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# MEMORANDUM

## DEPARTMENT OF FINANCE & RISK MANAGEMENT

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Date: March 17, 2015

To: Presiding Judge, Superior Court  
Elected Officials  
Department Directors

From: Robert W. Johnson  
Budget Manager

**Re: Department Period 8 Forecasts**

In his March 16, 2015 memo *Budget Control Measures for the Remainder of Fiscal Year 2014/15*, the County Administrator instituted hiring and other freezes as part of a plan to meet the costs transferred to Pima County by the State of Arizona beginning in Fiscal Year (FY) 2015/16. These adjustments will have an impact on year-end departmental costs and the various ending fund balances.

The Period 8 forecast through February 28, 2015 in the Performance Budgeting System (PB) is the one used to develop the FY 2015/16 County Administrator Recommended Budget. Departments recently completed their Period 8 forecasts and submitted them to the Budget Division for review and reporting.

As the Period 8 forecasts were completed prior to the instituting of the new budget control measures by the County Administrator, they do not reflect the impact that these savings will have on departmental year-end expenditures and fund balances. In order to capture these savings, it will be necessary to reopen the monthly forecasting forms in the Performance Budgeting System to all departments. This will occur sometime today. Your assigned budget analyst will let your departmental budget contact know when the system and forms are available.

Forecasts should be completed by each department at the bureau and object level as normal. Departments should include comments regarding the overall impacts of the budget control measures in the appropriate tabs available on the form for additional comments.

The PB System will remain open for forecasting by your department until close of business on Monday, March 23<sup>rd</sup>. Please make certain that your updated forecasts are entered by that time.

c: C.H. Huckelberry, County Administrator  
Tom Burke, Director, Finance and Risk Management