

# February

BUDGET CONTACTS



# Agenda

- ▶ Budget Analyst Assignments
- ▶ Budget Amendment Follow-Up
- ▶ 2015 Year End
- ▶ Project Ledger Updates
- ▶ 2017 Budget Calendar
- ▶ Budget Analyst Assignments

# Budget Analyst Assignments

# Analyst Assignments

<b>Betsy</b>	<b>Travis</b>	<b>Emma</b>	<b>Kara</b>
<u>Public Safety</u>	<u>Public Works</u>	<u>PCED</u>	<u>Admin Agencies</u>
Fire	Engineering	CDD	Clerk
Police	Sewer	EDD	Treasurer
Library	Stormwater	Planning	Attorney
Public Health	Water	CDA Housing Ops	HR
Municipal Court	Fleet	CDA Redevelopment	DCR
IT	Metro	Building Inspection	Assessor
Workers Comp/Insurance	Streets	Parks/Golf	EAP
TE	Landfill	Monona Terrace	
Parking			

*New assignments become effective Feb 29<sup>th</sup>*





# Budget Transfers & Project Adjustments

# Budget Transfers

- ▶ Journal Reference 1: Project or Org that is receiving the transfer
- ▶ Journal Reference 2: Legistar File ID (if available)
  - ▶ If no Legistar file use project name or org name
- ▶ Short Description: 10 character narrative
  - ▶ RCL: Reclass, Can be done with no resolution
  - ▶ XFR: Transfer, Requires Council resolution
  - ▶ EST: Establish, Requires Council resolution
  - ▶ CNRSR: Contingent Reserve, Requires Council resolution
- ▶ Attachments
  - ▶ Legistar Resolution: If available
  - ▶ Word document explaining movement of funds (3-4 sentences)
  - ▶ When establishing new budget include budget organized by org and object

# Project Budget Adjustments



- ▶ Short Description
  - ▶ RCL: Reclass, Changing class code (segment 3)
  - ▶ XFR: Transfer, Moving money across projects
  - ▶ EST: Establish budget (operating projects)
- ▶ Journal Reference: Project # for Receiving Project
- ▶ Reference 2: Project Name
- ▶ Reference 3: LEAVE OPEN
- ▶ Attachments
  - ▶ Word document explaining movement of funds (3-4 sentences)



2015 Year End



# 2015 Year End

## Key Dates

### February 29<sup>th</sup>:

- Review budget to actual expenditures & revenues operating and capital funds
- Debt files reconciled
- Inventory adjustments
- Compensated Absences file reconciled
- Accounts payable, accounts receivable, billings, inter-agency charges

## Key Dates (cnt'd)

### March 4<sup>th</sup>

- Agency grant schedules
- Preliminary Depreciation Run
- Special Assessments reconciled & utilities notified of A/R and cash charges
- Final encumbrance reviews for operating and capital funds

## Single Audit

- Applicable for all agencies receiving grants
- Documentation sent to John Davitt by March 2<sup>nd</sup>

Primary Contact: John Davitt  
[jsd@cityofmadisonc.com](mailto:jsd@cityofmadisonc.com)

*If you are concerned about complying with these dates contact Accounting ASAP*

# Project Ledger

# Project Strings

- ▶ Workflow will now be applied to the creation of expense & funding strings
- ▶ Approval will go through 2 phases:
  - ▶ Budget: Laura
  - ▶ Accounting: Craig
- ▶ Workflow process seeks to ensure string set up will allow project processes to run functionally and as intended in the budget
- ▶ Questions/Concerns

*Approvers will receive strings one by one. Send an email when all strings are set up to trigger beginning of approval process*

# 2017 Budget Calendar



# 2017 Budget Calendar

April

- Capital Budget Kickoff (April 4<sup>th</sup>)

May

- Agency capital proposals due (May 11<sup>th</sup>)
- Proposals transmitted to Mayor's Office

June

- Operating Budget Kickoff (June 6<sup>th</sup>)
- Agency capital meetings
- Late-June-Presentation of Finance Recommended cap budget

July

- Agency Operating Budgets due (July 13<sup>th</sup>)
- Decision meetings regarding capital budget
- Budget finalized by July 29<sup>th</sup>

October

- Operating budget introduced at Council (October 4<sup>th</sup>)

September

- Capital budget introduced at Council (September 6<sup>th</sup>)

August

- Early August-Presentation of Finance Recommended operating budget
- Budget decisions finalized by Sept 2<sup>nd</sup>

*Planning milestones moved up one month for agencies & Mayor's Office*

# Why the Change?

Service impact analysis

Clean & straightforward  
data presentation

Time for follow-up  
analysis

Development of base  
budget

# Impact for Agencies

- ▶ Planning for both operating and capital will begin 1 month earlier than under the current calendar
  - ▶ Agencies will receive same amount of time to develop proposal materials (5.5 weeks)
- ▶ Proposal process will be streamlined to be more user friendly for agencies
  - ▶ Development of Sharepoint site to input information
  - ▶ Simple process for report generation
- ▶ Agency staff will be responsible for entering information in MUNIS during summer 2016

# Preparing Capital Submissions

- ▶ Capital Projects vs Capital Programs
  - ▶ Projects standalone and have a defined beginning and ending
  - ▶ Programs are ongoing capital commitments to maintain infrastructure
- ▶ Proposal questions will be different based on whether project is capital program or project
- ▶ 1 Proposal per Project
  - ▶ Ex. Engineering Projects with utility components will prepare 1 proposal with multiple funding sources



# Proposal Components

## Capital Projects

- ▶ Project phase and desired timeline
- ▶ Long-Range plan connection
- ▶ Primary customer who will benefit from project
- ▶ Desired outcome (including data point)
- ▶ Operating costs associated with project

## Capital Programs

- ▶ List of Minor Projects
- ▶ Type of infrastructure being provided & amount
- ▶ Primary customer served by program
- ▶ Desired outcome (including data point)

*All projects will need to include location information*

# Briefing Calendar

## Capital

- ▶ Agency Capital Briefings
  - ▶ Last week of May-Mid-June
- ▶ Mayor's Capital Review
  - ▶ July
- ▶ Final Decisions
  - ▶ Early August
- ▶ Budget Printed & Introduced
  - ▶ September 6<sup>th</sup>

## Operating

- ▶ Agency Goals Meetings
  - ▶ Early June
- ▶ Mayor's Operating Review
  - ▶ August
- ▶ Final Decisions
  - ▶ Early September
- ▶ Budget Printed & Introduced
  - ▶ October 4<sup>th</sup>

# Budget Planning Calendar

## Goal of Longer Planning

- Allow additional time to review data to ensure any changes or recommendations have been properly applied

## Impact on Budget Process

- Clear delineation between phases makes it easy to identify changes as they have occurred during the planning process
- Increased capacity to understand what is changing between budget years

## Impact for Agencies

- Additional time to complete budget submissions
- Eliminate crunch times created by current calendar
- More streamlined process



Questions/Concerns