



**California State
BOARD OF EQUALIZATION**

**Supplemental Report
2014-15 Budget Package Requirement (Item 0860-001-0001)**

**STATE BOARD OF EQUALIZATION
COST OF PROGRAMS RELATED TO CIGARETTES AND TOBACCO PRODUCTS
OCTOBER 15, 2014**

**SUPPLEMENTAL REPORT OF THE 2014-15 BUDGET PACKAGE
ITEM 0860-001-0001 - STATE BOARD OF EQUALIZATION**

PURPOSE

As required by the Supplemental Report of the 2014-15 Budget Package, Item 0860-001-0001, the State Board of Equalization (BOE) has been requested to submit a report to the Joint Legislative Budget Committee and to the fiscal subcommittees of the Legislature by October 15, 2014, regarding the cost of programs related to cigarettes and tobacco products. The report shall provide:

- A detailed breakdown of BOE's expenditures on the Cigarette and Tobacco Products Tax Program and on the Cigarette and Tobacco Products Licensing Program for the most recent fiscal year for which information is available. This breakdown shall include the number of hours by classification as well as a description of the activities undertaken by personnel in each classification.
- A step-by-step explanation of the methods used to allocate costs for the Cigarette and Tobacco Products Tax Program and for the Cigarette and Tobacco Products Licensing Program among various funds, including, but not limited to, the California Children and Families First Trust Fund.

BACKGROUND

The BOE's cigarette and tobacco products tax program is comprised of three revenue streams: cigarette taxes, tobacco products taxes, and cigarette and tobacco products licensing fees and fines. In 1959, tax was first imposed on the distribution of cigarettes at \$0.03 per package of 20 cigarettes. Proposition 99 was enacted by the voters imposing taxes on the distribution of tobacco products, including cigars, chewing tobacco, pipe tobacco, and snuff as of January 1, 1989. In 1998, four of the largest cigarette manufacturers entered into a settlement with 46 states, including CA. Under the agreement, state lawsuits against manufacturers seeking reimbursement for public health costs would be dismissed in exchange for on-going settlement payments. In exchange, the companies agreed to curtail or cease certain tobacco marketing practices targeting youth. The states agreed to protect the manufacturer's market share by diligently enforcing California's statutes to ensure that taxes are paid by all sellers of cigarettes. In 2004, the Licensing Act, AB 71 (Statutes 2003, Chapter 890, Horton) was signed by the Governor requiring all sellers of cigarettes and tobacco products in California to hold licenses. Licensees are required to renew their licenses annually and some licenses require the payment of a fee with the renewal application. The statewide licensure program was established to help stem the tide of untaxed purchases and illegal sales of cigarettes and tobacco products in the state of California.

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Another legislative mandate, SB 1701 (Statutes of 2002, Chapter 881), required the BOE to develop a high-tech, counterfeit-resistant, encrypted cigarette tax stamp that can be read by a special electronic scanner. A marked increase in the incidence of counterfeit stamps had prompted the proposal to switch to a technology-based stamp as copying technology had advanced making it difficult to detect fraudulent stamps from authentic stamps. These encrypted tax stamps, which were the first of their kind in the nation, were deployed in 2005.

Since 1959, when excise taxes were first imposed on cigarettes, incremental changes in the tax rate have been enacted, increasing the tax to \$0.87 per package, which became effective on January 1, 1999 as a result of the enactment of Proposition 10. The cigarette tax rate has remained unchanged since that time.

Tobacco taxes, which are imposed as a percentage of the distributor's wholesale cost, are prescribed in statute to be set at an amount that is equivalent to the taxes imposed on cigarettes. Additionally, the tax rate imposed on tobacco products is required to be determined each year to ensure that taxes imposed are maintained at an equivalent rate to those imposed on cigarettes.

The objective of the cigarette and tobacco products program is to ensure that the cigarette and tobacco products tax laws, and requirements prescribed in the Licensing Act are administered equitably and effectively. The BOE is committed to maximizing voluntary compliance of the cigarettes and tobacco products program through education and outreach efforts, but also pursues compliance through enforcement to combat illegal activities and to deter tax evasion.

CIGARETTES AND TOBACCO PRODUCTS PROGRAM OVERVIEW

Cigarette and Tobacco Products Tax Program

The Cigarette and Tobacco Products Tax Program generates revenue for the Cigarette Tax Fund, Cigarette and Tobacco Products Surtax Fund, the Breast Cancer Fund, the General Fund and the California Children and Families First Trust Fund. The program objective is to ensure that all cigarette and tobacco products manufacturers, distributors, wholesalers and transporters are properly registered and tax revenues are collected equitably and effectively by ensuring timely reporting and payment of tax liabilities, detecting and correcting errors in reporting, and promptly collecting amounts determined to be due and economically recoverable.

Cigarette and Tobacco Products Licensing Program

The Cigarette and Tobacco Products Licensing Program generates revenue for the Cigarette and Tobacco Products Compliance Fund. The funds are used for the purpose of implementing, enforcing, and administering the provisions of the Cigarette and Tobacco Product Licensing Act

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(including additional licensing provisions which were adopted pursuant to AB 1749, Chapter 501, Statutes of 2006). The Licensing Act imposes licensing and recordkeeping requirements on all retailers, wholesalers, distributors, manufacturers and importers of cigarettes and tobacco products to help reduce untaxed distributions and illegal sales of cigarettes and tobacco products. Enforcement provisions of the Licensing Act include authority to conduct site inspections, seizure of any untaxed cigarettes or tobacco products, and the issuance of civil and criminal fines and penalties for violations.

EXPENDITURES

Exhibit A, *FY 2013-14 Cost Breakdown* – provides the actual expenditures allocated to the Cigarette and Tobacco Tax Program and the Cigarette and Tobacco Products Licensing Program for FY 2013-14.

Number of Hours Charged by Classification

Exhibit B, *FY 2013-14 Hours by Classification and Function*, provides a breakdown, by function and classification group, of the number of hours charged by the Special Taxes and Fees staff and Investigations Division staff performing duties related to the Cigarette and Tobacco Products Tax Program and the Cigarette and Tobacco Products Licensing Program for FY 2013-14. A list of classification titles for each classification group is provided at the bottom of the exhibit.

Description of Activities by Classification Group

Exhibit C, *Description of Activities by Classification Group*, provides a description of the activities undertaken by personnel in each classification group.

COST ALLOCATION METHODS

Exhibit D, *Cost Allocation Plan* - provides an explanation of how the BOE allocates costs to all of the tax and fee programs administered, including the Cigarette and Tobacco Products Tax Program and the Cigarette and Tobacco Products Licensing Program and for all funds involved.

FY 2013-14 CIGARETTE PROGRAM COST BREAKDOWN (Actual)

Cigarette & Tobacco Products Tax Program																																																																																																																																														
PROPERTY & SPECIAL TAXES / SALES & USE TAX DEPARTMENTS				INVESTIGATIONS				Cigarette & Tobacco Products Tax Program																																																																																																																																						
PS	OE	Total	PS	OE	Total	PROP-SPEC TAX ADMIN	MAIL ROOM	CASHIERS	DATA ENTRY	LEGAL	TSD	CATS	CROS	SBE OVERHEAD	CIGARETTE TAX STAMPS	PRO RATA	PROGRAM TOTAL																																																																																																																													
235,988	56,274	292,262	2,743	1,096	3,839	2,182	3,900	2,568	5,082	10,904	649,050	160,699	148,790	73,019	386,936	93,371	1,824,952																																																																																																																													
603,114	143,821	746,934	0	0	0	5,577	9,730	2,568	5,082	21,125	680,293			186,664	988,891	238,628	2,885,493																																																																																																																													
2,220,972	529,608	2,750,580	755,981	302,074	1,058,055	20,537			283,306	155,086				687,246	3,641,519	878,731	9,485,010																																																																																																																													
1,090,359	260,011	1,350,370	1,499,507	598,420	2,097,927	10,082								337,415	1,787,800	431,412	6,015,005																																																																																																																													
653,931	155,939	809,869	239,077	95,216	334,293	6,046				454	130,660			202,352	1,072,213	258,734	2,814,622																																																																																																																													
TOTAL	4,804,314	5,949,966	2,497,308	996,806	3,494,114	44,424	13,630	2,568	5,082	315,789	1,625,089	160,699	148,790	1,486,695	7,877,360	1,900,876	23,025,082																																																																																																																													
<table border="1"> <thead> <tr> <th colspan="3">Cigarette Tax Rate</th> <th colspan="3">Rates</th> <th colspan="3">13-14 Rev* (rounded)</th> <th colspan="3">%</th> </tr> <tr> <th>General Fund</th> <th>10c</th> <th>11.5%</th> <th>86,384,000</th> <th>20c</th> <th>2.3%</th> <th>20,270,000</th> <th>25c</th> <th>28.7%</th> <th>268,908,000</th> <th>50c</th> <th>57.5%</th> <th>462,329,000</th> <th>55.2%</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>Breast Cancer Fund</td> <td></td> <td>14.8%</td> </tr> <tr> <td>Cigarette and Tobacco Products Surtax Fund</td> <td></td> <td>2.5%</td> </tr> <tr> <td>California Children and Families First Trust Fund</td> <td></td> <td>30.7%</td> </tr> <tr> <td></td> <td>52.0%</td> </tr> <tr> <td></td> <td>TOTAL 23,025,082</td> </tr> </tbody> </table>																		Cigarette Tax Rate			Rates			13-14 Rev* (rounded)			%			General Fund	10c	11.5%	86,384,000	20c	2.3%	20,270,000	25c	28.7%	268,908,000	50c	57.5%	462,329,000	55.2%					Breast Cancer Fund																		14.8%	Cigarette and Tobacco Products Surtax Fund																		2.5%	California Children and Families First Trust Fund																		30.7%																			52.0%																			TOTAL 23,025,082
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283,682	68,797	352,479	64,288	25,257	89,544	15,199	16,866	3,178	6,289	136,841	1,957	167	1,101,230	878,949	9,605,081																																																																																																																															
18,064	4,381	22,445	6,557	2,576	9,132																																																																																																																																									
235,288	57,060	292,348	649,161	255,040	904,201																																																																																																																																									
861,042	208,813	1,069,855	3,270,035	1,284,718	4,554,753																																																																																																																																									
48,292	11,711	60,004	64,288	25,257	89,544																																																																																																																																									
TOTAL	1,446,368	350,762	4,054,328	1,592,847	5,647,175	15,199	16,866	3,178	6,289	136,841	1,957	167	1,101,230	878,949	9,605,081																																																																																																																															
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* 2013-14 Revenues include the backfill Adjustment.

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Cigarettes and Tobacco Products Program
Special Taxes Hours by Classification and Function
FY 2013-14

Cigarette & Tobacco Products Tax Program

Audit Activity

Classification Group*	Supervision 6501	Review 6502	Direct Field 6503	Selection 6504	Petitions & Refunds 6506	Direct Support 6508	Total Hours
Clerical						2,745.3	2,756.3
Audit		2,656.0	12,086.5	1,451.0	10,830.1	10,016.1	37,039.7
Compliance						163.5	163.5
Administrative	606.0					1,412.0	2,018.0
Total	606.0	2,656.0	12,086.5	1,451.0	10,841.1	14,336.9	41,977.5

Compliance Activity

Classification Group*	Supervision 6601	Registration 6602	Account Maintenance 6603	Collections 6604	Return Processing 6605	Compliance Support 6606	Advisory Service 6608	Security Deposits 6625	Desk Review 6628	Relief Activities 6629	Total Hours
Clerical						3,718.7					3,718.7
Audit		2,112.3	1,548.1	7,442.2	10,341.8	6,700.3	3,743.7	682.3	2.0	159.0	32,751.7
Administrative	153.0					753.0	36.0				942.0
Total	153.0	2,112.3	1,548.1	7,442.2	10,341.8	11,192.0	3,779.7	682.3	2.0	159.0	37,412.4

Supervisory (6501 and 6601)
Training (6507 and 6607)

Total Hours

10,997.6
1,214.1
91,601.6

Cigarette & Tobacco Products Licensing Program

Audit Activity

Classification Group*	Petitions & Refunds 8106	Total Hours
Clerical		
Audit		4,022.1
Administrative	4,022.1	4,022.1
Total	4,022.1	4,022.1

Compliance Activity

Classification Group*	Registration 8202	Account Maintenance 8203	Collections 8204	Compliance Support 8208	Advisory Service 8208	Security Deposits 8225	Desk Review 8228	Total Hours
Clerical								2,852.6
Audit	8,035.6	445.5	495.7	3,840.6	5,195.7	670.3	24.0	18,707.4
Administrative								
Total	8,035.6	445.5	495.7	6,693.2	5,195.7	670.3	24.0	21,560.0

Supervisory (8201)
Training (8107 and 8207)

Total Hours

4,142.7
624.4
30,349.2

Grand Total Hours

121,950.8

*Classification Group:
 Clerical: Executive Secretary I, Office Assistant (General), Office Technician (General), Office Technician (Typing),
 Audit: Associate Tax Auditor, Business Taxes Compliance Specialist, Business Taxes Representative, Business Taxes Specialist I, Tax Auditor,
 Tax Technician II, Tax Technician III,
 Compliance: Associate Tax Auditor, Business Taxes Compliance Specialist, Business Taxes Representative, Business Taxes Specialist II, Tax Auditor,
 Tax Technician I, Tax Technician II, Tax Technician III,
 Administrative: Associate Governmental Program Analyst, Assistant Information Systems Analyst, Associate Information Systems Analyst, Business Taxes Specialist III, CEA, Staff Information
 Systems Analyst (Specialist),
 Supervisory: Business Taxes Administrator I, Business Taxes Administrator II, Business Taxes Compliance Supervisor II, Office Services Supervisor I,
 Supervising Tax Auditor II, Supervising Tax Auditor III,
 Training: PRO RATE-CLERK, PRO RATE-AUDIT, PRO RATE-COMP, PRO RATE-ADMIN,
 Special Taxes and Fees Units: 488, 492, 494, 496, 498, 515, 516 (See Attachment 1 of Exhibit D)

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Investigations and Special Operations Division
Cigarette and Tobacco Products Program
Hours by Classification and Function
FY 2013-14

Cigarette & Tobacco Products Tax Program												
Audit Activity												
Classification Group*	Audit Review 6502	Direct Field 6503	Compliance Support 6606	Enforcement 6609	Investigation 6619	Registration Investigations 6626	Direct Field 6703 *	Collections 6804 *	Compliance Support 6806 *	Enforcement 6809 *	Investigation 6819 *	Total Hours
Clerical												
Audit	473	226.9					857.4		3,111.5	315.7		4,284.6
Compliance		106.6		3,303.0	1,267.2	0.5	106.6	5.6	2,545.8	2,715.4	2,845.8	699.9
Administrative					8.0				1,305.2	10.0		106.6
Total	473	333.5		3,303.0	1,275.2	0.5	964.0	5.6	9,682.3	3,041.1	3,443.3	806.5
Compliance Activity												
Classification Group*	Collections 6604/6804*	Compliance Support 6606	Enforcement 6609	Investigation 6619	Registration Investigations 6626	Direct Field 6703 *	Collections 6804 *	Compliance Support 6806 *	Enforcement 6809 *	Investigation 6819 *	Total Hours	
Clerical	16.5							2,719.8			2,736.3	
Audit	26.4	10,438.3	3,303.0	1,267.2	0.5	106.6	5.6	3,111.5	315.7		4,284.6	
Administrative	42.9	10,438.3	3,303.0	8.0				1,305.2	10.0		23,254.6	
Total											32,196.2	
Supervisory (6501, 6601, *6701, and *6801)												
Training (6507 and 6607)												
Total Hours												5,156.4
											1,860.9	
											40,020.0	

Cigarette & Tobacco Products Licensing Program												
Audit Activity												
Classification Group*	Direct Field 8103	Compliance Support 8206	Enforcement 8209	Investigations 8219	Compliance Support 8206 *	Enforcement 6809 *	Investigation 6819 *	Total Hours				
Clerical												
Audit	969.2							969.2				
Compliance	307.6							307.6				
Administrative												
Total	1,276.8							1,276.8				
Compliance Activity												
Classification Group*	Compliance Support 8206	Enforcement 8209	Investigations 8219	Total Hours								
Clerical	4,009.6			4,009.6								
Audit	7,743.2	6,876.4		14,619.6								
Compliance	2,211.6	32,141.9	2,076.3	36,429.8								
Administrative	2,285.2	76.3		2,361.5								
Total	16,249.6	39,094.6	2,076.3	57,420.5								
Supervisory (8101 and 8201)												
Training (8107 and 8207)												
											6,963.1	
											1,060.5	
											66,720.9	
Grand Total Hours											106,740.9	

*Classification Group:

Clerical: Tax Technician I, Tax Technician II, Tax Technician III

Audit: Associate Tax Auditor, Business Taxes Compliance Specialist, Business Taxes Representative, Business Taxes Specialist I, Business Taxes Specialist II, Tax Auditor, Tax Technician II, Tax Technician III.

Compliance: Associate Tax Auditor, Business Taxes Representative, Business Taxes Compliance Specialist, Business Taxes Representative, Business Taxes Specialist I, Business Taxes Specialist II, Tax Auditor, Tax Technician I, Tax Technician II, Tax Technician III.

Administrative: Associate Governmental Program Analyst, Assistant Information Systems Analyst, Associate Information Systems Analyst, Business Taxes Specialist III, CEA, Senior Information Systems Analyst (Specialist).

Supervisory: Business Taxes Administrator I, Business Taxes Administrator II, Business Taxes Administrator III, Business Taxes Compliance Supervisor II, Business Taxes Compliance Supervisor III, Supervising Tax Auditor II.

Training: PRO RATE-CLERK, PRO RATE-AUDIT, PRO RATE-COMP, PRO RATE-ADMIN.

Unit Codes: 326, 327, 328, and 472 (See Attachment 1 of Exhibit D)

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Cigarettes and Tobacco Products Program
Description of Activities by Classification Group**

Clerical (6506, 6508, 6604, 6606, 6806, 8206)

- Program administrative support (phone support, correspondence routing)
- Mail process, sort and distribution
- Maintain file room (scanning documents)
- Attendance Coordinator and Inventory Coordinator

Audit (6502, 6503, 6504, 6506, 6508)

- Audit Review (6502, 6503)
 - Review/screen audit, reaudit reports, and working papers
 - Prepare and process billing and refund documents based on audit reports or field billing orders
 - Correspondence related to review function
- Direct Field and Desk Audits (6503)
 - Making the audit or reaudit
 - Trainee/Trainer in the examination of books and records of taxpayer
 - Attend conferences resulting from taxpayer protests
- Audit Selection of Accounts to be Audited (6504)
 - Coding/processing relating to preparation of lists of accounts eligible for audit
 - Screen lists/account files to determine if audit is warranted
 - Clerical work on selection process, posting close-out information
- Petitions and Refunds (6506)
 - Acknowledge, process, and control of petitions and refund claims resulting from audit reports
 - Process refund and audit billings
 - Recommend requests for relief from penalty and interest
 - Analyze, evaluate and process petitions and refunds
 - Conduct and attend appeals conferences and Board hearings
 - Prepare hearing summaries, Board recommendations, and Board hearing calendar
 - Review legal action
- Audit Direct Support (6508)
 - General clerical services directly supporting the audit function
 - Informal on-the-job instruction, which does not fall under the definition of formal training
 - Audit staff meetings/conferences
 - Field audit conferences, hearings or investigations
 - Prepare time reports and travel expense claims
- Audit Worksheet Preparation, Compute, and Control (6508)
 - Process requests and prepare transmittals for audit report
 - Prepare and compute auditor's work sheets
 - Maintain audit files and order central files
- Data Analysis (6508)
 - Analyze complex computer audit systems of taxpayers
 - Computer Audit Specialist (CAS) staff provides assistance and guidance to audit program and are subject matter experts on various computer programs
- Program Policy/Technology and Information (6508)
 - Prepare statistical or production control reports for management, Board Members or other external agencies, maintain internal/external webpages
 - Perform clearance coordinator functions for documents, forms, and publications

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Cigarettes and Tobacco Products Program
Description of Activities by Classification Group**

- Business Point of Contact for all special taxes and fees technology projects
- Taxpayer outreach
- Revise, evaluate and develop policies, procedures and program processes
- Prepare tax and fee rate setting information
- Draft and update forms, publications, notices
- Review, track, cost and implement new legislation, and draft regulations
- Agency liaison with stakeholders and other state agencies
- Tasks related to MSA compliance

Compliance (6508, 6602, 6603, 6604, 6605, 6606, 6608, 6625, 6626, 6628, 6629, 6703, 6804, 6806, 8106, 8202, 8203, 8204, 8206, 8208, 8225, 8228)

- Registration/Licensing (6602, 6625, 8225, 8202, 8228)
 - Establish permits and accounts and process license renewals
 - Examine and evaluate applications, obtain required information, determine true ownership, analyze financial statement, assign codes, complete and process permit documents
 - System searches to locate permits and accounts issued
 - Advise taxpayers on registration and filing requirements, and provide customer service assistance (BOE 800 phone line)
 - Process citations (6508, 8106)
 - Receive, review and maintain citation packets
 - Initiate and mail citation letters
 - Process appeal requests
 - Hold citation conferences
 - Prepare and issue Notice of Decision to licensees
 - Process security
- Account Maintenance (6603, 6626, 6703, 8203)
 - Perform registration updates to permits and accounts, close out accounts and investigate as necessary
 - Locate taxpayers and records and review records for successor
 - Review and process returned mail and photocopies of returns and correspondence for registration changes
 - Determine if account locations should be consolidated for reporting purposes and prepare/process all necessary documents
 - Review close-out account records and recommend audit or waiver
 - Account reinstatements
 - Issue tax clearances for active accounts
 - Maintain EFT registration status
 - Examine/investigate bankruptcy, assignment, and probate records for possible close-out
- Collection (6604, 6628, 6804, 8204)
 - Locate taxpayer, collect account receivables, arrange installment plans, obtain delinquent returns/schedules and related payments, etc.
 - Locate, determine true ownership of assets
 - Initiate billings
 - Investigate and prepare field determinations or compliance assessments
 - Prepare, process, maintain delinquent return inventories and records
 - Prepare and record liens, lien releases, file claims in court and escrow, serving legal papers
 - Prepare and file claims in bankruptcy and probate courts

SUPPLEMENTAL REPORT OF THE 2014-15 BUDGET PACKAGE
ITEM 0860-001-0001 – STATE BOARD OF EQUALIZATION
Cigarettes and Tobacco Products Program
Description of Activities by Classification Group

- Locate motor vehicles for seizure and sale
- Citations, hearings, and revocations
- Prepare and process discharge from accountability accounts receivables determined uncollectable
- Prepare and process various documents and letters relating to collections/accounts receivables, including governmental offsets and court ordered restitution
- Advise taxpayers regarding collections
- Return Processing (6605, 6629)
 - Process returns, cigarette tax stamp orders, reports, schedules and payments
 - Provide customer service on the BOE's 800 phone line
 - Issue and adjust billings
 - Process requests for relief from penalty
 - Review overpayments and issues refunds associated with filed returns
 - Resolve and process unapplied remittances
 - Resolve reporting discrepancies for Cigarette and Tobacco Tax programs identified by the Automated Schedules Process (ASP)
 - Verify mathematical accuracy and preliminary review of returns and assessments
 - Investigate irregularities in returns
 - Allocate tax/fee between accounts and reporting periods
 - Verify and reconcile returns with payments
- Compliance Support (6606, 6806, 8206)
 - Staff meetings or conferences relating to compliance functions
 - Informal study of laws, regulations/bulletins, observer of on-the-job assignments
 - Prepare statistical or production control reports for management, Board Members or other external agencies
 - Planning, evaluating compliance function
 - Perform clearance coordinator functions for documents, forms, and publications
 - Tasks related to banks for cigarette tax stamp desk
 - Prepare time reports and travel expense claims
 - General receptionist and information staff
 - General supply and stockroom
 - Secretarial work for administrator
 - Budget preparation
 - Processing personnel records
 - Process monthly time reports as attendance coordinator
- Program Policy/Technology and Information (6606)
 - Prepare statistical or production control reports for management, Board Members or other external agencies, maintain internal/external webpages
 - Perform clearance coordinator functions for documents, forms, and publications
 - Business Point of Contact for all special taxes and fees technology projects
 - Taxpayer outreach
 - Revise, evaluate and develop policies, procedures and program processes
 - Prepare tax and fee rate setting information
 - Draft and update forms, publications, notices
 - Review, track, implement new legislation, and draft regulations
 - Agency liaison with stakeholders and other state agencies

SUPPLEMENTAL REPORT OF THE 2014-15 BUDGET PACKAGE
ITEM 0860-001-0001 – STATE BOARD OF EQUALIZATION
Cigarettes and Tobacco Products Program
Description of Activities by Classification Group

- Advisory Service (6608, 8208)
 - Advise individuals anticipating going into business as to the applicable laws, rules, and regulations
 - Advise taxpayers or accountants as to the tax laws and regulations including their application to various business transactions

Enforcement (6609, 6809, 8209)

- Conduct retail inspections
- Collect evidence of operation after revocation
- Issue criminal and/or civil citations
- Making special investigations (e.g. gasoline theft or excessive losses)
- Investigate cigarette, tobacco, and tobacco products stock
- Investigate for enforcement purposes
- Investigate for possible smuggling

Investigation (6619, 6819, 8219)

- Investigate criminal cases
- Prepare and execute search warrants
- Prepare prosecution packages
- Conduct computer forensics

Administrative (6501, 6508, 6601, 6606, 6608, 6619)

- Program planning, budget, and support
- Budgeting, acquisition, expenditures and contracts
- Perform functions as chief of division
- Manage and maintain IRIS security for all special taxes branches
- Investigate, analyze, test, and maintain information systems currently used within special taxes and fees
- Revise, evaluate and develop policies, procedures and program processes
- Draft and update forms, publications, notices
- Review, track, implement new legislation, and draft regulations
- Agency liaison with stakeholders and other state agencies
- Represents department at Board Hearing for appeal cases
- Advisor to Audit Chief

Supervisory (6501, 6601, 6604, 6606, 8101, 8201)

- Supervision of all staff working in the audit/compliance functions
- Direct, review, and coordinate the work of staff
- Counsel or discuss problems with employees
- Disciplinary hearings
- Informal training staff (on-the-job and follow-up)
- Attend conferences with taxpayers regarding problems arising from audits
- Attend conferences or discussion between an employee and a taxpayer for purpose of observing or supporting employee
- Attend staff meetings or other conferences

**SUPPLEMENTAL REPORT OF THE 2014-15 BUDGET PACKAGE
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Training^{*/} (6507, 6607, 8107, 8207)**

- Attend or present formal training sessions, formal business taxes audit or compliance training, district conferences, or ******law enforcement classes
- Travel to/from to attend or present formal training sessions
- New employees studying specific instructional material as a part of a formal training plan.
- Instructors preparing for or teaching specific audit/compliance courses
- Train new auditors

* Time reported to training is automatically prorated to business tax programs based on each district or headquarter unit's time reporting pattern for the prior fiscal year. This pattern is compiled by the Board of Equalization Financial Management Division – Budget Section.

** The Police Officer Standards and Training (POST) requires completion of PC 832 for all personnel exercising the powers of arrest, search and seizure. This class is 40 hours long and must be completed not less than every three years. Additionally, POST recommends 80 hours of annual laws enforcement-related training to reinforce and expand upon the basic training provided under PC 832.

Board of Equalization

Cost Allocation Plan

8/21/2014

Cost Allocation Plan

Executive Summary

This summary will describe the process at a high overall perspective. The following **Cost Allocation Plan Detail** section will go into further detail, with examples, of how the process works. The purpose of the Cost Allocation Plan is to apportion the Board of Equalization's (BOE) personal services (PS) and operating expense and equipment (OE&E) expenditures to the various tax and fee programs administered by BOE. The process is done in two phases. The first phase takes the expenditures as entered into Accounting's Financial Accounting System (FAS) and distributes them to the department's payroll units. The second phase allocates those distributed costs to the various tax and fee programs that BOE administers based on a variety of allocation methods, depending on the organizational unit and their role.

Phase 1-FAS Data Distribution Overview

All expenditures that are entered into the FAS are associated with a Payroll Unit (unit). The majority of these expenditures remain with the unit through the cost allocation process. However, there are some expenditures (mostly those that are for multiple units but coded to one unit) that are redistributed to the other units through the cost allocation process.

The Budget office obtains two sets of expenditure data from the FAS: the "download" and "expenditure detail." The download is summed by unit and object of expenditure (object) code for PS and OE&E. The "expenditure detail" shows records for the OE&E object codes. The "download" is used to calculate and allocate the PS expenditures and the "expenditure detail" is used to calculate and allocate OE&E.

The expenditure detail has every record entered into the FAS for OE&E. If an expenditure has a program code associated with it, it is directly charged to the program and is taken out of the distribution process. The majority of the non-program coded expenditures remain with the unit as recorded in the FAS. The expenditures that do not have a specific program code and do not remain with the unit are distributed based on a pattern depending on the object or unit code.

The types of expenditures included in the distribution process are for the Sacramento area headquarter facilities, travel by direct program units, and board wide general charges.

Headquarter Facilities: The charges associated with the Sacramento headquarter facilities (including annex locations) are first grouped together. The types of expenditures that are gathered are rent, security, building & grounds repair, space management, alterations, and moving. These costs are distributed back to the units based on the number of authorized positions (personnel years-PYs) in the units that are a located in the Sacramento area headquarter offices.

Travel by Direct Program Units: Travel expenditures to the units that directly work on the programs (Sales and Use Tax Department & Property and Special Tax Department) are pooled for each unit. Each unit's travel expenditures are charged to the tax programs based on a percentage pattern. The patterns

are determined by the direct program departments since they know which programs require travel and which programs do not. In-State and Out-of-State travel are determined separately.

Board Wide General Charges: There are several expenditures that are charged to a single unit that benefit all units at the board. Some examples of these types of expenditures are: Records Destruction, Paper Purchases, Personal Computer Replacement, State Personnel Board, State Compensation, Vehicle Insurance, et. al. These expenditures are pooled and distributed back to the units based on their authorized PYs.

Another distribution occurs for expenditures that are charged to the departmental pro rata units. Each departmental organization has a pro rata unit. These departmental pro rata units are used for expenditures associated with a department, but not necessarily for one specific unit within the department. Some examples of these would be for department wide contracts, collection services, and copier maintenance agreements. The charges to these units are totaled and prorated back to the units in the department based on authorized PYs in the respective department's units.

There are also distributions for PS expenditures. Some expenditures charged to a single unit need to be distributed back to all of the units. Primarily the expenditures are for worker's compensation insurance and unemployment insurance. The allocation that is used to spread these costs back to the unit is based on the units' actual salary expenditures in comparison with the Board's total salary expenditures.

Another PS distribution that occurs relates to position loans that occur within the units that report time in the Business Taxes Time Reporting (BTTR) system. When employees are loaned between units, they capture that time on the BTTR timesheet. A calculation is made to estimate the personal services associated with the loaned time. This amount is reduced from the unit that the position has been loaned from and is added to the unit to which the position was loaned.

Once the distribution process has been completed, the re-configured expenditure amounts for each unit are compiled and are ready for the program allocation step.

Phase 2-Unit Cost to Program Allocation Overview

When the expenditures have been distributed to the units the next step is to allocate those costs to the various tax and fee programs. The units are separated into three categories: Direct Program, Indirect Support and Distributed Administration (Overhead).

Direct Program: Direct program units are those units that work directly on the programs. The units in the Sales and Use Tax, Property Taxes and Special Taxes Departments are considered direct program units. These units' costs are allocated to programs based on time reporting information.

There are two sources of time reporting data that are used for this process. The BTTR is used to allocate costs for the Sales and Use Tax Department and the Special Taxes Division. The Property Tax Divisions have their own time reporting system and provide the Budget Section the time charges by position to program and element for each unit.

BTTR: The BTTR system is also used to determine the position loans between units and that information is linked to an Access database that distributes costs to units. An adjustment is calculated to shift costs between the units involved in the loan. The Sales and Use Tax Department and the Special Taxes Divisions use the BTTR system.

More importantly the BTTR determines each unit's cost allocation to the tax programs. This is done for PS and OE&E in a similar process.

The OE&E costs are allocated to the tax programs based on the number of hours the unit charges to each program. This is done by taking the hours charged to a program to establish a percentage pattern to charge the units' expenditures. For example, if unit "A" spends 10 percent of its time on program "X", then program "X" will be charged 10 percent of unit "A's" total OE&E charges.

The PS expenditures are allocated to the programs similar to the OE&E allocation with one extra step. Instead of using straight hours to establish the pattern, the employees' classification pay scales are taken into consideration when developing the pattern. When calculating the PS costs, each classification's time is summed by program. That time is multiplied by the classification's payscale to create a weighted pattern to recognize the difference between the employees' pay. Once the weighted pattern is established for the units, the rest of the process is the same as for the operating expense allocation described above.

Property Taxes Divisions: The Property Taxes divisions provide the Budget Section with time reporting information by position to program and element. This information is a summation of more detailed time reporting that occurs by the units in Property Taxes. There is more than one time reporting system that feed into this summation.

A separate Access database is used to allocate Property Taxes' costs. A similar process to the BTTR allocation is used for the Property Taxes divisions where the classifications' average salary is used to create patterns to allocate the PS expenditures. The hours are used to allocate OE&E.

Indirect Support Units: Indirect support units are those units that do not have primary program responsibility but have a specific way to allocate their costs to tax program. Examples of units that are considered indirect support are the Legal, Investigations, Information Technology, Cashiers, Key Data, and Mail Services units. Time reporting, cashier's transactions, and revenue are some of the methods for allocating these units cost to program.

The Investigations Division uses the BTTR system and goes through the same process as the Sales and Use Tax Department, and Special Taxes Division. The Legal division has their own time reporting system. Their hourly time charges are used to allocate the division's cost to the tax programs. Like the BTTR and the Property Tax allocation, a factor is used to recognize the pay difference between clerical vs. attorney staff.

The Call Center's costs are allocated to program based on a pattern built on the number of positions each program received through the Budget Change Proposal (BCP) process. For example, if the unit has

100 positions and 3 of those positions were created in the unit from a BCP to support program "A", then Program "A" would be allocated 3 percent of the unit's costs.

The Technology Services Department's (TSD) expenditures are allocated to program based on a revenue pattern that is updated annually by the Research and Statistics Division and the Special Taxes Program staff. Programs are charged based on the ratio of the benefit received from BOE's efforts to collect the revenue. The reason why this approach is used is that it is a relatively stable pattern from one year to the next. Since technology costs are so large, it is important to have a stable allocation pattern to prevent large funding swings between programs from one year to the next.

The Mail Services, Cashiers, and Key Data Entry costs are allocated to program using a transaction pattern based on the number of transactions processed in the Cashiers unit. This is used because in order for a cashiers transaction to occur, the Mail Services Unit would have to send out, receive and process the return, the Cashiers section would have to enter the transaction, and the Key Data Unit would have to key in a return.

For the Board Proceedings Division, 4 PYs are allocated to the Appeals program and the rest of their costs are allocated to program as part of the overhead units' costs.

Distributed Administration (Overhead): The last group of units for program allocation is the distributed administration or overhead units. These units do not work directly on specific tax programs, but instead provide Boardwide support. The function of these units is to support the direct program and indirect support units. Some examples of overhead units are Board Members' offices, the Executive Director's Office, Accounting, Human Resources, Administrative Support, External Affairs, Outreach Services, Taxpayer Rights Advocate, Training, Budgets, Internal Audit, et. al.

The costs for these units are allocated to program based on a pattern of the total budgets of the Direct and Indirect Support units to program. For example, if the Direct Program and Indirect support units' budgeted amount for Program "X" represented 10 percent of all of the Direct and Indirect Support units' budgets, then Program X would receive 10 percent of the total overhead units' costs.

Once all of the costs are determined for the various areas to the programs they are added together, along with any expenditures that were charged directly to the program to establish the programs' final costs. Once the programs' costs are determined, the appropriate fund source is determined. This approach is the same for all of the programs that are administered by BOE.

BOE uses the available year-to-date expenditure, transaction and time reporting information for the cost allocation. When the final cost allocation is completed in July we use the fiscal year's final expenditure and time reporting data. For cashier's transactions we use the latest 12 months' data that is available.

Since the data being used is always year-to-date, the program/fund allocation information is not entered into the FAS until the final allocations are done at year-end. At that time the reimbursement and special fund allocations are entered into the FAS. This occurs during the second and third weeks of July.

Cost Allocation Plan Detail

The following information describes the process for allocating BOE's costs to the various tax programs (programs) administered by BOE and the fund sources that support the programs.

For the purpose of the cost allocation process every unit falls into one of three categories: direct program, indirect support, and distributed administration (overhead). Each category will be described separately.

Direct Program:

Direct program units work directly on the programs. The units in the Sales and Use Tax, Property Taxes, and Special Taxes Departments are considered direct program units. These units' costs are allocated to program based on time reporting information. (See Attachment I for a list of units)

Personal Services- There are two sources of time reporting data used for this process. The BTTR system is used to allocate costs for the Sales and Use Tax Department and the Special Taxes Division. The Property Tax Divisions have their own time reporting system and provide the Budget Section employee's time by position charged to program and element.

Each employee's hours, as they are charged on their time sheets to the programs, are multiplied times an average hourly rate for their classification to establish an associated dollar amount per program. All of the associated dollar amounts are summed up by the program and unit to develop an allocation pattern for the units' PS expenditures.

The allocation patterns are used to spread the units' actual costs to the programs. See example below.

UNIT XYZ

Employee	Program	Hours	Rate	Associated \$
EE #1	Program ABC	90	\$25	\$2,250
EE #1	Program DEF	70	\$25	\$1,750
EE #2	Program DEF	20	\$19	\$380
EE #2	Program ABC	140	\$19	\$2,660
Total				\$7,040
Pattern		Assoc \$	Prog %	
Program ABC		\$4,910	70%	
Program DEF		\$2,130	30%	
Program Total		\$7,040		
Program PS Allocation		Prog %	\$7,500.00	Actual Unit PS Cost
Program ABC		70%	\$5,230.82	
Program DEF		30%	\$2,269.18	
Program Total			\$7,500.00	

BTTR: The BTTR system is also used to determine position loans between units and that information is linked to an Access database that distributes costs to units. An adjustment is calculated to shift costs between the units involved in the loan. The Sales and Use Tax Department and the Special Taxes Divisions use the BTTR system.

Property Taxes Divisions: The Property Taxes divisions provide the Budget Section with time reporting information by position *charged* to program and element. This information is a summation of more detailed time reporting that occurs by the units in Property Taxes.

Operating Expense & Equipment (OE&E)- Some OE&E expenditures are directly coded to the program in the FAS. These are direct charges to the program.

Facilities-Facility expenditures for the Sacramento headquarters and annex location units (See attachment II for the list of object codes) are summed up and then distributed back to the headquarters' units based on the number of authorized PYs in the units that are located in the Sacramento headquarters offices. (See attachment III for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on time reporting hours. (See Time Reporting Allocation Description below)

Facility expenditures for the district offices are charged directly to the unit and are not redistributed prior to program allocation.

General Boardwide Expenditures -There are several expenditures that are charged to a single unit that benefit all units at BOE. Some examples are: Records Destruction, Paper Purchases, Personal Computer Replacement, State Personnel Board, State Compensation, Vehicle Insurance, et. al (See attachment IV for the current list). These expenditures are pooled and distributed back to all units based on their authorized PYs. (See attachment V for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on time reporting hours. (See Time Reporting Allocation Description below)

Travel by Direct Program Units- Travel expenditures to the units that directly work on the programs (Sales and Use Tax Department and Property & Special Tax Department) are pooled for each unit. Each unit's travel expenditures are charged to the tax programs based on a percentage pattern. The patterns are determined by the direct program departments since they have the knowledge and experience to know which programs require travel and which programs do not. In-State and Out-of-State travel is done separately. (See attachment VI for an example of the travel patterns) These patterns are updated annually. These expenditures go to the programs as the pattern dictates.

Departmental Pro Rata Unit Expenditures- Each departmental organization has a pro rata unit. These are used for expenditures associated with a department, but not necessarily for one specific unit within the department. Expenditures charged to departments' pro rata units are allocated back to the units within the department based on authorized PYs. (See attachment VII for an example of pro rata unit allocations). These distributed costs are added to the units' expenditures and are allocated to the programs based on time reporting hours. (See Time Reporting Allocation Description below)

Unit Operating Expense Costs-The remaining direct charges to the units are added to the allocated expenses for facilities, general boardwide charges, and departmental pro rata unit charges. The total expenditures are allocated to the programs based on time reporting hours. (See Time Reporting Allocation Description below)

Time Reporting Allocation Description-The total OE&E expenditures for each unit (direct and allocated) are charged to the programs based on the units' time charges to the program.

Each employee's hours, as they are charged on their time sheets to the programs, are summed up by program and unit to develop an allocation percentage pattern for the units' OE&E expenditures. These allocation percentages are multiplied by the unit's actual OE&E charges to determine the amount allocated to the program.

Time Reporting

Employee	Program	Hours
EE #1	Program ABC	90
EE #1	Program DEF	70
EE #2	Program DEF	20
EE #2	Program ABC	140
Total		320

Pattern

Program	Hours	Prog %
Program ABC	230	72%
Program DEF	90	28%
Program Total	320	

Program OE&E Allocation

Actual PS Cost	\$10,000.00	
Program	Prog %	Prog Alloc
Program ABC	72%	\$7,187.50
Program DEF	28%	\$2,812.50
Program Total	\$10,000.00	

Indirect Support:

Indirect support units are those units that do not have primary program responsibility but have a specific way to allocate their costs to the various tax programs. Examples of units that are considered indirect support are Legal, Investigations, Information Technology, Cashiers, Key Data, and Mail Services units. Time reporting, cashier's transactions, and projected revenue are some of the methods for

allocating these units cost to a particular program. (See Attachment I for a list of units) Each different methodology will be discussed separately.

Operating Expense & Equipment-Some OE&E expenditures are directly coded to the program in the FAS. These are direct charges to the program.

Facilities-Facilities expenditures for the Sacramento headquarter and annex units (See attachment II for the list of object codes) are summed up and then distributed back to the headquarters' units based on the number of authorized PYs in the units that are located in the Sacramento headquarters offices. (See attachment III for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on the units' allocation methodology. (See Allocation Descriptions below)

General Boardwide Expenditures -There are several expenditures that are charged to a single unit that benefit all units at the board. Some examples of these types of expenditures are: Records Destruction, Paper Purchases, Personal Computer Replacement, State Personnel Board, State Compensation, Vehicle Insurance, et. al (See attachment IV for the current list). These expenditures are pooled and distributed back to all units based on their authorized PYs. (See attachment V for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on the units' allocation methodology. (See Allocation Descriptions below)

Departmental Pro Rata Unit Expenditures- Each departmental organization has a pro rata unit. These are used for expenditures associated with a department, but not necessarily for one specific unit within the department. Expenditures charged to the departments' pro rata unit are allocated back to the units within the department based on authorized PYs. (See attachment VII for an example of pro rata unit allocations). These distributed costs are added to the units' expenditures and are allocated to the programs based on the units' allocation methodology. (See Allocation Descriptions below)

Unit Operating Expense Costs-The remaining direct charges to the units are added to the allocated expenses for facilities, general boardwide charges, and departmental pro rata unit charges. These distributed costs are added to the units' expenditures and are allocated to the programs based on the units' allocation methodology. (See Allocation Descriptions below)

Allocation Descriptions:

Investigations Division-The Investigations Division uses the BTTR and the same process as the Direct Program units for the Sales and Use Tax and Special Taxes departments, as described above.

Legal Division-

Personal Services- The Legal Division has its own time reporting system that is used for their program cost allocation.

The positions in the Legal Division are categorized into two different types based on the classification. They are designated as either a clerk or an attorney (see attachment VIII for list of classification types).

The PS expenditures are split between the class types based on the numbers of hours reported on their time sheets. The PS expenditures are then allocated back to program separately as each classification type charges their time (see example below).

PROGRAM	Atty Hours	Clerk Hours	Total
Program A	892	112	
Program B	246	20	
Program C	521	50	
Program D	98	0	
Program E	132	30	
Total Hours	1,889	212	2,101
Class Type Hour %	90%	10%	
PS Expenditures Split (Based on Hours)	\$99,799.62	\$11,200.38	\$111,000

PROGRAM	Atty PS Alloc	Clerk PS Alloc	Total PS Alloc
Program A	\$47,126.13	\$5,917.18	\$53,043.31
Program B	\$12,996.67	\$1,056.64	\$14,053.31
Program C	\$27,525.46	\$2,641.60	\$30,167.06
Program D	\$5,177.53	\$0.00	\$5,177.53
Program E	\$6,973.82	\$1,584.96	\$8,558.78
Total Program Allocation	\$99,799.62	\$11,200.38	\$111,000.00

The Legal Divisions OE&E expenditures are allocated to program based on the attorney hours to program.

Technology Services Department-

Personal Services-The PS costs for the Technology Services Department (TSD) are allocated to program based on a revenue pattern per program that is updated annually by the Research and Statistics Division and the Special Taxes Program staff. (See Attachment IX for a sample of a revenue pattern). The revenue associated with each program and element is used to create a percentage pattern that is multiplied by TSD's actual PS expenditures.

Operating Expense-The OE&E expenditures for TSD are allocated to program primarily based on a program revenue pattern that is updated annually by the Research and Statistics Division and the Special Taxes Program staff. There is an initial adjustment made to costs to programs based on funding provided through Budget Change Proposals (BCPs). Once that amount is charged to the program, the remaining expenditures are allocated to the program based on the revenue pattern. (See Attachment IX for a sample of a revenue pattern). The revenue associated with each program and element is used to create a percentage pattern that is multiplied by TSD's actual OE&E expenditures. See Sample below.

Program	Revenue	BCP Funding
Program A	400,000	
Program B	200,000	20,000
Program C	100,000	
Program D	50,000	1,000
Total	750,000	21,000

Actual OE&E Exp	250,000
BCP Funding	21,000
Adjusted OE&E Exp	229,000
250,000-21,000=229,000	

Program	Revenue	Alloc %	Alloc Exp	BCP Funding	Total Alloc
Program A	400,000	53.3%	122,133		122,133
Program B	200,000	26.7%	61,067	20,000	81,067
Program C	100,000	13.3%	30,533		30,533
Program D	50,000	6.7%	15,267	1,000	16,267
Total	750,000	100.0%	229,000	21,000	250,000

Cashiers, Key Data, & Mail Services Units-

Personal Services *and* Operating Expense-PS and OE&E for the Cashiers, Key Data, and Mail Services units are allocated to program based on a count of cashiers' transactions (number of payments processed) that is updated monthly to report the actual transactions processed by the Cashiers unit. (See attachment X for a sample of a transaction count report)

Customer and Taxpayer Services (CATS)-PS and OE&E for CATS are allocated to program based on positions provided through BCPs. The positions are used to develop a percentage pattern for which the actual costs are multiplied by to allocate costs. (See attachment XI for sample of CATS position allocation percentage)

Board Proceedings-Personal Services and Operating Expense-PS and OE&E for the Board Proceedings division are allocated to program based on positions assignments. The assigned positions are used to develop a percentage pattern for which the actual costs are multiplied by to allocate costs. (See attachment XI for sample of Board Proceedings' position allocation percentage) The costs that are associated with the Overhead are added to the other overhead units' costs and spread to program through the overhead allocation process (see below).

Distributed Administration (Overhead):

The distributed administration (overhead) units are the units that support BOE and do not have a distinct method for allocating their costs. Examples of these units are Board Members' offices, the Executive Director's Office, Accounting, Human Resources, Administrative Support, External Affairs and Outreach Services. (See Attachment I for a list of units)

Operating Expense & Equipment-Some OE&E expenditures are directly coded to the program in the FAS. These are direct charges to the program.

Facilities-Facilities expenditures for the Sacramento HQ and annex units (See attachment II for the list of object codes) are summed up and then distributed back to the headquarters' units based on the number of authorized personnel years (PYs) in the units that are located in the Sacramento headquarters offices. (See attachment III for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on the overhead allocation methodology. (See Overhead Allocation Description below)

General Boardwide Expenditures -There are several expenditures that are charged to a single unit that benefit all units at the board. Some examples of these types of expenditures are: Records Destruction, Paper Purchases, Personal Computer Replacement, State Personnel Board, State Compensation, Vehicle Insurance, et. al (See attachment IV for the current list). These expenditures are pooled and distributed back to all units based on their authorized PYs. (See attachment V for an example of the PY allocation pattern) These distributed costs are added to the units' expenditures and are allocated to the programs based on the overhead allocation methodology. (See Overhead Allocation Description below)

Departmental Pro Rata Unit Expenditures-Expenditures charged to the departments' pro rata unit are allocated back to the units within the department based on authorized PYs. (See attachment VII for an example of pro rata unit allocations). These distributed costs are added to the units' expenditures and are allocated to the programs based on the overhead allocation methodology. (See Overhead Allocation Description below)

Unit Operating Expense Costs-The remaining direct charges to the units are added to the allocated expenses for facilities, general boardwide charges, and departmental pro rata unit charges. The total expenditures are allocated to the programs based on the overhead allocation methodology. (See Overhead Allocation Description below)

Overhead Allocation Description:

These units' costs are allocated to the programs based on a percentage pattern of budgeted levels for direct program and indirect support units' to the various programs. (See attachment XII for sample of Overhead allocation percentage)

Program to Fund Allocation:

The costs for the Direct Program, Indirect Support, and Overhead units are totaled for each program to determine the final program costs for BOE. Once the program costs are known, the next step is to determine the funding for the programs. The majority of programs administered by BOE are funded from a single fund source (see attachment XIII for list of programs and fund source type). Funding for those programs is the same as the programs' costs.

There are different methodologies for determining the program allocation to funds for the programs that have multiple fund sources. The State Assessed Properties, Sales and Use Tax, and Transportation programs all receive reimbursements for specific activities associated with the programs. Those reimbursements are applied to the programs first and the remainder of the programs' cost is funded by the base program funding (State Assessed/Sales and Use Tax-General Fund, Transportation-Motor Vehicle Fuel fund).

The fund allocations for the Cigarette & Tobacco Products Tax Program and Cigarette & Tobacco Products Licensing Program are more complex and are explained in Attachment XIV a and b.

The fund allocations are provided to the Accounting Branch and entered into the FAS to complete the process.

Attachment I – List of Units

DEPT	DIVISION	LOCATION	UNIT	Field/HQ	Dir-Ind Support
CENTRAL	CENTRAL	CENTRAL	888	HEADQUARTERS	DEPT
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE	BOARD MEMBER PAYROLL	008	HEADQUARTERS	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-1ST DISTRICT	1ST DISTRICT - SAN FRANCISCO	025	FIELD	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-1ST DISTRICT	1ST DISTRICT - SACRAMENTO	026	HEADQUARTERS	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-3RD DISTRICT	3RD DISTRICT - SACRAMENTO	044	HEADQUARTERS	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-3RD DISTRICT	3RD DISTRICT - SAN DIEGO	045	FIELD OFFICE	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-4TH DISTRICT	4TH DISTRICT - SACRAMENTO	046	HEADQUARTERS	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-4TH DISTRICT	4TH DISTRICT - MONTEREY PARK	047	FIELD	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-2ND DISTRICT	2ND DISTRICT - SACRAMENTO	054	HEADQUARTERS	SBE OVHD
EXECUTIVE-BOARD MEMBERS	BOARD MEMBERS OFFICE-2ND DISTRICT	2ND DISTRICT - RUNNER	055	FIELD	SBE OVHD
EXECUTIVE-BOARD MEMBERS	STATE CONTROLLER	STATE CONTROLLER	308	HEADQUARTERS	SBE OVHD
EXECUTIVE	EXECUTIVE OFFICE	EXECUTIVE	301	HEADQUARTERS	SBE OVHD
EXECUTIVE	TAXPAYERS RIGHTS/EEO	TAXPAYERS RIGHTS	305	HEADQUARTERS	SBE OVHD
EXECUTIVE	TAXPAYERS RIGHTS/EEO	EQUAL EMPLOYMENT OFFICE	306	HEADQUARTERS	SBE OVHD
EXECUTIVE	LEGISLATIVE & RESEARCH	LEGISLATIVE DIVISION	307	HEADQUARTERS	SBE OVHD
EXECUTIVE	INTERNAL AUDIT DIV	INTERNAL AUDIT DIV	321	HEADQUARTERS	SBE OVHD
EXECUTIVE	BOARD PROCEEDINGS	BOARD PROCEEDINGS	333	HEADQUARTERS	INDIRECT
EXECUTIVE	LEGISLATIVE & RESEARCH	RESEARCH & STATISTICS	351	HEADQUARTERS	SBE OVHD
EXECUTIVE	EXECUTIVE	EXECUTIVE PRO RATA	399	HEADQUARTERS	DEPT
TSD	TECHNOLOGY SERVICES DIVISION	TSD	381	HEADQUARTERS	INDIRECT
TSD-CENTRAL	TECHNOLOGY SERVICES DIVISION	TSD/BOARDWIDE INFRASTRUCTURE	382	HEADQUARTERS	INDIRECT
EXTERNAL AFFAIRS	CUSTOMER SERVICE AND PUBLISHING	TAXPAYER INFORMATION	316	HEADQUARTERS	INDIRECT
EXTERNAL AFFAIRS	CUSTOMER SERVICE AND PUBLISHING/E-PUB	E-PUBLISHING	317	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	OFFICE OF PUBLIC AFFAIRS	OFFICE OF PUBLIC AFFAIRS	329	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	EXTERNAL AFFAIRS DIVISION	EXTERNAL AFFAIRS ADMIN	342	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	OUTREACH SERVICES	OUTREACH SERVICES	343	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	MEDIA & WEB SERVICE	MEDIA & WEB SERVICES	344	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	EXEC OFFICE OF STRATEGIC ANALYSIS & REVIEW	STRATEGIC ANALYSIS & REVIEW	345	HEADQUARTERS	SBE OVHD
EXTERNAL AFFAIRS	EXTERNAL AFFAIRS	EXTERNAL AFFAIRS PRO RATA	349	HEADQUARTERS	DEPT
LEGAL	LEGAL	APPEALS-OLD	309	HEADQUARTERS	SBE OVHD
LEGAL	LEGAL DIVISION	LEGAL ADMINISTRATION	311	HEADQUARTERS	INDIRECT

Attachment I – List of Units

DEPT	DIVISION	LOCATION	UNIT	Field/HQ	Dir-Ind Support
LEGAL	LEGAL - NEW YORK	LEGAL - NY	320	FIELD	SBE OVHD
LEGAL	INVESTIGATION DIVISION	INVESTIGATIONS-SACTO	326	HEADQUARTERS	INDIRECT
LEGAL	INVESTIGATION DIVISION	INVESTIGATIONS-RIVERSIDE	327	FIELD	INDIRECT
LEGAL	INVESTIGATION DIVISION	INVESTIGATIONS-TORRANCE	328	FIELD	INDIRECT
LEGAL	INVESTIGATION DIVISION/INTERNAL AFF	INTERNAL AFFAIRS SECTION	338	HEADQUARTERS	SBE OVHD
LEGAL	APPEALS DIVISION	LEGAL ADMINISTRATION	377	FIELD	
LEGAL	SETTLEMENT AND TAXPAYER SERVICES DIVISION	LEGAL ADMINISTRATION	378	FIELD	
LEGAL	PRO RATA	LEGAL	379	HEADQUARTERS	DEPT
LEGAL	SPECIAL PROCEDURES	SPECIAL PROCEDURES	472	HEADQUARTERS	DIRECT
LEGAL	SPECIAL PROCEDURES - HOUSTON	SPECIAL OPERATIONS - HOUSTON	780	HEADQUARTERS	DIRECT
ADMINISTRATION	ADMINISTRATIVE SUPPORT/PRINTS & PUB	PRINTING & PUBLISHING	318	HEADQUARTERS	SBE OVHD
ADMINISTRATION	ADMINISTRATIVE SUPPORT/SUPPLY	SUPPLY	319	HEADQUARTERS	SBE OVHD
ADMINISTRATION	HUMAN RESOURCES	HUMAN RESOURCES	331	HEADQUARTERS	SBE OVHD
ADMINISTRATION	HUMAN RESOURCES/TRAINING	TRAINING	332	HEADQUARTERS	SBE OVHD
ADMINISTRATION	HUMAN RESOURCES/SANTA ROSA	HRD-SANTA ROSA	334	FIELD	SBE OVHD
ADMINISTRATION	INFORMATION SECURITY OFFICE	INFORMATION SECURITY OFFICE	358	HEADQUARTERS	SBE OVHD
ADMINISTRATION	ADMINISTRATION/ADMIN	ADM DEPT ADMINISTRATION	359	HEADQUARTERS	SBE OVHD
ADMINISTRATION	ADMINISTRATIVE SUPPORT/FACILITIES	HQ FACILITIES & SUPPORT SERV	360	HEADQUARTERS	SBE OVHD
ADMINISTRATION	FINANCIAL MANAGEMENT/BUDGETS	FMD BUDGET SECTION	365	HEADQUARTERS	SBE OVHD
ADMINISTRATION	FINANCIAL MANAGEMENT/TRB	TAX REVENUE BRANCH	366	HEADQUARTERS	SBE OVHD
ADMINISTRATION	ADMINISTRATION	ADMIN PRO RATA	369	HEADQUARTERS	DEPT
ADMINISTRATION	FINANCIAL MANAGEMENT/ACCOUNTING	FMD ACCOUNTING SECTION	371	HEADQUARTERS	SBE OVHD
ADMINISTRATION	ADMINISTRATIVE SUPPORT/ASD	ADMIN SUPPORT	391	HEADQUARTERS	SBE OVHD
ADMINISTRATION	FINANCIAL MANAGEMENT/CASHIERS	CASHIERS	392	HEADQUARTERS	INDIRECT
ADMINISTRATION	FINANCIAL MANAGEMENT/IMPC	MAIL SERVICES	393	HEADQUARTERS	INDIRECT
ADMINISTRATION	FINANCIAL MANAGEMENT/KDE	DATA ENTRY	482	HEADQUARTERS	INDIRECT
ADMINISTRATION	FINANCIAL MANAGEMENT/TRU	TAXPAYER RECORDS	484	HEADQUARTERS	INDIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	SAN FRANCISCO	023	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	OAKLAND	033	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	FRESNO	043	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	RIVERSIDE	053	FIELD OFFICE	DIRECT

Attachment I – List of Units

DEPT	DIVISION	LOCATION	UNIT	Field/HQ	Dir-Ind Support
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	SAN DIEGO	063	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	SAN JOSE	073	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	SACRAMENTO	083	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	SANTA ROSA	093	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	VENTURA	113	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OFFICES	TORRANCE	243	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	WEST COVINA	263	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	CULVER CITY	273	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	NORWALK	283	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	VAN NUYS	293	FIELD OFFICE	DIRECT
SALES & USE TAX	SALES & USE TAX	SALES TAX PRO RATA	400	HEADQUARTERS	DEPT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	O/S CHICAGO	403	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	O/S NEW YORK	413	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	O/S SACRAMENTO	423	FIELD OFFICE	DIRECT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 1, 2 AND OS	O/S HOUSTON	433	FIELD OFFICE	DIRECT
SALES & USE TAX	SALES & USE TAX ADMINISTRATION	SUTD ADMINISTRATION	450	HEADQUARTERS	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	AUDIT PROGRAM ANALYSIS SECTION	454	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	COMPLIANCE PROGRAM ANALYSIS	455	HEADQUARTERS	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	COMPUTER AUDIT SECTION	456	HEADQUARTERS	DIRECT
SALES & USE TAX	FRESNO REFUND	FRESNO REFUND	457	HEADQUARTERS	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	AUDIT DETER. & REFUND SECTION	461	HEADQUARTERS	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	HQ PETITIONS	462	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	PP AUDIT CONTROL	463	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	AUDIT & INFORMATION SECTION	464	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	BUS TAX COMM. & TRAINING	466	HEADQUARTERS	DIRECT
SALES & USE TAX	USE TAX ADMINISTRATION SECTION	USE TAX ADMINISTRATION SECTION	467	HEADQUARTERS	DIRECT
SALES & USE TAX	COLLECTIONS	COLLECTIONS & 3RD DIST OPER.	468	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	AUDIT & INFORMATION SECTION	469	FIELD	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	SUTD ADMINISTRATION	470	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	DATA ANALYSIS SECTION	471	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	COMPLIANCE & TECHNOLOGY SECT	473	HEADQUARTERS	DIRECT

Attachment I – List of Units

DEPT	DIVISION	LOCATION	UNIT	Field/HQ	Dir-Ind Support
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	HQ CONSUMER USE TAX	474	HEADQUARTERS	DIRECT
SALES & USE TAX	HEADQUARTERS OPERATION DIVISION	COMPLIANCE TECHNOLOGY	475	HEADQUARTERS	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	COMPLIANCE & TECHNOLOGY SECT	476	FIELD	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	COMPLIANCE & TECHNOLOGY SECT	477	FIELD	DIRECT
SALES & USE TAX	TAX POLICY DIVISION	BOE E-SERVICES TEAM	478	HEADQUARTERS	DIRECT
SALES & USE TAX	RETURN ANALYSIS & ALLOCATION	RAAD ADMINISTRATION	480	HEADQUARTERS	DIRECT
SALES & USE TAX	RETURN ANALYSIS & ALLOCATION	RETURN ANALYSIS	481	HEADQUARTERS	DIRECT
SALES & USE TAX	RETURN ANALYSIS & ALLOCATION	ACCOUNT ANALYSIS	483	HEADQUARTERS	DIRECT
SALES & USE TAX	RETURN ANALYSIS & ALLOCATION	RETURN PROCESSING	485	HEADQUARTERS	DIRECT
SALES & USE TAX	RETURN ANALYSIS & ALLOCATION	LOCAL REVENUE ALLOCATION	486	HEADQUARTERS	DIRECT
SALES & USE TAX	DISTRICT OPERATIONS	DISTRICT OPERATIONS PRO RATA	505	FIELD OFFICE	DEPT
SALES & USE TAX	FIELD OPERATIONS-DISTRICT 3 AND 4	SANTA ANA	553	FIELD OFFICE	DIRECT
PROPERTY TAXES	PROP TAXES ADMINISTRATION	PROP TAXES ADMINISTRATION	300	HEADQUARTERS	DIRECT
PROPERTY TAXES	COUNTY-ASSESSED PROPERTIES	COUNTY-ASSESSED PROPERTIES	302	HEADQUARTERS	DIRECT
PROPERTY TAXES	STATE-ASSESSED PROPERTIES-TASS	TASS	303	HEADQUARTERS	DIRECT
PROPERTY TAXES	STATE-ASSESSED PROPERTIES	STATE-ASSESSED PROPERTIES	312	HEADQUARTERS	DIRECT
PROPERTY TAXES	VALUATION	CPT-NORWALK-FIELD APPR	314	HEADQUARTERS	DIRECT
PROPERTY TAXES	COUNTY-ASSESSED PROPERTIES	SURVEY SECTION-SACRAMENTO	322	HEADQUARTERS	DIRECT
PROPERTY TAXES	ASSESSMENT STANDARDS-HAYWARD	ASSESSMENT STANDARDS-HAYWARD	324	FIELD	DIRECT
PROPERTY TAXES	COUNTY-ASSESSED PROPERTIES	SURVEY SECTION-NORWALK	325	FIELD	DIRECT
PROPERTY TAXES	TIMBER TAX	CPT-TIMBER TAX-SACTO	352	HEADQUARTERS	DIRECT
PROPERTY TAXES	TIMBER TAX	CPT-TIMBER TAX-ADVISORY	353	HEADQUARTERS	DIRECT
PROPERTY TAXES	TIMBER TAX	CPT-TIMBER TAX-EUREKA	354	FIELD	DIRECT
PROPERTY TAXES	TIMBER TAX	CPT-TIMBER TAX-REDDING	355	FIELD	DIRECT
PROPERTY TAXES	PROPERTY TAXES PRO RATA	PROPERTY TAXES-PRO RATA	600	HEADQUARTERS	DEPT
PROPERTY & SPECIAL TAXES	SPECIAL TAXES ADMINISTRATION	STD ADMINISTRATION	490	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	AUDIT EXAMINATION BRANCH-HOUSTON AUDIT	HOUSTON AUDIT CREW	488	FIELD	DIRECT
PROPERTY & SPECIAL TAXES	PROGRAM PLANNING & EVALUATION DIVISION	PROGRAM PLANNING & EVALUATION	491	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	AUDIT EXAMINATION BRANCH	SACRAMENTO AUDIT CREW	492	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	COMPLIANCE BRANCH	COMPLIANCE BRANCH	493	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	APPEALS & DATA ANALYSIS BRANCH	APPEALS & DATA ANALYSIS BRANCH	494	HEADQUARTERS	DIRECT

Attachment I – List of Units

DEPT	DIVISION	LOCATION	UNIT	Field/HQ	Dir-Ind Support
PROPERTY & SPECIAL TAXES	OLD-FUEL TAXES DIVISION	FUEL TAXES SECTION	495	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	MOTOR CARRIER OFFICE	MOTOR CARRIER OFFICE	496	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	OLD FUEL INVS. & ENF.	FUEL TAXES ADMINISTRATION	497	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	PROGRAM POLICY & ADMINISTRATION BRANCH	PROGRAM POLICY & ADMIN BRANCH	498	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	SPECIAL TAXES PRO RATA	SPECIAL TAXES-PRO RATA	499	HEADQUARTERS	DEPT
PROPERTY & SPECIAL TAXES	FUEL TAXES - NAFTA	NAFTA	501	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	JOINT OPERATIONS CENTER-JOC	JOC	502	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	POLICY & COMPLIANCE DIVISION	POLICY & COMPLIANCE DIVISION	515	HEADQUARTERS	DIRECT
PROPERTY & SPECIAL TAXES	AUDIT & CARRIER DIVISION	AUDIT APPEALS & CARRIER DIV	516	HEADQUARTERS	DIRECT
CROS PROJECT TEAM	CROS PROJECT TEAM	CROS PROJECT TEAM	487	HEADQUARTERS	DIRECT

HQ Facilities Object Codes

ALL UNITS		
Code #	Name	Category
3410	Facility Operation	OE-Facilities Operations
3451	Security Services	OE-Facilities Operations
3461	Buildings & Grounds-Contracts	OE-Facilities Operations
3472	Space Management	OE-Facilities Operations
3500	Capitol Square Purchase	OE-Facilities Operations
3531	Alterations Capitol Square	OE-Facilities Operations
3550	ARF-Facility Expenditures	OE-Facilities Operations
3581	Moving	OE-Facilities Operations
3582	General Services Work	OE-Facilities Operations
3864	Buildings & Grounds-Repair/Maint DGS	OE-CPS-Interdepartmental
3510	Headquarters Annexes	OE-Facilities Operations

UNIT 399		
Code #	Name	Category
2720	Capitol Square Bldg. Insurance	OE-Insurance
3864	Buildings & Grounds-Repair/Maint DGS	OE-CPS-Interdepartmental

UNIT 888		
Code #	Name	Category
3420	Rent-State Owned	OE-Facilities Operations

HQ Facilities Position Allocation

UNIT	PY	%	UNIT	PY	%	UNIT	PY	%
023	0.00	0.00%	328	47.00	1.97%	471	9.50	0.40%
025	5.80	0.24%	329	4.80	0.20%	472	99.80	4.19%
026	6.70	0.28%	331	66.60	2.80%	473	33.70	1.41%
033	0.00	0.00%	332	8.20	0.34%	474	56.10	2.36%
044	2.00	0.08%	333	27.00	1.13%	476	1.90	0.08%
045	10.50	0.44%	334	1.00	0.04%	477	1.90	0.08%
046	3.90	0.16%	342	1.00	0.04%	478	1.00	0.04%
047	8.60	0.36%	343	12.40	0.52%	481	176.00	7.39%
053	0.00	0.00%	344	5.70	0.24%	482	35.90	1.51%
054	9.60	0.40%	345	3.80	0.16%	484	25.40	1.07%
055	2.90	0.12%	351	12.40	0.52%	486	90.60	3.80%
063	0.00	0.00%	352	9.40	0.39%	487	9.50	0.40%
073	0.00	0.00%	353	0.00	0.00%	488	0.00	0.00%
083	0.00	0.00%	355	2.90	0.12%	492	65.20	2.74%
093	0.00	0.00%	358	5.80	0.24%	493	174.10	7.31%
113	0.00	0.00%	359	4.90	0.21%	494	70.60	2.96%
263	0.00	0.00%	360	18.30	0.77%	496	53.50	2.25%
273	0.00	0.00%	365	17.30	0.73%	498	31.20	1.31%
283	0.00	0.00%	366	8.60	0.36%	502	1.90	0.08%
293	0.00	0.00%	371	43.50	1.83%	553	0.00	0.00%
300	4.80	0.20%	377	11.40	0.48%	780	1.00	0.04%
301	2.90	0.12%	378	8.60	0.36%			
302	63.10	2.65%	381	234.40	9.84%	2,381.90	100.00%	
303	11.40	0.48%	382	0.00	0.00%			
305	13.40	0.56%	391	46.10	1.94%			
306	3.30	0.14%	392	46.40	1.95%			
307	9.50	0.40%	393	22.30	0.94%			
308	1.00	0.04%	403	0.00	0.00%			
311	125.90	5.29%	413	0.00	0.00%			
312	39.80	1.67%	423	0.00	0.00%			
316	74.50	3.13%	433	0.00	0.00%			
317	16.60	0.70%	450	29.50	1.24%			
318	9.60	0.40%	461	67.50	2.83%			
319	5.40	0.23%	462	38.80	1.63%			
321	23.30	0.98%	464	40.40	1.70%			
322	0.00	0.00%	466	20.70	0.87%			
325	0.00	0.00%	467	61.90	2.60%			
326	4.80	0.20%	468	0.00	0.00%			
327	54.20	2.28%	469	1.00	0.04%			

General Boardwide Expenditures

ALL UNITS

Code #	Name	Category
2265	PC Replacement	OE-General Expense
2573	Purchase Telephone Equipment	OE-Communications
2576	Communication Installation & Relocation	OE-Communications
2577	Communications Contracts	OE-Communications
2740	Vehicle Insurance	OE-Insurance
3830	Services by State Controller's Office	OE-CPS-Interdepartmental
3842	Services by Dept. of Pers.l Admin.	OE-CPS-Interdepartmental
3843	NDI Services by EDD	OE-CPS-Interdepartmental
3848	Services by State Personnel Board	OE-CPS-Interdepartmental
4130	Health & Medical	OE-CPS-External
4170	Interpreting Services	OE-CPS-External
4321	IT Supplies	OE-Data Processing
4520	Equipment - Photocopier Replacement	EQ-Equipment

399

Code #	Name	Category
2265	PC Replacement	OE-General Expense
2383	Service Charge-General Services	OE-General Expense
3464	Non-Contract-Misc.	OE-Facilities Operations
3865	Services by State Compensation Insurance Fund	OE-CPS-Interdepartmental

Does Not Include these codes for Unit 888

888

Code #	Name	Category
2441	Copier Maintenance	OE-Printing
2571	External	OE-Communications
2610	Postage	OE-Postage
2612	Meter Rental & Maintenance	OE-Postage
2910	Travel - In State	OE-Travel In-State
2920	Per Diem	OE-Travel In-State
2921	Toll Convenience Fee	OE-Travel In-State
2930	State Vehicles - In State	OE-Travel In-State
2940	Commercial Air Transportation	OE-Travel In-State
2941	Baggage Fees	OE-Travel In-State
2961	Private Car Miles	OE-Travel In-State
2962	Private Car Accidents Repairs	OE-Travel In-State
2963	Private Air Miles	OE-Travel In-State
2964	Bicycle Miles	OE-Travel In-State

Attachment IV – General Boardwide Expenditures

Code #	Name	Category
2970	Rental Cars	OE-Travel In-State
3020	Rail, Bus, and Taxi	OE-Travel In-State
3030	Overtime Meals	OE-Travel In-State
3099	Shortfall/Deficit	OE-Travel In-State
3110	Travel - Out of State	OE-Travel Out-of-State
3120	Per Diem	OE-Travel Out-of-State
3121	Toll Convenience Fee	OE-Travel Out-of-State
3140	Commercial Air Transportation	OE-Travel Out-of-State
3141	Baggage Fees	OE-Travel Out-of-State
3161	Private Car Miles	OE-Travel Out-of-State
3162	Private Car Accidents Repairs	OE-Travel Out-of-State
3170	Rental Cars	OE-Travel Out-of-State
3410	Facility Operation	OE-Facilities Operations
3420	Rent-State Owned	OE-Facilities Operations
3430	Rent-Non State owned	OE-Facilities Operations
3451	Security Services	OE-Facilities Operations
3461	Buildings & Grounds-Contracts	OE-Facilities Operations
3471	Lease Management	OE-Facilities Operations
3472	Space Management	OE-Facilities Operations
3500	Capitol Square Purchase	OE-Facilities Operations
3510	Headquarters Annexes	OE-Facilities Operations
3530	Alterations Non-Capitol Sqr.	OE-Facilities Operations
3531	Alterations Capitol Square	OE-Facilities Operations
3550	ARF-Facility Expenditures	OE-Facilities Operations
3581	Moving	OE-Facilities Operations
3582	General Services Work	OE-Facilities Operations
3599	Shortfall/Deficit	OE-Facilities Operations
3600	Utilities	OE-Utilities
3610	Utilities	OE-Utilities
3699	Shortfall/Deficit	OE-Utilities

PY Allocation

UNIT	PY	%	UNIT	PY	%	UNIT	PY	%
023	103.70	2.32%	328	47.00	1.05%	471	9.50	0.21%
025	5.80	0.13%	329	4.80	0.11%	472	99.80	2.23%
026	6.70	0.15%	331	66.60	1.49%	473	33.70	0.75%
033	114.00	2.55%	332	8.20	0.18%	474	56.10	1.25%
044	2.00	0.04%	333	27.00	0.60%	476	1.90	0.04%
045	10.50	0.23%	334	1.00	0.02%	477	1.90	0.04%
046	3.90	0.09%	338	0.00	0.00%	478	1.00	0.02%
047	8.60	0.19%	342	1.00	0.02%	481	176.00	3.93%
053	143.00	3.20%	343	12.40	0.28%	482	35.90	0.80%
054	9.60	0.21%	344	5.70	0.13%	484	25.40	0.57%
055	2.90	0.06%	345	3.80	0.08%	486	90.60	2.02%
063	125.60	2.81%	351	12.40	0.28%	487	9.50	0.21%
073	162.50	3.63%	352	11.40	0.25%	488	8.60	0.19%
083	197.20	4.41%	353	0.00	0.00%	492	65.20	1.46%
093	58.00	1.30%	355	2.90	0.06%	493	174.10	3.89%
113	68.90	1.54%	358	5.80	0.13%	494	70.60	1.58%
263	75.50	1.69%	359	4.90	0.11%	496	70.00	1.56%
273	128.10	2.86%	360	18.30	0.41%	498	31.20	0.70%
283	118.80	2.65%	365	17.30	0.39%	502	1.90	0.04%
293	106.10	2.37%	366	8.60	0.19%	553	178.60	3.99%
300	4.80	0.11%	371	43.50	0.97%	780	1.00	0.02%
301	2.90	0.06%	377	11.40	0.25%			
302	65.10	1.45%	378	8.60	0.19%		4,475.7	100.00
303	11.40	0.25%	381	234.40	5.24%		0	%
305	13.40	0.30%	382	0.00	0.00%			
306	3.30	0.07%	391	46.10	1.03%			
307	9.50	0.21%	392	46.40	1.04%			
308	1.00	0.02%	393	22.30	0.50%			
311	125.90	2.81%	403	90.30	2.02%			
312	42.80	0.96%	413	90.20	2.02%			
316	74.50	1.66%	423	61.30	1.37%			
317	16.60	0.37%	433	17.10	0.38%			
318	9.60	0.21%	450	29.50	0.66%			
319	5.40	0.12%	461	67.50	1.51%			
320	1.00	0.02%	462	38.80	0.87%			
321	23.30	0.52%	464	40.40	0.90%			
322	0.00	0.00%	466	20.70	0.46%			
325	6.70	0.15%	467	144.90	3.24%			
326	4.80	0.11%	468	132.10	2.95%			
327	54.20	1.21%	469	1.00	0.02%			

Direct Program Travel Patterns

PROGRAM NUMBER	PROGRAM NAME	ELEMENT	PROP TAXES IN STATE	SALES & USE TAX IN STATE	AUDIT EXAM IN STATE	COMP BRANCH IN STATE	PPAB IN STATE	MOTOR CARRIER IN STATE	APPEALS IN STATE	INVESTIGATION DIVISION IN STATE
1510	COUNTY ASSESSMENT STANDARDS PROGRAM	County Surveys	82.00%							
2010	STATE-ASSESSED PROPERTY PROGRAM	Assessment of Public Utilities	10.00%							
2530	TIMBER TAX PROGRAM	Auditing	8.00%							
3030	SALES TAX PROGRAM	Auditing Accounts		90.00%						
3040	SALES TAX PROGRAM	Collecting Taxes Receivable		10.00%						18.00%
3500	HAZARDOUS SUBSTANCES TAX PROGRAM	HAZARDOUS SUBSTANCES TAX PROGRAM Pro Rate			0.00%	0.00%	0.29%	0.00%	1.47%	
4000	ALCOHOLIC BEVERAGE TAX PROGRAM	ALCOHOLIC BEVERAGE TAX PROGRAM Pro Rate				0.00%	2.40%	0.00%		
4030	ALCOHOLIC BEVERAGE TAX PROGRAM	Auditing Accounts			3.00%				0.00%	
4100	TIRE DISPOSAL FEE PROGRAM	TIRE DISPOSAL FEE PROGRAM			7.00%	0.00%	5.59%	0.00%	0.00%	
4500	CIGARETTE TAX PROGRAM	CIGARETTE TAX PROGRAM Pro Rate			17.80%	50.00%	32.33%	0.00%	91.85%	24.00%
4530	CIGARETTE TAX PROGRAM	Auditing Accounts								
4540	CIGARETTE TAX PROGRAM	Enforcement								57.00%
4600	CIGARETTE LICENSING PROGRAM	CIGARETTE LICENSING PROGRAM								
5000	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM Pro Rate			0.00%	50.00%	0.43%	0.00%	0.00%	
5030	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	Auditing Accounts			63.60%	0.00%	51.30%	100.00%	2.61%	
5040	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	Enforcement								1.00%
5700	SOLID WASTE DISPOSAL SITE FEE PROGRAM	SOLID WASTE DISPOSAL SITE FEE PROGRAM			1.00%	0.00%	0.80%	0.00%	0.00%	
5800	UNDERGROUND STORAGE TANK FEE PROGRAM	UNDERGROUND STORAGE TANK FEE PROGRAM			0.10%	0.00%	0.50%	0.00%	2.20%	
5900	OIL SPILL PREVENTION PROGRAM	OIL SPILL PREVENTION PROGRAM			0.10%	0.00%	0.09%	0.00%	0.00%	
6500	EMERGENCY TELEPHONE USERS SURCHARGE PROGRAM	EMERGENCY TELEPHONE USERS SURCHARGE PROGRAM			2.00%	0.00%	1.82%	0.00%	1.14%	
6600	ELECTRONIC WASTE RECYCLING FEE PROGRAM	ELECTRONIC WASTE RECYCLING FEE PROGRAM			5.00%	0.00%	3.99%	0.00%	0.00%	
7000	INSURANCE TAX PROGRAM	INSURANCE TAX PROGRAM			0.00%	0.00%	0.14%	0.00%	0.73%	
7500	NATURAL GAS SURCHARGE PROGRAM	NATURAL GAS SURCHARGE PROGRAM			0.40%	0.00%	0.32%	0.00%	0.00%	

Attachment VI – Direct Program Travel Patterns

PROGRAM NUMBER	PROGRAM NAME	ELEMENT	PROP TAXES OUT OF STATE	SALES & USE TAX OUT OF STATE	AUDIT EXAM OUT OF STATE	COMP BRANCH OUT OF STATE	PPAB OUT OF STATE	MOTOR CARRIER OUT OF STATE	APPEALS OUT OF STATE	INVESTIGATION DIVISION OUT OF STATE
2010	STATE-ASSESSED PROPERTY PROGRAM	Assessment of Public Utilities	91.00%							
2530	TIMBER TAX PROGRAM	Auditing	9.00%							
3030	SALES TAX PROGRAM	Auditing Accounts		100.00%						
3040	SALES TAX PROGRAM	Collecting Taxes Receivable								
4030	ALCOHOLIC BEVERAGE TAX PROGRAM	Auditing Accounts			3.88%					41.00%
4100	TIRE DISPOSAL FEE PROGRAM	TIRE DISPOSAL FEE PROGRAM			0.29%	0.00%	0.00%	0.00%	0.00%	
4500	CIGARETTE TAX PROGRAM	CIGARETTE TAX PROGRAM Pro Rate				100.00%	3.56%	0.00%	77.86%	
4530	CIGARETTE TAX PROGRAM	Auditing Accounts			10.08%					
4540	CIGARETTE TAX PROGRAM	Enforcement								56.00%
5000	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM Pro Rate				0.00%	96.44%	100.00%	11.07%	
5030	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	Auditing Accounts			72.60%					
5040	MOTOR VEHICLE FUEL LICENSE TAX PROGRAM	Enforcement								3.00%
5800	UNDERGROUND STORAGE TANK FEE PROGRAM	UNDERGROUND STORAGE TANK FEE PROGRAM								
5900	OIL SPILL PREVENTION PROGRAM	OIL SPILL PREVENTION PROGRAM			4.49%	0.00%	0.00%	0.00%	0.00%	
6000	ENERGY RESOURCES SURCHARGE PROGRAM	ENERGY RESOURCES SURCHARGE PROGRAM			1.20%	0.00%	0.00%	0.00%	0.00%	
6500	EMERGENCY TELEPHONE USERS SURCHARGE PROGRAM	EMERGENCY TELEPHONE USERS SURCHARGE PROGRAM			0.19%	0.00%	0.00%	0.00%	0.00%	
6600	ELECTRONIC WASTE RECYCLING FEE PROGRAM	ELECTRONIC WASTE RECYCLING FEE PROGRAM			2.42%	0.00%	0.00%	0.00%	11.07%	
					4.85%	0.00%	0.00%	0.00%	0.00%	

Departmental Pro Rata Unit Allocation

Special Taxes

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
488	2.04%	\$340,357.81	6,942.78
492	15.46%	\$340,357.81	52,635.98
493	41.30%	\$340,357.81	140,550.98
494	16.75%	\$340,357.81	56,995.40
496	16.60%	\$340,357.81	56,511.02
498	7.40%	\$340,357.81	25,187.77
502	0.45%	\$340,357.81	1,533.87

Sales and Use Tax-Field

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
023	5.64%	\$4,037.69	227.70
033	6.20%	\$4,037.69	250.31
053	7.78%	\$4,037.69	313.99
063	6.83%	\$4,037.69	275.78
073	8.84%	\$4,037.69	356.80
083	10.72%	\$4,037.69	432.99
093	3.15%	\$4,037.69	127.35
113	3.75%	\$4,037.69	151.28
263	4.11%	\$4,037.69	165.78
273	6.97%	\$4,037.69	281.27
283	6.46%	\$4,037.69	260.85
293	5.77%	\$4,037.69	232.96
403	4.91%	\$4,037.69	198.27
413	4.91%	\$4,037.69	198.05
423	3.33%	\$4,037.69	134.60
433	0.93%	\$4,037.69	37.55
553	9.71%	\$4,037.69	392.15

Attachment VII – Departmental Pro Rata Unit Allocation

Sales and Use Tax-HQ

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
450	3.61%	\$342,690.14	12,360.51
461	7.98%	\$342,690.14	27,355.23
462	4.59%	\$342,690.14	15,724.19
464	4.78%	\$342,690.14	16,372.61
466	2.45%	\$342,690.14	8,388.94
467	17.14%	\$342,690.14	58,722.57
468	15.62%	\$342,690.14	53,535.20
469	0.12%	\$342,690.14	405.26
471	1.12%	\$342,690.14	3,850.00
473	3.99%	\$342,690.14	13,657.35
474	6.63%	\$342,690.14	22,735.24
476	0.22%	\$342,690.14	770.00
477	0.22%	\$342,690.14	770.00
481	20.81%	\$342,690.14	71,326.24
486	10.71%	\$342,690.14	36,716.80

Property Taxes

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
302	48.17%	\$7,182.04	3,459.85
303	7.86%	\$7,182.04	564.27
312	29.50%	\$7,182.04	2,118.48
322	4.62%	\$7,182.04	331.63
352	9.86%	\$7,182.04	707.81

External Affairs

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
316	64.78%	\$0.00	0.00
317	14.43%	\$0.00	0.00
329	4.17%	\$0.00	0.00
342	0.87%	\$0.00	0.00
343	10.78%	\$0.00	0.00
344	4.96%	\$0.00	0.00

Attachment VII – Departmental Pro Rata Unit Allocation

Executive

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
008	34.79%	\$22,524.37	7,835.90
301	1.98%	\$22,524.37	445.57
305	9.14%	\$22,524.37	2,058.84
306	2.25%	\$22,524.37	507.03
307	6.48%	\$22,524.37	1,459.63
321	15.89%	\$22,524.37	3,579.93
333	18.42%	\$22,524.37	4,148.42
345	2.59%	\$22,524.37	583.85
351	8.46%	\$22,524.37	1,905.20

Administration

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
318	2.63%	\$4,036.00	106.07
319	1.48%	\$4,036.00	59.66
331	18.23%	\$4,036.00	735.83
332	2.24%	\$4,036.00	90.60
334	0.27%	\$4,036.00	11.05
358	1.59%	\$4,036.00	64.08
360	6.35%	\$4,036.00	256.32
365	4.74%	\$4,036.00	191.14
366	2.35%	\$4,036.00	95.02
371	11.91%	\$4,036.00	480.61
391	12.62%	\$4,036.00	509.33
392	12.70%	\$4,036.00	512.65
393	6.10%	\$4,036.00	246.38
482	9.83%	\$4,036.00	396.64
484	6.95%	\$4,036.00	280.63

Legal

UNIT	Unit %	Pro Rata Allocation	Misc Pro Rata
311	41.25%	\$82,875.71	34,185.94
320	0.28%	\$82,875.71	234.31
326	1.36%	\$82,875.71	1,124.69
327	15.32%	\$82,875.71	12,699.64
328	13.29%	\$82,875.71	11,012.60
338	0.00%	\$82,875.71	0.00
472	28.50%	\$82,875.71	23,618.52

Legal Division Classification Type

CLASS	TYPE
1139	CLERK
1247	CLERK
1282	CLERK
1312	ATTY
1379	CLERK
1470	ATTY
1728	CLERK
1730	CLERK
1820	CLERK
1973	CLERK
1974	CLERK
1975	CLERK
2951	ATTY
3224	CLERK
4277	ATTY
4281	ATTY
4282	ATTY
4378	ATTY
4379	ATTY
4380	ATTY
4870	CLERK
4872	CLERK
5157	ATTY
5358	CLERK
5393	ATTY
5778	ATTY
5797	ATTY
5871	ATTY
5873	ATTY
6722	ATTY
6728	ATTY
6733	ATTY
6734	ATTY
7500	ATTY
8694	ATTY
8698	ATTY

TSD Revenue/Patterns

Program #	Program	Element	Revenue	RDC	BCP
15	County Assessment Standards	County Assessment Standards	0	0	0
20	State-Assessed Property	Public Utilities	791,534	0	0
20	State-Assessed Property	Private Car	0	0	0
25	Timber Tax	Timber Tax	10,618	0	7,961
30	Sales & Use Tax	Registration	16,706,358	0	0
30	Sales & Use Tax	Returns	16,821,757	0	1,851,459
30	Sales & Use Tax	Audit	2,249,044	0	0
30	Sales & Use Tax	Collection	3,448,211	0	0
35	Hazardous Substances Tax	Hazardous Substances Tax	96,362	8,517	25,133
40	Alcoholic Beverage Tax	Registration	158,290	25,793	3,645
40	Alcoholic Beverage Tax	Returns	158,290	25,793	3,645
40	Alcoholic Beverage Tax	Audit	20,474	2,840	0
40	Alcoholic Beverage Tax	Collection	27,599	4,023	0
41	Tire Recycling Fee	Tire Recycling Fee	36,890	947	0
45	Cigarette and Tobacco Tax	Registration	801,820	60,816	394,940
45	Cigarette and Tobacco Tax	Returns	801,821	60,816	394,941
45	Cigarette and Tobacco Tax	Audit	49,557	6,862	0
45	Cigarette and Tobacco Tax	Collection	66,683	9,702	0
46	Cigarette Licensing Program	Cigarette Licensing Program	1,347	0	0
50	Motor Vehicle Fuel	Registration	0	0	0
50	Motor Vehicle Fuel	Returns	0	0	0
50	Motor Vehicle Fuel	Audit	0	0	0
55	Diesel and Use Fuel Tax	Registration	1,326,716	284,614	37,098
55	Diesel and Use Fuel Tax	Returns	1,326,716	284,614	37,098
55	Diesel and Use Fuel Tax	Audit	171,832	32,337	0
55	Diesel and Use Fuel Tax	Collection	231,277	45,164	0
56	Occupational Lead Poisoning Prevention	Occ Lead Poisoning Prevention	4,578	947	2,229
57	Integrated Waste Management	Integrated Waste Management	41,057	7,572	1,592
58	Underground Storage Tank Fee	Underground Storage Tank Fee	488,722	38,808	205,074
59	Oil Spill Prevention	Oil Spill Prevention	34,733	5,679	955
60	Energy Resources Surcharge	Energy Resources Surcharge	62,040	8,519	955
61	Water Rights Fee	Water Rights Fee	16,097	0	1,592
62	Childhood Lead Poisoning Prevention	Childhood Lead Poisoning Prev	20,654	2,840	1,592
63	Ballast Water Management	Ballast Water Management	5,353	0	2,754
64	Fire Prevention Fee Program	Fire Prevention Fee Program	1,113,643	132,741	0
65	Emergency Telephone Users	Emergency Telephone Users	86,187	19,168	2,229
66	E-Waste Recycling Fee Program	E-Waste Recycling Fee Program	333,593	0	210,806
67	Lumber Fee Program	Lumber Fee Program	292,141	0	0
70	Insurance Tax	Insurance Tax	9,229	9,229	0
75	Natural Gas Surcharge	Natural Gas Surcharge	326,896	0	1,592
80	Appeals form other Gov Programs	Appeals form other Gov Programs	0	0	0
85	Administration	Administration	22,097	0	0

Cashiers Transaction Counts

Program #	Program Name	Element	Transactions
15	County Assessment Standards	Returns	30.00
25	Timber Tax	Returns	5,068.00
30	Sales & Use Tax	Collection	37,748.00
30	Sales & Use Tax	Registration	5,977.00
30	Sales & Use Tax	Returns	3,178,980.00
35	Hazardous Substances Tax	Returns	47,797.00
40	Alcoholic Beverage Tax	Returns	0.00
41	Tire Recycling Fee	Returns	34,993.00
45	Cigarette and Tobacco Tax	Returns	7,387.00
46	Cigarette and Tobacco Products Licensing Program	Returns	21,406.00
50	Transportation Tax Program	Returns	6,969.00
55	Diesel and Use Fuel Tax	Collection	0.00
55	Diesel and Use Fuel Tax	Registration	0.00
55	Diesel and Use Fuel Tax	Returns	9,852.00
56	Occupational Lead Poisoning Prevention	Returns	0.00
57	Integrated Waste Management	Returns	572.00
58	Underground Storage Tank Fee	Returns	21,740.00
59	Oil Spill Prevention	Returns	534.00
60	Energy Resources Surcharge	Returns	243.00
61	Annual Water Rights Fee Program	Returns	13,061.00
62	Childhood Lead Poisoning Prevention	Returns	0.00
63	Marine Invasive Species Fee Program	Returns	0.00
64	Fire Prevention Fee Program	Returns	563,634.00
65	Emergency Telephone Users	Returns	1,765.00
66	E-Waste Recycling Fee Program	Returns	12,153.00
75	Natural Gas Surcharge	Returns	50.00
85	Administration	Returns	1,109.00

CATS Position Allocation Pattern

Program #	Program	Element	Positions	Ratio
66	E-Waste Recycling Fee Program	E-Waste	1.7	1.7%
30	Sales & Use Tax	Registration	71.6	71.2%
30	Sales & Use Tax	Returns	20.4	20.3%
45	Cigarette & Tobacco Products Surtax	Enforcement	2.3	2.3%
64	Fire Prevention Fee Program	Fire Fee	2.5	2.5%
67	Lumber Fee Program	Lumber Fee	2	2.0%
			100.5	

Board Proceedings Allocation Pattern

Program #	Program	Positions	Ratio
85	SBE OVHD	25.1	86%
80	Appeals From Other Gov Agencies	4	14%
		29.1	

Overhead Allocation Percentage

Program	Total Direct Costs	Alloc %
COUNTY ASSMT STDS	7,842,044	1.8%
STATE ASSESSED	8,365,834	1.9%
TIMBER TAX	1,401,398	0.3%
SALES AND USE TAX	357,096,194	80.8%
HAZARDOUS WASTE	4,032,036	0.9%
ALCOHOL	2,305,517	0.5%
TIRE DISPOSAL	1,397,904	0.3%
CIGARETTE TAX	10,616,290	2.4%
CIG LICENSING	7,572,850	1.7%
TRANSPORTATION TAX	21,248,861	4.8%
OCC. LEAD	638,910	0.1%
INTEGRATED WASTE	410,990	0.1%
UNDERGROUND STORAGE	2,671,919	0.6%
OIL SPILL	233,973	0.1%
ENERGY RESOURCES	218,082	0.0%
WATER RIGHTS	377,768	0.1%
CHILDHOOD LEAD	421,513	0.1%
MARINE INV. SPECIES	389,842	0.1%
FIRE PREVENTION FEE	5,719,157	1.3%
EMERGENCY TELEPHONE	1,165,489	0.3%
E-WASTE	3,991,875	0.9%
LUMBER FEE	1,326,768	0.3%
INSURANCE TAX	250,536	0.1%
NATURAL GAS	573,285	0.1%
APPEALS PROGRAM	1,631,333	0.4%
GRAND TOTAL	441,900,368	

Tax Program Funding

#	TAX PROGRAM	GEN FUND	SPEC FUND	REIMB/ FED FUND	SINGLE/MULTIPLE
15	County Assessment Standards Program	X			SINGLE
20	State-Assessed Property Program	X		X	MULTIPLE
25	Timber Tax Program		X		SINGLE
30	Sales and Use Tax Program	X		X	MULTIPLE
35	Hazardous Substances Tax Program			X	SINGLE
40	Alcoholic Beverage Tax Program	X			SINGLE
41	Tire Recycling Fee Program			X	SINGLE
45	Cigarette and Tobacco Products Tax Program	X	X		MULTIPLE
46	Cigarette and Tobacco Products Licensing Program	X	X		MULTIPLE
50	Transportation Fund Tax Program	X		X	MULTIPLE
56	Occupational Lead Poisoning Prevention Fee Program		X		SINGLE
57	Integrated Waste Management Program		X		SINGLE
58	Underground Storage Tank Fee Program		X		SINGLE
59	Oil Spill Prevention Program		X		SINGLE
60	Energy Resources Surcharge Program		X		SINGLE
61	Annual Water Rights Fee Program		X		SINGLE
62	Childhood Lead Poisoning Prevention Fee Program		X		SINGLE
63	Marine Invasive Species Program			X	SINGLE
64	Fire Prevention Fee Program		X		SINGLE
65	Emergency Telephone Users Surcharge Program		X		SINGLE
66	E-Waste Recycling Fee Program		X		SINGLE
67	Lumber Fee Program		X		SINGLE
70	Insurance Tax Program	X			SINGLE
75	Natural Gas Surcharge Program		X		SINGLE
80	Appeals from Other Governmental Programs	X			SINGLE

BOE PROGRAM FUND ALLOCATION METHODOLOGY - FY 2013-14

Cigarette Tax Rate

	Rates	Rate %
Gen Fund	10¢	11.5%
Breast Cancer	2¢	2.3%
CIG & TOB	25¢	28.7%
Ca Child	50¢	57.5%
	87¢	100.0%

CIGARETTE AND TOBACCO PRODUCTS TAX PROGRAM MODEL (Includes Prop 10 & Prop 99)

Allocation of BOE's Operational Costs to Fund

	2013-14 BOE BUDGETED LEVEL	Budgeted %	2013-14 BOE ALLOCATED COSTS	Allocated %
Gen Fund	3,707,000	14.8%	3,415,000	14.8%
Breast Cancer	621,000	2.5%	572,000	2.5%
CIG & TOB	7,680,000	30.7%	7,074,000	30.7%
Ca Child	12,989,000	52.0%	11,964,000	52.0%
	24,997,000		23,025,000	

Allocation of the Cigarette and Tobacco Products Tax Program costs to fund source: Total cost of the Cigarette and Tobacco Products Tax Program (\$23,025,000) is allocated to the funds based on the percentage of the budgeted level of each fund in relation to the total budgeted level of the program. (e.g. Ca Child \$12,989,000/\$24,997,000 or 52.0%)

BOE PROGRAM FUND ALLOCATION METHODOLOGY - FY 2013-14

Cigarette Tax Rate

	Rates	Rate %
Gen Fund	10¢	11.5%
Breast Cancer	2¢	2.3%
CIG & TOB	25¢	28.7%
Ca Child	50¢	57.5%
	<u>87¢</u>	<u>100.0%</u>

CIGARETTE AND TOBACCO PRODUCTS LICENSING PROGRAM FUNDING (AB71)

Allocation of BOE's Operational Costs to Fund

	2013-14 BOE BUDGETED LEVEL	2013-14 Total Cost of the Cig & Tob Prod Licensing Prog	Total Funding Cig & Tob Prod Compl Fund	Remaining cost of Cig & Tob Prod Licensing Prog to be allocated	Budget Level of Remaining Fund Sources	% costs allocated to other Fund Source
Gen Fund	962,000				925,000	11.5%
Breast Cancer	192,000				185,000	2.3%
CIG & TOB	2,404,000				2,312,000	28.7%
Ca Child	4,808,000				4,624,000	57.5%
Cig & Tob Comp Fund	1,559,000		1,559,000			
Total	9,925,000	9,605,000	-1,559,000	8,046,000	8,046,000	8,046,000

Allocation methodology for the Cigarette and Tobacco Products Licensing Program costs: Total cost of the Cigarette and Tobacco Products Licensing Program (\$9,605,000) minus the available funding from the Cigarette and Tobacco Products Compliance Fund (\$1,559,000) equals the remaining cost of the Cigarette and Tobacco Products Licensing Program (\$8,046,000) which will be allocated to the remaining funds based on the percentage of budgeted funding of each fund in the program. The budgeted level is in relation to the percent of revenue each fund receives from the cigarette tax rate.