



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

December 30, 2004

**TO:** Steve Nelsen, Executive Director  
Law Enforcement Officers & Firefighters Plan 2 Retirement Board

**FROM:** Diann Lewallen, Senior Financial Officer  
Small Agency Client Services

**SUBJECT:** NOVEMBER 2004 MONTHLY REPORTS *DL*

The November 2004 reports indicate expenditures are less than planned in many areas. However, in some areas the opposite is true. I expected the agency to spend approximately 67 percent of its biennial appropriation by the end of November, and the agency has spent 46 percent. Discussion of the activity follows.

**Salaries and Benefits** – Current expenditures total 74 percent of the allotment to date. The agency spent \$85,515 less than anticipated due to delays in hiring. These are true savings the agency can use to cover deficits in other areas.

**Personal Service Contracts** – Current expenditures total 93 percent of the biennial allotment, exceeding allotments to date. This is due to a recent purchase of an actuarial audit performed by Milliman and Robertson, Inc.

**Goods and Services**

- Supplies (EA) – Current purchases total 96 percent of the allotment to date. The agency currently shows a savings in this area.
- Communications (EB) – Expenditures total 57 percent of the allotment through November. The variance is a result of the delay in mailing the brochure in August as planned, lower usage of DIS services, and higher costs for Verizon services.
- Utilities (EC) – Expenditures total 98 percent of the biennial allotment. The costs for utilities average \$150 per month more than anticipated. The agency needs to offset future costs through savings in other areas.
- Rentals and Leases (ED) – Office space and equipment rental expenses total 43 percent of the allotment to date. Rental costs from the Department of Printing average \$220 more per month than anticipated. The savings in rental expenses for the first seven months offset this over expenditure.
- Repairs, Alterations & Maintenance (EE) – Expenditures exceed biennial allotments in this area, due to tenant improvements. Costs in excess of allotments need to be offset by savings in other areas.
- Printing (EF) – Expenditures total 35 percent of the biennial allotment. The allotments anticipate the cost of printing a document in August that I have not seen expenditures for yet. The agency has savings in this area.



- Training (EG) – Expenditures exceed biennial allotments by \$1,582. Conference fees and membership dues paid to the International Foundation of Employee Benefits Plans comprise the majority of the expenditures. Costs in excess of the allotments need to be offset by savings in other areas.
- Subscriptions (EJ) – Expenditures total 47 percent of the allotment through November, resulting in savings.
- Facilities and Services (EK) – Agency expenditures exceed biennial estimates by \$839. Payments to GA for office move-related costs comprise the majority of expenditures. The annual Consolidated Mail fee through December is paid. Although monthly mail costs remain lower than estimates, expect additional fees for mail processing. Costs in excess of allotments need to be offset by savings in other areas.
- Data Processing (EL) – Current expenditures total 65 percent of the allotment to date. Recent AFRS costs are higher than estimates by an average of \$33 per month. Even if this trend continues, I do not anticipate any problems. Monthly DIS and HRISD costs remain lower than estimates by \$360 per month. Other data processing costs nearly align with estimates. This is a potential savings area.
- Attorney General Services (EM) – Current charges total 82 percent of the allotment to date. The agency may have savings in this area.
- Personnel (EN) and Insurance (EP) – There are no expenditures to date. The agency can use the \$21,000 savings from the executive director search to cover deficits in other areas.
- Purchased Services (ER) – Current activities total 76 percent of the allotment to date. SACS costs through December are paid. Other expenditures include the actuarial services agreement. The agency currently has savings in this area.
- Other Goods and Services (EZ) – Expenditures total 34 percent of the allotment through November. The majority of expenditures are for light refreshments. The agency has savings in this area.

**Travel** – The agency continues to under spend its travel allotment. This is due to lower out-of-state travel costs and savings accumulated in fiscal year 2004 while the agency was established. The agency has savings in this area.

**Capital Outlays** – Costs exceed biennial estimates in this area by \$10,847. The agency needs to use savings in other areas to offset the payments for equipment to furnish the office.

### **IMPORTANT DATES**

January 5	Payroll Cutoff (B)
January 10	2005 Legislative Session Begins
January 25	Quarterly Allotment Adjustments Due

Please call me at (360) 664-7666, or email me at [Diann.Lewallen@ofm.wa.gov](mailto:Diann.Lewallen@ofm.wa.gov) if you have any questions regarding the reports or information in this memorandum.

Attachments

### Allotments And Expenditures By Fiscal Month

Biennium: 2005

Program Index: ALL PROGRAM INDEXES (AGENCY REPORT)

Fiscal Year: FY2 - NOVEMBER

Date Run: December 15, 2004 - 10:04:47 AM

Agency: 341 - LAW ENFORCEMENT & FIRE FIGHTERS PLAN2 RE

Activity Thorough: December 14, 2004 - 8:22:00 PM

Object	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Total
<b>Object: A SALARIES AND WAGES</b>														
<b>Sub-Object: AA STATE CLASSIFIED</b>														
Allot	22,717	22,717	22,754	22,937	23,184	23,202	23,202	23,202	23,202	23,202	23,202	23,202		276,723
Expend	9,700	9,700	9,820	9,920	10,161									49,301
<b>SObj Var</b>	<b>13,017</b>	<b>13,017</b>	<b>12,934</b>	<b>13,017</b>	<b>13,023</b>	<b>23,202</b>	<b>23,202</b>	<b>23,202</b>	<b>23,202</b>	<b>23,202</b>	<b>23,202</b>	<b>23,202</b>		<b>227,422</b>
<b>Sub-Object: AC STATE EXEMPT</b>														
Allot	11,000	11,000	11,000	11,000	11,088	11,175	11,175	11,175	11,175	11,175	11,175	11,175		133,313
Expend	10,000	10,000	10,000	10,000	10,024									50,024
<b>SObj Var</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,064</b>	<b>11,175</b>	<b>11,175</b>	<b>11,175</b>	<b>11,175</b>	<b>11,175</b>	<b>11,175</b>	<b>11,175</b>		<b>83,289</b>
<b>Object: A SALARIES AND WAGES</b>														
Allot	33,717	33,717	33,754	33,937	34,272	34,377	34,377	34,377	34,377	34,377	34,377	34,377		410,036
Expend	19,700	19,700	19,820	19,920	20,185									99,325
<b>Obj Var</b>	<b>14,017</b>	<b>14,017</b>	<b>13,934</b>	<b>14,017</b>	<b>14,087</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>		<b>310,711</b>
<b>Object: B EMPLOYEE BENEFITS</b>														
<b>Sub-Object: BA OLD AGE AND SURVIVORS INSURANCE</b>														
Allot	2,090	2,090	2,093	2,104	2,125	2,131	2,131	2,131	2,131	2,131	2,131	2,131		25,419
Expend	1,200	1,195	1,207	1,213	1,230									6,045
<b>SObj Var</b>	<b>890</b>	<b>895</b>	<b>886</b>	<b>891</b>	<b>895</b>	<b>2,131</b>	<b>2,131</b>	<b>2,131</b>	<b>2,131</b>	<b>2,131</b>	<b>2,131</b>	<b>2,131</b>		<b>19,374</b>

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<b>Sub-Object: BB RETIREMENT AND PENSIONS</b>														
Allot	472	472	473	475	480	481	481	481	481	481	481	481		5,739
Expend	276	276	274	275	279									1,379
SOBJ Var	196	196	199	200	201	481	481	481	481	481	481	481		4,360
<b>Sub-Object: BC MEDICAL AID &amp; INDUSTRIAL INSURANCE</b>														
Allot	162	162	162	162	162	162	162	162	162	162	162	162		1,944
Expend	108	108	108	108	108									541
SOBJ Var	54	54	54	54	54	162	162	162	162	162	162	162		1,403
<b>Sub-Object: BD HEALTH, LIFE &amp; DISABILITY INSURANCE</b>														
Allot	3,554	3,554	3,554	3,554	3,554	3,554	3,554	3,554	3,554	3,554	3,554	3,554		42,648
Expend	2,338	2,338	2,338	2,338	2,338									11,692
SOBJ Var	1,216	1,216	1,216	1,216	1,216	3,554	3,554	3,554	3,554	3,554	3,554	3,554		30,956
<b>Sub-Object: BH HOSPITAL INSURANCE (MEDICARE)</b>														
Allot	489	489	489	492	497	498	498	498	498	498	498	498		5,942
Expend	281	280	282	284	288									1,414
SOBJ Var	208	209	207	208	209	498	498	498	498	498	498	498		4,528
<b>Sub-Object: BW SHARED LEAVE RECEIVED</b>														
Expend														10,193
SOBJ Var														(10,193)

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<b>Object: B EMPLOYEE BENEFITS</b>														
Allot	6,767	6,767	6,771	6,787	6,818	6,826	6,826	6,826	6,826	6,826	6,826	6,826		81,692
Expend	4,202	14,390	4,209	4,218	4,242									31,263
Obj Var	2,565	(7,623)	2,562	2,569	2,576	6,826	6,826	6,826	6,826	6,826	6,826	6,826		50,429
<b>Object: C PERSONAL SERVICE CONTRACTS</b>														
Sub-Object: CC FINANCIAL SERVICES														
Expend				3,073										3,073
SOBJ Var				(3,073)										(3,073)
<b>Sub-Object: CD COMPUTER/INFORMATION SERVICES</b>														
Allot	2,500			2,500			2,500			2,500				10,000
Expend					615									615
SOBJ Var	2,500			2,500	(615)		2,500			2,500				9,385
<b>Sub-Object: CZ OTHER SERVICES</b>														
Allot	6,250			6,250			6,250			6,250				25,000
Expend		8,950			17,000									25,950
SOBJ Var	6,250	(8,950)		6,250	(17,000)		6,250			6,250				(950)

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<b>Object: C PERSONAL SERVICE CONTRACTS</b>														
Allot	8,750			8,750			8,750			8,750				35,000
Expend	8,950			3,073	17,615									29,638
Obj Var	8,750	(8,950)		5,678	(17,615)		8,750			8,750				5,363
<b>Object: E GOODS AND SERVICES</b>														
<b>Sub-Object: EA SUPPLIES AND MATERIALS</b>														
Allot	350	350	350	350	350	350	350	350	350	350	350	350		4,200
Expend	399	46	173	192	38									848
SObj Var	(49)	304	177	158	312	350	350	350	350	350	350	350		3,352
<b>Sub-Object: EB COMMUNICATIONS</b>														
Allot	1,335	6,154	835	835	835	835	835	835	835	835	835	835		15,839
Expend	1,510		(255)	2,167	49									3,471
SObj Var	1,335	4,644	1,090	(1,332)	786	835	835	835	835	835	835	835		12,368
<b>Sub-Object: EC UTILITIES</b>														
Allot	150	150	150	150	150	150	150	150	150	150	150	150		1,800
Expend	712		(114)	574	292									1,464
SObj Var	150	(562)	264	(424)	(142)	150	150	150	150	150	150	150		336

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<b>Sub-Object: ED RENTALS AND LEASES</b>														
Allot	4,263	4,263	4,263	4,263	4,263	4,263	4,263	4,263	4,263	4,263	4,263	4,263		51,156
Expend	3,330	4,651	3,147	3,330	5,227									19,685
SOBJ Var	933	(388)	1,116	933	(964)	4,263	4,263	4,263	4,263	4,263	4,263	4,263		31,471
<b>Sub-Object: EE REPAIRS, ALTERATIONS &amp; MAINTENANCE</b>														
Allot	42	42	42	42	42	42	42	41	41	41	41	41		499
Expend					22,416									22,416
SOBJ Var	42	42	42	42	(22,374)	42	42	41	41	41	41	41		(21,917)
<b>Sub-Object: EF PRINTING AND REPRODUCTION</b>														
Allot		9,700												9,700
Expend	36	1,793	282	100	(50)									2,161
SOBJ Var	(36)	7,907	(282)	(100)	50									7,539
<b>Sub-Object: EG EMPLOYEE PROF DEV &amp; TRAINING</b>														
Allot	750			750			750			750				3,000
Expend		4,845		(1,170)	575									4,250
SOBJ Var	750	(4,845)		1,920	(575)		750			750				(1,250)
<b>Sub-Object: EJ SUBSCRIPTIONS</b>														
Allot	30	30	30	30	30	30	30	30	30	30	30	20		350
Expend	49	107	(30)	14	49									188
SOBJ Var	(19)	(77)	60	16	(19)	30	30	30	30	30	30	20		162

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<b>Sub-Object: EK FACILITIES AND SERVICES</b>														
Allot	1,180	80	80	80	80	80	80	80	80	80	80	140		2,120
Expend	674	9	9	75	83									841
SObj Var	1,180	(594)	71	5	(3)	80	80	80	80	80	80	140		1,279
<b>Sub-Object: EL DATA PROCESSING SERVICES</b>														
Allot	511	511	511	511	511	511	511	511	511	511	511	511		6,132
Expend	594	352	352	540	200									1,687
SObj Var	511	(83)	159	(29)	311	511	511	511	511	511	511	511		4,445
<b>Sub-Object: EM ATTORNEY GENERAL SERVICES</b>														
Allot	3,674	3,674	3,674	3,674	3,674	3,674	3,674	3,674	3,674	3,674	3,674	3,674		44,088
Expend	1,800	2,363	2,363	3,785	1,685									9,633
SObj Var	3,674	1,874	1,311	(111)	1,989	3,674	3,674	3,674	3,674	3,674	3,674	3,674		34,455
<b>Sub-Object: EN PERSONNEL SERVICES</b>														
Allot	400													400
SObj Var	400													400
<b>Sub-Object: EP INSURANCE</b>														
Allot	1,200													1,200
SObj Var	1,200													1,200



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Object	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Total
<b>Sub-Object: ER OTHER PURCHASED SERVICES</b>														
Allot	21,879	8,129	8,129	21,879	8,129	8,129	21,879	8,130	8,130	21,879	8,130	8,130		152,552
Expend	23,458	7,896	7,896	31,177	(31,801)									30,730
<b>SOBJ Var</b>	<b>21,879</b>	<b>(15,329)</b>	<b>233</b>	<b>(9,298)</b>	<b>39,930</b>	<b>8,129</b>	<b>21,879</b>	<b>8,130</b>	<b>8,130</b>	<b>21,879</b>	<b>8,130</b>	<b>8,130</b>		<b>121,822</b>
<b>Sub-Object: EZ OTHER GOODS AND SERVICES</b>														
Allot	250	250	250	250	250	250	250	250	250	250	250	250		3,000
Expend	310	144	144	123	(12)									565
<b>SOBJ Var</b>	<b>250</b>	<b>(60)</b>	<b>106</b>	<b>127</b>	<b>262</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>		<b>2,435</b>
<b>Object: E GOODS AND SERVICES</b>														
Allot	36,014	33,333	18,314	32,814	18,314	18,314	32,814	18,314	18,314	32,813	18,314	18,364		296,036
Expend	3,814	40,500	13,967	40,907	(1,249)									97,938
<b>Obj Var</b>	<b>32,200</b>	<b>(7,167)</b>	<b>4,347</b>	<b>(8,093)</b>	<b>19,563</b>	<b>18,314</b>	<b>32,814</b>	<b>18,314</b>	<b>18,314</b>	<b>32,813</b>	<b>18,314</b>	<b>18,364</b>		<b>198,098</b>
<b>Object: G TRAVEL</b>														
<b>Sub-Object: GA IN-STATE SUBSISTENCE &amp; LODGING</b>														
Allot	1,551	1,551	1,551	1,551	1,551	1,551	1,551	1,551	1,552	1,552	1,552	1,552		18,616
Expend	339	838	838	415	639									2,231
<b>SOBJ Var</b>	<b>1,551</b>	<b>1,212</b>	<b>713</b>	<b>1,136</b>	<b>912</b>	<b>1,551</b>	<b>1,551</b>	<b>1,551</b>	<b>1,552</b>	<b>1,552</b>	<b>1,552</b>	<b>1,552</b>		<b>16,385</b>

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<b>Sub-Object: GB IN-STATE AIR TRANSPORTATION</b>														
Allot	222	222	222	222	222	222	222	221	221	221	221	221		2,659
Expend				211										211
<b>SObj Var</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>11</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>221</b>	<b>221</b>	<b>221</b>	<b>221</b>	<b>221</b>		<b>2,448</b>
<b>Sub-Object: GC PRIVATE AUTOMOBILE MILEAGE</b>														
Allot	841	841	841	841	841	841	841	841	840	840	840	840		10,088
Expend		1,102	761	764	799									3,426
<b>SObj Var</b>	<b>841</b>	<b>(261)</b>	<b>81</b>	<b>77</b>	<b>42</b>	<b>841</b>	<b>841</b>	<b>841</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>840</b>		<b>6,662</b>
<b>Sub-Object: GD OTHER TRAVEL EXPENSES</b>														
Allot	10	10	10	10	10	10	10	10	10	9	9	9		117
Expend				52										52
<b>SObj Var</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>(42)</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>		<b>65</b>
<b>Sub-Object: GF OUT-OF-STATE SUBSISTENCE &amp; LODGING</b>														
Allot	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		12,000
Expend		700			600									1,300
<b>SObj Var</b>	<b>1,000</b>	<b>300</b>	<b>1,000</b>	<b>1,000</b>	<b>400</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		<b>10,700</b>
<b>Sub-Object: GG OUT-OF-STATE AIR TRANSPORTATION</b>														
Allot	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,666	1,666	1,666	1,666		20,000
Expend					1,179									1,179
<b>SObj Var</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>488</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,666</b>	<b>1,666</b>	<b>1,666</b>	<b>1,666</b>		<b>18,821</b>

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<b>Object: G TRAVEL</b>														
Allot	5,291	5,291	5,291	5,291	5,291	5,291	5,291	5,290	5,289	5,288	5,288	5,288		63,480
Expend	2,141	1,599	1,442	3,217										8,399
Obj Var	5,291	3,150	3,692	3,849	2,074	5,291	5,291	5,290	5,289	5,288	5,288	5,288		55,081
<b>Object: J CAPITAL OUTLAYS</b>														
<b>Sub-Object: JA NONCAPITALIZED EQUIPMENT</b>														
Allot	200	200	200	200	200	200	200	200	200	200	200	200		2,400
Expend	613	1,397	105	307										2,423
SObj Var	200	(413)	(1,197)	95	(107)	200	200	200	200	200	200	200		(23)
<b>Object: J CAPITAL OUTLAYS</b>														
Allot	200	200	200	200	200	200	200	200	200	200	200	200		2,400
Expend	613	1,397	105	307										2,423
Obj Var	200	(413)	(1,197)	95	(107)	200	200	200	200	200	200	200		(23)
<b>Object: N GRANTS, BENEFITS &amp; CLIENT SERVICES</b>														
<b>Sub-Object: NZ OTHER GRANTS/BENEFITS/CLIENT SVCS</b>														
Expend				114										114
SObj Var				(114)										(114)

**Allotments And Expenditures By Fiscal Month**  
 Program Index: ALL PROGRAM INDEXES (AGENCY REPORT)

Biennium: 2005  
 Fiscal Year: FY2 - NOVEMBER  
 Agency: 341 - LAW ENFORCEMENT & FIRE FIGHTERS PLAN2 RE  
 Date Run: December 15, 2004 - 10:04:48 AM  
 Activity Thorough: December 14, 2004 - 8:22:00 PM

Object	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Adj	Total
Object: N GRANTS, BENEFITS & CLIENT SERVICES														
Allot				114										114
Expend				(114)										(114)
Obj Var														
<b>OBJECTS SELECTED FOR PROGRAM INDEX: ALL PROGRAM INDEXES (AGENCY REPORT)</b>														
Allot	90,739	79,308	64,330	87,779	64,895	65,008	88,258	65,007	65,006	88,254	65,005	65,055		888,644
Expend	27,716	86,295	40,992	69,779	44,317									269,099
Total Var	63,023	(6,987)	23,338	18,000	20,578	65,008	88,258	65,007	65,006	88,254	65,005	65,055		619,545

**Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board  
2005 Meeting Calendar**

<b>Meeting Date and Time</b>	<b>Proposed Agenda Items</b>
<b>January 26, 2005</b> 9:30 a.m. – 3:00 p.m.	Duty Disability Off-Sets, Initial Consideration Pension Funding Proposals, OFM
<b>February 23, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>March 23, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>April 27, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>May 25, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>June 23, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>July 27, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>August 24, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>September 28, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>October 26, 2005</b> 9:30 a.m. – 3:00 p.m.	
<b>November 16, 2005</b> <i>(Washington Counties Building)</i> 9:30 a.m. – 3:00 p.m.	