

JUDICIAL COUNCIL OF CALIFORNIA  
BUDGET SERVICES  
Report to the Judicial Branch Budget Committee



**(Action Item)**

**Title:** Budget Change Proposal Process  
**Date:** 10/26/2016  
**Contact:** Lucy Fogarty, Deputy Director, Budget Services  
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**Issue**

The Judicial Branch Budget Committee's responsibilities include reviewing budget change proposals for the judicial branch; coordinating these budget change proposals; and ensuring that they are submitted to the council in a timely manner. In order to effectively perform these responsibilities, it is necessary for the committee to develop an annual process for budget change proposal preparation, approval, and submission.

**Background**

The Judicial Council has statutory authority to submit budget proposals on behalf of the Supreme Court, Courts of Appeal, Judicial Council, Judicial Branch Facilities Program, Trial Courts, and Habeas Corpus Resource Center to the Department of Finance.

Budget change proposals (BCPs) are submitted annually to the Department of Finance in early September, for funding to be provided the following July 1. BCPs not submitted in September can be submitted as Finance Letters in early February.

In past years, advisory bodies have developed and prioritized BCPs within their purview and Judicial Council staff has compiled all proposed BCPs into a branch-wide list. This list was reviewed by the Chief Justice for preliminary prioritization as a starting point for the Judicial Council. The preliminary prioritized list was presented to the Judicial Council by the Administrative Director in August for final prioritization and approval for submission to the Department of Finance.

**Recommendation**

The Budget Change Proposal Subcommittee recommends the following process for BCP preparation, approval, and submission. Upon approval by the Judicial Branch Budget Committee, this process will be presented to the Judicial Council for consideration. For purposes of clarity, the timeframes given are for BCPs for fiscal year 2018-2019 but would apply for all fiscal years thereafter.

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#	Timeframe	Description
1	October 2016 – March 2017	Initial Funding Requests (IFRs) are submitted to the Judicial Branch Budget Committee (JBBC) by Judicial Council advisory bodies and other requesting entities. The JBBC reviews the IFRs and, working with the Chief Justice, develops a recommendation for the Chief regarding which IFRs should be developed into Budget Change Proposals (BCPs) or BCP concepts as necessary for further advisory committee consideration.
2	April 2017 – June 2017	IFRs are developed into BCPs and all applicable advisory bodies, as identified in the original IFR, are given the opportunity to provide input, time-permitting. Advisory bodies prioritize BCPs within their purview for submission to JBBC for its review.
3	No later than two weeks in advance of the July 2017 Judicial Council meeting	The JBBC reviews unsuccessful BCPs from the prior fiscal year and recommends to the Chief Justice which old BCPs should be included as part of the new budget year package (2018-2019).  The JBBC will organize all BCPs for submission to the Chief Justice for review and prioritization.
4	July 2017	The Chief Justice preliminarily priorities all branch BCPs to provide a starting point for the Judicial Council. The BCPs are then presented to the Judicial Council for final prioritization and approval.
5	August 2017	Judicial Council staff completes the drafting of all BCP documents required by the Department of Finance and submits them to the JBBC for review.
6	1 <sup>st</sup> Week of September 2017	BCPs are signed by the Administrative Director and submitted to the Department of Finance on the date determined by the Department of Finance.

**Attachments**

- Attachment A            Initial Funding Request
- Attachment B            Budget Change Proposal Concept
- Attachment C            Department of Finance Budget Change Proposal Document

**2018-19 FY Initial Funding Request**

Attachment A

**Requesting Entity:**

**Requesting Entity Contact:**

**Date Prepared:**

**JCC Office Liaison:**

**Finance Office Liaison:**

**Document Tracking Number:**

**SECTION 1 – Initial Funding Request:**

- A. Working Title:** *The working title should convey who the request is for and what the funding will address.*
- B. Description of Funding Request:** *Provide a summary of the request identifying the problem, measures taken to date to address the problem, and why the problem cannot be addressed within existing resources.*
- C. Estimated Costs:** *If known, provide estimated costs, fund sources, and position information.*
- D. Relevance to the Judicial Branch Budget and Other Funding Requests:** *Provide a brief statement as to how this request fits into the overall funding needs of the Judicial Branch, including previous action taken on similar requests, if any.*
- E. Required Review/Approvals:** *If known, please list all subcommittees, advisory committees, or unique approvers needed to review/approve the funding request prior to submission to the Judicial Council.*
- F. Proposed Lead Advisory Committee:** *Provide a proposed lead advisory committee including an explanation as to why this committee should be designated as lead.*

2018-19 FY Budget Change Proposal Concept

Attachment B

**Requesting Entity:**

**Requesting Entity Contact:**

**Date Prepared:**

**JCC Office Liaison:**

**Finance Office Liaison:**

**Document Tracking Number:**

**SECTION 2 – Budget Change Proposal Concept:** *Once the Initial Funding Request has been given approval to continue, complete Section 2 to provide additional details about the request.*

**Proposal Title:**

**Fiscal Summary:**

Fund Source	Proposed JCC Positions	Total Personal Services	Operating Expenses & Equipment	Proposal Total 2018-19	Proposal Total 2019-20
GF	3.0	\$ 125,000	\$ 25,000	\$ 150,000	\$ 115,000

**Proposal Summary:** *Provide succinct summary of request – six to eight sentences.*

**Background Information:** *Provide background details about the program including resources currently dedicated/expended to support existing workload (i.e. dollars and positions); purpose of program, what clientele is being served? Who benefits (i.e. public, courts, other governmental entities).*

**Justification:** *Explain how this proposal will address or solve the problem. What are the adverse impacts if this proposal is not approved? Why does this have to be done now?*

**Fiscal Impact:** *Provide a brief recap of costs, methodology, assumptions and future-year costs for this proposal. Where applicable, briefly summarize information regarding proposed fund source and viability of using resources from the proposed fund (can fund support request, potential negative fund balance in future, etc). What actions, approvals or resource requirements from other governmental entities (or courts) are required to implement this proposal?*

**Outcomes and Accountability:** *How will improvements or changes be measured? How will the requested resources be accounted for and monitored?*

**2018-19 FY Budget Change Proposal Concept**

Attachment B

**Projected Outcomes:**

Workload Measure	2014-15 Past Year	2015-16 Past Year	2016-17 Current Year	2017-18 Budget Year

**Other Alternatives Considered:** *Include a minimum of three alternatives, provide cost estimates and briefly describe why the alternative is not the recommended option.*

Fiscal Year	Business Unit	Department	Priority No.
Budget Request Name		Program	Subprogram

Budget Request Description

Budget Request Summary

Requires Legislation <input type="checkbox"/> Yes <input type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO	Date

For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), and the approval date.

Project No.                      Project Approval Document:                      Approval Date:

If proposal affects another department, does other department concur with proposal?       Yes       No  
*Attach comments of affected department, signed and dated by the department director or designee.*

Prepared By	Date	Reviewed By	Date
Department Director	Date	Agency Secretary	Date

Department of Finance Use Only	
Additional Review: <input type="checkbox"/> Capital Outlay <input type="checkbox"/> ITCU <input type="checkbox"/> FSCU <input type="checkbox"/> OSAE <input type="checkbox"/> CALSTARS <input type="checkbox"/> Dept. of Technology	
BCP Type: <input type="checkbox"/> Policy <input type="checkbox"/> Workload Budget per Government Code 13308.05	
PPBA	Date submitted to the Legislature

## Analysis of Problem

**A. Budget Request Summary**

**B. Background/History** *(Provide **relevant** background/history and provide program resource history. Provide workload metrics, if applicable.)*

**Resource History**  
*(Dollars in thousands)*

<b>Program Budget</b>	<b>PY - 4</b>	<b>PY - 3</b>	<b>PY - 2</b>	<b>PY - 1</b>	<b>PY</b>
Authorized Expenditures					
Actual Expenditures					
Revenues					
Authorized Positions					
Filled Positions					
Vacancies					

**Workload History**

<b>Workload Measure</b>	<b>PY - 4</b>	<b>PY - 3</b>	<b>PY - 2</b>	<b>PY - 1</b>	<b>PY</b>	<b>CY</b>
e.g., Applications Received, Applications Processed, Call Volume, etc.						

**C. State Level Considerations**

**D. Justification**

**E. Outcomes and Accountability** *(Provide summary of expected outcomes associated with Budget Request and provide the projected workload metrics that reflect how this proposal improves the metrics outlines in the Background/History Section.)*

**Projected Outcomes**

<b>Workload Measure</b>	<b>CY</b>	<b>BY</b>	<b>BY+1</b>	<b>BY+2</b>	<b>BY+3</b>	<b>BY+4</b>
e.g., Applications Received, Applications Processed, Call Volume, etc.						

## Analysis of Problem

**F. Analysis of All Feasible Alternatives**

**G. Implementation Plan**

**H. Supplemental Information** (*Describe special resources and provide details to support costs including appropriate back up.*)

**I. Recommendation**