

**CALIFORNIA CITRUS PEST AND DISEASE PREVENTION PROGRAM
FINANCE SUBCOMMITTEE MEETING**

Meeting Minutes
Tuesday May 3, 2017

Opening:

The Finance Subcommittee conference call was called to order at 2:00 p.m. on May 3, 2017 by Subcommittee Chair James McFarlane.

Subcommittee Members Present:

Bob Felts, Jr.*

James McFarlane*

Dave Tomlinson*

CDFA Staff and Guests:

Jason Chan*

Debby Tanouye*

Bob Wynn*

Paul Martinez*

Leandro Ramos*

*** Participated via webinar**

Opening Comments:

Chairman, James McFarlane, welcomed the Subcommittee and staff participating in the webinar.

Public Comment:

There were no public comments.

2015/2016 Budget Review

Jason Chan gave a recap of the 2015/2016 budget information that was provided to the Subcommittee at the April 11, 2017 meeting.

CPDPC Budget

The program collected \$4,376 in March for a new total of \$18,401,522 for current year which represents 106 percent of the total projected revenue of \$17,406,000. There has been \$179,998 in expenditures through in the month of March for a total year to date of \$19,500,870. There were also several transfers between funding sources, resulting in a net transfer into the CPDPC budget of \$512,602 leaving a budget balance of \$425,091 (-\$87,510 without transfers). The projected ending balance for the 2015/2016 fiscal year is \$13,246,492.

CHRP Budgets

The program has received the total CHRP allotment for a total of \$12,444,701. There were no expenditures in March, but there were several transfers into the CHRP budget leaving a budget balance of \$0 (\$86,843 without transfers).

Other Budgets

There were no expenditures in March. The Citrus Commodity Survey has a balance remaining of \$54,895 and the HLB MAC budget has a remaining balance of \$13,460. The TASC Grant was zeroed out.

Spending Authority

The authority is set at \$15,624,418 with \$15,476,068 through March 2017, which is 99 percent of the programs budget authority.

Variance Analysis

The year to date revenue was 5.72 percent over the projected revenue and the expenditures were 0.45 percent more than the projected. The expenditures were 32 percent over last year's expenditures.

2016/2017 Budget Review

Assessment Budget

The program collected \$2,258,592 in revenues in the month of March for a total received of \$7,884,242 and a remaining balance to go of \$10,115,758. There has been \$1,342,486 in expenditures through in the month of March for a year to date of \$7,351,815 and on March 24, 2017 the Executive Committee approved budgets for Alameda in the amount of \$47,670, Yolo in the amount of \$25,030 and Contra Costa in the amount of \$22,284 for a total budget increase of \$94,984. The new budget balance is \$18,779,839 and the projected ending balance for the 2016/2017 fiscal year is \$5,312,674.

There are pending budget for HLB Anaheim response activities in the amount of \$412,754 and HLB La Habra response activities in the amount of \$302,590 for a total projected budget increase of \$715,344.

CHRP Budget

The program has received \$5,615,061 in funds from the CHRP agreement. In the month of March the program expended \$1,148,896 for a total of \$4,032,207 in expenditures year to date and leaving a remaining budget balance of \$5,728,024.

Other Budgets

The program received a TASC grant in the amount of \$425,000, to date there has been \$78,056 in expenditures to that budget and in April, the program will move \$346,944 from Schedule Assessment Grove Trapping budget to the TASC Grant, which will zero out the grant. There was \$16,027 in expenditures on the HLB MAC budget, leaving a budget balance of \$246,812. There was \$68,712 in expenditures in March on the Citrus Commodity Survey budget, leaving a budget balance of \$251,712.

Spending Authority

The authority is set at \$16,038,906 with \$12,724,720 spent so far in the State fiscal year, which is 79 percent of the programs budget authority. The remaining balance in budget authority is \$3,314,183. The program has likely already fully spent on authority if all invoices are processed to date. In terms of cash basis, as charges settle in, we expect to be 100% spent by mid-June.

Variance Analysis

Jason explained that the Assessment Revenue is falling behind schedule (by -4.57 percent), with negative monthly and year-to-date variances. He noted that personnel is 33 percent under spent

and travel is 88 percent underspent for the month of March, overall expenditure variance of -28.68 percent. The program is -1.02 percent under the expenditures compared to last year

Display changes

Jason discussed the need to add clarity for transfers by splitting them into two sections, Expenditures and Funds. Previously, when transfers occur, the Monthly Variance Analysis (MVA) and main displays would not match because we retained the original figures for the MVA. But this mismatch frustrates some people and MVA already lost value by hiding transfers. Jason stated that he added an expenditure transfer column to track when expenses are moved, this will cause a spike in variance, which will be explained by the expenditure transfer, but the MVA will match the displays. Additionally Jason talked about a way to get better foresight using a modified straight line projection in the MVA. He added a Modified Straight Line Projection (Mod SL Proj.) column, which applies average lag and straight lines all expense categories using the following calculation:

$$=YTD/(X - Y)*(Z+Y)$$

| | |
|-----|--------------------|
| YTD | Year-to-date |
| X | # of months in FY |
| Y | # of months of lag |
| Z | # of months to go |

This is set up so that we can account for items that are not easily straight lined (i.e. contracts, supply purchases, etc.).

The meeting was adjourned at 3:30 p.m.