

# AGENDA ITEM

**MARCH 141**  
**2008 Supplemental Budget**  
**Appropriation - Carry Forward of**  
**budgeted funds from 2007 to 2008**

**DATE:** February 22, 2008

**TO:** Members of the Board Planning, Program Development, and Budget Committee  
Members of the Board of Governors

**FROM:** Office of Finance

**SUBJECT:** 2008 Supplemental Budget Appropriation to carry forward unspent budgeted funds from 2007 to 2008 to complete projects in process

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## Executive Summary

At the end of each year, the State Bar typically has a number of budgeted projects that are still in the process of completion. In order to allow these projects to continue, staff annually requests approval of a supplemental budget appropriation to carry forward the previous year's unspent budget associated with these projects. As of the end of December 2007, several projects were uncompleted and authorization for a carry forward of the 2007 unspent budget is required to provide funding through project completion. Approval of this agenda item will allow budget staff to encumber the unspent 2007 budgeted funds to complete these projects in 2008.

## **DISCUSSION**

Outlined below are the 2007 approved projects that will carryforward into 2008. Because budget appropriations lapse at the end of the budget year, the unspent budgeted funds must be re-appropriated to allow for the completion of the projects.

### Information Technology:

- 1). Professional services, including training, documentation, project management, and other support for the Word Perfect conversion project - \$540,000
- 2). Microsoft Office 2003 licenses with upgrade assurance - \$275,000
- 3). Peoplesoft service support for general ledger, payroll and human resources systems - \$135,000
- 4). State Teale data center transition - \$100,000

Total Information Technology carryforward - \$1,050,000

Attorney Civility Task Force - \$14,000

The Attorney Civility Task Force completed its assignment for 2007 and presented its implementation report to the Board at its January 2008 Planning Session. The Board recommended that the Task Force continue into 2008 in order to develop the civility “toolbox” and provide further guidance on implementation.

The total of all requested carryforward funding is \$1,064,000. Of this amount, the IT project cost of \$1,050,000 will be budgeted in the Administrative Support Fund and allocated to the State Bar’s other funds as indirect costs.

**FISCAL IMPACT**

Approval of a supplemental appropriation for these projects will be allocated to the State Bar’s Fund budgets as follows:

General Fund	\$729,068
Elimination of Bias Fund	10,688
Client Security Fund	31,770
Annual Meeting Fund	5,092
Legislative Affairs Fund	8,086
Lawyers Education & Development Fund	9,957
Admissions Fund	142,776
Lawyers Assistance Fund	28,781
Certification Fund	26,670
Legal Specialization Fund	14,444
Legal Services Trust Fund	15,396
Equal Access Fund	565
Sections Fund	40,702
	\$1,064,000

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None.

**RECOMMENDATION**

Should the Board Planning, Program Development and Budget Committee concur with the proposed budget carryovers and the supplemental budget appropriations for 2008 as presented herein, the following resolutions would be in order:

Committee Resolution:

**RESOLVED** that the Board Planning, Program Development and Budget Committee, recommends that the Board of Governors hereby adopt the following supplemental appropriations to the 2008 State Bar budget whereby:

- 1) An amount of \$1,050,000 is added to the 2008 Administrative and Support Fund budget within the cost center for Information Technology for the completion of projects originally approved in the 2007 budget; these costs will be allocated to the State Bar’s other funds as indirect costs;

- 2) An amount of \$14,000 is added to the 2008 General Fund budget within the cost center for the Civility Task Force for the completion of the project originally budgeted in 2007;

Board Resolution:

**RESOLVED**, upon recommendation of the Board Planning, Program Development, and Budget Committee that the Board of Governors hereby adopt the following supplemental appropriations to the 2008 State Bar budget whereby:

- 3) An amount of \$1,050,000 is added to the 2008 Administrative and Support Fund budget within the cost center for Information Technology for the completion of projects originally approved in the 2007 budget; these costs will be allocated to the State Bar's other funds as indirect costs;
- 4) An amount of \$14,000 is added to the 2008 General Fund budget within the cost center for the Civility Task Force for the completion of the project originally budgeted in 2007;