



**Caroline County, Virginia  
Fiscal Year 2006-2007 Adopted Budget**

**Function:** General Government Administration  
**Department/Officer:** Finance  
**Division:** Information Technology

**Mission:**

When it is most productive and cost effective to do so, provide centralized management of information technology resources, to coordinate the implementation of system-wide improvements and the solution of common information technology problems.

**Budget Unit Description/Activities:**

This budget unit has been created to account for the costs of the County's centralized data processing (DP) functions. Costs are recorded in this budget for a) maintenance and operation of the County's IBM AS400 mini-computer and software systems for general ledger accounting, payroll, accounts payable and other operations; b) costs related to maintaining data communication between departments; c) technical support of the County's efforts in Internet access and e-mail communication. Assistance is provided to other departments in buying and implementing DP applications, PCs and office automation.

In November 2002, the County began implementation of a multi-year plan for improvement of its information technology resources. Initially, the County contracted with a firm of IT specialists to provide expert advice and assistance in installing upgrades to the County's system. In June 2005, an Information Technology Manager was hired to manage and upgrade the County's IT network and systems, to troubleshoot problems and to provide training and support as needed.

**Fiscal Year 2006-2007 Goals and Objectives:**

- Develop and begin implementation of a Geographic Information System for use by all County Departments and agencies.
- Develop a disaster recovery plan.
- Disseminate and develop strategies for enforcement of policies for use and standards for County IT equipment.
- Begin development of a replacement policy and program for County IT equipment

**Budget Highlights:**

Funding is adopted to increase for this unit in the Fiscal Year 2006-2007 Budget for contract assistance to the Technology Manager and for maintenance agreements and licenses for the County's software and hardware.

**Budgeted Funding and Expenditures:**

	FY 2004-05	FY 2004-05	FY 2005-06	FY 2006-07	Change	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>%</u>
<b><u>Funding Sources:</u></b>						
General Local Revenue	\$ 92,700	\$ 120,485	\$ 113,327	\$ 119,114	\$ 5,787	5.1%
Permits, Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: State	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Federal	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Local	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 92,700</b>	<b>\$ 120,485</b>	<b>\$ 113,327</b>	<b>\$ 119,114</b>	<b>\$ 5,787</b>	<b>5.1%</b>
<b><u>Expenditures:</u></b>						
Personnel Services	\$ 10,000	\$ 1,911	\$ 45,000	\$ 51,842	\$ 6,842	15.2%
Employee Benefits	\$ -	\$ 146	\$ 17,692	\$ 18,699	\$ 1,007	5.7%
Purchased Services	\$ 63,000	\$ 88,481	\$ 34,000	\$ 42,000	\$ 8,000	23.5%
Other Charges	\$ 12,450	\$ 4,610	\$ 13,335	\$ 4,573	\$ (8,762)	-65.7%
Materials & Supplies	\$ 250	\$ 1,052	\$ 300	\$ 2,000	\$ 1,700	566.7%
Capital Outlay	\$ 7,000	\$ 24,285	\$ 3,000	\$ -	\$ (3,000)	-100.0%
<b>Total</b>	<b>\$ 92,700</b>	<b>\$ 120,485</b>	<b>\$ 113,327</b>	<b>\$ 119,114</b>	<b>\$ 5,787</b>	<b>5.1%</b>