



CANNABIS  
CONTROL  
APPEALS  
PANEL

# EXECUTIVE MANAGEMENT REPORT

ANNE HAWLEY, EXECUTIVE DIRECTOR

March 10, 2026

## HOUSEKEEPING ITEMS

- Placeholder dates for monthly panel hearings & meetings.
- Due to increased case workload and strategic plan.





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# BUDGET-TO-ACTUALS REPORT

## 3<sup>RD</sup> QUARTER, FY 2025-26

## PERSONAL SERVICES

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted (Exp. Auth.)</b>	<b>Actuals (Jul – Feb)</b>	<b>Projected Exp. (Jan – Jun)</b>	<b>Projected Year End (YE) Expenditures</b>	<b>Variance (Budget – YE Exp)</b>
Salaries, wages & benefits	\$2,579,000	\$1,331,958	\$1,023,507	\$2,355,465	\$223,535

## GENERAL EXPENSES

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Dues and memberships	\$1,500	\$1,694	(\$194)
Office supplies	\$1,000	\$154	\$846
Office equipment repairs	\$1,000	\$0	\$1,000
Subscriptions	\$11,000	\$5,700	\$5,300
Conference Fees	\$500	\$0	\$500
<b>TOTAL</b>	<b>\$15,000</b>	<b>\$7,548</b>	<b>\$7,452</b>

# PRINTING

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Office copier - rental	\$2,000	\$810	\$1,190
Office copier - supplies	\$500	\$0	\$500
Photocopy paper	\$200	\$0	\$200
Graphic design services for outreach	\$300	\$0	\$300
<b>TOTAL</b>	<b>\$3,000</b>	<b>\$810</b>	<b>\$2,190</b>

## COMMUNICATIONS

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Cell phone service	\$2,700	\$2,128	\$572
Central Communication – CALNET (Internet)	\$5,600	4,009	\$1,591
Cable	\$5,700	\$4,538	\$1,162
<b>TOTAL</b>	<b>\$14,000</b>	<b>\$10,675</b>	<b>\$3,325</b>

## POSTAGE

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Stamps, registered, certified mail, supplies, FedEx	\$1,000	\$58.00	\$942.00
<b>TOTAL</b>	<b>\$1,000</b>	<b>\$58.00</b>	<b>\$942.00</b>

## TRAVEL

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
In-State travel	\$6,000	\$4,005	\$1,995

## TRAINING

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Tuition and registration	\$3,000	\$1,925	\$1,075

# FACILITY OPERATIONS

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Security (Door badge sys)	\$4,000	\$1,062	\$2938
Lease Management (DGS)	\$10,000	\$6,467	\$3533
Rent	\$271,000	\$185,921	\$85079
Special Repairs & Deferred Maintenance	\$5,000	\$1,133	\$3867
<b>TOTAL</b>	<b>\$290,000</b>	<b>\$194,583</b>	<b>\$95,417</b>

# CONSULTANT & PROFESSIONAL SERVICES – INTERDEPARTMENTAL

CATEGORY OF EXPENDITURES	Budgeted	Actuals (July – Feb)	Variance
Office of Human Resources (DGS)	\$59,000	\$29,488	\$29,512
Administrative, legal, legislative, policy, communication services (BCSH)	\$104,000	\$31,000	\$73,000
DGS Purchasing Services	\$3,000	\$395	\$2,605
DGS Office of Financial Services Statewide Surcharge	\$3,000	\$0	\$3,000
Department of Technology (security circuit)	\$12,000	\$8,600	\$3,400
<b>TOTAL</b>	<b>\$182,000</b>	<b>\$69,483</b>	<b>\$112,517</b>

## CONSULTANT & PROFESSIONAL SERVICES - EXTERNAL

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Interpreters - website & hearings	\$15,000	\$3,607	\$11,393
Auditing fees	\$3,000	\$0	\$3,000
<b>TOTAL</b>	<b>\$18,000</b>	<b>\$3,607</b>	<b>\$14,393</b>

# INFORMATION TECHNOLOGY

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
IT Services – Interagency Agreement (DCA)	\$125,000	\$47,306	\$77,694

## NON-CAPITAL ASSET PURCHASE

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>	<b>Variance</b>
Software subscription – Case Management System	\$60,000	\$0	\$60,000
<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>

## OTHER ITEMS OF EXPENSE

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>
Security for panel hearings (CHP)	\$2,000	\$0

## REIMBURSEMENT

<b>CATEGORY</b>	<b>Budgeted</b>	<b>Actuals (July – Feb)</b>
Reimbursement from ABCAB (rent)	\$55,000	\$0

# TOTAL PERSONAL SERVICES (PS) & OPERATING EXPENDITURES & EQUIPMENT (OE&E)

<b>CATEGORY OF EXPENDITURES</b>	<b>Budgeted (Exp. Auth.)</b>	<b>Actuals (Jul – Feb)</b>	<b>Projected Exp. (March – Jun)</b>	<b>Projected Year End (YE) Expenditures</b>	<b>Variance (Budget – YE Exp)</b>
Total OE&E	\$794,000	\$236,928	\$324,280	\$561,207	\$177,793
Total PS & OE&E	\$3,373,000	\$1,568,886	\$1,347,786	\$2,916,672	\$401,328
Reimbursements	(\$55,000)	\$0	(\$55,000)	(\$55,000)	\$0
<b>GRAND TOTAL</b>	<b>\$3,318,000</b>	<b>\$1,568,886</b>	<b>\$1,292,786</b>	<b>\$2,861,672</b>	<b>\$401,328</b>

# QUESTIONS

