

DESCRIPTION OF PROGRAMS INTERGOVERNMENTAL SERVICES

PROGRAM AREA

Provides services to Ingham County departments or other governmental units. Activities include courier services, print shop, employee benefits and insurances, telephone and utilities.

PROGRAM OVERSIGHT

The County Services Committee is responsible for the oversight of these activities. In this document, Intergovernmental Services have been separated from other County Services Committee budgets because they are funded primarily by chargebacks to departments and other governmental units.

DEPARTMENT: EMPLOYEE BENEFIT FUND

COMMITTEE: COUNTY SERVICES

SERVICE DESCRIPTION:

The Employee Benefit Fund was created early in 1989 to account for the various employee services which are available to County employees and departments. Previously, separate funds were maintained for each of the various benefit activities. Included in this fund are budgets for employee health insurance, life insurance, and the employee retirement plan. In addition, personnel and related expenses of an Insurance Coordinator, a Leave/Benefits Analyst, part of an accountant and part of the Financial Services Director necessary to administer these various insurance programs are also included in the Employee Benefit Fund.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
DEPARTMENT GENERATED	\$4,174,065	\$2,663,812	\$3,278,366	\$3,278,366
FUND BALANCE	(883,664) *	(504,538) *	7,700	16,848
INTERFUND TRANSFERS	27,332,919	29,475,353	33,806,195	34,292,163
TOTAL	<u>\$30,623,320</u>	<u>\$31,634,627</u>	<u>\$37,092,261</u>	<u>\$37,587,377</u>
EXPENDITURES				
PERSONNEL	\$27,062,930	\$27,760,177	\$32,144,827	\$32,640,219
CONTROLLABLE EXPENSES	3,531,615	3,852,564	4,933,253	4,933,253
NON-CONTROLLABLE EXPENSES	28,775	21,886	14,181	13,905
APPROP TRANSFER OUT	0	0	0	0
TOTAL	<u>\$30,623,320</u>	<u>\$31,634,627</u>	<u>\$37,092,261</u>	<u>\$37,587,377</u>

* A negative use of fund balance indicates that revenues exceed expenditures.

DEPARTMENT: BUILDING AUTHORITY OPERATING FUND

COMMITTEE: COUNTY SERVICES

SERVICE DESCRIPTION:

This fund is used to record the operations of the Human Services Building. Revenue is from the rental of office space to the Health Department, the Department of Human Services, the Tri-County Aging Consortium, Community Mental Health, and from a General Fund appropriation. Beginning in 2001, operations of the Veterans Memorial Courthouse are also included in this fund, with revenues to come from Ingham County and the City of Lansing.

In addition to operating expenses, revenues from Fund 631 are also used to make payments towards the debt retirement of the Human Services Building. Fund 352 is used to account for these payments. (Refer to the Debt Service section.)

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
DEPARTMENT GENERATED	\$3,501,145	\$3,264,959	\$3,202,449	\$3,320,145
FUND BALANCE	38,375	74,227	0	0
INTERFUND TRANSFERS	250,500	294,407	272,816	278,503
TOTAL	<u>\$3,790,020</u>	<u>\$3,633,593</u>	<u>\$3,475,265</u>	<u>\$3,598,648</u>
EXPENDITURES				
PERSONNEL	\$744,332	\$773,902	\$799,842	\$809,787
CONTROLLABLE EXPENSES	795,123	943,734	883,806	883,766
NON-CONTROLLABLE EXPENSES	799,035	815,940	796,159	797,345
CAPITAL OUTLAY	0	0	0	0
APPROP TRANSFER OUT	1,451,530	1,100,017	995,458	1,107,750
TOTAL	<u>\$3,790,020</u>	<u>\$3,633,593</u>	<u>\$3,475,265</u>	<u>\$3,598,648</u>

DEPARTMENT: INTERGOVERNMENTAL SERVICE FUND

COMMITTEE:

COUNTY SERVICES

SERVICE DESCRIPTION:

This fund is used to account for the operations of the County print shop and courier service, Funding is provided through user fees and sales.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
DEPARTMENT GENERATED	\$329,676	\$259,190	\$403,333	\$406,532
FUND BALANCE	(5,250) *	58,186	-0-	1,755
TOTAL	<u>\$324,426</u>	<u>\$317,376</u>	<u>\$403,333</u>	<u>\$408,287</u>
EXPENDITURES				
PERSONNEL	\$119,572	\$129,846	\$132,193	\$137,368
CONTROLLABLE EXPENSES	147,215	127,474	179,985	179,985
NON-CONTROLLABLE EXPENSES	57,640	60,056	44,330	44,110
CAPITAL OUTLAY	0	0	46,825	46,824
APPROP TRANSFER OUT	-0-	-0-	-0-	-0-
TOTAL	<u>\$324,426</u>	<u>\$317,376</u>	<u>\$403,333</u>	<u>\$408,287</u>

* A negative use of fund balance indicates that revenues exceed expenditures.

DEPARTMENT: LIABILITY INSURANCE

COMMITTEE:

COUNTY SERVICES

SERVICE DESCRIPTION:

This fund is used to provide liability coverage to County departments and agencies. Money for the operation of this fund is specified by transfers from the various departments and/or funds involved in the self-insurance program.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
INTERFUND TRANSFERS	\$113,500	\$183,856	\$126,875	\$804,819
DEPARTMENT GENERATED	1,299,319	935,153	965,000	965,000
FUND BALANCE	(191,494) *	925,115	358,125	(319,819) *
TOTAL	<u>\$1,221,325</u>	<u>\$2,044,124</u>	<u>\$1,450,000</u>	<u>\$1,450,000</u>
EXPENDITURES				
CONTROLLABLE EXPENSES	\$1,221,325	\$2,044,124	\$1,450,000	\$1,450,000
TOTAL	<u>\$1,221,325</u>	<u>\$2,044,124</u>	<u>\$1,450,000</u>	<u>\$1,450,000</u>

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DEPARTMENT: UTILITIES

COMMITTEE:

COUNTY SERVICES

SERVICE DESCRIPTION:

This Fund provides for payment of utilities to the Courthouse, Hilliard Building, Annex, and Grady Porter Building. These costs are recovered from charges to user departments.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
INTERFUND TRANSFERS	\$533,832	\$400,961	\$481,464	\$462,560
FUND BALANCE	(75,295)	39,571	0	0
TOTAL	<u>\$458,537</u>	<u>\$440,532</u>	<u>\$481,464</u>	<u>\$462,560</u>
EXPENDITURES				
NON-CONTROLLABLE EXPENSES	\$458,537	\$440,532	\$481,464	\$462,560
TOTAL	<u>\$458,537</u>	<u>\$440,532</u>	<u>\$481,464</u>	<u>\$462,560</u>

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DEPARTMENT: WORKERS COMP SELF INSURANCE

COMMITTEE:

COUNTY SERVICES

SERVICE DESCRIPTION:

This fund is used to record worker's compensation expenses and premium coverage for catastrophic loss for Ingham County employees, excluding the Medical Care Facility. Financing is provided by departmental user charges. The budgeted figures include contingency and the use of fund balance.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
DEPARTMENT GENERATED	\$14,560	\$96,086	\$7,000	\$7,000
FUND BALANCE	128,055 *	(961,506) *	401,436	585,650
INTERFUND TRANSFERS	650,853	851,033	184,214	0
TOTAL	<u>\$793,468</u>	<u>-\$14,387</u>	<u>\$592,650</u>	<u>\$592,650</u>
EXPENDITURES				
PERSONNEL SERVICES	\$0	\$0	\$ -0-	\$ -0-
CONTROLLABLE EXPENSES	679,773	-137,600	467,650	467,650
NON-CONTROLLABLE EXPENSES	113,695	123,213	125,000	125,000
TOTAL	<u>\$793,468</u>	<u>-\$14,387</u>	<u>\$592,650</u>	<u>\$592,650</u>

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DEPARTMENT: WORK STUDY

COMMITTEE:

COUNTY SERVICES

SERVICE DESCRIPTION:

The Work Study program provides for the wages and fringe benefits for students working in Ingham County in an effort to supplement their education with direct work experience. Financing is provided through reimbursement from local educational institutions and an appropriation from Ingham County which is equal to 30% of the work study wages plus all fringe benefit costs.

BUDGET DETAIL:

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>ADOPTED</u>
REVENUES				
LOCAL	\$1,512	\$3,216	\$38,107	\$38,107
FUND BALANCE	(\$145)	\$144	\$0	\$0
INTERFUND TRANSFER	623	1,435	18,230	18,104
TOTAL	<u>\$1,991</u>	<u>\$4,795</u>	<u>\$56,337</u>	<u>\$56,211</u>
EXPENDITURES				
PERSONNEL	\$1,991	\$4,795	\$56,337	\$56,211
NON-CONTROLLABLE EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$1,991</u>	<u>\$4,795</u>	<u>\$56,337</u>	<u>\$56,211</u>

* A negative use of fund balance indicates that revenues exceed expenditures.