



# UTAH STATE BOARD OF EDUCATION

David L. Crandall, Chair    David L. Thomas, First Vice Chair  
Jennifer A. Johnson, Second Vice Chair

Dixie L. Allen	Brittney Cummins	C. Mark Openshaw
Laura Belnap	Linda B. Hansen	Spencer F. Stokes
Leslie B. Castle	Mark Huntsman	Terryl Warner
Barbara W. Corry	Jefferson Moss	Joel Wright

Brad C. Smith, Chief Executive Officer  
Lorraine Austin, Board Secretary

## MEMORANDUM

**TO:** Members, Utah State Board of Education

**FROM:** Brad C. Smith  
Chief Executive Officer

**DATE:** March 5-6, 2015

**INFORMATION:** Utah State Office of Rehabilitation (USOR) Quarterly Budget Review

---

### **Background:**

In its August 2014 meeting, the Board approved a budget calendar outlining due dates for division budget reviews. The USOR will present a quarterly budget review based on the budget calendar. This report will include a breakdown of the budgets by division within USOR.

### **Key Points:**

The Finance Committee will receive the financial report and have the opportunity to ask questions concerning fiscal operations for the USOR.

### **Anticipated Action:**

No action is required.

**Contact:** Russ Thelin, USOR Executive Director, 801-538-7540  
Bruce Williams, Associate Superintendent, 801-538-7514

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBA PED Executive Director - Excluding ASPIRE

Object_Category_Name	Working Budget	Adjusted Budget	Actual Expenditures as of 1/31/15 - SFYTD	Budget Remaining		
AA Personnel Services	1,774,409.85	1,774,409.85	927,283.71	52%		847,126.14 48%
BB Travel/In State	21,688.01	16,688.01	4,560.10	27%		12,127.91 73%
CC Travel/Out of State	19,696.18	24,696.18	21,609.21	88%	3	3,086.97 12%
DD Current Expense	442,255.44	442,255.44	191,150.12	43%		251,105.32 57%
EE Data Processing Current Expense	56,262.16	56,262.16	15,461.64	27%		40,800.52 73%
FF Data Processing Capital Expenditure	-	-				-
GG Capital Expenditure	29,142.75	29,142.75		0%	2	29,142.75 100%
HH Other Charges/Pass Through	219,045.11	219,045.11	51,967.02	24%	1	167,078.09 76%
TA Trust & Agency Disbursements			3,209.23	#DIV/0!		(3,209.23) #DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>2,562,499.50</b>	<b>2,562,499.50</b>	<b>1,215,241.03</b>	<b>47%</b>		<b>1,347,258.47 53%</b>

### Points to Consider

- 1 - Indirect costs are paid quarterly. We should expect to see this increase in increments of approximately 25% after each quarter end.
- 2 - This capital expenditures budget was established for the costs associated with the new phones. At 1/31/15, they had not yet been paid.
- 3 - Most out of state travel occurs earlier in the year. Only one additional out of state trip is anticipated in this budget.

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBA PED Executive Director - ASPIRE Only

Object_Category_Name	Working Budget	Adjusted Budget	Actual Expenditures as of 1/31/15 - SFYTD		Budget Remaining	
AA Personnel Services	933,773.42	933,773.42	502,923.80	54%	430,849.62	46%
BB Travel/In State	9,762.00	9,762.00	3,048.04	31%	6,713.96	69%
CC Travel/Out of State	43,926.00	43,926.00	19,803.22	45%	24,122.78	55%
DD Current Expense	292,823.34	292,823.34	137,098.97	47%	155,724.37	53%
EE Data Processing Current Expense	33,003.24	33,003.24	6,246.72	19%	26,756.52	81%
FF Data Processing Capital Expenditure	-	-		#DIV/0!	-	#DIV/0!
GG Capital Expenditure	16,644.00	16,644.00	-	0%	16,644.00	100%
HH Other Charges/Pass Through	5,009,687.00	5,009,687.00	1,149,895.57	23%	3,859,791.43	77%
TA Trust & Agency Disbursements	-	-		#DIV/0!	-	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>6,339,619.00</b>	<b>6,339,619.00</b>	<b>1,819,016.32</b>	<b>29%</b>	<b>4,520,602.68</b>	<b>71%</b>

Points to Consider

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBB PED Blind & Visually Impaired

Object_Category_Name	Working Budget	Adjusted Budget	Actual Expenditures as of 1/31/15 - SFYTD	Obligations in Iris as of 1/31/15	Total	Budget Remaining		
AA Personnel Services	4,009,144.28	3,909,567.85	1,980,376.02		1,980,376.02	51%	1,929,191.83	49%
BB Travel/In State	19,745.57	19,745.57	6,316.45		6,316.45	32%	13,429.12	68%
CC Travel/Out of State	16,067.33	16,067.33	8,165.22		8,165.22	51%	7,902.11	49%
DD Current Expense	1,648,921.87	1,648,921.87	592,761.47		592,761.47	36%	1,056,160.40	64%
EE Data Processing Current Expense	78,045.20	78,045.20	42,854.71		42,854.71	55%	35,190.49	45%
FF Data Processing Capital Expenditure	17,601.36	17,601.36			-	0%	17,601.36	100%
GG Capital Expenditure	102,554.89	102,554.89	38,075.00		38,075.00	37%	64,479.89	63%
HH Other Charges/Pass Through - Case Services (7203) - Old Year (T624)		99,576.43	64,010.86	35,565.57	99,576.43	100%	-	0%
HH Other Charges/Pass Through - Case Services (7203) - Current Year	1,672,293.39	1,672,293.39	464,359.25	410,394.34	874,753.59	52%	797,539.80	48%
HH Other Charges/Pass Through - Everything Else	156,079.11	156,079.11	30,151.12		30,151.12	19%	125,927.99	81%
TA Trust & Agency Disbursements	-	-	(3,209.23)		(3,209.23)	#DIV/0!	3,209.23	#DIV/0!
							-	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>7,720,453.00</b>	<b>7,720,453.00</b>	<b>3,223,860.87</b>	<b>445,959.91</b>	<b>3,669,820.78</b>	<b>48%</b>	<b>4,050,632.22</b>	<b>52%</b>

### Points to Consider

- 1 - Indirect costs are paid quarterly. We should expect to see this increase in increments of approximately 25% after each quarter end.
- 2 - Payroll savings have been moved from the payroll budget to this case service line. This money will cover authorizations made in the previous state fiscal year which have/will be paid during the current state fiscal year.
- 3 - The majority of this capital expenditures budget was established for the costs associated with the new phones. At 1/31/15, they had not yet been paid.

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBC PED Rehabilitation Services

Object_Category_Name	Working Budget	Adjusted Budget	Actual		Total		Budget	
			Expenditures as of 1/31/15 - SFYTD	Obligations in Iris as of 1/31/15			Remaining	
AA Personnel Services	20,923,343.10	19,148,393.68	10,594,180.99		10,594,180.99	55%	8,554,212.69	45%
BB Travel/In State	143,024.31	143,024.31	55,141.69		55,141.69	39%	87,882.62	61%
CC Travel/Out of State	55,421.02	55,421.02	8,954.14		8,954.14	16%	46,466.88	84%
DD Current Expense	2,942,979.88	2,942,979.88	1,838,222.16		1,838,222.16	62%	5	1,104,757.72 38%
EE Data Processing Current Expense	444,540.91	444,540.91	239,982.03		239,982.03	54%		204,558.88 46%
FF Data Processing Capital Expenditure	763,052.92	763,052.92	419,689.58		419,689.58	55%		343,363.34 45%
GG Capital Expenditure	373,459.05	373,459.05	-		-	0%	4	373,459.05 100%
HH Other Charges/Pass Through - Case Services (7203) - Old Year (T624)		1,431,545.34	1,259,877.21	171,668.13	1,431,545.34	100%	2	- 0%
HH Other Charges/Pass Through - Case Services (7203) - Current Year	16,190,061.82	16,533,465.90	9,164,293.55	6,496,177.15	15,660,470.70	95%	3	872,995.20 5%
HH Other Charges/Pass Through - Independent Living (7512)	3,531,930.00	3,531,930.00	1,588,190.73		1,588,190.73	45%		1,943,739.27 55%
HH Other Charges/Pass Through - Everything Else	1,098,965.20	1,098,965.20	239,171.40		239,171.40	22%	1	859,793.80 78%
TA Trust & Agency Disbursements	-	-			-	#DIV/0!		- #DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>46,466,778.21</b>	<b>46,466,778.21</b>	<b>25,407,703.48</b>	<b>6,667,845.28</b>	<b>32,075,548.76</b>	<b>69%</b>		<b>14,391,229.45 31%</b>

### Points to Consider

- 1 - A portion of this category is for Indirect costs which are paid quarterly. We should expect to see this increase in increments of approximately 25% after each quarter end.
- 2 - Payroll savings have been moved from the payroll budget to this case service line. This money will cover authorizations made in the previous state fiscal year which have/will be paid during the current state fiscal year.
- 3 - In combination with PBB, the case service budget remaining at 1/31/15 for SFY15 is \$1,670,535. We were spending/ authorizing at an average of approximately \$525,000/wk. However, during January, this increased to over \$630,000/wk. If spending/authorizing continues at this rate, the case service budget will be gone by mid-February.
- 4 - This capital expenditures budget was established for the costs associated with the new phones. At 1/31/15, they had not yet been paid.
- 5 - It looks like O&M Expenditures came in higher than we expected/budgeted for; it also looks like there may be a few things that should be recoded to the FF category that were charged here.

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBD PED Disability Determination

Object_Category_Name	Working Budget	Adjusted Budget	Actual Expenditures as of 1/31/15 - SFYTD		Budget Remaining	
AA Personnel Services	7,398,727.02	7,398,727.02	4,353,095.60	59%	3,045,631.42	41%
BB Travel/In State	1,639.67	1,639.67	939.34	57%	700.33	43%
CC Travel/Out of State	4,009.69	4,009.69	1,068.75	27%	2,940.94	73%
DD Current Expense	1,254,381.42	1,254,381.42	724,278.26	58%	530,103.16	42%
EE Data Processing Current Expense	173,342.55	173,342.55	129,539.08	75%	43,803.47	25%
GG Capital Expenditure	-	-				
HH Other Charges/Pass Through - Case Services (7203)	2,884,409.23	2,884,409.23	1,744,155.77	60%	1,140,253.46	40%
HH Other Charges/Pass Through - Everything Else	795,490.42	795,490.42	199,697.88	25%	595,792.54	75%
<b>TOTAL EXPENDITURES</b>	<b>12,512,000.00</b>	<b>12,512,000.00</b>	<b>7,152,774.68</b>	<b>57%</b>	<b>5,359,225.32</b>	<b>43%</b>

### Points to Consider

- 1 - Indirect costs are paid quarterly. We should expect to see this increase in increments of approximately 25%
- 2 - This includes a large annual payment for software maintenance that covers 10/14-9/15.

## USOR Budget Summary for SFY15 - As of 1/31/2015

We are currently 7 months (58%) through SFY15

PBE PED Deaf & Hard of Hearing

Object_Category_Name	Working Budget	Adjusted Budget	Actual Expenditures as of		Budget	
			1/31/15 - SFYTD		Remaining	
AA Personnel Services	2,403,552.39	2,403,552.39	1,314,524.69	55%	1,089,027.70	45%
BB Travel/In State	34,100.00	34,100.00	15,212.14	45%	18,887.86	55%
CC Travel/Out of State	5,000.00	5,000.00	3,648.66	73%	1,351.34	27%
DD Current Expense	375,646.40	375,646.40	273,767.72	73%	101,878.68	27%
EE Data Processing Current Expense	42,664.62	42,664.62	32,952.02	77%	9,712.60	23%
GG Capital Expenditure	39,231.80	39,231.80		0%	39,231.80	100%
HH Other Charges/Pass Through	82,988.00	82,988.00	26,241.19	32%	56,746.81	68%
<b>TOTAL EXPENDITURES</b>	<b>2,983,183.21</b>	<b>2,983,183.21</b>	<b>1,666,346.42</b>	<b>56%</b>	<b>1,316,836.79</b>	<b>44%</b>

### Points to Consider

- 1 - Indirect costs are paid quarterly. We should expect to see this increase in increments of approximately 25% after each quarter end. It looks like we may need to move money from another budget category to cover the extra indirect charges here.
- 2 - This capital expenditures budget was established here to cover costs associated with the new phones. At 1/31/15, they had not yet been paid.
- 3 - A couple of items that may contribute to this overage include: The annual O&M payment that has been made and wireless communication charges that are currently at 113% of the annual budget.
- 4 - It appears that the DTS monthly network charges are coming in higher than anticipated/budgeted for. We will need to move money from another budget category to cover the extra indirect charges here.