

COMMITTEE OF BAR EXAMINERS

OPEN SESSION AGENDA ITEM

AGENDA ITEM: June 2018 – O-301

DATE: June 11, 2018

TO: Subcommittee on Operations and Management

FROM: Tammy Campbell, Program Manager, Operations and Management

SUBJECT: FINANCIAL ANALYSIS REPORT AS OF March 31, 2018

The following is a summary of the revenue and expense figures for the Admissions Fund, as of March 31, 2018. Actual Revenues and expenses for the same period in 2017 were \$12,729,396 and 2,905,464 respectively.

	YTD thru 03/31/2018		
	Budget	Actual	Variance to Budget Fav/(Unfav)
Revenues	\$13,006,688	\$13,000,381	\$(6,308)
Expenses	\$4,886,806	\$3,399,627	\$1,487,179

Year-to-date expenses are under budget based on timing of a few invoices that had not yet been processed for the administration of the February 2018 California Bar Examination. The most notable invoices yet to be paid are the laptop license fee, Multi-State Bar Examination costs, proctor invoices and a few testing facility invoices.

Below is a summary of the March 2018 YTD budget and actual expenses for key functions within Admissions. In 2018, the interfund allocation is being charged to each cost center vs. at the fund level so the 2018 numbers below will be higher than 2017's.

Cost Centers	2018 YTD Budget	2018 YTD Actual	Variance to Budget Fav/(Unfav)
Admissions Overhead	\$364,591	\$254,245	\$110,346
Admissions Operations	\$2,392,188	\$1,606,747	\$785,442
Admissions Administration	\$347,385	\$293,255	\$54,131
Law School Regulation	\$128,249	\$125,422	\$2,827
Examination Development	\$283,168	\$253,764	\$29,404
Examination Grading	\$684,639	\$287,000	\$397,639
Moral Character Determinations	\$686,586	\$579,194	\$107,394