

COUNTY ANNUAL REPORT INSTRUCTIONS

Form 40-008A (Rev. 1/07)

GENERAL INFORMATION

Reporting Period: Fiscal Year **One Personyear:** 2080 hours
Report Due: November 1st

FINANCIAL REPORT

Column A - A computer calculated field. It is the percent hours by program. Enter the percent of personnel hours for each program activity.

Column B - Enter the total personnel hours (both direct and indirect) for each program activity. For this report, personnel hours are based on the total number of hours worked in weights and measures (including administrative, clerical, and support time). It may not match the total number of positions authorized in your budget.

Example: There are 5 positions authorized in your budget. However, only 4.5 positions are filled during the fiscal year. Based on one personyear equaling 2,080 hours, your report would show 9,360 personnel hours distributed among the different programs and your authorized budget positions would show 5 (10,400 hours).

Column C - Enter the monies expended for each program.

Column D - Enter the total revenue collected for each program.

Column E - Enter the total reimbursements received for such activities as stand-by time, conducting service agent examinations, inspection of noncommercial devices, time spent in assisting of type approvals, and reimbursements for investigative time as awarded by a court decision (Business and Professions Code Sections 12210, 12210.5 and 12500, etc.).

BUDGET REPORT

Line 8 - Enter the number of positions authorized in your budget.

Line 9 - Enter the total weights and measures budget.

WEIGHING AND MEASURING DEVICES

Enter the total device population for each category as of July 1st.

PROGRAM REPORTS

Price Verification - If your county has a price verification registration program, enter the number of registered locations.

Enter the number of registered checkout devices in your county.

Petroleum - Enter the number of retail vehicle fueling stations in your county.