



Budget Contacts Meeting

JUNE 2016

CITY OF MADISON

DEPARTMENT OF FINANCE

Purpose

- ▶ Bring Budget Contacts together to discuss topical items around the budget & problem solve issues as they arise
- ▶ Interactive sessions focused on sharing information across agencies
- ▶ Provide ongoing feedback to Finance Staff regarding budget issues

Capital Budget Update

- ▶ Data downloads available by Munis
 - ▶ Agencies will have opportunity to review Munis data for verification
- ▶ Agency briefings with Mayor will start July 14th
 - ▶ Specific times will be sent out next week
- ▶ Executive Budget will be introduced at Council September 1st

BOE Special Series

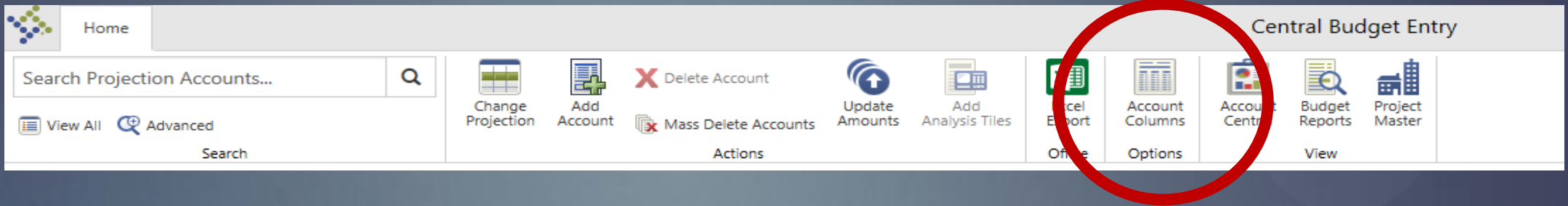
- ▶ June 22nd: Engineering & Traffic Engineering
 - ▶ Slides due TODAY
- ▶ June 30th: Metro Transit, PCED, Fleet, & Streets
 - ▶ Slides due June 25th
- ▶ Slides will be distributed prior to session
 - ▶ No agency presentations, sessions will focus on questions from BOE members for Agencies
 - ▶ Slide content should focus on currently adopted CIP
- ▶ BOE will hold final session July 8th

Central Budget Entry

- ▶ Central Budget Entry will be used to input 2016 operating requests
- ▶ Official Operating Kickoff-July 6th
 - ▶ Targets & Budget Instructions will be distributed at Dept/Division Head Meeting
 - ▶ More in-depth Central Budget Tutorial
 - ▶ Guidance regarding Salary/Benefit projection
- ▶ Operating proposals due **August 3rd @ 12:00pm**

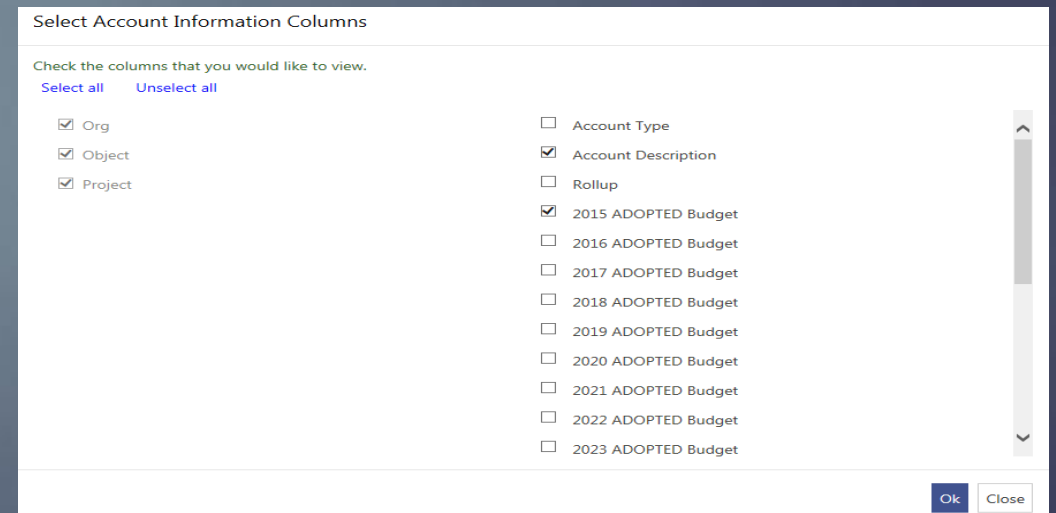
Changing Column Display

Select 'Account Column' to change the order of columns



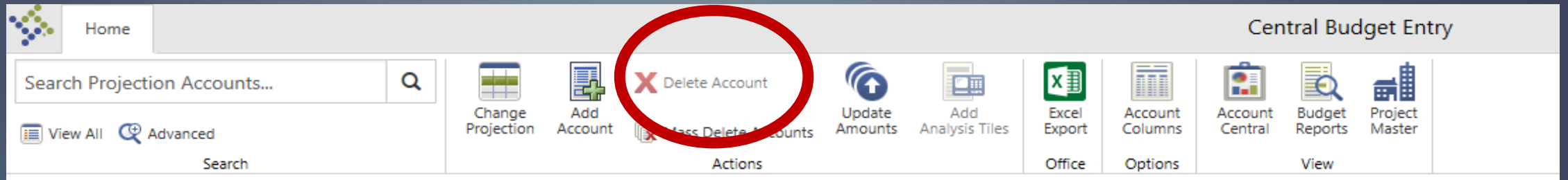
Select the years you would like to view

*2014 actuals will not be available in Munis
Contact your Budget Analyst for assistance
with 2014 actuals*

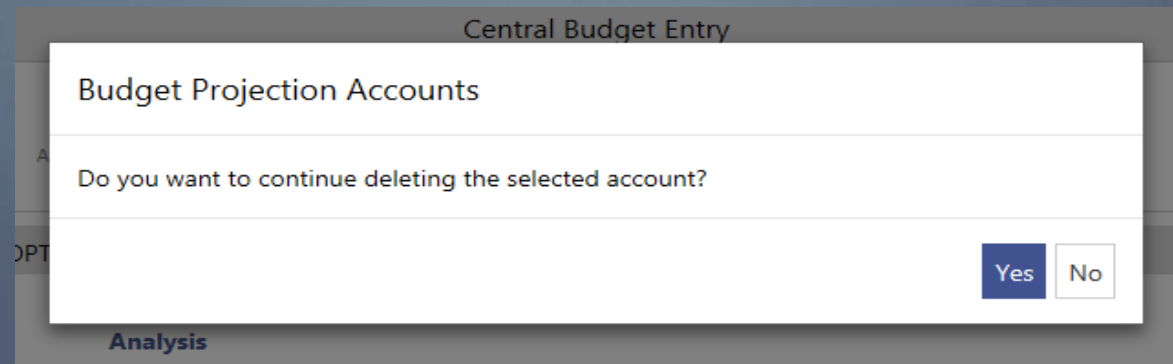


Deleting Lines

Use 'Delete Account' feature in ribbon to delete line items

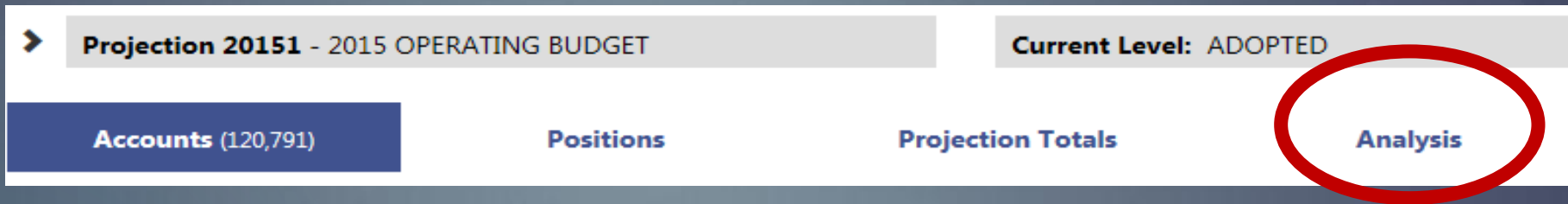


Click on the line you want to delete, then hit 'Delete Account', select Yes when prompted

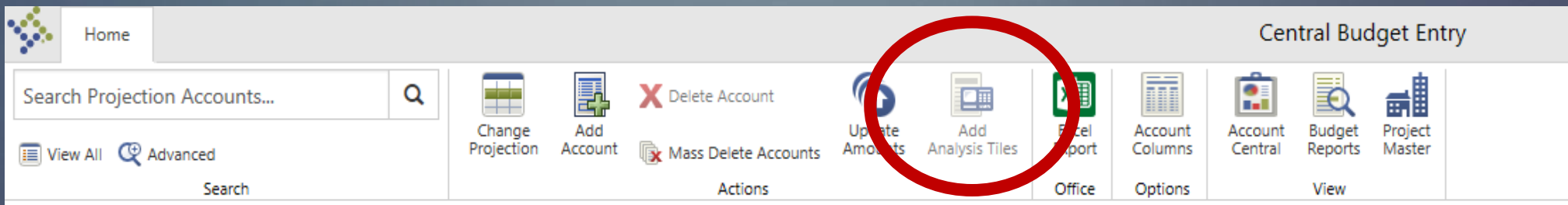


Analysis Tiles

Select the 'Analysis' option to build tiles to view the budget in different ways



When in the 'Analysis' view select 'Add Analysis Tiles'



Analysis Tiles

Name the Tile: Then select the row & column options of the tile you're building

Central Budget Entry

Add Analysis Tile

Tile Name:

Tile Row:

Tile Column:

Ok Close

Row Options:

Tile Row:

- Fund
- Function
- Agency
- Service
- Sub Service
- Location
- PSC
- SubFund
- Organization
- Object
- GL Project
- PL Project

Column Options:

Tile Column:

- Projection
- Fund
- Function
- Agency
- Service
- Sub Service
- Location
- PSC
- SubFund

Analysis Tiles: End Result

After you name your tile & select your fields the report will display

You can create multiple tiles that will display when opening this feature

Function&Fund		
Function	Description	GENFUND
	Totals	-33,263,212.00
10	GENERAL PURPOSE REVENUE	-283,103,831.00
20	GENERAL GOVERNMENT	66,435,150.00
30	PUBLIC SAFETY	114,222,349.00
40	PUBLIC WORKS	34,712,933.00
50	CULTURE RECREATION EDUCATION	14,800,865.00
60	CONSERVATION AND DEVELOPMENT	19,669,322.00

Column Values: Projection - Fund

Citywide Cost Tracking: Special Events

- Citywide cost tracking will be used for special events that happen on annual basis
- Projects will be set up to charge costs associated with these events
 - Activities will be set up in Payroll
 - Agencies can track costs for non-City wide events with Reason Codes
 - Additional training will be provided for Budget Contacts & Payroll Clerks in future sessions
- Agencies can recommend Special Events for tracking to Budget Analysts
 - Provide recommendations to Budget Analyst by June 26th



Next Meeting

JULY 16TH @ 11:00 AM

TENTATIVE TOPIC: MUNIS REPORTING & CUBES