	\$ 25,989	\$ 4,736	\$ 29,015	\$ 29,015
Division Subtotal	\$60,345	\$56,221	\$30,699	\$61,242	\$61,242
Division of Human Resources					
Risk Management					
Personal Services	\$ 363,400	\$ 406,379	\$ 402,425	\$ 414,498	\$ 426,933
Operating Expenses	\$ 39,380	\$ 31,497	\$ 41,771	\$ 42,483	\$ 42,483
Indirect Cost	\$ 141,114	\$ 126,883	\$ 130,645	\$ 126,883	\$ 126,883
Workers' Comp Premiums	\$ 36,639,244	\$ 35,441,933	\$ 36,376,710	\$ 38,808,757	\$ 38,808,757
Revenue from WC C-SEAP	\$ 991,785.76	\$ 982,486.00	\$ 895,151	\$ 1,061,475	\$ 1,061,475
Division Subtotal	\$38,174,923	\$36,989,178	\$37,846,702	\$40,454,096	\$40,466,531
TOTAL	\$38,235,268	\$37,045,399	\$37,877,401	\$40,515,338	\$40,527,773

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 20H - Supplemental State Contribution
 24-50-122, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance ¹	\$424,392	\$450,215	\$1,340,223	\$1,439,527	\$1,538,831
Actual / anticipated accounts receivable collections	\$0	\$0	\$0	\$0	\$0
Actual / anticipated fees collections	\$0	\$0	\$0	\$0	\$0
Actual / anticipated cash transferred in	\$1,600,420	\$1,450,616	\$1,450,616	\$1,450,616	\$1,450,616
Actual / anticipated other noncash assets converted to cash ²	\$2,726	\$539	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$1,603,146	\$1,451,155	\$1,450,616	\$1,450,616	\$1,450,616
Actual / appropriated / projected cash expenditures	\$1,553,915	\$451,599	\$1,351,312	\$1,351,312	\$1,351,312
Actual / anticipated cash used to pay short-term liabilities	\$23,408	\$109,548	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$1,577,323	\$561,147	\$1,351,312	\$1,351,312	\$1,351,312
Available Liquid Fund Balance Prior to New Requests	\$450,215	\$1,340,223	\$1,439,527	\$1,538,831	\$1,638,135
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$450,215	\$1,340,223	\$1,439,527	\$1,538,831	\$1,638,135

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Contribution from Short Term Innovative Health Fund					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 20H - Supplemental State Contribution
 24-50-122, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$450,215	\$1,340,223	\$1,439,527	\$1,538,831	\$1,638,135
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$256,396	\$74,514	\$222,966	\$222,966	\$222,966
Excess Uncommitted Fee Reserve Balance	NA	NA	NA	NA	NA
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance (non-fee fund balance) <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ² <input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information	
Purpose/Background of Fund	The Fund supports a disease management program aimed at lower-income state employees and their dependents who have had at least one asthma-related hospital admission or emergency room visit. These funds were appropriated from the short-term innovative health program grant fund.
Fee Sources	None.
Non-Fee Sources	Short Term Innovative Health Fund
Long Bill Groups Supported by Fund	Division of Human Resources, Employee Benefits Services
Non-appropriated Fund Obligations	None.
Statutory or Other Restriction on Use of Fund	None.
Revenue Drivers	Short Term Innovative Health Fund

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 20H - Supplemental State Contribution
 24-50-122, C.R.S. (2011)

Expenditure Drivers	This is a grant program, so expenditure drivers are typical operating costs.
Explanation of any Long-term Liability Funding Requirements	None.

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Division of Human Resources					
Employee Benefit Services					
State Contribution Fund	\$1,553,915	\$451,599	\$1,351,312	\$1,351,312	\$1,351,312
Division Subtotal	\$1,553,915	\$451,599	\$1,351,312	\$1,351,312	\$1,351,312
TOTAL	\$1,553,915	\$451,599	\$1,351,312	\$1,351,312	\$1,351,312

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 22Y - Professional Development
 24-50-122, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$0	\$99,039	\$171,974	\$171,974	\$39,325
		\$0			
Actual / anticipated accounts receivable collections	(\$5,055)	\$153	\$0	\$0	\$0
Actual / anticipated fees collections	\$383,669	\$364,142	\$228,557	\$588,680	\$726,761
Actual / anticipated cash transferred in	\$0	\$2,145	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0		\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$378,614	\$366,440	\$228,557	\$588,680	\$726,761
Actual / appropriated / projected cash expenditures	\$292,212	\$300,692	\$228,557	\$238,329	\$243,761
Actual / anticipated cash used to pay short-term liabilities	(\$12,638)	(\$18,231)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$11,044	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$279,574	\$293,506	\$228,557	\$238,329	\$243,761
Available Liquid Fund Balance Prior to New Requests	\$99,039	\$171,974	\$171,974	\$522,325	\$522,325
Training Services Funding (R - 3)	N/A	N/A	\$0	\$483,000	\$483,000
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$483,000	\$483,000
Actual / Anticipated Liquid Fund Balance	\$99,039	\$171,974	\$171,974	\$39,325	\$39,325

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13
Tier One Class - Half Day Classes	\$100	\$100	\$100	\$100	\$100
Tier Two Class - One Day Classes	\$125 - \$195	\$125 - \$195	\$125 - \$195	\$125 - \$195	\$125 - \$195
Tier One Class - Two Day Classes	\$275 - \$395	\$275 - \$395	\$275 - \$395	\$275 - \$395	\$275 - \$395

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 22Y - Professional Development
 24-50-122, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	NA	\$171,974	\$171,974	\$39,325	\$39,325
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	NA	\$49,614	\$37,712	\$39,324	\$40,221
Excess Uncommitted Fee Reserve Balance	NA	\$122,359	\$134,262	\$0	\$0
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	The Professional Development Center (aka "the PDC"), housed in the Division of Human Resources within the Department of Personnel and Administration, offers many cost-effective training and professional development opportunities for State employees. Classes offered through the PDC are taught by instructors employed within the Division of Human Resources, the Department of Personnel and Administration, or by contracted instructors. State agencies pay a fee for employees to attend the classes offered by the PDC, which are deposited into this fund.
Fee Sources	State agencies pay a fee per employee registered in the class.
Non-Fee Sources	NA
Long Bill Groups Supported by Fund	Training Services within the Division of Human Resources
Non-appropriated Fund Obligations	None.
Statutory or Other Restriction on Use of Fund	None.
Revenue Drivers	Number of employees enrolling in classes.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 22Y - Professional Development
 24-50-122, C.R.S. (2011)

Expenditure Drivers	Typical operating and personal services costs, in addition to the number of classes offered and general attendance levels.
Explanation of any Long-term Liability Funding Requirements	NA

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Worker's Compensation	\$0	\$838	\$838	\$838	\$838
Management and Administration of OIT	\$0	\$282	\$282	\$282	\$282
Risk Management and Property Funds	\$0	\$576	\$576	\$576	\$576
Capitol Complex Leased Space	\$24,121	\$23,753	\$23,753	\$23,753	\$23,753
Division Subtotal	\$24,121	\$25,449	\$25,449	\$25,449	\$25,449
Division of Human Resources					
Human Resource Services					
Training Services	\$268,091	\$275,243	\$145,707	\$149,685	\$153,771
Training Services Contingency Funds	\$0	\$0	\$47,987	\$49,297	\$50,643
Indirect Cost Assessment	\$0	\$0	\$9,414	\$13,898	\$13,898
Division Subtotal	\$268,091	\$275,243	\$203,108	\$212,880	\$218,312
TOTAL	\$292,212	\$300,692	\$228,557	\$238,329	\$243,761

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24R - Statewide E-Procurement
 24-102-202.5., C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$0	\$865,451	\$2,417,125	\$2,965,632	\$3,544,297
Actual / anticipated accounts receivable collections	(\$384,947)	(\$147,347)	\$0	\$0	\$0
Actual / anticipated fees collections	\$0	\$0	\$0	\$0	\$0
Actual / anticipated cash transferred in	\$1,308,023	\$1,767,546	\$1,767,546	\$1,767,546	\$1,767,546
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$923,076	\$1,620,199	\$1,767,546	\$1,767,546	\$1,767,546
Actual / appropriated / projected cash expenditures	\$62,887	\$68,675	\$1,219,039	\$1,188,881	\$900,840
Actual / anticipated cash used to pay short-term liabilities	(\$5,263)	(\$150)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$57,625	\$68,525	\$1,219,039	\$1,188,881	\$900,840
Available Liquid Fund Balance Prior to New Requests	\$865,451	\$2,417,125	\$2,965,632	\$3,544,297	\$4,411,003
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$865,451	\$2,417,125	\$2,965,632	\$3,544,297	\$4,411,003

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24R - Statewide E-Procurement
 24-102-202.5., C.R.S. (2011)

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. State Administrative Fee	1% on state contracts.	1% on state contracts.	1% on state contracts.	1% on state contracts.	1% on state contracts.
2. Access Fees for Local Governments (Implementation Optional)	Not yet established or anticipated in the near future.	Not yet established or anticipated in the near future.	Not yet established or anticipated in the near future.	Not yet established or anticipated in the near future.	Not yet established or anticipated in the near future.
Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	N/A	\$2,417,125	\$2,965,632	\$3,544,297	\$4,411,003
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	N/A	\$11,331	\$201,141	\$196,165	\$148,639
Excess Uncommitted Fee Reserve Balance	N/A	\$2,405,794	\$2,764,491	\$3,348,132	\$4,262,364
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	SB 09-99 required the Department of Personnel and Administration to implement a centralized electronic procurement system for use by state agencies, local governments, and vendors. The Executive Director of DPA is authorized to set and collect fees from vendors and local governments to cover the costs of the system. Fee revenue is deposited into a new account in the Supplier Database Case Fund and must be annually appropriated to the DPA for implementing and maintaining the electronic procurement system.
----------------------------	---

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24R - Statewide E-Procurement
 24-102-202.5., C.R.S. (2011)

Fee Sources	Fees from vendors from purchasing contracts under the Western States Contract Alliance; only for those contracts in which amendments were negotiated to price agreements requiring vendors to pay retroactive fees from August 1, 2008. The State also has the option to impose fees from local governments accessing the electronic procurement system, if vendor fee is insufficient.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Division of Accounts and Controls - Controller, (C) Supplier Database
Non-appropriated Fund Obligations	N/A
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Number of contracts allowing for payment of fee.
Expenditure Drivers	Personal services, operating expenses and capital outlay; system implementation and operation
Explanation of any Long-term Liability Funding Requirements	N/A

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Division of Accounts and Control - Controller					
Supplier Database					
Personal Services	\$60,749	\$118,054	\$130,567	\$134,484	\$138,519
Operating Expense	\$2,139	\$2,210	\$1,107,128	\$1,107,128	\$1,107,128
Division Subtotal	\$62,887	\$120,264	\$1,237,695	\$1,241,612	\$1,245,647
TOTAL	\$62,887	\$120,264	\$1,237,695	\$1,241,612	\$1,245,647

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24Y - State Archives and Public Records
 24-80-102, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance ¹	\$0	\$1	(\$4,698)	\$12,995	\$26,384
Actual / anticipated accounts receivable collections	\$0	\$0	\$0	\$0	\$0
Actual / anticipated fees collections	\$128,634	\$161,156	\$161,156	\$161,156	\$161,156
Actual / anticipated cash transferred in	\$0	(\$4,724)	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$128,634	\$156,432	\$161,156	\$161,156	\$161,156
Actual / appropriated / projected cash expenditures	\$128,633	\$161,156	\$143,463	\$147,767	\$152,200
Actual / anticipated cash used to pay short-term liabilities	\$0	(\$25)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$128,633	\$161,131	\$143,463	\$147,767	\$152,200
Available Liquid Fund Balance Prior to New Requests	\$1	(\$4,698)	\$12,995	\$26,384	\$35,340
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance ⁴	\$1	(\$4,698)	\$12,995	\$26,384	\$35,340

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

4 - FY 2010-11 Actual balance of (\$4,698) is due to revenue being recorded as a receivable

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24Y - State Archives and Public Records
 24-80-102, C.R.S. (2011)

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
General Request - Colorado Residents	NA	\$15.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$15.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$15.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$15.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.
General Request - Out of State	NA	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.
General Request - Certified Copies	NA	\$10.00 and up per document	\$10.00 and up per document	\$10.00 and up per document	\$10.00 and up per document
General Request - Other Services (e.g. photo reproduction)	NA	\$10.00 and up per item	\$10.00 and up per item	\$10.00 and up per item	\$10.00 and up per item
General Request - Professional Assistance	NA	\$32.00 per hour charged in fifteen minute intervals	\$32.00 per hour charged in fifteen minute intervals	\$32.00 per hour charged in fifteen minute intervals	\$32.00 per hour charged in fifteen minute intervals
Specific Request - Corporation Searches	NA	\$30.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$30.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$30.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$30.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.
Specific Request - Radon Searches	NA	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.	\$25.00 per search or name to include 3 pages of copies with additional pages of copy work at \$1.25 per page.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24Y - State Archives and Public Records
 24-80-102, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	NA	(\$4,698)	\$12,995	\$26,384	\$35,340
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	NA	\$26,591	\$23,671	\$24,382	\$25,113
Excess Uncommitted Fee Reserve Balance	NA	\$0	\$0	\$2,002	\$10,227
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ² <input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information	
Purpose/Background of Fund	Colorado State Archives is charged with ensuring the preservation of the State's permanent legal records and information, as well as assisting Colorado citizens with the use of these records. The Colorado General Assembly has directed that fees be charged for information and genealogy search requests per 24-80-102 (10), C.R.S. (2010). During the 2010 session, the Legislature passed HB 10-1181. The bill allowed the Archives program to establish a charge for state agencies that used the programs services, reversing the previous statute that precluded this fee.
Fee Sources	Fees are charged based on information and genealogy search requests. Fees are for research and copies by Archives staff whether the information is found or not.
Non-Fee Sources	None.
Long Bill Groups Supported by Fund	Colorado State Archives, personal services and operating
Non-appropriated Fund Obligations	None.
Statutory or Other Restriction on Use of Fund	None.
Revenue Drivers	Number and size of public and state agency requests for searches on state archives.
Expenditure Drivers	Typical operating costs.
Explanation of any Long-term Liability Funding Requirements	NA.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 24Y - State Archives and Public Records
 24-80-102, C.R.S. (2011)

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Expenditures are under \$200,000 annually.					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 281 - Supplier Database
 24-102-202.5, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$101,477	\$195,403	\$160,407	\$192,401	\$254,750
Actual / anticipated accounts receivable collections	(\$240)	(\$120)	\$0	\$0	\$0
Actual / anticipated fees collections	\$351,620	\$321,600	\$321,600	\$280,500	\$283,800
Actual / anticipated cash transferred in	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$351,380	\$321,480	\$321,600	\$280,500	\$283,800
Actual / appropriated / projected cash expenditures	\$261,753	\$371,307	\$289,606	\$218,151	\$222,300
Actual / anticipated cash used to pay short-term liabilities	\$11,029	\$498	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	(\$15,328)	(\$15,328)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$257,454	\$356,477	\$289,606	\$218,151	\$222,300
Available Liquid Fund Balance Prior to New Requests	\$195,403	\$160,407	\$192,401	\$254,750	\$316,250
Actual / Anticipated Liquid Fund Balance	\$195,403	\$160,407	\$192,401	\$254,750	\$316,250

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. BIDS Registration Fees	\$40	\$40	\$40	\$40	\$40

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 281 - Supplier Database
 24-102-202.5, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$185,758	\$151,379	\$192,401	\$254,750	\$316,250
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$43,189	\$61,266	\$47,785	\$35,995	\$36,679
Excess Uncommitted Fee Reserve Balance	\$142,569	\$90,113	\$144,616	\$218,755	\$279,571
Assessment of Potential for Compliance (check all that apply)	<input type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input checked="" type="checkbox"/> Planned Fee Reduction ² <input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information	
Purpose/Background of Fund	An annual registration fee is collected from businesses interested in providing goods and services to the State; the State notifies the appropriate business whenever the State issues requests for proposals for bids for goods or services.
Fee Sources	Vendors registering with the State Purchasing Office; photocopies of BIDS.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Supplier Database program appropriations and allocations of central appropriations from the EDO.
Non-appropriated Fund Obligations	Depreciation expense.
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Number of vendors registering and fee level.
Expenditure Drivers	Typical operating costs and development of new systems through vendor.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 281 - Supplier Database
 24-102-202.5, C.R.S. (2011)

Explanation of any Long-term Liability Funding Requirements	N/A
---	-----

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC	\$2,985	\$1,594	\$6,321	\$6,321	\$6,321
Leased Space	\$9,799	\$11,559	\$2,043	\$2,043	\$2,043
Purchase of Svc from GGCC	\$0	\$122,678	\$27,147	\$27,147	\$27,147
OIT Management and Administration	\$188	\$930	\$977	\$977	\$977
Division Subtotal	\$12,972	\$136,761	\$36,489	\$36,489	\$36,489
Division of Accounts and Control - Controller					
Office of the State Controller					
Personal Services			\$75,483		
Supplier Database					
Personal Services less WSCA Expenditures	\$206,798	\$191,183	\$134,271	\$138,299	\$142,448
Operating Expense	\$41,982	\$43,363	\$43,363	\$43,363	\$43,363
Division Subtotal	\$248,781	\$234,546	\$253,117	\$181,662	\$185,811
TOTAL	\$261,753	\$371,307	\$289,606	\$218,151	\$222,300

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9B: Cash Funds Reports
Department of Personnel and Administration
FY 2012-13 Budget Request
 Fund 281 - Supplier Database
 24-102-202.5, C.R.S. (2011)

Schedule 9.B Compliance Plan

Action	Planned One-time Expenditure
Plan Description	\$125,000 is proposed for appropriation from the Supplier Database Fund to be used towards a change request for eProcurement implementation and operating needs. This is more than the amount of \$90,113 required to eliminate the excess.
Assumptions and Calculations	<p>\$90,113 = amount in excess of 16.5% reserve</p> <p><u>(\$125,000)</u> = amount to reduce fund balance through change request</p> <p>\$34,887 = amount below target</p>

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 601 - Central Services Fund
 24-30-1108, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$1,422,203	\$1,064,050	\$798,040	\$798,040	\$798,040
Actual / anticipated accounts receivable collections	\$100,331	\$279,401	\$0	\$0	\$0
Actual / anticipated fees collections	\$21,008,383	\$21,231,724	\$23,933,819	\$26,158,460	\$26,360,318
Actual / anticipated cash transferred in		\$253,467	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	(\$338,243)	(\$1,201,112)	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$20,770,471	\$20,563,480	\$23,933,819	\$26,158,460	\$26,360,318
Actual / appropriated / projected cash expenditures	\$21,143,701	\$21,403,960	\$23,933,819	\$26,158,460	\$26,360,318
Actual / anticipated cash used to pay short-term liabilities	(\$13,580)	(\$31,285)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	(\$1,496)	(\$543,186)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$21,128,625	\$20,829,489	\$23,933,819	\$26,158,460	\$26,360,318
Available Liquid Fund Balance Prior to New Requests	\$1,064,050	\$798,040	\$798,040	\$798,040	\$798,040
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$1,064,050	\$798,040	\$798,040	\$798,040	\$798,040

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Central Services (IDS) Fees					

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(\$216,824)	(\$401,111)	\$798,040	\$798,040	\$798,040
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$3,469,099	\$3,566,026	\$3,949,080	\$4,316,146	\$4,349,453
Excess Uncommitted Fee Reserve Balance	\$0	\$0	\$0	\$0	\$0
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance		<input type="checkbox"/> Statute Change ²	<input type="checkbox"/> Planned Fee Reduction ²	
	<input type="checkbox"/> Planned One-				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information					
Purpose/Background of Fund	Charges to cover the cost of providing services				
Fee Sources	Sales of services to State agencies				
Non-Fee Sources	N/A				
Long Bill Groups Supported by Fund	Division of Central Services				
Non-appropriated Fund Obligations	Depreciation expense and				
Statutory or Other Restriction on Use of Fund	N/A				
Revenue Drivers	Demand for support services				
Expenditure Drivers	Operating costs (salaries,				
Explanation of any Long-term Liability Funding Requirements	N/A				

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Purchase of Services - GGCC	\$859,910	\$1,849,955	\$1,248,633	\$1,248,633	\$1,248,633
MNT Payments	\$59,711	\$106,077	\$118,092	\$118,092	\$118,092
Property, Liability, WC	\$379,737	\$214,517	\$214,284	\$214,284	\$214,284
Legal Services	\$15,352	\$20,949	\$13,701	\$13,701	\$13,701
Leased Space	\$267,267	\$149,850	\$324,471	\$324,471	\$324,471
Cap Com Leased space	\$151,811	\$285,080	\$119,526	\$119,526	\$119,526
Vehicle Leases	\$66,371	\$81,075	\$80,359	\$80,359	\$80,359
Management and Administration of OIT	\$18,638	\$34,828	\$29,268	\$29,268	\$29,268
Division Subtotal	\$1,818,797	\$2,742,331	\$2,148,334	\$2,148,334	\$2,148,334
Division of Central Services					
Administration					
Personal Services	\$807,872	\$809,131	\$883,166	\$909,661	\$909,661
Operating Expenses	\$41,033	\$66,292	\$77,427	\$77,427	\$77,427
Indirect Cost	\$95,920	\$139,025	\$115,630	\$110,094	\$110,094
IDF - Reprographics					
Personal Services	\$1,072,270	\$963,138	\$1,054,782	\$1,214,917	\$1,251,365
Personal Services Contingency Funds	\$0	\$0	\$49,548	\$55,972	\$55,972
Operating Expenses	\$3,265,776	\$3,092,923	\$3,511,352	\$3,736,918	\$3,736,918
Operating Expenses Contingency Funds	\$0	\$0	\$175,567	\$187,131	\$187,131
Indirect Cost	\$141,442	\$214,955	\$158,482	\$286,746	\$286,746
IDF - DSG (Denver/Pueblo)					
Personal Services	\$2,893,588	\$2,833,069	\$2,719,000	\$2,800,570	\$2,884,587
Personal Services Contingency Funds	\$0	\$0	\$323,556	\$323,556	\$323,556
Operating Expenses	\$482,217	\$420,576	\$606,216	\$606,216	\$606,216
Indirect Cost	\$165,530	\$261,123	\$211,542	\$329,263	\$329,263
Utilities	\$44,139	\$53,253	\$69,000	\$69,000	\$69,000
IDF - Mail Services					
Personal Services	\$2,238,625	\$2,024,294	\$2,361,276	\$2,713,137	\$2,794,531
Personal Services Contingency Funds	\$0	\$0	\$95,602	\$109,653	\$109,653
Operating Expenses	\$7,845,978	\$7,477,804	\$8,395,957	\$8,956,614	\$8,956,614
Operating Expenses Contingency Funds	\$0	\$0	\$524,798	\$552,831	\$552,831
Indirect Cost	\$158,748	\$252,286	\$226,720	\$304,556	\$304,556
Mail Equipment Purchase	\$70,090	\$3,066	\$225,864	\$225,864	\$225,864
Division Subtotal	\$19,323,226	\$18,610,935	\$21,785,485	\$23,570,127	\$23,771,985
Off Budget					
Depreciation & Comp Absences	\$169,092	\$778,276	\$439,999	\$439,999	\$439,999
Rollforwards	\$1,678	\$0	\$0	\$0	\$0
Capitalized Property Purchases	\$0	\$0	\$0	\$0	\$0
Division Subtotal	\$170,770	\$778,276	\$439,999	\$439,999	\$439,999

TOTAL	\$21,312,794	\$22,131,542	\$24,373,818	\$26,158,460	\$26,360,318
--------------	---------------------	---------------------	---------------------	---------------------	---------------------

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 604 - Debt Collection
 24-30-202.4, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance ¹	\$274,913	\$506,306	\$685,213	\$1,379,579	\$2,001,332
Actual / anticipated accounts receiveable collections	(\$3,342)	\$6,211	\$0	\$0	\$0
Actual / anticipated fees collections	\$2,641,860	\$2,944,937	\$3,068,624	\$3,068,624	\$3,068,624
Actual / anticipated cash transferred in	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$2,638,518	\$2,951,148	\$3,068,624	\$3,068,624	\$3,068,624
Actual / appropriated / projected cash expenditures	\$2,393,855	\$2,781,772	\$2,374,258	\$2,146,872	\$2,150,492
Actual / anticipated cash used to pay short-term liabilities	\$13,269	(\$9,531)	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	\$0	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$2,407,124	\$2,772,241	\$2,374,258	\$2,146,872	\$2,150,492
Available Liquid Fund Balance Prior to New Request	\$506,306	\$685,213	\$1,379,579	\$2,301,332	\$2,919,464
Replacement of CUBS Collection System (R - 2)	N/A	N/A	\$0	\$300,000	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$300,000	\$0
Actual / Anticipated Liquid Fund Balance	\$506,306	\$685,213	\$1,379,579	\$2,001,332	\$2,919,464

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Central Collections Fees	15%	18%	18%	18%	18%

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 604 - Debt Collection
 24-30-202.4, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$321,719	\$221,221	\$1,379,579	\$2,001,332	\$2,919,464
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$396,407	\$460,283	\$391,753	\$354,234	\$354,831
Excess Uncommitted Fee Reserve Balance	\$0	\$0	\$987,827	\$1,647,098	\$2,564,633
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	To provide internal collections related services to other state agencies and local governments. Collection fees are assessed to individuals for collection of past due debts owed to the State. Moneys are used to fund the operations of Central Collections
Fee Sources	Collection of debts owed to the State
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Division of Accounts and Controls - Controller, (D) Collections Services
Non-appropriated Fund Obligations	Depreciation expense, overhead and compensated absences.
Statutory or Other Restriction on Use of Fund	24-30-202.4(e) Central Collections
Revenue Drivers	Demand for collection services; ability to recover debts owed

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 604 - Debt Collection
 24-30-202.4, C.R.S. (2011)

Expenditure Drivers	Operating costs including salaries, operating and equipment to support service demands, and allocation of central appropriations from the EDO.
Explanation of any Long-term Liability Funding Requirements	N/A

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC	\$19,898	\$7,970	\$31,604	\$31,604	\$31,604
Legal Services	\$86	\$1,834	\$994	\$994	\$994
Purchase of Services - GGCC	\$89,202	\$194,223	\$228,595	\$228,595	\$228,595
Leased Space	\$70,005	\$81,363	\$14,308	\$14,308	\$14,308
OIT Management and Administration	\$1,257	\$4,648	\$4,886	\$4,886	\$4,886
Administrative Law Judge	\$4,024	\$5,226	\$2,890	\$2,890	\$2,890
<i>Division Subtotal</i>	<i>\$184,472</i>	<i>\$295,264</i>	<i>\$283,278</i>	<i>\$283,278</i>	<i>\$283,278</i>
Division of Accounts and Controls - Controller					
Collections Services					
Personal Services	\$1,000,830	\$1,034,842	\$117,141	\$120,656	\$124,275
Operating Expenses	\$253,545	\$333,914	\$349,085	\$349,085	\$349,085
Cash Fund Transfer	\$0	\$0	\$249,494	\$0	\$0
Private Collection Agency Fees	\$790,457	\$775,218	\$1,105,136	\$1,105,136	\$1,105,136
Indirect Cost	\$164,551	\$342,534	\$270,124	\$288,718	\$288,718
<i>Division Subtotal</i>	<i>\$2,209,384</i>	<i>\$2,486,508</i>	<i>\$2,090,980</i>	<i>\$1,863,595</i>	<i>\$1,867,214</i>

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 604 - Debt Collection
 24-30-202.4, C.R.S. (2011)

Off Budget					
Depreciation & Overhead	\$8,612	\$7,825	\$7,825	\$7,825	\$7,825
Compensated Absences	\$0	\$0	\$0	\$0	\$0
<i>Division Subtotal</i>	<i>\$8,612</i>	<i>\$7,825</i>	<i>\$7,825</i>	<i>\$7,825</i>	<i>\$7,825</i>
TOTAL	\$2,402,467	\$2,789,597	\$2,382,083	\$2,154,697	\$2,158,317

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 607 - Fleet Management
 24-30-1115, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$1,305,447	\$3,013,442	\$2,973,833	\$1,716,777	\$1,202,622
Actual / anticipated accounts receivable collections	(\$21,013)	\$3,357	\$44,044,108	\$46,107,074	\$46,107,074
Actual / anticipated fees collections	\$34,832,162	\$37,984,479	\$0	\$0	\$0
Actual / anticipated cash transferred in	\$0	\$26,412	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$11,433	\$150,023	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$34,822,582	\$38,164,271	\$44,044,108	\$46,107,074	\$46,107,074
Actual / appropriated / projected cash expenditures	\$33,701,255	\$38,372,749	\$45,301,164	\$44,558,263	\$46,452,248
Actual / anticipated cash used to pay short-term liabilities	(\$586,669)	\$120,740	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	(\$23,958)	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$0	(\$265,651)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$33,114,586	\$38,203,880	\$45,301,164	\$44,558,263	\$46,452,248
Available Liquid Fund Balance Prior to New Requests	\$3,013,442	\$2,973,833	\$1,716,777	\$3,265,588	\$857,447
FY 2012-13 SW DI - 1 "Annual Fleet Vehicle Replacement"	N/A	N/A	\$0	\$2,062,966	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$2,062,966	\$0
Actual / Anticipated Liquid Fund Balance	\$3,013,442	\$2,973,833	\$1,716,777	\$1,202,622	\$857,447

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 607 - Fleet Management
 24-30-1115, C.R.S. (2011)

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Fixed & Variable SFM Operating Fees					
Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(\$10,516,005)	(\$9,527,813)	\$1,716,777	\$1,202,622	\$857,447
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$5,691,964	\$6,447,218	\$7,474,692	\$7,352,113	\$7,664,621
Excess Uncommitted Fee Reserve Balance	\$0	\$0	\$0	\$0	\$0
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Schedule 9A: Cash Funds Reports
Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 607 - Fleet Management
 24-30-1115, C.R.S. (2011)

Cash Fund Narrative Information	
Purpose/Background of Fund	Charges to State agencies to cover the costs of maintenance and operation of the State's motor vehicle fleet. Services provided include leasing new and used vehicles to State agencies and authorizing all vehicle related maintenance expenses.
Fee Sources	Lease of vehicles
Non-Fee Sources	Sale/auction of vehicles
Long Bill Groups Supported by Fund	State Fleet Management program operating appropriations and allocation of central appropriations from the EDO.
Non-appropriated Fund Obligations	Depreciation expense and overhead.
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Appropriations to State agencies and SFM based on JBC action on annual fleet replacements "common policy".
Expenditure Drivers	Traditional operating costs (maintenance) and volatile fuel costs.
Explanation of any Long-term Liability Funding Requirements	N/A

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 607 - Fleet Management
 24-30-1115, C.R.S. (2011)

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Worker's Comp	\$11,296	\$11,730	\$7,743	\$7,743	\$7,743
Legal Services	\$0	\$4,146	\$3,303	\$3,303	\$3,303
Leased Space	\$14,631	\$14,545	\$17,012	\$17,012	\$17,012
Cap Complex Leased Space	\$25,519	\$21,478	\$18,713	\$18,713	\$18,713
Risk Management	\$0	\$0	\$16,528	\$16,528	\$16,528
MNT	\$0	\$35,359	\$39,364	\$39,364	\$39,364
GGCC	\$0	\$0	\$74,723	\$74,723	\$74,723
OIT Mgmt & Administration	\$2,111	\$3,945	\$3,315	\$3,315	\$3,315
Division Subtotal	\$53,557	\$91,203	\$180,701	\$180,701	\$180,701
Division of Central Services - Fleet Management					
Administration					
Personal Services	\$905,696	\$838,928	\$838,411	\$863,563	\$889,470
Operating Expense	\$18,492,680	\$20,675,568	\$22,315,102	\$22,315,102	\$22,315,102
Operating Expense Contingency			\$3,413,462	\$3,413,462	\$3,413,462
Indirect Cost	\$433,688	\$641,731	\$614,667	\$681,276	\$681,276
Vehicle Lease/Purchase	\$12,188,713	\$14,519,741	\$16,521,437	\$15,686,775	\$17,554,853
Overhead transfer (DCS Admin)	\$1,216,959	\$1,612,424	\$0	\$0	\$0
Division Subtotal	\$33,237,735	\$38,288,392	\$43,703,079	\$42,960,178	\$44,854,163
Off Budget					
Capital Lease Financing - Long Term Portion of Finance Liability	-\$10,255,807	-\$12,420,032	-\$11,337,920	-\$11,337,920	-\$11,337,920
Depreciation	\$11,074,119	\$13,114,488	\$12,755,304	\$12,755,304	\$12,755,304
Compensated Absences	\$397,143	\$0	\$0	\$0	\$0
Division Subtotal	\$1,215,454	\$694,456	\$1,417,384	\$1,417,384	\$1,417,384
TOTAL	\$34,506,747	\$39,074,051	\$45,301,164	\$44,558,263	\$46,452,248

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 610 - Capitol Complex Facilities
 24-30-1108, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$1,262,681	\$1,631,287	\$1,944,194	\$1,944,194	\$1,977,953
Actual / anticipated accounts receivable collections	\$24,927	(\$25,184)	\$0	\$0	\$0
Actual / anticipated fees collections	\$12,244,833	\$10,271,892	\$11,695,228	\$12,410,151	\$12,488,617
Actual / anticipated cash transferred in	\$0	\$301	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	(\$29,513)	(\$300,633)	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$12,240,247	\$9,946,376	\$11,695,228	\$12,410,151	\$12,488,617
Actual / appropriated / projected cash expenditures	\$10,192,206	\$10,498,747	\$11,695,228	\$12,376,392	\$12,488,617
Actual / anticipated cash used to pay short-term liabilities	(\$306,671)	\$418,870	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	\$1,986,106	(\$1,284,146)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$11,871,640	\$9,633,470	\$11,695,228	\$12,376,392	\$12,488,617
Available Liquid Fund Balance Prior to New Requests	\$1,631,287	\$1,944,194	\$1,944,194	\$1,977,953	\$1,977,953
Decision Item #1 - "Sample A"	N/A	N/A	\$0	\$0	\$0
Decision Item #2 - "Sample B"	N/A	N/A	\$0	\$0	\$0
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$0	\$0
Actual / Anticipated Liquid Fund Balance	\$1,631,287	\$1,944,194	\$1,944,194	\$1,977,953	\$1,977,953

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. Capitol Complex Leased Space billings per Common Policy					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 610 - Capitol Complex Facilities
 24-30-1108, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	(\$26,570)	(\$475,261)	(\$475,261)	(\$475,261)	(\$475,261)
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$1,868,228	\$1,942,109	\$1,929,713	\$2,042,105	\$2,060,622
Excess Uncommitted Fee Reserve Balance	\$0	\$0	\$0	\$0	\$0
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)

2. If plan is needed to meet compliance deadline, attach Form 9.B.

3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	Charges to State agencies for leased space occupied in the Capitol Complex and auxiliary locations (Grand Junction State Services Building and the Camp George West campus). Moneys are used to cover the cost of the physical operation and maintenance for buildings and grounds.
Fee Sources	State agency tenants occupying space
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	Facilities Maintenance section of Central Services plus allocation of central appropriations and Central Services divisional overhead costs.
Non-appropriated Fund Obligations	Depreciation expense and overhead.
Statutory or Other Restriction on Use of Fund	N/A
Revenue Drivers	Appropriations to State agencies and vacant space.
Expenditure Drivers	Base operating appropriations with additional impact based upon the volatile utility market.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 610 - Capitol Complex Facilities
 24-30-1108, C.R.S. (2011)

Explanation of any Long-term Liability Funding Requirements	N/A
---	-----

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC	\$44,537	\$46,249	\$95,699	\$95,699	\$95,699
Legal Services	\$0	\$5,322	\$0	\$0	\$0
Purchase of Services from Computer Center (GGCC)	\$0	\$0	\$294,622	\$252,199	\$252,199
OIT Management and Administration	\$8,324	\$15,553	\$13,071	\$13,071	\$13,071
Vehicle Lease Payments	\$7,932	\$7,765	\$7,455	\$7,455	\$7,455
Leased Space	\$758	\$898	\$948	\$747	\$747
Capitol Complex Leased space	\$30,001	\$29,543	\$30,450	\$30,450	\$30,450
Division Subtotal	\$91,552	\$105,330	\$442,245	\$399,621	\$399,621
Division of Central Services					
Facilities Maintenance (Capitol Complex) - Administration					
Personal Services - Denver	\$2,822,662	\$0	\$3,111,407	\$3,204,749	\$3,300,892
Personal Services - GJ	\$58,383	\$0	\$61,454	\$63,298	\$65,197
Personal Services - CGW	\$78,777	\$0	\$91,335	\$94,075	\$96,897
Personal Services	\$0	\$3,201,858	\$0	\$0	\$0
DCS Overhead Allocation	\$0	\$0	\$0	\$0	\$0
Operating Expenses - Denver	\$1,842,994	\$0	\$1,703,575	\$1,703,575	\$1,703,575
Operating Expenses - GJ	\$76,121	\$0	\$76,873	\$76,873	\$76,873
Operating Expenses - CGW	\$146,173	\$0	\$103,586	\$103,586	\$103,586
Operating Expenses	\$0	\$1,941,108	\$0	\$0	\$0
Indirect Cost	\$416,060	\$525,058	\$457,027	\$455,882	\$455,882
Utilities - Denver	\$3,290,609	\$0	\$3,420,028	\$3,800,304	\$3,800,304
Utilities - GJ	\$83,061	\$0	\$83,061	\$93,817	\$93,817
Utilities - CGW	\$406,361	\$0	\$369,660	\$466,606	\$466,606
Utilities	\$0	\$3,672,243	\$0	\$0	\$0
Capitol Complex Repairs	\$56,519	\$56,520	\$56,520	\$56,520	\$56,520
Capitol Complex Security	\$323,000	\$353,365	\$367,663	\$378,693	\$390,054
Division Subtotal	\$9,600,722	\$9,750,152	\$9,902,189	\$10,497,978	\$10,610,203
Off Budget					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 610 - Capitol Complex Facilities
 24-30-1108, C.R.S. (2011)

Depreciation & Overhead	\$1,198,148	\$1,270,456	\$1,347,483	\$1,475,482	\$1,475,482
Compensated Absences	\$4,119	\$0	\$0	\$0	\$0
Insurance Proceeds	\$23,062	\$3,311	\$3,311	\$3,311	\$3,311
HOMELAND Security Grant related	\$98,371	\$0	\$0	\$0	\$0
Interest Expense Adjustment	\$0	\$0	\$0	\$0	\$0
Overhead Transfer	\$314,857	\$457,342	\$0	\$0	\$0
Rollforward to FY 2008-09	\$0	\$0	\$0	\$0	\$0
Transfer to GF pursuant to SB 09-279	\$0	\$0	\$0	\$0	\$0
Division Subtotal	\$1,638,557	\$1,731,109	\$1,350,794	\$1,478,793	\$1,478,793
TOTAL	\$11,330,832	\$11,586,591	\$11,695,228	\$12,376,392	\$12,488,617

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 611 - Administrative Hearings
 24-30-1002, C.R.S. (2011)

Available Liquid Cash Fund Balance	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cash in Beginning Fund Balance¹	\$896,144	\$1,132,637	\$1,108,660	\$628,093	\$211,118
Actual / anticipated accounts receivable collections	(\$1,319)	(\$755)	\$0	\$0	\$0
Actual / anticipated fees collections	\$4,610,744	\$4,456,350	\$4,114,731	\$4,512,141	\$4,627,304
Actual / anticipated cash transferred in	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other noncash assets converted to cash ²	\$0	\$0	\$0	\$0	\$0
Actual / Anticipated Cash Inflow During Fiscal Year	\$4,609,425	\$4,455,595	\$4,114,731	\$4,512,141	\$4,627,304
Actual / appropriated / projected cash expenditures	\$4,410,088	\$4,544,501	\$4,595,298	\$4,512,141	\$4,623,266
Actual / anticipated cash used to pay short-term liabilities	(\$2,267)	\$9,026	\$0	\$0	\$0
Actual / anticipated nonappropriated debit service payments	\$0	\$0	\$0	\$0	\$0
Actual / anticipated nonappropriated loan issuances	\$0	\$0	\$0	\$0	\$0
Actual / anticipated other uses of cash ³	(\$34,890)	(\$73,955)	\$0	\$0	\$0
Actual / Appropriated Cash Outflow During Fiscal Year	\$4,372,932	\$4,479,572	\$4,595,298	\$4,512,141	\$4,623,266
Available Liquid Fund Balance Prior to New Requests	\$1,132,637	\$1,108,660	\$628,093	\$628,093	\$215,156
Funding for Joint E-filing Sytem (R - 4)	N/A	N/A	\$0	\$416,975	\$4,038
Change Requests Using Liquid Assets	N/A	N/A	\$0	\$416,975	\$4,038
Actual / Anticipated Liquid Fund Balance	\$1,132,637	\$1,108,660	\$628,093	\$211,118	\$211,118

1 - Include only cash - exclude all other assets such as, receivables, investments, prepaids, capital assets, accumulated depreciation, and all short-term and long-term liabilities

2 - Includes sales of capital assets, sales of investments, collections of loans, etc.

3 - Includes nonappropriated purchases of capital assets and investments, new prepaid expense recorded, etc.

Fee Levels (if applicable)	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
1. ALJ billings per Common Policy					

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 611 - Administrative Hearings
 24-30-1002, C.R.S. (2011)

Cash Fund Reserve Balance ¹	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$1,132,637	\$8,272	\$628,093	\$211,118	\$211,118
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$728,846	\$751,024	\$758,224	\$744,503	\$762,839
Excess Uncommitted Fee Reserve Balance	\$403,791	\$0	\$0	\$0	\$0
Assessment of Potential for Compliance (check all that apply)	<input checked="" type="checkbox"/> Already in Compliance <input type="checkbox"/> Statute Change ² <input type="checkbox"/> Planned Fee Reduction ²				
	<input type="checkbox"/> Planned One-time Expenditure(s) ¹ <input type="checkbox"/> Planned Ongoing Expenditure(s) ² <input type="checkbox"/> Waiver ³				

1. This section is not required for funds outlined in 24-75-402 (5), C.R.S. (2011)
2. If plan is needed to meet compliance deadline, attach Form 9.B.
3. If pursuing a waiver, attach Form 9.C.

Cash Fund Narrative Information

Purpose/Background of Fund	Charges for providing adjudication services and administrative law hearings for State agencies in order to resolve cases that deal with worker's compensation, human services, and regulatory law.
Fee Sources	Fees are based on an annual cost allocation methodology and the resulting Common Policy. Total estimated costs are recovered based on agency utilization in monthly increments.
Non-Fee Sources	N/A
Long Bill Groups Supported by Fund	All long bill line items or the Division of Administrative hearings and central appropriations allocated from the EDO.
Non-appropriated Fund Obligations	Depreciation expense, compensated absences and losses primarily.
Statutory or Other Restriction on Use of Fund	N/A

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 611 - Administrative Hearings
 24-30-1002, C.R.S. (2011)

Revenue Drivers	Increased caseload by Department will impact user charges/billings in the following year.
Expenditure Drivers	Typical operating costs.
Explanation of any Long-term Liability Funding Requirements	N/A

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested	Projected
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Executive Director's Office					
Department Administration					
Property, Liability, WC	\$90,366	\$56,535	\$92,350	\$69,347	\$69,347
Cap Com Leased space	\$11,802	\$12,062	\$12,037	\$11,567	\$11,567
Leased Space	\$335,221	\$367,466	\$304,950	\$313,802	\$313,802
Legal Services	\$17,341	\$4,017	\$8,430	\$6,096	\$6,096
Management & Administration of OIT	\$6,032	\$11,271	\$10,147	\$9,472	\$9,472
Purchase of Services - GGCC	\$178,404	\$195,851	\$195,850	\$220,006	\$220,006
MNT	\$7,836	\$19,286	\$19,287	\$21,471	\$21,471
Division Subtotal	\$647,002	\$666,488	\$643,051	\$651,761	\$651,761
Office of Administrative Courts					
Personal Services	\$3,291,456	\$3,485,103	\$3,627,444	\$3,704,771	\$3,815,914
Operating Expenses	\$139,158	\$134,590	\$134,597	\$134,597	\$134,597
Indirect Cost	\$326,407	\$258,320	\$185,047	\$15,853	\$15,835
Division Subtotal	\$3,757,021	\$3,878,013	\$3,947,088	\$3,855,221	\$3,966,346

Schedule 9A: Cash Funds Reports
 Department of Personnel and Administration
 FY 2012-13 Budget Request
 Fund 611 - Administrative Hearings
 24-30-1002, C.R.S. (2011)

Off Budget					
Depreciation	\$7,159	\$7,159	\$5,159	\$5,159	\$5,159
Rollforward	\$193	\$0	\$0	\$0	\$0
Compensated Absences	\$5,873	\$0	\$0	\$0	\$0
Division Subtotal	\$13,225	\$7,159	\$5,159	\$5,159	\$5,159
TOTAL	\$4,417,247	\$4,551,660	\$4,595,298	\$4,512,141	\$4,623,266

Please Note: The FY 2011-12 Estimated Fund Expenditures for department allocations are based on historical trends. Actual allocations may differ.