



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

MATERIALS SEPTEMBER 26, 2019

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JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

www.courts.ca.gov/tcbac.htm
tcbac@jud.ca.gov

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: September 26, 2019
Time: 9:30 a.m. - 10:00 a.m.
Public Call-in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to tcbac@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the July 25, 2019 Fiscal Planning Subcommittee meeting.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcbac@jud.ca.gov or mailed or delivered to Judicial Council of California, 2850 Gateway Oaks Drive, Sacramento, CA 95833, attention: Mr. Catrayel Wood. Only written comments received by 9:30 a.m. on September 25, 2019 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (1-4)

Item 1

Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) of the Trial Courts Requests (Action Item)

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to two amended requests from two trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning
Subcommittee
Mr. Catrayel Wood, Senior Budget Analyst, Budget Services

Item 2

Updates to the FHOB of the Trial Courts Policy (Action Item)

Consideration of revisions to the current FHOB submission process including streamlining the submission schedule and to make a change to the recipient of the request.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning
Subcommittee
Mr. Catrayel Wood, Senior Budget Analyst, Budget Services

Item 3

Update to Children's Waiting Room (CWR) Policy (Action Item)

Consideration of revisions to the CWR Distribution and Fund Balance Policy, which includes an update to the timing of fund balance cap reductions, removal of language that is no longer relevant, and other technical revisions to clarify language in the policy.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning
Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

Item 4

CWR Fund Balance Cap Biennial Review (Action Item)

Overview of reductions for 2018-19 fund balance exceeding the cap; and consideration of fund balance cap adjustment requests from four courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning
Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

None

V. ADJOURNMENT

Adjourn



JUDICIAL COUNCIL
OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

July 25, 2019

2:00 p.m. – 3:00 p.m.

Call in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

**Advisory Body
Members Present:**

Judges: Hon. Jonathan B. Conklin (Chair), Hon. Kimberly A. Gaab, Hon. Teri L. Jackson, and Hon. Charles Margines.

Executive Officers: Ms. Kim Bartleson, Mr. Kevin Harrigan, Mr. Brian Taylor, and Mr. David Yamasaki.

**Advisory Body
Members Absent:**

Mr. Michael D. Planet and Mr. Chad Finke.

Others Present:

Mr. Catrayel Wood and Ms. Michele Allan.

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 2:00 p.m. and roll was called.

Approval of Minutes

The advisory body reviewed and approved the minutes of the March 21, 2019 Fiscal Planning Subcommittee (FPS) meeting.

DISCUSSION AND ACTION ITEMS (ITEM 1)

Item 1 – Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) of the Trial Courts Requests (Action Item)

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to seven new requests and seven amended requests from a total of nine trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Mr. Catrayel Wood, Senior Analyst, Judicial Council Budget Services

Action:

- *The FPS unanimously approved five new FHOB requests from Sutter, Placer, Mendocino, San Benito, and Sacramento Superior Courts.*

- *The Fiscal Planning Subcommittee approved one new FHOB request submitted by Orange in a vote as follows:*
 - Yes: 6
 - No: 0
 - Abstain: 2

Orange's \$1 million new request for Voice Over Internet Protocol was deferred until a later date.

- *The FPS unanimously approved four amended FHOB requests from Sutter, Colusa, Placer, and Sacramento Superior Courts.*
- *The FPS approved an amended FHOB request submitted by Orange in a vote as follows:*
 - Yes: 6
 - No: 0
 - Abstain: 2
- *The FPS approved an amended FHOB request submitted by San Francisco in a vote as follows:*
 - Yes: 7
 - No: 0
 - Abstain: 1
- *The FPS approved an amended FHOB request submitted by Tehama in a vote as follows:*
 - Yes: 7
 - No: 0
 - Abstain: 1

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 2:51 p.m.

Approved by the advisory body on enter date.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

(Item 1)

Title: Trial Court Trust Fund (TCTF) Funds Held on Behalf of the Trial Courts Requests

Date: 9/26/2019

Contact: Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services
916-643-7008 | catrayel.wood@jud.ca.gov

Issue

Consideration of TCTF funds to be held on behalf of the trial courts in response to two amended requests totaling \$731,038 from two trial courts for recommendation to the Judicial Council.

Background

At the Judicial Council’s business meeting on April 15, 2016, the council approved the Trial Court Budget Advisory Committee (TCBAC) recommended process, criteria, and required information for trial courts to request TCTF reduced allocations, related to the 1 percent fund balance cap, be retained in the TCTF as restricted fund balance for the benefit of those courts (Attachment D).

Categories or activities for which funds can be requested to be held include, but are not limited to:

- Projects that extend beyond the original planned three-year process such as delayed deployment of information systems;
- Technology improvements or infrastructure such as a new case management system;
- Facilities maintenance or repair allowed under rule 10.810 of the California Rule of Court;
- Court efficiencies such as online and smart forms for court users; and
- Other court infrastructure projects such as vehicle replacement or copy machine replacement.

TCTF Funds Held on Behalf Requests

The TCTF funds held on behalf of the trial courts process requires that courts submit their requests at least 40 business days before the Judicial Council business meeting. Two courts have submitted requests within this time frame to be considered for the Judicial Council’s business meeting on November 14-15, 2019.

Attachment A summarizes the amended requests totaling \$731,038. Greater detail on each court’s request is provided in the attachments listed below.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

Attachments

- Attachment A:** Summary of Requests for TCTF Funds to be Held on Behalf of the Court (Amended Request)
- Attachment B:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Sutter (Amended Request)
- Attachment C:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Tehama (Amended Request)
- Attachment D:** *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Funds Balance Held on Behalf of the Courts*


Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (Amended Requests)

Table 1: Amended Requests for November 14–15, 2019 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year					Amended Requests by Fiscal Year					Category	High-Level Summary
				2016-17	2017-18	2018-19	2019-20	2020-21	2016-17	2017-18	2018-19	2019-20	2020-21		
Sutter*	51-19-01-A2	Yes	70,112			175,000						200,000	45,112	IT	Technological enhancements
Tehama*	52-18-01-A2	Yes	159,388			175,000	151,538				100,790	224,831	160,305	IT	Technology
				229,500	-	-	350,000	151,538	-	-	100,790	424,831	205,417		
				501,538					731,038						
				Difference Between Amended and Original Requests							229,500				

* Multiple amended requests have been submitted

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Sutter	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Stephanie M. Hansel, Court Executive Officer <i>[Signature]</i>	
CONTACT PERSON AND CONTACT INFO: Joe Azevedo, Court Fiscal Officer, (530) 822-3340; jazevedo@suttercourts.com		
DATE OF SUBMISSION: 8/27/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS 2018-2019 THROUGH 2020-21	REQUESTED AMOUNT: \$245,112.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> The Court is requesting that an additional \$70,112, for a total of \$245,112, be held on behalf of the Court, to stagger identified savings to replace our aging IT infrastructure and implement other technological enhancements.		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended. Sections 1 and 3.		
B. Provide a summary of the changes to the request. The Court has identified additional savings that it would like to use to replace our aging IT infrastructure. The projected expense of replacing the current infrastructure is likely to be between \$150,000 and \$200,000. Remaining funds will be used for other technological enhancements, such as enhanced digital signage in public areas, self-serve payment and printing kiosks, and/or enhanced online services and interactivity.		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. Initial projections show that replacing our IT infrastructure, including servers and the software and licenses needed to operate them, will cost the Court a minimum of \$150,000 and likely closer to \$200,000. The Court does not have the funding necessary to replace our IT infrastructure in one fiscal year. Holding any identified savings this fiscal year will help the Court save money for the anticipated purchases in 1-2 years.		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The requested funds will be used in conjunction with future monies to purchase IT hardware required to sustain all court services, including juror services and applications, our public website, security applications to protect from and detect information security breaches, our AD domain infrastructure, file servers, backup servers, eWarrant services, print services, building system control servers, management and workflow automation applications, email, and so on. This allows the Court to save over multiple fiscal years for a known expense as opposed to impacting a single budget year with a high-dollar expenditure.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

If the request is not approved, the Court would be forced to rely on aging infrastructure that will eventually fail, at which time all court operations would be negatively impacted. An expenditure this large in a single budget year would impact hiring and negotiations and could potentially result in employee lay-offs depending on budget conditions.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Not approving the request would affect the ability to serve the public as longer wait times would occur due to computer delays and downtime as all information, including case files, are now electronic.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attachment.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attachment.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment.

If a cost efficiency, please provide cost comparison

Status Quo					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	977,253	334,707	-					1,311,960
Revenues	5,723,681	323,995	429,965					6,477,641
Expenditures	5,565,616	283,564	493,303					6,342,483
Operating Transfers In (Out)	(63,338)	-	63,338					-
Ending Fund Balance	1,071,980	375,138	-	-	-	-	-	1,447,118

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,071,980	375,138	-					1,447,118
Revenues	5,618,206	333,642	394,278					6,346,126
Expenditures	6,146,961	446,518	420,723					7,014,202
Operating Transfers In (Out)	(26,445)	-	26,445					-
Ending Fund Balance	516,780	262,262	-	-	-	-	-	779,042

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	516,780	262,262	-					779,042
Revenues	5,827,185	337,881	375,146					6,540,212
Expenditures	5,871,311	337,297	421,075					6,629,683
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
Ending Fund Balance	390,515	299,056	-	-	-	-	-	689,571

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	6,537,652	39,882						6,577,534
Grants			426,621					426,621
Other Financing Sources	67,000	268,537						335,537
TOTAL REVENUES	6,604,652	308,419	426,621	-	-	-	-	7,339,692
EXPENDITURES								
Salaries	2,979,374	126,698	167,653					3,273,725
Staff Benefits	2,071,210	98,489	122,133					2,291,832
General Expense	153,788	12,900	600					167,288
Printing	6,140	5,300						11,440
Telecommunications	55,081							55,081
Postage	31,670	15,250						46,920
Insurance	3,600							3,600
Travel in State	2,811		3,381					6,192
Travel Out of State								-
Training	3,560		880					4,440
Security	198,967							198,967
Facilities Operations	29,653							29,653
Utilities								-
Contracted Services	811,542	19,500	99,432					930,474
Consulting and Professional Services - County Provided	9,800							9,800
Information Technology (IT)	265,303							265,303
Major Equipment								-
Other Items of Expense	700							700
Juror Costs	14,300							14,300
Other	50,000							50,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation			51,434					51,434
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	6,687,499	278,137	445,513	-	-	-	-	7,411,149
Operating Transfers In (Out)	(18,892)		18,892					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	390,515	299,056	-					689,571
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection on court's behalf

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114
Ending Balance (Deficit)	288,776	329,338	-	-	-	-	-	618,114

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	55,000
945000	Major Equipment	200,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		255,000

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
Cumulative Balance	50,000	50,000	-	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year


Original Request:

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
Cumulative Balance	50,000	50,000	-	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	245,112								245,112
Expenditures		200,000	45,112						245,112
Cumulative Balance	245,112	45,112	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Tehama	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Kevin Harrigan, CEO	
	CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163	
DATE OF SUBMISSION: 8/16/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018-JUNE 30, 2021	REQUESTED AMOUNT: \$485,926.
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>In support of Tehama Superior Court's long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$485,926 held on its behalf. The total amount associated with the two projects listed below far exceed our 1% cap on fund balance (approximately \$56k). Those projects are:</p> <p><u>Case management system improvement</u> – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The project is now estimated to cost \$250,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces. Despite signing this agreement in June 2018, it has now been determined that Tyler will not be able to deliver a dedicated resource for Tehama until October 2018 at the soonest.</p> <p><u>Records destruction and scanning project</u> - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is now estimated to be \$235,926.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. The dollar amounts in Section I (above) have been increased by a total of \$46,926 when compared to the previously approved application. If approved, the increased amount will be added to the funds available for the records destruction and scanning project.</p> <p>B. Provide a summary of the changes to the request. The overall dollar amount of the previously approved request was \$439,000. This application seeks to increase the total by \$46,926 at the end of FY18-19, for a total amount of \$485,926. The records destruction and scanning project is in need of additional funds to be completed. There are no other changes being requested as part of this amended application.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p>		

The costs associated with each of these projects is only made possible through the use of one-time monies available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and encumbered the associated funds. Given that the project will not begin until October 2018 at the soonest, it has been determined that the utilization of this process (TCTF Funds Held On Behalf) would be the most appropriate way to account for, and set aside the monies.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

More effective use of our case management system should provide enhanced functionality, allow for staff efficiencies, as well as more timely and enhanced access to case information for justice partners and court users.

The records destruction and scanning project will modernize records storage methods and allow for case files to be more accessible.

C. If a cost efficiency, please provide cost comparison (table template provided). Staff time saved as a result of the case management system efficiencies will allow us to direct them towards other workload that requires attention. The records destruction and scanning project will allow the Court to eliminate the need to lease storage units, reduce staff time required to retrieve files, and reduce wait times for the public to gain access to case files.

D. Describe the consequences to the court's operations if the court request is not approved.

Both projects are intended to better serve the public with more efficient operations through the better utilization of technology. That progress would be delayed and/or not possible as a result.

E. Describe the consequences to the public and access to justice if the court request is not approved.

See answer D above.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The Court will always strive to provide and improve access to justice through efficient court operations. If the request is not approved, the Court will need to postpone the projects until sufficient funding is available. However, the current application to have funds held on our behalf is the most viable option to make these improvements to our operation.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached. **Sec. IV.B has been amended to include FY 20-21.**

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached. **Sec. IV.C has been amended to include the increase of \$46,926.**

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached. **Sec. IV.D Amended Requests tab has been completed to increase the amount to be held by \$46,926., for a total amount of \$485,926.**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	657,417	82,237	-					739,655
Revenues	4,817,544	120,906	405,121					5,343,571
Expenditures	4,523,080	92,371	422,702					5,038,152
Operating Transfers In (Out)	(17,581)		17,581					-
Ending Fund Balance	934,301	110,772	0	-	-	-	-	1,045,073

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	934,301	110,772	-					1,045,073
Revenues	4,418,691	104,783	552,081					5,075,555
Expenditures	4,496,332	70,659	601,980					5,168,970
Operating Transfers In (Out)	(49,899)		49,899					-
Ending Fund Balance	806,762	144,897	-	-	-	-	-	951,659

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	806,762	144,897	-					951,659
Revenues	4,706,213	63,113	224,120					4,993,445
Expenditures	4,763,502	30,886	246,375					5,040,763
Operating Transfers In (Out)	(22,634)	379	22,256					-
Ending Fund Balance	726,838	177,503	-	-	-	-	-	904,341

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	4,544,027	30,320						4,574,347
Grants			224,120					224,120
Other Financing Sources	162,185	32,793						194,978
TOTAL REVENUES	4,706,212	63,113	224,120	-	-	-	-	4,993,445
EXPENDITURES								
Salaries	2,349,762	12,268	91,470					2,453,500
Staff Benefits	1,255,049	8,012	39,530					1,302,591
General Expense	118,983		342					119,325
Printing	6,692		53					6,745
Telecommunications	69,138							69,138
Postage	47,256							47,256
Insurance	6,607							6,607
Travel in State	6,786		3,462					10,248
Travel Out of State								-
Training	975		555					1,530
Security	490							490
Facilities Operations	112,341							112,341
Utilities								-
Contracted Services	644,483	5,500	86,867					736,850
Consulting and Professional Services - County Provided	26,439							26,439
Information Technology (IT)	114,790							114,790
Major Equipment	24,400							24,400
Other Items of Expense	1,339							1,339
Juror Costs	7,173							7,173
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(29,201)	5,105	24,096					(0)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	4,763,502	30,885	246,375	-	-	-	-	5,040,762
Operating Transfers In (Out)	(22,634)	379	22,256					0
Fund Balance (Deficit)								
Beginning Balance (Deficit)	806,762	144,897	(1)					951,658
Ending Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341

Current detailed budget projection on court's behalf

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,147,546	35,202						5,182,747
Grants			203,832					203,832
Other Financing Sources	163,790	30,719						194,509
TOTAL REVENUES	5,311,335	65,921	203,832	-	-	-	-	5,581,088
EXPENDITURES								
Salaries	2,530,736	11,991	87,716					2,630,443
Staff Benefits	1,425,965	8,883	48,504					1,483,352
General Expense	186,544		2,139					188,683
Printing	14,213		-					14,213
Telecommunications	43,636							43,636
Postage	18,979							18,979
Insurance	3,930							3,930
Travel in State	4,817		3,879					8,696
Travel Out of State	-							-
Training	3,143		670					3,813
Security	420							420
Facilities Operations	128,668							128,668
Utilities	-							-
Contracted Services	724,899	5,750	61,184					791,833
Consulting and Professional Services - County Provided	28,510							28,510
Information Technology (IT)	415,085							415,085
Major Equipment	90,570							90,570
Other Items of Expense	1,172							1,172
Juror Costs	2,603							2,603
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(33,139)	5,895	27,244					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	5,590,751	32,518	231,336	-	-	-	-	5,854,606
Operating Transfers In (Out)	(29,303)	1,799	27,504					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341
Ending Balance (Deficit)	418,119	212,705	-	-	-	-	-	630,824

Current detailed budget projection:

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,383,377	35,202						5,418,579
Grants			203,832					203,832
Other Financing Sources	163,790	30,719						194,509
TOTAL REVENUES	5,547,167	65,921	203,832	-	-	-	-	5,816,920
EXPENDITURES								
Salaries	2,638,989	11,991	87,716					2,738,696
Staff Benefits	1,651,888	8,883	48,504					1,709,275
General Expense	125,000		2,139					127,139
Printing	14,000		-					14,000
Telecommunications	43,636							43,636
Postage	13,800							13,800
Insurance	4,009							4,009
Travel in State	7,500		3,879					11,379
Travel Out of State	-							-
Training	3,206		670					3,876
Security	500							500
Facilities Operations	125,000							125,000
Utilities	-							-
Contracted Services	724,899	5,750	61,184					791,833
Consulting and Professional Services - County Provided	29,080							29,080
Information Technology (IT)	346,092							346,092
Major Equipment	20,381							20,381
Other Items of Expense	1,195							1,195
Juror Costs	2,655							2,655
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(33,139)	5,895	27,244					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	5,718,692	32,519	231,336	-	-	-	-	5,982,547
Operating Transfers In (Out)	(22,634)	1,800	27,504					6,670
Fund Balance (Deficit)								
Beginning Balance (Deficit)	418,119	212,705	-	-	-	-	-	630,824
Ending Balance (Deficit)	223,960	247,907	-	-	-	-	-	471,867

Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,349,851	30,320						5,380,171
Grants			224,120					224,120
Other Financing Sources	162,185							162,185
TOTAL REVENUES	5,512,036	30,320	224,120	-	-	-	-	5,766,476
EXPENDITURES								
Salaries	2,691,769	12,268	91,470					2,795,507
Staff Benefits	1,684,926	8,012	39,530					1,732,468
General Expense	126,000		342					126,342
Printing	14,000		55					14,055
Telecommunications	40,000							40,000
Postage	14,000							14,000
Insurance	4,100							4,100
Travel in State	7,500		3,462					10,962
Travel Out of State								-
Training	3,300		555					3,855
Security	550							550
Facilities Operations	130,000							130,000
Utilities								-
Contracted Services	730,000		86,867					816,867
Consulting and Professional Services - County Provided	30,000							30,000
Information Technology (IT)	30,000	55,000						85,000
Major Equipment	25,000							25,000
Other Items of Expense	1,407							1,407
Juror Costs	3,200							3,200
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(29,201)	5,105	24,096					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	5,506,551	80,385	246,377	-	-	-	-	5,833,313
Operating Transfers In (Out)	(22,634)	379	22,257					2
Fund Balance (Deficit)								
Beginning Balance (Deficit)	223,960	247,907	-	-	-	-	-	471,867
Ending Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032
Ending Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032
Ending Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032
Ending Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032
Ending Balance (Deficit)	206,811	198,221	-	-	-	-	-	405,032

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	84,305
910000	Staff Benefits	20,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	5,400
936000	Utilities	
938000	Contracted Services	365,600
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	10,621
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		485,926

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	0	0	0	0	0	0	0

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	-	-	-	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	325,621	160,305							485,926
Expenditures		100,790	224,831	160,305					485,926
Cumulative Balance	325,621	385,136	160,305	-	-	-	-	-	-

Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

Process for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court’s annual budget or three-year encumbrance term and that require multiyear savings to implement.
 - a. Categories or activities include, but are not limited to:
 - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
 - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
 - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
 - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
 - v) Other court infrastructure projects such as vehicle replacement and copy machine replacement.

2. The submission, review, and approval process is as follows:
 - a. All requests will be submitted to the Judicial Council for consideration.
 - b. Requests will be submitted to the Administrative Director by the court’s presiding judge or court executive officer.
 - c. The Administrative Director will forward the request to the Judicial Council director of Finance.
 - d. Finance budget staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to a formal review body consisting of members from the Trial Court Budget Advisory Committee (TCBAC); the TCBAC subgroup will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and Finance office budget staff will issue a final report on behalf of the TCBAC subgroup for the council.
 - e. The final report to the TCBAC review subgroup and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
 - f. The court may send a representative to the TCBAC review subgroup and Judicial Council meetings to present its request and respond to questions.

3. To be considered at a scheduled Judicial Council business meeting, requests must be submitted to the Administrative Director at least 40 business days (approximately eight weeks) before that business meeting.
4. The Judicial Council may consider including appropriate terms and conditions that courts must accept for the council to approve designating TCTF fund balance on the court's behalf.
 - a. Failure to comply with the terms and conditions would result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
5. Approved requests that courts subsequently determine need to be revised to reflect a change (1) in the amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than 10 percent of the total request among the categories of expense will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above.
 - a. Denied revised requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
6. Approved requests that courts subsequently determine have a change in purpose will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court for the previously approved request continue to be held on behalf of the court for this new purpose.
 - a. Denied new requests tied to previously approved requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
7. On completion of the project or planned expenditure, courts are required to report to the Trial Court Budget Advisory Committee within 90 days on the project or planned expenditure and how the funds were expended.
8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that were held on behalf of the courts will be made to confirm that they were used for their stated approved purpose.

Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the Courts

TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that cannot be funded by the court's annual budget or three-year encumbrance term and that require multiyear savings to implement.

Information Required to Be Provided by Trial Courts for TCTF Fund Balance Held on Behalf of the Courts

Below is the information required to be provided by trial courts on the *Application for TCTF Funds Held on Behalf of the Court*:

SECTION I

General Information

- Superior court
- Date of submission
- Person authorizing the request
- Contact person and contact information
- Time period covered by the request (includes contribution and expenditure)
- Requested amount
- A description providing a brief summary of the request

SECTION II

Amended Request Changes

- Sections and answers amended
- A summary of changes to request

SECTION III

Trial Court Operations and Access to Justice

- An explanation as to why the request does not fit within the court's annual operational budget process and the three-year encumbrance term
- A description of how the request will enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs
- If a cost efficiency, cost comparison (*table template provided*)
- A description of the consequences to the court's operations if the court request is not approved
- A description of the consequences to the public and access to justice if the court request is not approved
- The alternatives that the court has identified if the request is not approved, and the reason why holding funding in the TCTF is the preferred alternative

SECTION IV

Financial Information

- Three-year history of year-end fund balances, revenues, and expenditures (*table template provided*)
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf (*table template provided*)

- Identification of all costs, by category and amount, needed to fully implement the project (*table template provided*)
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year (*table template provided*)

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

(Item 2)

Title: Updates to the Funds Held on Behalf (FHOB) of the Trial Courts Policy
Date: 9/26/2019
Contact: Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services
916-643-7008 | catrayel.wood@jud.ca.gov

Issue

Consideration of revisions to the current FHOB policy, *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*, for recommendation to the Trial Court Budget Advisory Committee (TCBAC) that include:

- Streamlining the submission schedule;
- Changing the recipient of requests from the Judicial Council’s Administrative Director to the director of Budget Services; and
- Language corrections.

Background

Government Code section 77203 was added as part of Senate Bill 1021 (Stats. 2012, ch. 41) and was later amended by Stats. 2019, Ch. 36, Sec. 2. (SB 95), effective June 27, 2019. Pursuant to the code, prior to June 30, 2014, a trial court could carry over all unexpended funds from the courts operating budget from the prior fiscal year.

Commencing June 30, 2014, and concluding June 30, 2019, a trial court could carry over unexpended funds in an amount not to exceed 1 percent of the court’s operating budget from the prior fiscal year. Commencing June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court’s operating budget from the prior fiscal year.

Government Code section 68502.5(c)(2)(A) requires the council to make a preliminary allocation reduction in July of each fiscal year and a final allocation reduction before February of each fiscal year to offset the amount of reserves (or fund balance) in excess of the amount authorized by Government Code section 77203 to be carried over from one year to the next, beginning June 30, 2014.

At its meeting on July 6, 2015, the TCBAC established the Ad Hoc Working Group on Fiscal Planning (working group) to examine permitting trial court allocation amounts that were reduced because of the 1 percent fund balance cap to be retained in the TCTF for the benefit of that court. The working group was charged with developing fiscal planning and management guidelines regarding how to maintain these retained amounts and how the courts would most effectively use the program.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

The working group met on August 5, October 29, November 13, and December 9, 2015, and on February 23, 2016, to develop recommendations for the process, criteria, and required information for requesting funding that was reduced as a result of a court's exceeding the 1 percent fund balance cap to be retained for the benefit of that court.

At its business meeting on April 15, 2016, the council approved the TCBAC recommended process, criteria, and required information for trial courts to request TCTF reduced allocations, related to the 1 percent¹ fund balance cap, be retained in the TCTF as restricted fund balance for the benefit of those courts (see Attachment A). The approved process also provides courts the opportunity to amend previously approved requests to address changes to:

- Amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, or
- The total amount of the planned expenditures, or
- More than 10 percent of the total request among the categories of expense, or
- A change in purpose.

Currently, to be considered at a specific Judicial Council business meeting, new and amended requests must be submitted to the Administrative Director by the court's presiding judge or court executive officer at least 40 business days (approximately eight weeks) before the date of the next Judicial Council meeting. The current submission schedule includes five submission dates, one each in February, April, June, August, and December. The current timeline does not align with courts' year-end closing, identification of preliminary and final fund balance cap, and Judicial Council approval of fund balance cap reduction and trial court allocation reductions per government code.

Recommendation

The following recommendations are presented to the FPS for consideration:

1. To better align with court year-end closing, trial court allocation offsets, and requests to amend previously approved requests, it is recommended that submission due dates be revised beginning January 2020 from five dates to three.
 - April - Requests to amend previously approved requests. Distribution of funds held in the TCTF for planned expenditures in the following fiscal year to occur in the August distribution.
 - August – FHOB requests for preliminary fund balance cap.
 - November – FHOB requests for final fund balance cap.

¹ Increases to 3 percent effective June 30, 2020

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Request Due Date	FPS Meeting	Judicial Council Meeting
April	May	July
August	September	November
October	November	January

2. To streamline the current FHOB submission, review, and approval process it is recommended that new and amended requests no longer be submitted to the Judicial Council’s Administrative Director but instead be submitted to the director of Budget Service by the court’s presiding judge or court executive officer (see Attachment B).

3. Make language corrections to the *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts* (see Attachment B).

Attachments

Attachment A: Current *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

Attachment B: Revisions to the *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

1 **Summary of Recommended Process, Criteria, and Required Information for**
 2 **Trial Court Trust Fund Fund Balance Held on Behalf of the Courts**

3
 4 **Recommended Process for Trial Court Trust Fund Fund Balance Held on Behalf**
 5 **of the Courts**

- 6
 7 1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for
 8 expenditures or projects that cannot be funded by a court's annual budget or three-year
 9 encumbrance term and that require multiyear savings to implement.
- 10 a. Categories or activities include, but are not limited to:
- 11 i) Projects that extend beyond the original planned three-year term process such as
 12 expenses related to the delayed opening of new facilities or delayed deployment of
 13 new information systems;
- 14 ii) Technology improvements or infrastructure such as installing a local data center, data
 15 center equipment replacement, case management system deployment, converting to a
 16 VoIP telephone system, desktop computer replacement, and replacement of backup
 17 emergency power systems;
- 18 iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of
 19 Court such as flooring replacement and renovation as well as professional facilities
 20 maintenance equipment;
- 21 iv) Court efficiencies projects such as online and smart forms for court users and RFID
 22 systems for tracking case files; and
- 23 v) Other court infrastructure projects such as vehicle replacement and copy machine
 24 replacement.
- 25
- 26 2. The submission, review, and approval process is as follows:
- 27 a. All requests will be submitted to the Judicial Council for consideration.
- 28 b. Requests will be submitted to the ~~Administrative Director~~ *director of Budget Services* by
 29 the court's presiding judge or court executive officer.
- 30 ~~c. The Administrative Director will forward the request to the Judicial Council director of~~
 31 ~~Finance.~~
- 32 d. ~~Finance Budget Services budget~~ staff will review the request, ask the court to provide
 33 any missing or incomplete information, draft a preliminary report, share the preliminary
 34 report with the court for its comments, revise as necessary, and issue the report to *the*
 35 *Fiscal Planning Subcommittee of a formal review body consisting of members from the*
 36 *Trial Court Budget Advisory Committee (TCBAC); the subcommittee TCBAC-*
 37 ~~subgroup~~ will meet to review the request, hear any presentation of the court
 38 representative, and ask questions of the representative if one participates on behalf of the
 39 court; and ~~Finance Budget Services office budget~~ staff will issue a final report on behalf
 40 of the ~~subcommittee TCBAC-subgroup~~ for the council.
- 41 e. The final report to the ~~subcommittee TCBAC review subgroup~~ and the Judicial Council
 42 will be provided to the requesting court before the report is made publicly available on
 43 the California Courts website.

- 44 f. The court may send a representative to the *subcommittee* ~~TCBAC review subgroup~~ and
45 Judicial Council meetings to present its request and respond to questions.
- 46
- 47 3. To be considered at a scheduled Judicial Council business meeting, requests must be
48 submitted to the ~~Administrative Director~~ *director of Budget Services* at least 40
49 business days (approximately eight weeks) before that business meeting.
- 50
- 51 4. The Judicial Council may consider including appropriate terms and conditions that courts
52 must accept for the council to approve designating TCTF fund balance on the court's behalf.
53 a. Failure to comply with the terms and conditions would result in the immediate change in
54 the designation of the related TCTF fund balance from restricted to unrestricted and no
55 longer held on behalf of the court unless the council specifies an alternative action.
- 56
- 57 5. Approved requests that courts subsequently determine need to be revised to reflect a change
58 (1) in the amounts by year to be distributed to the court for the planned annual expenditures
59 and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than
60 10 percent of the total request among the categories of expense will need to be amended and
61 resubmitted following the submission, review, and approval process discussed in 1–3 above.
62 a. Denied revised requests will result in the immediate change in the designation of the
63 related TCTF fund balance from restricted to unrestricted and no longer held on behalf of
64 the court unless the council specifies an alternative action.
- 65
- 66 6. Approved requests that courts subsequently determine have a change in purpose will need to
67 be amended and resubmitted following the submission, review, and approval process
68 discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court
69 for the previously approved request continue to be held on behalf of the court for this new
70 purpose.
71 a. Denied new requests tied to previously approved requests will result in the immediate
72 change in the designation of the related TCTF fund balance from restricted to unrestricted
73 and no longer held on behalf of the court unless the council specifies an alternative
74 action.
- 75
- 76 7. On completion of the project or planned expenditure, courts are required to report to the Trial
77 Court Budget Advisory Committee within 90 days on the project or planned expenditure and
78 how the funds were expended.
- 79
- 80 8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that
81 were held on behalf of the courts will be made to confirm that they were used for their stated
82 approved purpose.

83 **Recommended Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the**
84 **Courts**

85 TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that
86 cannot be funded by the court's annual budget or three-year encumbrance term and that require
87 multiyear savings to implement.

88
89 **Recommended Information Required to Be Provided by Trial Courts for TCTF**
90 **Fund Balance Held on Behalf of the Courts**

91 Below is the information required to be provided by trial courts on the *Application for TCTF*
92 *Funds Held on Behalf of the Court*:

93
94 **SECTION I**
95 **General Information**

- 96 • Superior court
- 97 • Date of submission
- 98 • Person authorizing the request
- 99 • Contact person and contact information
- 100 • Time period covered by the request (includes contribution and expenditure)
- 101 • Requested amount
- 102 • A description providing a brief summary of the request

103
104 **SECTION II**
105 **Amended Request Changes**

- 106 • Sections and answers amended
- 107 • A summary of changes to request

108
109 **SECTION III**
110 **Trial Court Operations and Access to Justice**

- 111 • An explanation as to why the request does not fit within the court's annual operational
112 budget process and the three-year encumbrance term
- 113 • A description of how the request will enhance the efficiency and/or effectiveness of court
114 operations, and/or increase the availability of court services and programs
- 115 • If a cost efficiency, cost comparison (*table template provided*)
- 116 • A description of the consequences to the court's operations if the court request is not
117 approved
- 118 • A description of the consequences to the public and access to justice if the court request is
119 not approved
- 120 • The alternatives that the court has identified if the request is not approved, and the reason
121 why holding funding in the TCTF is the preferred alternative

122 **SECTION IV**123 **Financial Information**

- 124 • Three-year history of year-end fund balances, revenues, and expenditures (*table template*
125 *provided*)
- 126 • Current detailed budget projections for the fiscal years during which the trial court would
127 either be contributing to the TCTF fund balance held on the court's behalf or receiving
128 distributions from the TCTF fund balance held on the court's behalf (*table template*
129 *provided*)
- 130 • Identification of all costs, by category and amount, needed to fully implement the project
131 (*table template provided*)
- 132 • A specific funding and expenditure schedule identifying the amounts to be contributed and
133 expended, by fiscal year (*table template provided*)

DRAFT

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

Title: Children’s Waiting Room Distribution and Fund Balance Policy
Date: 9/26/2019
Contact: Michele Allan, Budget Supervisor, Judicial Council Budget Services
916-263-1374 | michele.allan@jud.ca.gov

Issue

Revisions to the Children’s Waiting Room (CWR) Distribution and Fund Balance Policy was last approved by the Judicial Council at its business meeting on March 24, 2017. Judicial Council Budget Services staff is providing recommendations on revisions to the CWR policy which includes an update to the timing of when CWR fund balance cap reductions will occur, clean-up language in the policy that is no longer relevant, and other technical revisions for the purpose of clarifying language in the policy.

Background

Government Code section 70640 authorizes the Judicial Council to provide monthly CWR distributions to each court where a CWR has been established or where the court has elected to establish such a service. CWR distributions for individual courts are made from the respective court’s first paper civil filing fee collections, which would otherwise support all courts’ Trial Court Trust Fund (TCTF) base allocations. The distribution to a court must be no less than \$2 and no more than \$5 per paid first paper civil filing fee.

The council first adopted a policy and procedure on court requests for CWR distributions on June 27, 2014. The council since then has adopted various revisions to the policy which included clarification on when distributions may be requested in advance of a CWR planned opening as well as when distributions will end for temporary or permanent closures. Additionally, effective July 1, 2015, the policy specified a cap on the amount of CWR fund balance that courts can carry forward from one fiscal year to the next, which would be determined based on the highest annual distribution within the most recent three fiscal years. Courts that have a CWR fund balance in excess of the calculated CWR cap would have their allocation reduced by the amount above the cap in the subsequent fiscal year.

On March 24, 2017, the council approved a revision to the policy to extend the review and adjustment of CWR fund balances from an annual to a biennial schedule, and require annual reporting for courts that retain excess funding for multiyear contracts.

Currently, the policy states that the return of funds in excess of the CWR fund balance cap will be accomplished through a reduction in the court’s August trial court distribution. The

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BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

recommended changes to the policy would update this timeframe to the October trial court distribution in order to allow sufficient time for:

1. Courts to close the fiscal year and fund balances to be finalized, typically in late July;
2. Total distributions for the fiscal year to be known since the final distribution #14 in August is scheduled for August 30th of each year;
3. Judicial Council Budget Services staff to calculate the estimated reduction and distribute this information to the courts;
4. Attain confirmation and agreement from the courts on the amount to be reduced; and
5. Allow time for courts to submit a fund balance cap adjustment. Requests for a cap adjustment must be received by Judicial Council Budget Services within 60 days of the end of the fiscal year for which the adjustment is being requested.

Technical changes include removing language specifying that the biennial review will occur “every other year beginning with fiscal year 2016-17” to reflect “fiscal years ending with an odd number.” Other notable changes include clarification that if a court has submitted a request for a cap adjustment that is pending Judicial Council consideration, that the requesting court will not have their allocation reduced in October, but instead will have action taken in the next scheduled distribution following Judicial Council approval or denial or the fund balance cap adjustment request.

Staff proposes elimination of Section E of the CWR policy since this section is no longer relevant. This section was related to courts that received a distribution between January 1, 2006 and June 30, 2014 but never operated a CWR. For these courts, this section required that the courts apply for continued distribution by September 26, 2015, otherwise their distributions would end on January 1, 2016, with any remaining fund balance returned to the TCTF by October 2015.

Recommendation

Approve a recommendation to the Trial Court Budget Advisory Committee for consideration at the January 2019 Judicial Council business meeting to adopt revisions to the CWR Distribution and Fund Balance Policy, as provided in Attachment B.

Attachments

Attachment A: Current CWR Distribution and Fund Balance Policy
Attachment B: Proposed CWR Distribution and Fund Balance Policy

Current Children’s Waiting Room (CWR) Distribution and Fund Balance Policy

A. Applying for a New CWR Distribution

- A court’s presiding judge or executive officer must submit a request to the director of the Judicial Council Finance Office 45 days prior to the date of the council meeting at which the court is requesting consideration.
- The request must include the following information:
 - Date of the council meeting at which the court is requesting consideration.
 - Requested effective date of the distribution (July 1 or January 1). If a court wants to begin receiving distributions more than one year in advance of the planned opening date of a CWR, the request should include an explanation of the extenuating circumstance(s).
 - The scheduled opening date of the CWR(s).
 - Description of the CWR(s).
 - The date when the court intends to make expenditures related to operating its CWR(s).
 - The requested distribution amount between \$2 and \$5. Courts can request the Judicial Council Finance Office to provide an estimate of annual distributions.
- The Trial Court Budget Advisory Committee (TCBAC) will make a recommendation to the council on each court’s request.
- If the council approves that distributions begin prior to the operating of a CWR but the court does not operate a CWR six months after their planned opening date, the court must apply for a continued distribution.

B. Requesting a Decreased CWR Distribution Amount

- Any court’s request to decrease its existing CWR distribution is approved by the Judicial Council and the request can be implemented by Judicial Council staff, effective either January 1 or July 1.

C. Temporarily or Permanently Ceasing CWR Operations

- Courts that cease operating all CWRs must notify the director of the JC Finance Office within 60 days of the cessation date. Unless a court provides notification and submits an application to continue receiving distributions while not operating a CWR within 60 days of the cessation date, the court’s CWR distributions will be stopped either January 1 or July 1, whichever is earlier, and the court will be required to return any CWR fund balance to the TCTF.
- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return of the CWR fund balance will occur on the February trial court distribution for those courts that the CWR distribution stopped on January 1, and on the August distribution for those courts that the CWR distributions stopped on July 1.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

Current Children’s Waiting Room (CWR) Distribution and Fund Balance Policy

- An application for a continued distribution must include all the information required of courts applying for a new distribution (see section A above) as well as the amount of any CWR fund balance.
- The TCBAC will make a recommendation to the Judicial Council on each court’s application.
- For courts that apply and whose application is denied by the Judicial Council, any CWR fund balance shall be returned to the TCTF.

D. Cap on CWR Fund Balance

- Courts shall monitor the CWR distribution amount per filing to ensure it is adequate to meet the CWR needs of the court without accumulating an amount in excess of the cap described below.
- Effective July 1, 2015, there shall be a cap on the amount of CWR fund balance that courts can carry forward from one fiscal year to the next. The cap shall be the amount of the highest annual distribution within the three most recent fiscal years.
- Courts that have a CWR fund balance greater than the cap (as described above) at the end of the every other fiscal year (beginning with fiscal year 2016–2017) will be required to return to the TCTF the amount above the cap in the subsequent fiscal year.
- For courts that are required to return the portion of their CWR fund balance above the cap to the TCTF, the return of the CWR fund balance will occur on the August trial court distribution.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.
- The cap applies only to courts that have received at least 12 months of distributions in a fiscal year while operating a CWR.
- If a court wants a cap adjustment, it must submit a request explaining the extenuating circumstance and including its CWR expenditure plan to the director of the JC Finance Office for consideration by the TCBAC and the Judicial Council. The request must be received by the Finance Director within 60 days of the end of the fiscal year for which the adjustment is being requested.
- JC staff will report any return of CWR fund balance through the trial court distribution process to the TCBAC and the Judicial Council.
- For courts that have Judicial Council–approved adjustments to their CWR caps, annual reporting will be required 60 days after the end of each fiscal year for courts that have an adjustment to their CWR cap approved by the Judicial Council, using a template provided by Judicial Council staff.

E. Courts that have Received a Distribution but Never Operated a CWR

- Courts that received distributions between January 1, 2006 and June 30, 2014 but did not operate a CWR during that time period must either apply for a continued

Current Children's Waiting Room (CWR) Distribution and Fund Balance Policy

distribution by September 26, 2015 or have their distributions stopped on January 1, 2016 and return to the TCTF any CWR fund balance.

- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return will occur on the October 2015 trial court distribution.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

Proposed Children’s Waiting Room (CWR) Distribution and Fund Balance Policy

1 A. Applying for a New CWR Distribution

- 2 • A court’s presiding judge or executive officer must submit a request to the director
3 of Judicial Council ~~(JC) Budget Services Finance Office~~ 45 days prior to the date of
4 the council meeting at which the court is requesting consideration.
- 5 • The request must include the following information:
- 6 ○ Date of the council meeting at which the court is requesting consideration.
- 7 ○ Requested effective date of the distribution (July 1 or January 1). If a court
8 wants to begin receiving distributions more than one year in advance of the
9 planned opening date of a CWR, the request should include an explanation of
10 the extenuating circumstance(s).
- 11 ○ The scheduled opening date of the CWR(s).
- 12 ○ Description of the CWR(s).
- 13 ○ The date when the court intends to make expenditures related to
14 operating its CWR(s).
- 15 ○ The requested distribution amount between \$2 and \$5. Courts can request the
16 ~~Judicial Council Finance Office~~ JC Budget Services to provide an estimate of
17 annual distributions.
- 18 • The Trial Court Budget Advisory Committee (TCBAC) will make a
19 recommendation to the council on each court’s request.
- 20 • If the council approves that distributions begin prior to the operating of a CWR but
21 the court does not operate a CWR six months after their planned opening date, the
22 court must apply for a continued distribution.

23 B. Requesting a Decreased CWR Distribution Amount

- 24 • Any court’s request to decrease its existing CWR distribution is must be approved
25 by the Judicial Council and the request can be implemented by ~~Judicial Council~~ JC
26 Budget Services staff, effective either January 1 or July 1.

27 C. Temporarily or Permanently Ceasing CWR Operations

- 28
- 29 • Courts that cease operating all CWRs must notify the director of ~~JC Finance Office~~
30 Budget Services within 60 days of the cessation date. Unless a court provides
31 notification and ~~submits an application~~ applies to continue receiving distributions
32 while not operating a CWR within 60 days of the cessation date, the court’s CWR
33 distributions will be stopped either January 1 or July 1, whichever is earlier, and the
34 court will be required to return any CWR fund balance to the Trial Court Trust Fund
35 (TCTF).
- 36
- 37 • For courts that are required to return all of their remaining CWR fund balance to the
38 TCTF, the return of the CWR fund balance will occur on the February trial court
39 distribution for those courts that the CWR distribution stopped on January 1, and on
40 the August distribution for those courts that the CWR distributions stopped on July
41 1. Courts may also request return of any remaining CWR fund balance at any time.
- 42 • If there is a dispute between a court and ~~JC~~ Budget Services staff over the amount of
43 CWR fund balance

Proposed Children's Waiting Room (CWR) Distribution and Fund Balance Policy

44 ~~that should~~ to be returned to the TCTF, the dispute will be brought before the
 45 TCBCAC and the Judicial Council if the two parties cannot come to a resolution
 46 within 90 days of the cessation date.

- 47 • An application for a continued distribution must include all the information
 48 required of courts applying for a new distribution (see section A above) as well as
 49 the amount of any CWR fund balance.
- 50 • The TCBCAC will make a recommendation to the Judicial Council on each
 51 court's application.
- 52 • For courts that apply and whose application is denied by the Judicial Council, any
 53 CWR fund balance shall be returned to the TCTF.

54

55 D. Cap on CWR Fund Balance

- 56 • Courts shall monitor the CWR distribution amount per filing to ensure it is
 57 adequate to meet the CWR needs of the court without accumulating an amount in
 58 excess of the cap described below.
- 59 • Effective July 1, 2015, there shall be a cap on the amount of CWR fund balance that
 60 courts can carry forward from one fiscal year to the next. The cap shall be the
 61 amount of the highest annual distribution within the three most recent fiscal years.
- 62 • Courts that have a CWR fund balance greater than the cap (as described above) at the
 63 end of ~~the every other fiscal year (beginning with fiscal year 2016-2017)~~ fiscal years
 64 ending with an odd number will be required to return the amount above the cap to the
 65 TCTF ~~the amount above the cap~~ in the subsequent fiscal year.
- 66 • If a court wants to seek a cap adjustment, it must submit a request explaining the
 67 extenuating circumstance(s) and include its CWR expenditure plan to the director
 68 of JC Budget Services for consideration by the TCBCAC and the Judicial Council.
 69 The request must be received by the director of JC Budget Services within 60 days
 70 of the end of the fiscal year for which the adjustment is being requested.
- 71 • For courts that are required to return the portion of their CWR fund balance above the
 72 cap to the TCTF, the return of the CWR fund balance will occur on the ~~August~~
 73 October trial court distribution-, unless the court has a request for a cap adjustment
 74 pending Judicial Council consideration.
- 75 • Courts that have submitted a request for a cap adjustment will have action taken on
 76 their fund balance in the next scheduled distribution following Judicial Council
 77 consideration of the cap adjustment request.
- 78 • If there is a dispute between a court and JC Budget Services staff over the amount
 79 of CWR fund balance ~~that should~~ to be returned to the TCTF, the dispute will be
 80 brought before the TCBCAC and the Judicial Council if the two parties cannot come
 81 to a resolution within 90 days of the cessation date.
- 82 • The cap applies only to courts that have received at least 12 months of distributions
 83 in a fiscal year while operating a CWR.
- 84 • ~~If a court wants a cap adjustment, it must submit a request explaining the~~
 85 ~~extenuating circumstance and including its CWR expenditure plan to the director~~

Proposed Children's Waiting Room (CWR) Distribution and Fund Balance Policy

86 of the JC Finance Office for consideration by the TCBAC and the Judicial
 87 Council. The request must be received by the Finance Director within 60 days of
 88 the end of the fiscal year for which the adjustment is being requested.

- 89 • JC Budget Services staff will report any return of CWR fund balance through the
 90 trial court distribution process to the TCBAC and the Judicial Council.
- 91 • For courts that have Judicial Council-approved adjustments to their CWR caps,
 92 annual reporting will be required 60 days after the end of each fiscal year for courts
 93 that have an adjustment to their CWR cap approved by the Judicial Council, using a
 94 template provided by ~~Judicial Council~~ JC Budget Services staff.

95

96 ~~E. Courts that have Received a Distribution but Never Operated a CWR~~

- 97 • ~~Courts that received distributions between January 1, 2006 and June 30, 2014 but did~~
 98 ~~not operate a CWR during that time period must either apply for a continued~~
 99 ~~distribution by September 26, 2015 or have their distributions stopped on January 1,~~
 100 ~~2016 and return to the TCTF any CWR fund balance.~~
- 101 • ~~For courts that are required to return all of their remaining CWR fund balance to the~~
 102 ~~TCTF, the return will occur on the October 2015 trial court distribution.~~
- 103 • ~~If there is a dispute between a court and JC staff over the amount of CWR fund~~
 104 ~~balance that should be returned to the TCTF, the dispute will be brought before the~~
 105 ~~TCBAC and the Judicial Council if the two parties cannot come to a resolution~~
 106 ~~within 90 days of the cessation date.~~

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

Title: Children’s Waiting Room Fund Balance Cap Biennial Review
Date: 9/26/2019
Contact: Michele Allan, Budget Supervisor, Judicial Council Budget Services
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Issue

The Children’s Waiting Room (CWR) Distribution and Fund Balance Policy requires a biennial review of CWR fund balances for courts that receive distributions from the Trial Court Trust Fund (TCTF). Seven courts were determined to have fund balances above their CWR fund balance cap.

Background

Current Judicial Council-approved Children’s Waiting Room (CWR) Distribution and Fund Balance Policy places a cap on the amount of CWR fund balance that courts can accumulate. The review and adjustment of CWR fund balances is on a biennial schedule beginning in 2016-17. Courts with fund balances that exceed the cap are required to return the amount above the cap to the TCTF by the end of the fiscal year, unless the council approves a court’s request for a cap adjustment.

On August 9, 2019, Judicial Council Budget Services staff sent out the Estimated 2018-19 CWR Fund Balance Cap Reductions (Attachment A) to all trial courts. Attachment A identifies seven courts that had CWR fund balances above their cap.

CWR Fund Balance Cap Adjustment Requests

Three trial courts have submitted requests for CWR fund balance cap adjustments totaling \$485,549. The rationale provided in each court’s request are as follows:

1. Contra Costa Superior Court: CWR fund balance cap adjustment of \$120,719 (Attachment B1). Contra Costa closed its CWR in October 2018 and received Judicial Council approval for continued distribution during its temporary closure for relocation and reopening in July 2019. The court submitted another request for an extension due to project delays to continue distribution to October 2019, to be considered by the council at its September 24, 2019 business meeting. This request is based on projected annual expenditures exceeding annual revenues once the CWR reopens and operates full-time at its new location in October 2019.
2. San Bernardino Superior Court: CWR fund balance cap adjustment of \$75,759 (Attachment B2). This request is based on the court’s intent to expand their CWR

JUDICIAL COUNCIL OF CALIFORNIA
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Report to the Fiscal Planning Subcommittee

services to a new location, in addition to operating its current three CWR locations. A new facility is expected to house family law courtrooms and is slated to open in 2020-21. The court anticipates that projected annual expenditures will exceed revenues with the anticipated opening of the new location, coupled with the current increase in contract rates for their existing CWR locations.

3. Santa Barbara Superior Court: CWR fund balance cap adjustment of \$289,071 (Attachment B3). This request is based on the continuation of multi-year contracts and projected annual expenditures exceeding annual revenues.

Exceptions

San Mateo Superior Court transferred \$245,113 in General Fund monies into the CWR account to cover multi-year contract encumbrances in 2016-17. Of this amount, \$155,953 has been carried forward in 2018-19. This has been the court's practice so that it could cover expenses beyond what its restricted CWR revenue allows. The CWR fund balance policy is in place to prevent and discourage courts from accumulating fund balances in a restricted revenue stream that could otherwise be used for other purposes in the TCTF. As San Mateo's fund balance is due to unrestricted funds being put into the CWR account to cover a multi-year contract, no fund balance cap adjustment request was deemed necessary for the Judicial Council to approve.

Los Angeles Superior Court will close their fiscal year 2018-19 by September 23, 2019. The fund balance cap for Los Angeles will be calculated after the closing date, and the court will be contacted to confirm any reduction or cap adjustment request, if applicable to the court.

CWR Fund Balance Reductions

Of the remaining four courts with CWR fund balances above the cap, three courts (Sacramento, San Joaquin, and San Luis Obispo) have agreed to the fund balance reductions. These reductions will be applied in the October 2019 distribution (Distribution #4) for 2019-20.

Recommendation

Approve a recommendation to the Trial Court Budget Advisory Committee for consideration by the Judicial Council at its January 2020 business meeting to approve the CWR fund balance cap adjustments as detailed in Attachment B1 through B3.

Attachments

- | | |
|----------------|---|
| Attachment A: | Estimated 2018-19 CWR Fund Balance Cap Reductions |
| Attachment B1: | Contra Costa Superior Court - Fund Balance Cap Adjustment Request |
| Attachment B2: | San Bernardino Superior Court – Fund Balance Cap Adjustment Request |
| Attachment B3: | Santa Barbara Superior Court – Fund Balance Cap Adjustment Request |