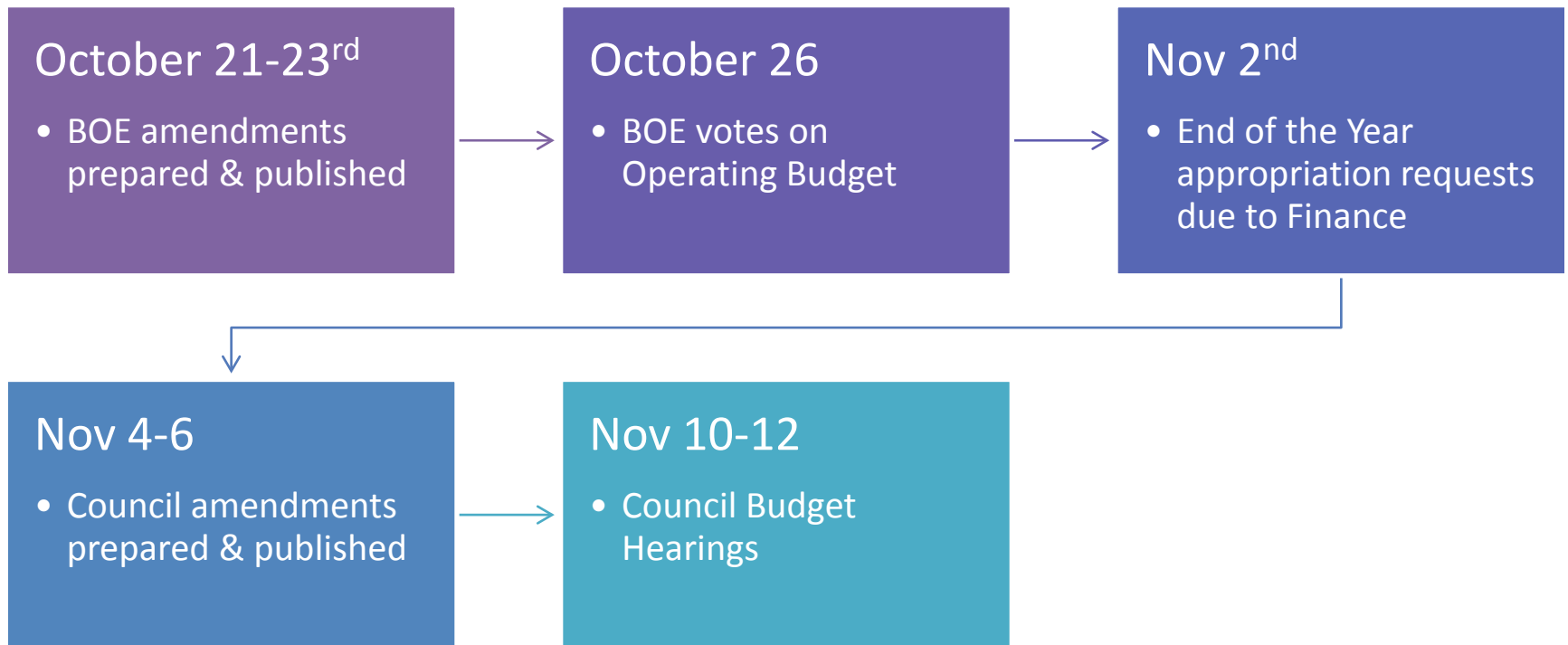


Budget Contacts

October

Budget Calendar Check-In



Year-End Appropriation

- Memo will be sent to Agencies October 19th
- Follow-up due to Budget Analysts by Nov 2nd
- Appropriations requests will need to include:
 - Org Code
 - Object
- Use Year to Date budget report to access necessary data

Budget Policies

- Underlying Logic:
 - Standardized hierarchy that requires consistent structure across agencies
 - Agency
 - Service
 - Sub-Service (if applicable)
 - Object
 - Transition from decentralized approach
 - Uniform processes to budgeting positions & personnel costs

Budgeting Positions

- City's roster & payroll change daily
- Budget must be built based on snapshot in time data
- New methodology budgets positions as they are currently filled
 - Provides adjustments for planned step and longevity increases
 - Vacant positions budgeted at base with full benefits
- Reclassifications will need to be absorbed within base budget

Budgeting for Grants

- Goal: Move all grant expenditures to segregated fund for consistent approach to grant budgeting across City
- Rationale: Grant revenues and expenditures will be excluded from GF budget amounts
 - Allows for cost tracking based on fund type

Budgeting for Grants

- Grants in MUNIS
 - Grants will still be entered in Grant Master and have the necessary projects set up
 - Change will be made as part of 2016 budget
- Next Steps:
 - Impacted agencies identify revenue and expense strings where grant funds are budgeted
 - Templates will be sent to agencies Oct 19th
 - Submit strings to Budget Office via Budget Analyst by Nov 13th
 - Budget Staff will update amounts in MUNIS prior to posting the 2016 budget