Agency Summary

Office of the Secretary (BA0)

FY 2004 Recommended Baseline Budget

Fund Type	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)=(G)+(H)
	Proposed 2003 Original Budget	Approved 2003 Budget	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressure	Total Proposed Budget
Personal Services	1,626,202	1,626,202	1,636,929	0	0	0	1,636,929	0	1,636,929
Non Personal Services	890,058	699,058	688,208	0	0	14,963	703,171	0	703,171
Local Fund	2,516,260	2,325,260	2,325,137	0	0	14,963	2,340,100	0	2,340,100
Personal Services	93,085	93,085	98,709	0	0	0	98,709	0	98,709
Non Personal Services	0	0	267,500	0	0	0	267,500	0	267,500
Purpose Revenue Fund	93,085	93,085	366,209	0	0	0	366,209	0	366,209
Total for PS	1,719,287	1,719,287	1,735,638	0	0	0	1,735,638	0	1,735,638
Total for NPS	890,058	699,058	955,708	0	0	14,963	970,671	0	970,671
Gross Total	2,609,345	2,418,345	2,691,346	0	0	14,963	2,706,309	0	2,706,309
FULL TIME EQUIVALENTS									
Local Fund	25.00	25.00	25.00	0.00	0.00	0.00	25.00	0.00	25.00
Special Purpose Revenu	2.00	2.00	2.00	0.00	0.00	0.00	2.00	0.00	2.00
TOTAL	27.00	27.00	27.00	0.00	0.00	0.00	27.00	0.00	27.00

Agency Summary

Office of the Secretary (BA0)

Revised Budget Recommendation

SUMMARY:
OBP recommends an overall funding level of $2,706,309 for the Office of the Secretary in FY 2004. The major adjustments included in the OBP recommendation are outlined below:

OBP SCRUB:
There are no additional adjustments to the preliminary recommendation.

OBP CENTRALIZED ADJUSTMENTS:
The agency's budget was increased by $14,963 in Local for Object Class 30-Energy, Object Class 31-Telephone, Object Class 32-Rentals, Object Class 33-Janitorial Services, and Object Class 34-Security Services to reflect revised cost estimates provided by the Office of Financial and Resource Management (OFRM).

APPEAL:
The agency did not submit an appeal to the OBP preliminary budget recommendation.

Preliminary Budget Recommendation

The agency requested an overall funding level of $2,691,346 for FY 2004. OBP concurs with the request which includes Local funding of $2,325,137 and O-type funding of $366,209. The overall funding level of $2,691,346 is an increase of $273,001 or 10 percent over the agency's FY 2003 proposed budget. This supports 27 FTEs. Of the total amount recommended by OBP, personal services is $1,735,638 and nonpersonal services is $955,708.

The recommended Local funded budget is $2,325,137, a decrease of $123 from the FY 2003 proposed budget of $2,325,260. Within the recommended amount, personal services increased $10,727 to align overtime costs with historical spending and projected requirements for FY 2004. This increase is offset by a net decrease of $10,850 in nonpersonal services due primarily to an office move that will produce an overall savings in fixed cost.

The recommended O-type budget is $366,209, an increase of $273,124 or 74 percent over the FY 2003 proposed budget of $93,085. The increased requirement is based primarily on the agency's estimate for printing the DC Municipal Register in FY 2004. There are 2 FTEs funded by O-type sources, which is no change from FY 2003.

OBP notes that the recommended funding level is subject to adjustment pending review and finalization of the agency's FY 2004 O-type and/or grant requests.

OBP Scrub
No adjustments were made.

Baseline and Adjustments Agency by Fund and Object Class

BA0 OFFICE OF THE SECRETARY

Fund 0100 Local Fund

Comptroller Source Group (Object Class 2)	(A) FY 2003 Approved	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	1,397,352	1,388,929	0	0	0	1,388,929	0	0	0	1,388,929	-8,423
0013 Additional Gross Pay	10,000	40,000	0	0	0	40,000	0	0	0	40,000	30,000
0014 Fringe Benefits - Curr Personnel	218,850	208,000	0	0	0	208,000	0	0	0	208,000	-10,850
Total: **Personal Services**	1,626,202	1,636,929	0	0	0	1,636,929	0	0	0	1,636,929	10,727
0020 Supplies And Materials	30,460	30,460	0	0	0	30,460	0	0	0	30,460	0
0030 Energy, Comm. And Bldg Rentals	72,796	50,744	3,753	0	-32,858	21,639	0	0	0	21,639	-51,157
0031 Telephone, Telegraph, Telegram, Etc	28,150	32,004	0	0	4,155	36,159	0	0	0	36,159	8,009
0032 Rentals - Land And Structures	130,624	100,000	0	0	24,920	124,920	0	0	0	124,920	-5,704
0033 Janitorial Services	48,274	0	0	0	7,802	7,802	0	0	0	7,802	-40,472
0034 Security Services	16,933	0	0	0	10,949	10,949	0	0	0	10,949	-5,984
0040 Other Services And Charges	187,000	165,000	-3,753	0	-5	161,242	0	0	0	161,242	-25,758
0041 Contractual Services - Other	166,000	300,000	0	0	0	300,000	0	0	0	300,000	134,000
0070 Equipment & Equipment Rental	18,821	10,000	0	0	0	10,000	0	0	0	10,000	-8,821
Total: **Non Personal Services**	699,058	688,208	0	0	14,963	703,171	0	0	0	703,171	4,113
Fund Total 0100 Local Fund	2,325,260	2,325,137	0	0	14,963	2,340,100	0	0	0	2,340,100	14,840

Baseline and Adjustments Agency by Fund and Object Class

BA0 OFFICE OF THE SECRETARY

Fund 0600 Special Purpose Revenue Fund

Comptroller Source Group (Object Class 2)	(A) FY 2003 Approved	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0012 Regular Pay - Other	80,943	85,834	0	0	0	85,834	0	0	0	85,834	4,891
0014 Fringe Benefits - Curr Personnel	12,142	12,875	0	0	0	12,875	0	0	0	12,875	733
Total: **Personal Services**	93,085	98,709	0	0	0	98,709	0	0	0	98,709	5,624
0040 Other Services And Charges	0	267,500	0	0	0	267,500	0	0	0	267,500	267,500
Total: **Non Personal Services**	0	267,500	0	0	0	267,500	0	0	0	267,500	267,500
Fund Total 0600 Special Purpose Reven	93,085	366,209	0	0	0	366,209	0	0	0	366,209	273,124
Total for BA0 Office of the Secretary	2,418,345	2,691,346	0	0	14,963	2,706,309	0	0	0	2,706,309	287,964

Baseline and Adjustments Agency by Control Center, and Object Class

BA0 OFFICE OF THE SECRETARY

Control Center 0010 OFFICE OF THE SECRETARY (CC)

Comptroller Source Group (Object Class 2)	(A) FY 2003 Approved Budget	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F)= B+C+D+E OBP Recommended Baseline	(G) Spending Pressures	(H) Target Adjustment	(I) Mayors Adjustment	(J)= F+G+H+I Mayors Proposed Budget)	(K)= J-A Change from FY 03
0011 Regular Pay - Cont Full Time	1,397,352	1,388,929	0	0	0	1,388,929	0	0	0	1,388,929	-8,423
0012 Regular Pay - Other	80,943	85,834	0	0	0	85,834	0	0	0	85,834	4,891
0013 Additional Gross Pay	10,000	40,000	0	0	0	40,000	0	0	0	40,000	30,000
0014 Fringe Benefits - Curr Personnel	230,992	220,875	0	0	0	220,875	0	0	0	220,875	-10,117
Total: **Personal Services**	1,719,287	1,735,638	0	0	0	1,735,638	0	0	0	1,735,638	16,351
0020 Supplies And Materials	30,460	30,460	0	0	0	30,460	0	0	0	30,460	0
0030 Energy, Comm. And Bldg Rentals	72,796	50,744	3,753	0	-32,858	21,639	0	0	0	21,639	-51,157
0031 Telephone, Telegraph, Telegram, Etc	28,150	32,004	0	0	4,155	36,159	0	0	0	36,159	8,009
0032 Rentals - Land And Structures	130,624	100,000	0	0	24,920	124,920	0	0	0	124,920	-5,704
0033 Janitorial Services	48,274	0	0	0	7,802	7,802	0	0	0	7,802	-40,472
0034 Security Services	16,933	0	0	0	10,949	10,949	0	0	0	10,949	-5,984
0040 Other Services And Charges	187,000	432,500	-3,753	0	-5	428,742	0	0	0	428,742	241,742
0041 Contractual Services - Other	166,000	300,000	0	0	0	300,000	0	0	0	300,000	134,000
0070 Equipment & Equipment Rental	18,821	10,000	0	0	0	10,000	0	0	0	10,000	-8,821
Total: **Non Personal Services**	699,058	955,708	0	0	14,963	970,671	0	0	0	970,671	271,613
Control Center 0010 OFFICE OF THE SECR	2,418,345	2,691,346	0	0	14,963	2,706,309	0	0	0	2,706,309	287,964
Total Office of the Secretary	2,418,345	2,691,346	0	0	14,963	2,706,309	0	0	0	2,706,309	287,964