MEMORANDUM

Date: February 20, 2015

To: The Honorable Chair and Members
   Pima County Board of Supervisors
   Presiding Judge, Superior Court
   Elected Officials
   Appointing Authorities

From: C.H. Huckelberry
       County Administrator

Re: Year End Budget Adjustments Not Available for this Year

In past years, the County budget has been able to make modifications and/or adjustments to
various budget units, departments and agencies that, for whatever reason, over-expended their
budgets or under-realized budgeted revenues. For Fiscal Year (FY) 2015/16, we will not have
this ability. Therefore, if your department or agency anticipates a negative variance, either in
over-spending expenditure authority or under-realizing revenues, the County will not reconcile,
through adjustments to the ending fund balance, for budget revenue shortfalls or over
expenditures. In the past, we have had a fund balance that could absorb budget variances.
This year, we will not; therefore, no adjustments will be made. Each department, agency or
elected official must remain within their budgets.

Please plan to significantly curtail your operations, including reducing service and laying off
employees if necessary, to remain within your FY 2014/15 budget allocation. This also applies
to all County departments that rely on funding other than the General Fund, such as enterprise
funds or special revenue funds. There are no exceptions.

If you cannot meet this expectation, please provide me with a plan to be implemented as soon
as possible so that at the end of this fiscal year, you will meet these expectations.

CHH/anc

c: Tom Burke, Director, Finance and Risk Management
   Robert Johnson, Budget Manager, Finance and Risk Management