Yuma County Administrator's Office of Management and Budget (928) 373-1010

Budget Preparation Manual

Yuma County

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User's Guide

The budget preparation manual is a general guide to the budget development in Yuma County. Although the guidelines and directions included in this manual are meant to be comprehensive, requests for new information, changes in directions and adjustments in deadlines should be expected.

Information is distributed using the Budget Contact List provided by the department in December. If at any point in time, you find an error or outdated information on the distribution list, please contact the budget office.

What's inside?

- Budget Process: an overview of the County's budget process, including department and OMB responsibilities during each stage of the process.
- Technical Instructions: provides step-by-step instructions regarding line item entry, forms and checklists, documentation examples.

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Part I: **Overview**

1. Please refer to the Budget Preparation Instruction memo for any new guidelines for the upcoming fiscal year.
2. The Budget Review Team (BRT) and Office of Management and Budget (OMB) are responsible for preparing the Recommended Budget.
3. OMB offers "one on one" training on the budget preparation process upon request.
4. December - OMB:
   a) Sends budget instructions to the Budget Preparation Contacts and also post them on the County website. These instructions include:
      - Due dates for departments to submit materials to OMB
      - Key dates in the Budget Preparation Process.
      - Guidelines for the preparation of the particular year's budget.

Date	Event
October 1 through December 2, 2019	Requests for Market Salary/Grade Adjustment Classification Studies
December 6, 2019	ITS Assessments due
December 11,2019	Budget Training session
December 31, 2019	Requests for Personnel Reclassification Studies due
January 3, 2020	Budget Training session
January 3, 2020	BRT distributes initial Baseline Budget-Hyperion available to Departments
January 10, 2020	Departmental Baseline due
January 21, 2020	Final Baseline Budget distributed
January 21, 2020	Capital Improvement Project requests for FY21-FY25 due to County Engineer's Office
February 05, 2020	**Important: Department Budget Requests Due** • Salary Holds • Underfills • Market Studies/Grade Adjustments/Reallocations • Travel, Departmental Strategic Planning • Position & Related Changes, Supplies & Services, Transfers, Capital Outlay, FTE Changes, Grant Lists **(if needed)**
February 10, 2020	Board of Supervisors' Workshop – Fiscal Forecast Review and Discussion of Budget Issues
February 25-27, 2020	Department meetings with the BRT
March 13, 2020	FY21 Personnel Reconciliation • Personnel will be updated with Personnel Action Form actions up to this date
May 4, 2020	Board of Supervisors receives Recommended Budget
May 4-5, 2020	Board of Supervisors meets with departments
June 1, 2020	Board of Supervisors adopts Tentative Budget
June 22, 2020	Public Hearing on the Budget and anticipated adoption by the Board of Supervisors
June 22, 2020	Adopted Budget accessible in Oracle
August 17, 2020	Property tax rates & levies adopted

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Part I: **Overview –Concluded**

5. BOS Workshop/Retreat-
   a) Takes Place in February
   b) The Board of Supervisors and County Administrator meet with department heads in a workshop setting.
   c) A significant portion of the meeting deals with issues relating to the upcoming year's budget.
   d) A fiscal forecast is presented.
   e) Direction may be given with regards to expected changes in salaries and benefits.
6. Timeline:
   a) October-December,
      - Requests for Market Salary/Grade Adjustment Classification Studies due.
      - ITS Assessments due.
      - A group budget training session is held.
      - Requests for Personnel Reclassification Studies due.
   b) January –
      - The Initial Baseline Budget is distributed in Oracle Cloud by the OMB.
      - An additional group budget training session is held.
      - The Department Baseline budget is due to BRT in Oracle Cloud.
      - Final Baseline Budget is distributed.
      - CIP project requests are due to the County Engineer.
   c) February -
      - Department Requests are due.
        - Salary Holds
        - Underfills
        - Market Studies/Grade Adjustments/Reallocations
        - Travel, Departmental Strategic Planning
        - Position & Related Changes, Supplies & Services, Transfers, Capital Outlay, FTE Changes, Grant Lists (if needed)
      - Department meetings with the BRT.
   d) March -
      - OMB enters personnel into Oracle with the exception of departments with other existing personnel budgets (overtime, oncall, etc.)
      - Personnel reconciliation completed
   e) May –
      - The County Administrator presents the Recommended Budget to the Board of Supervisors (BOS).
      - The BOS meets with departments.

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f) June –
   - The BOS adopts the Tentative and Adopted budgets.
   - Adopted Budget is assessable in Oracle.

g) August –
   - Property tax rates and levies are adopted.

Part II: **Budget Process**

Personnel:

Personnel/Full-Time Equivalent (FTE) Timeline

- March- (1) OMB will email reconciled personnel spreadsheet to departments (2) OMB will enter personnel in Oracle Cloud in Department Request Stage **DO NOT INCLUDE POSITIONS REQUESTED** (3) OMB will reconcile with both Oracle and departments. (4) A cut-off date for changes to positions will be established. (5) OMB will apply Retirement & Insurance changes (if applicable).
- April- Recommended Personnel will be emailed to departments.
- May/June- (1) OMB will email Personnel Spreadsheet to departments after the Adopted Budget is adopted.

Notes for Preparing Personnel Spreadsheet

- Re: Changes- (1) Highlight corrections in specific color (2) List ONLY current positions & amounts- not requested positions (3) Final Personnel budget is the **department's** responsibility.
- Re: Oracle Cloud- (1) Approved reclasses entered by OMB (2) Reconciled personnel entered by OMB
- Re: Budgeted Amounts-(1) General Fund/ General Fund supported vacant positions are budgeted at MINIMUM Salary and PPO Employee Only Health Insurance (2) If there are <u>any</u> discrepancies between OMB ERE amounts and department ERE amounts, PLEASE notify OMB (3) Provisionals/Underfills will be budgeted at current provisional/underfill hourly rate (a budget request should be submitted if promotion is anticipated for provisional/underfill position).
- A sample spreadsheet is below:

Emp #	Emp Name	Job1	Job2	Position	Dept	FTE	Fund	Function	Dept2	Salary	Social Sec	Medicare	Retirement	Health	Other Emp	EAP	Life	W/C	Total
79250	Astro, Alan	400	001	Zoo Director	Zoo Accounting	1.00	0100	03	9999	106,121	6,580	1,539	10,729	6,903	-	19	90	9,410	141,391
98811	Belt, Bob	1122	003	Purchasing Manager	Zoo Accounting	1.00	0100	03	9999	29,115	1,805	422	2,944	6,903	-	19	52	8,810	50,070
98508	Cosmos, Carl	1122	005	Controller	Zoo Accounting	1.00	0100	03	9999	30,589	1,897	444	3,093			19	55	8,810	44,907
78886	Dilly, Daily	1140	001	Executive Assistant	Zoo Accounting	1.00	0100	03	9999	47,884	445	104	4,841	1,064	741	3	13	8,810	63,904
77909	Fizzy, Fernie	1146	001	Assistant Controller	Zoo Accounting	1.00	0100	03	9999	58,705	778	170	5,935	1,381	-	4	18	8,810	75,750
98230	Finch, Frank	2032	001	Tour Guide	Zoo Accounting	1.00	0100	03	9999	34,608	1,609	376	3,499	5,276	2,581	14	47	8,810	56,820
98207	Giles, Goto	2032	002	Clerk II	Zoo Accounting	1.00	0100	03	9999	32,137	1,494	349	3,249	5,319	3,704	14	43	8,810	55,119
98242	Hares, Hillary	2033	001	Maintenance Facilitator	Zoo Accounting	1.00	0100	03	9999	38,058	472	110	3,848	1,418	988	4	14	8,810	53,722

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Budget Stages:

- There are eight stages of the annual budget's development.
- First stage is **initial baseline budget** and the last stage is the **adopted budget.**
- Expected completion dates for each stage are listed in the Budget Instructions.

1. Initial Baseline Budget:

- First preliminary budget
- Prepared and distributed by OMB
- OMB will enter YE budget projections
- Final amended budget for Supplies & Services from current fiscal year
- Approved one-time purchases of Supplies & Services in current year budget are removed
- Capital Outlay and Personnel budgets are also removed
    - Capital Outlay is budgeted for one fiscal year only

2. Department Baseline:

- Funds subject to the Baseline process: General Fund, Jail District, Health District and Library District.
- Department reviews Initial Baseline budget prepared by OMB and determines necessary changes for year-end estimate and new budget year.
    - If applicable, departments submit any CIP requests to the County Engineer.
    - Departments to obtain Human Resources assessment for personnel related Department Budget Requests (if applicable).
- Departments begin completing their Department Budget Request forms (if applicable).
- Oracle Cloud entries during Department Baseline (instructions are provided in Part III of this manual)
    - Adjustments to individual line items in Supplies & Services not to exceed approved total budget amount.
    - Year-end Estimates **to include Personnel**
        - The better the year-end estimate for uses and sources, the better the beginning fund balance projection

Line Item Report
Dept XYZ
Adopted Budget
FY 2012 Budget

Fund	Fct	Obj	Description	2009 Actual	2010 Actual	2011 Budget	2011 Actual	2011 YE Estimate	2012 Recmd	2012 Adopted	Variance
00100	00	39090	MISCELLANEOUS REVENUES	24	-	-	170	170			-
			Total Revenue	**24**	**-**	**-**	**170**	**170**			**-**
00100	02	41010	GENERAL CONSUMABLE SUPPLIES	3,438	81	5,227	700	1,452			-
00100	02	41101	OFFICE SUPPLIES	248	608	508	457	914			-
00100	02	41111	BOOKS & MANUALS	-	-	508	-	400			-
00100	02	41220	FOOD SUPPLIES	857	-	711	4	8			-
00100	02	41260	FUEL, OIL, AND LUBRICANTS	1,090	416	2,474	94	188			-
00100	02	41290	PRINTING AND MICROFILMING	-	152	-	312	1,124			-
00100	02	41291	OTHER OPERATING SUPPLIES	225	-	-	-	-			-
00100	02	41310	BUILDING SUPPLIES	-	-	-	38	76			-
00100	02	41360	MOTOR VEHICLE/EQUIPMENT REPAIR SUPPLIES	-	26	-	33	281			-
00100	02	41502	SMALL TOOLS LESS THAN $2,000	40	183	2,334	726	11,999			-
00100	02	41503	CAPITAL OUTLAY >2000<5000	8,593	-	-	-	-			-
00100	02	41511	COMPUTER UPGRADES	-	-	-	31	762			-
00100	02	41512	SOFTWARE UPGRADES	-	94	500	-	476			-
00100	02	42130	ACCOUNTING AND AUDITING SERVICES	78	39	-	-	1,200			-
00100	02	42141	CONTRACT COSTS	-	236	350	350	350			-
00100	02	42211	ELECTRICITY-BUILDINGS	-	107	-	244	488			-
00100	02	42221	NATURAL GAS	-	2	-	3	6			-
00100	02	42234	WATER-OFFICES	-	30	-	28	56			-

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- Departments must budget for existing New World Public Safety license fees (42131) and radio maintenance (43013) (if applicable). If you are requesting budget authority to purchase additional licenses, please request the additional budget authority using a Department Request form.

Budget requests should not be entered in the baseline stage

3. Budget Team Approved:

- Office of Management and Budget will calculate utility rate increase based on YE estimates entered.
  - Departments need to provide justification for increase if the increase is not supported by two prior year actuals and current actual projections.
- Office of Management and Budget will review 43013 and 42131 line item accounts for departments with 800 MHz radio's and New World licenses to ensure enough budget is available.
- After the requested baseline line items have been reviewed by OMB and discussed with departments (if necessary), OMB will distribute the Budget Team Approved. Departments will use the Budget Team Approved as a reference for preparing their Department Requested budgets.

4. Department Requests (DR):

- Departments with SR funds will review and adjust YE estimate and new budget year amounts (as needed).
  - Changes to YE estimate can be changed if necessary. (All Funds)
  - Appropriation of Fund Balance (39910) will be uploaded by OMB.
- Budget transfers will be submitted to OMB through the new Transfers form and entered into Oracle Cloud by OMB.
- Personnel amounts will be entered by OMB–exception: Departments with other existing personnel budgets (overtime, etc.) entries are due in Department Request.
  - Position control:
    - Baseline budgets for authorized positions will be derived from the personnel spreadsheets provided to the departments for review. It is critical that these spreadsheets are reviewed for accuracy by departments to ensure proper budgeting of personnel costs.
- Reclassification request information will be obtained from Human Resources.
- Budget Authority for compensation adjustments, reclassifications, underfills, approved grade adjustments, salary holds and reallocation plans will be budgeted in Non-Departmental budget and transferred as needed.
- Budget Requests with personnel reference requires Human Resources analysis/job description.

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- Departments will enter budget requests in Oracle Cloud.
    - Include forms, quotes, and justifications as attachments to each requisition in Oracle Cloud.
- BRT will review all Budget requests.
- DBS forms are submitted in this stage.
- Revenue projections and fund balancing occur in this stage.
- **Departments to submit a list of all Budgeted Grants and the amounts (Grant List)**
- Additional information about the Department Baseline and Department Request stages is available at: http://www.yumacountyaz.gov/government/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material

Forms: Provide metrics to support requests

Forms

Required	Optional
Department Strategic Planning	FTE Funding Change
Grant List	Position & Related Changes Request
Travel and Training	Supplies & Services
Transfer Form	Capital Lease/Outlay

- Submit one copy of each completed Department Strategic Planning form to the Office of Management & Budget via email.
- If you choose to submit additional information to the BRT that is not covered in Oracle or forms, please submit electronic copies.

5. Admin Adjustment:

- OMB will request from departments a balancing account for possible adjustments, contingency will be used to balance if no response is received.
- BRT will make adjustments to YE estimates as necessary.
- Insurance Premiums will be entered by OMB.
- Indirect Cost will be entered by OMB.
- If applicable, Compensation will be entered by OMB.

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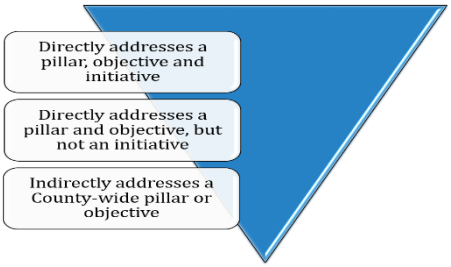
6. Recommended Budget:

- BRT will review and either recommend, not recommend or adjust budget requests.
- Departments will be notified and able to review the BRT recommendations.
- The BRT will prepare the County Administrator's Recommended Budget for presentation to the Board of Supervisors. As part of the preparation of the Recommended Budget, the BRT will meet with departments to consider the department requests submitted during Department Request stage.
- After these meetings are completed, the BRT will prioritize the department requests. Several factors are taken into consideration, for example:
  - How the requests relate to the adopted Strategic Plan
    - Be specific as to which of your department's Strategic Plan objectives the request relates to and how the request will assist the department in meeting this objective.

Budget Requests & Strategic Plan

- Budget Requests are evaluated based on their alignment with the County's Strategic Plan.



7. Tentative Budget:

- BOS meetings with department heads begin soon after the Board of Supervisors receives the Recommended Budget.
  - The expected format of these meetings is for the OMB to give an overview of the department's budget, followed by comments by each department, indicating its support of, and differences with, the Recommended Budget.
- When the Board of Supervisors finishes its meetings with all departments, it will list potential changes to the Recommended Budget (if applicable) and develop a tentative ranking of the changes.
- The Board of Supervisors will adopt a Tentative Budget.
- The Tentative Budget is published in the newspaper and is the basis of the public hearing on the budget.

8. Adopted Budget:

- All of the budget stages prior to this have been preliminary budgets. After conducting a publicly noticed public hearing the Board of Supervisors will adopt a final budget. Any amendments to the Adopted Budget must be made in accordance with specific provisions of State law. The date that the Adopted Budget should be available in Oracle Cloud will be included in the Budget Instructions.

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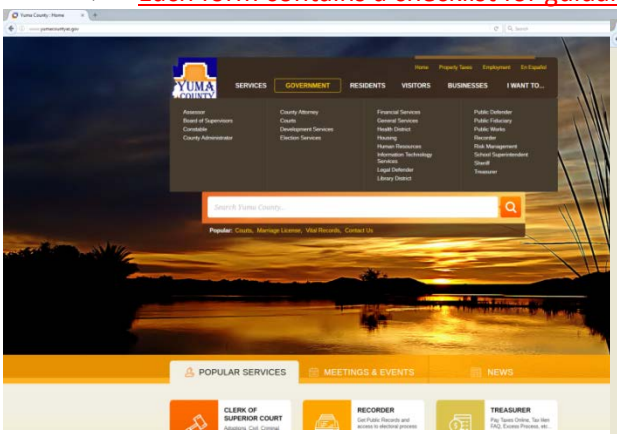
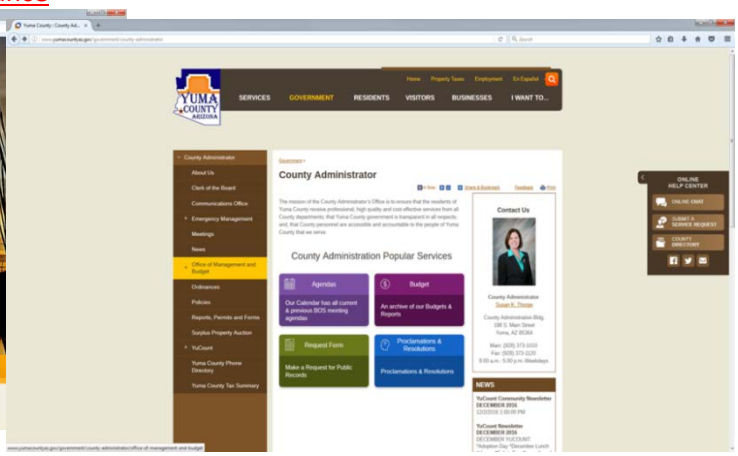
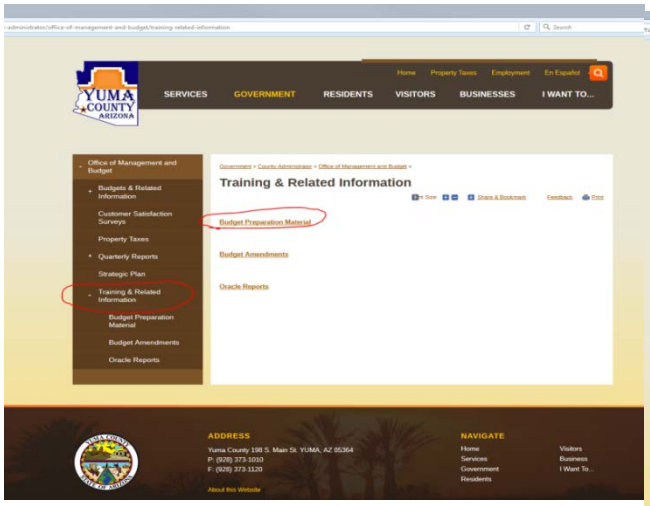
Part III: **Budget Forms**

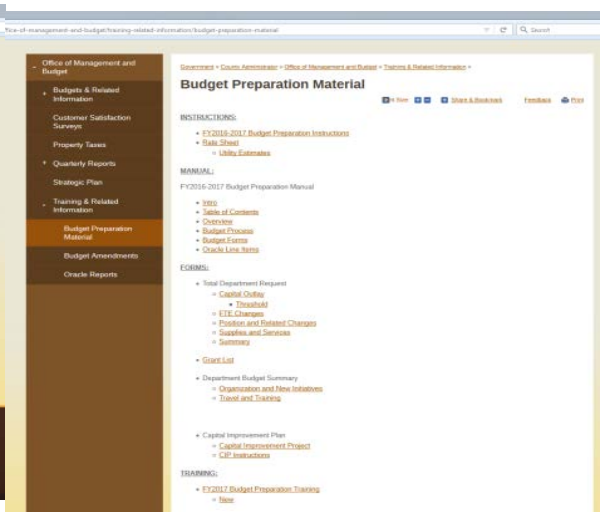
Note: Please use the most current forms available for download on our website.

- Open www.yumacountyaz.gov website.
- Go to Government
- Click County Administrator
- A menu will appear to the left select Office of Management and Budget
- Select Training and Related Information.
- Next, select Budget Preparation Material
- Forms will be available
- Budget forms are created in Excel
    - An individual cell can support a limit of 1,024 characters.
    - Please try to limit your comments to the space provided
- Each form contains a checklist for guidance









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Position & Related Changes Request Form

- **Part one:**
  - Describes requests for new positions and changes in sources of funding
  - Identifies personnel costs and all associated costs brought by the personnel change.
    - To include associated changes in Supplies & Services, Capital Outlay or Debt Service accounts. (A separate form for this cost is not necessary)
    - Costs need to be identified as "One-Time" or "Recurring"
      - i.e. Salary and benefit costs are "recurring" and furniture or supplies to establish the position would be "one-time"
  - All funds requesting new positions are required to fill out this form regardless of their baseline status.
  - All funds requesting funding changes to existing positions may use this form or the FTE funding Changes-Existing Position form.
  - If you expect to have to pay more than minimum salary to fill the position you are requesting (if request is approved), then use the salary you realistically expect to pay.
  - Budget Requests with personnel reference requires Human Resources analysis/job description

- **Part two:**
  - Includes Statistical and Narrative Description and Return on Investment (ROI)/Cost Benefit
    - Statistical
      - Asks that you identify what will be the key benefit of the request
        - Improving effectiveness, efficiency/productivity or workload
          - **Efficiency** is expressed as a ratio between the amount of input and the amount of output and can be calculated on the basis of cost or number of FTEs.
          - **Productivity** is the opposite and is derived by dividing output by input.
          - **Effectiveness** measures how well a program or service is accomplishing its objectives and fulfilling the purpose for which it exists

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➢ Part two: Concluded

- An example of the inter-relationships of these measures:

Example of Effective, Efficiency/Productivity and Workload measures:

Monthly Food Services:

Data:

Dollars spent on Inspections:	$50,000
# of inspections conducted:	1,200
# of inspector hours:	1,600
Facilities with "A" rating for prior month	65%
Facilities with "A" rating for Current month	90%
Inspections requested – current month	1,200
Inspections projected – next month	2,400
Current # of Inspectors	1

Efficiency $= \frac{I}{O} = \frac{\$50,000}{1,200} =$ $31.25 cost per inspection

Productivity $= \frac{O}{I} \quad \frac{1,200}{1,600}$ ¾ of an inspection per hour (3 completed every 4 hours)

Effectiveness = # of facilities with an "A" rating has increased from 65% to 90%.

Changing workload = 2,400 - 1200 = 1200 additional inspections
1,200 / .75 of an hour = 1,600 additional inspection hours projected

- Another important metric the BRT will look for is return on investment/Cost Benefit (documenting how the position will either save the County money or increase revenue).
- If Return on Investment/Cost Benefit can be quantified then please fill out the ROI/Cost Benefit section on the forms. (Supplies & Services, Capital Outlay and Position and Related)
- Please utilize the checklist to guide you for areas the OMB will be reviewing.

Checklist and Example of Position Related & Changes Request Form

DEPARTMENT REQUEST: POSITION & RELATED CHANGES	
☐	Identify department (and division if applicable) name in top row of page
☐	Enter Req\Priority # and Title
☐	Change "Date Prepared" as updates/changes are made
☐	Write brief summary of request in the top section.
☐	Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfills
☐	Identify any future years recurring costs
☐	Verify that Totals for One-Time & Recurring amounts match the Budget Requisition Input form in Oracle.
☐	PAF must be filled out for HR/Finance if request is adopted by BOS
☐	Include stats/narrative (e.g. Return on Investment/Cost Benefit, efficiency etc....)
☐	Requires Human Resources Analysis/Job Description

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Example 1 – Position Request (Routine Job Functions)

FY20/21 DEPARTMENT REQUEST: POSITION & RELATED CHANGES

Department:	Yuma Zoo	***Req.\ Priority #:***	1
Date Prepared:	1/2/2020	***Short Title:***	Animal Inspector
Summary:	Yuma County requires two Animal Inspectors to ensure that all animals within the Yuma Zoo remain both active and healthy. In addition, a survey was conducted that patrons would purchase behind the scene tours allowing patrons to learn about extinction and ways to help.		

You will need to submit Personnel Action Forms to Human Resources for changes adopted by the Board of Supervisors

PART ONE - RESOURCES NEEDED

I. Position Information:

Classification Title:		***Classification Status:***	***Position:***
Inspector		☑ New ☐ Existing	☑ 100% New ☐ All Reallocation ☐ Mixed ☐ Transfer
Weekly Hours now:	0	***Employment status:***	☑ Regular; full-time ☐ Regular; part-time ☐ Other; please explain
Weekly Hours new:	40		***Other - explain:***

II. Current Funding Allocation (complete if reallocating an existing position):

Fund & Dept. Number	***Fund Name***	***%***	***Position Number:***	
na			***Incumbent's name:***	
			Current Grade:	
			Current Mo. Salary:	

III. Requested Allocation (or reallocation of existing position):

Fund & Dept. No.	***Fund Name***	***%***	***Proposed Grade:***	261
00100.01.9999	General Fund	100	***Prop. Annual Sal:***	$70,000
			Proposed Start Date:	07/01/21

IV. Policy & Mandates:

Is an **approved** Human Resources assessment attached?	☑ Yes ☐ No
This position\program is needed primarily	☐ to maintain existing service\operating levels. ☑ to expand, improve or add new service\operating levels.
If the position is mandated, identify the mandate :	County Policy for animal safety
If mandated, what are the consequences of non-compliance:	If Yuma County does not follow the policy to ensure animal safety, the zoo can lose it's license to have a zoo and may result in shut down.
If this is in fulfillment of a specific Strategic Plan objective or strategy, identify (only one):	**Department Objective Narrative:**
County Strategic Pillar: (select one from drop down)	To provide optimal animal care and safety giving zoo patrons opportunities to learn about specific animals for their overall survival from extinction.
Effective Governance	
County Strategic Objective: (select one from drop down)	
Responsibility	

V. Financial Impacts:

Will this request increase General Fund Revenue?	☑ Yes ☐ No
If yes, how & by how much?	By offering behind the scene tours, additional revenue can be realized with an ROI of $24,651 per year.
Is it likely this position may, directly or indirectly, result in increased dependence on the General Fund in the future?	☑ Yes ☐ No
If yes, explain:	If pay is adjusted, salaries and EREs will increase.

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Dept.:	Yuma Zoo	Position Change Request Continuation
Req.\Priority #:	1	

VI. Account Detail:

►List each fund and account effected by this position change. Group accounts by fund, beginning with the lowest fund no. List dept. & object accounts in ascending order by acct no. Show not only direct costs of the position, but also any related amounts budgeted because of the position. (examples: furniture, computer, training, office supplies, vehicle)

►Enter fund name on row preceding accounts for that fund

►**Enter the costs you expect to need**

►Enter subtotals by fund & a grand total

Accounting Details (00100.01.0100.40291)	Object Name	Amount		VII. Comments:
		One-time	Recurring	
00100.01.9999.40291	NEW EMPLOYEES (OLD)		70,000	
00100.01.9999.40292	NEW EMPLOYEE		24,550	
00100.01.9999.41101	OFFICE SUPPLIES		1,000	
00100.01.9999.41502	SMALL TOOLS LESS THAN	4,000		
00100.01.9999.41380	COMMUNICATION	1,500		
00100.01.9999.42410	TRAVEL EXPENSES		2,000	
00100.01.9999.43460	TRAINING AND SCHOOL		2,000	
00100.01.9999.43080	DATA	4,000		
Total		$9,500	$99,550	
Total Combined (one-time & recurring)			$109,050	

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Example 2:

Dept:	Yuma Zoo	***Position Change Request Continuation***
Req.\Priority #:	1	

PART TWO - ANTICIPATED RESULTS

The key benefit of this supplemental request is to improve

- (●) effectiveness
- ( ) efficiency\productivity
- ( ) adjust to changing workload
- ( ) Other

Statistical Description

Yuma Zoo Statistics	Historical 3-year avg.	Current Year	Budget Year
Number of Animals	200	400	500
Number of Inspectors	2	3	5
Inspectors per 100 Animals	1	0.75	1

(1) Inspector is assigned for every (100) animals

(1) Inspector is assigned for every (100) animals

$$\frac{1 \text{ Inspector}}{100 \text{ Animals}} = \frac{x \text{ number of required Inspectors}}{500 \text{ Animals}}$$

Solving for X yields 5 Inspectors. The Yuma Zoo currently has 3 Inspectors and requires an additional 2 FTEs to meet increased demands.

Narrative Description

According to the Bureau for Animal Administration Management (BAAM), the proper radio for proper animal management is 1 inspector for every 100 animals. Currently, the present ratio is .75 inspectors for every 100 animals, violating the recommendation of BAAM. Without an additional animal inspector to handle the increased workload, the following critical activities might not occur, not only violating BAAM standards but also PETA recommended animal regulations, potentially risking animal health and welfare: 1) Inspection of animal enclosures and habitats, 2) Well-being of animals is reduced including their bathing grooming, exercise, and health care requirements, 3) Treating animals for minor injuries, and 4) Carrying out maintenance work for animal environments.

If there aren't sufficient inspectors to treat minor injuries, this will have to be done by a veterinarian at a difference per hour of $60.00. Last fiscal year, inspectors treated 500 of minor injuries. If 25% of these injuries have been treated by a veterinarian instead, this would cost the County $7,500 (assuming it would only take the veterinarian an hour).

This request addresses Strategic Plan objective #3122 by improving employee safety and animal care.

ROI (Return on Investment) / Cost Benefit

If there are sufficient Animal Inspectors then there would not be a need to contract a veterinarian. Additionally there are quite a few regulations that are not being met according to BAAM which would cost fees on citations to the County. Here is the ROI on having an additional Animal inspector vs contracting a veterinarian and Citation fees.

1) Citation for animal enclosures and habitats	$30,000
2) Citation for animal health care	$55,000
3) Treating animals for minor injuries (Outside veterinarian paid $60.00/hour takes care of only 25% of minor injuries which is 125 and assuming it only takes an hour)	$7,500
4) Citation on animal environment	$25,000
Total Costs on citations and contracting	$117,500
Total Costs of Additional Animal Inspector	$99,550
Difference (Net savings)	$17,950

Return on Investment:

ROI = (Net savings/Costs(without new hire)) X 100

ROI = (17,950/117,500) X 100

ROI = 15.28%

Identify all future costs and/or savings

Return to TOC

FTE Funding Changes-Existing Positions Form:

- If you have multiple existing positions and the only change you are requesting for these positions is a change in funding, you may use this form
  - It allows you to list all positions on one form rather than having to complete a Position & Related Changes Request form for each position
  - Funding Change should not increase the General Fund

Example of FTE Funding Changes-Existing Positions Form and Checklist:

FY20/21 Department Request - FTE and/or Funding Changes - Existing Positions

Department/Division:	Yuma Zoo	Req./Priority #:	3
Date Prepared:	12/15/2019	Title:	Funding Changes
Summary:	The Zoo has been notified that funding from the American Association of Zoo Keepers will be reduced (see attached letter). As such, we will need to move a portion of the funding for affected positions to grant funding from the Animall Preservation League.		

This form should not reflect an increase to General Fund.

					From			To		
#	Employee Name	Position #	Class Title	Total Salary	FTE	Salary x FTE	Fund & Dept #	FTE	Salary x FTE	Fund & Dept #
1	Timothy Thomas	143.001	Jungle Enclosure Supervisor	$ 46,482	-0.02	(930)	02447-9999	0.02	930	02876.9999
2	Richard Richardson	617.006	Cashier	$ 27,718	-0.04	(1,109)	02447-9999	0.04	1,109	02876.9999
3	Cathy Cruz	457.004	Enclosure Maintenance Worker	$ 30,168	-0.03	(905)	02447-9999	0.03	905	02876.9999
4	Linda Lopez	318.003	Financial Specialist	$ 43,892	-0.04	(1,756)	02447-9999	0.04	1,756	02876.9999
5	Joseph Johnson	543.005	Veterinarian Assistant	$ 36,623	-0.02	(732)	02447-9999	0.02	732	02876.9999
6						-			-	
7						-			-	
8						-			-	
9						-			-	
10						-			-	
11						-			-	
12						-			-	
13						-			-	
14						-			-	
15						-			-	
	Total			$184,883	-0.15	(5,432)		0.15	5,432	

Justification:	The affected positions are integral to the operation of the Zoo and it would increse costs to obtain these services from outside vendors. The costs can be adequately funded from the Animal Preservation grant and the General Fund is not affected.

DEPARTMENT REQUEST: FTE FUND CHANGES TO EXISTING POSITIONS CHECKLIST

- [ ] Identify department (and division if applicable) name in top row of page
- [ ] Enter Req\Priority # and Title
- [ ] Change "Date Prepared" as updates/changes are made
- [ ] Write brief summary of request

Return to TOC

Supplies and Services Request Form:

- Use this form to explain requests exceeding the approved baseline
- Cost should be identified as "one-time" or "recurring"
  - i.e. A request to purchase a copier
    - The cost of the copier would be considered "one-time"
    - The cost of a maintenance agreement associated with the copier will be "recurring"
- Includes Return on Investment (ROI)/Cost Benefit section (if applicable)
- Multiple requests can be listed on one form
  - Keep in mind that all requests on a form will be rated as one request. If there are some items you want much more than others, you might want to use more than one form. Also, if some of the items are to maintain existing service/operating levels and others are to expand, improve or add new service/operating levels you will likely want to separate them on two request forms.
- Computer lifecycle budget requests will be submitted to the BRT by Information Technology Services (ITS). ITS will contact departments to review lifecycle needs.

Do Not Use This Form For:

- Supplies & Services requests associated with change in positions
  - Supplies & Services purchases requested in association with position changes are **only** shown on the Position & Related Changes Request Form.
- Supplies & Services requests associated with changes appearing on capital lease/capital outlay form.
  - Supplies & Services purchases requested should appear **only** on the Capital Lease/Capital Outlay form.
- For adjustments that will be made to the utilities line items as a result of the rates established by Finance.

Return to TOC

Example of Supplies & Services Request Form and Checklist

DEPARTMENT REQUEST: SUPPLIES & SERVICES CHECKLIST
☐ Identify department (and division if applicable) name in top row of page
☐ Enter Req\Priority # and Title
☐ Change "Date Prepared" as updates/changes are made
☐ Write brief description of request in Part I.
☐ Part II describe any cost reallocations, if applicable
☐ Verify that object accounts number matches Object Account Name
☐ Verify that object account on request matches object account entered in Oracle (line item report)
☐ Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfills
☐ Identify any future years recurring costs
☐ Provide Quotes
☐ Include Justification (e.g. Return on Investment/Cost Benefit, efficiency etc….)

Return to TOC

FY20/21 DEPARTMENT REQUEST: SUPPLIES & SERVICES

►Reminder: Do not use this form for requests related to position changes or new capital outlay.

Department:	Yuma Zoo	***Req.\ Priority#:***	1
Date Prepared:	January 2, 2020	***Title:***	Contract Service Request

I. Description:

To contract audit services for Yuma Zoo.

II. Cost Reallocation ***If this is a reallocation of costs formerly posted elsewhere, explain:***

The recurring contract agreement expense for the Yuma Zoo has been previously covered by headquarters, Zoo USA. Zoo USA is now requesting the agreement be expensed from Yuma Zoo's budget.

III. Account Detail

►Enter fund name on row preceding accounts for that fund.

Accounting Details (00100.01.0100.41101)	Object Account Name (Office Supplies)	$ change for this request One- time	Annual
00100.01.0100.42191	OTHER PURCHASED SERVICES		$ 7,500
	Total	$ -	$ 7,500
	Total Combined (One-time+Annual)		$ 7,500

IV. Mandates & Strategic Plan

This supply\service is needed primarily

◉ to maintain existing service\operating levels.

○ to expand, improve or add new service\operating levels.

If the supply\service is mandated, identify the mandate :

Service is mandated by grants and private donors.

If this request is in fulfillment of a specific Strategic Plan objective or strategy, identify (only one):

County Strategic Pillar: (select one from drop down)

Effective Governance

County Strategic Objective: (select one from drop down)

Public Trust

Department Objective Narrative:

To protect current funding streams and actively pursue new funding that will sustain future growth of Yuma Zoo.

V. Recurring Annual Costs

Year 1	Year 2	Year 3	Year 4	Year 5	Total	
7,500	7,500	7,500	10,000	10,000	$ 42,500	Recurring annual costs to exceed current budgeted amount.

VI. Justification

As part of Zoo USA, Yuma Zoo's financial audits were paid for by Zoo USA. It was decided by headquarters that each zoo be responsible for cover the cost of audits. Because Yuma Zoo has multiple funding streams that require independent audits, Yuma Zoo needs budget for this expenditure.

Contract cost is $7,500 for the first 3 years with an increase to $10,000 for years 4 and 5.

VII. ROI (Return on Investment)/Cost Benefit

Without having an independent annual audit, Yuma Zoo will lose grants and private donations that total approximately $276,000 annually or $1,380,000 over the next 5 years. The 5-year cost for performing the required audits to receive funding is only $42,500.

Identify all future costs and/or savings

Return to TOC

Travel and Training Form:

- The purpose of this form is to account for travel and training activity within department budgets.
  - The form has been simplified this year and must be submitted for any training.
  - Keep existing training separate from new training requests.
  - Training hits a specific County Pillar and Objective in its Strategic Plan.

Example of Travel and Training Form

FY20/21 Travel & Training Budget Request					
Date Prepared:	12/15/2019	Department:	Yuma Zoo		
Fund Number:	00100	Fund Name:	GENERAL FUND		
Event & Location			Total Travel (42410)	Total Training (43460)	GRAND TOTAL
Existing training					$0
Wild Animal Care and Maintenance 101-San Diego Zoo			$1,200	$300	$1,500
Jack Hanna's National Seminar - Yellowstone Park			$3,075	$550	$3,625
					$0
New training requests					$0
Birds of the Wild Care - San Diego Zoo Safar Park			$1,500	$750	$2,250
Animal Nutrition Seminar - Des Moines Zoo			$850	$500	$1,350
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
					$0
TOTAL			$6,625	$2,100	$8,725
Note: Please make your best estimate of travel and training based on the information you have at the time and past experience.					

TRAVEL AND TRAINING REQUESTS CHECKLIST	
☐	Identify department (and division if applicable) name in top row of page
☐	Change "Date Prepared" as updates/changes are made
☐	Specify Fund Name/Number (One travel form per Fund)
☐	Check Total Travel (42410) and Total Training (43460) formulas
☐	Amount on Travel/Training form should equal amount in Oracle line items
☐	Increase in travel/training should be offset by reduction in another line item or submit request for increase

Return to TOC

Capital Lease/Outlay Form:

- Use when requesting capital outlay items or facility improvements costing less than $100,000.
- Use to request authorization to enter into capital leases, or similar types of installment payment transactions in which the expected outcome is ownership of the asset.
- Capital Outlay is an acquisition of land, building, vehicles, equipment, etc. to include lease purchases that are required to be accounted for as a capital lease (i.e. the asset is purchased for less than fair market value at the end of the lease period). If the equipment has an expected life of less than 1 year or the purchase price is less than $5,000, budget the item under Supplies & Services rather than Capital Outlay.
- A threshold amount list is available on the County website to use as guidance in identifying whether an item is considered Capital Outlay or not. Finance is also available to answer questions.
- Use to receive authority to enter into an installment purchase, even though there may be no installment due until a future fiscal year.
- Purchase cost for lease purchase items is to be the sum of any down payment, lease payments and buy-out costs.
- Include supplies & services related to the request capital outlay item.
- All funds requesting Capital Outlay are required to fill out this form regardless of their baseline status.
- All IT related requests must include a completed assessment form from ITS.
- Includes Return on Investment (ROI)/Cost Benefit section (if applicable)

Checklist and Example of Capital Lease/Outlay Form

DEPARTMENT REQUEST: CAPITAL LEASE/OUTLAY	
☐	Identify department (and division if applicable) name in top row of page
☐	Enter Req\Priority # and Title
☐	Change "Date Prepared" as updates/changes are made
☐	Write brief description of request in Part I.
☐	Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfills
☐	Identify any future years recurring costs
☐	Verify that Totals for One-Time & Recurring amounts match Summary sheet columns
☐	Specify if request is replacement purchase
☐	If request is IT related, attach assessment from ITS
☐	Provide quotes for requests
☐	Complete all Applicable sections/Check manual for further instructions

Return to TOC

FY20/21 DEPARTMENT REQUEST: CAPITAL OUTLAY

► **Reminder: Do not use this form for requests related to position changes.**
See below for capital outlay requirements. List all future recurring costs.

Use this form to request capital outlay items or facility improvements **costing more than $5,000 (individual item) and less than $100,000**. Dollar thresholds apply to unit costs. Unit cost includes sales tax and shipping, BUT does not include software training

Capital Outlay is any acquisition of land, building, vehicles, equipment, etc. This includes lease purchases that are required to be accounted for as a capital lease, (i.e.; the asset is purchased for less than fair market value at the end of the lease period.) If the equipment has an expected life of less than 1 year or the purchase

INCLUDE supplies & services related to the requested capital outlay item on this form.

Department:	Yuma Zoo	***Dept. Priority:***	5
Organization Unit:	Administration	***Title:***	Electronic Survellance Cameras

I. Description:

To expand camera surveillance to all portions of the zoo.

This Purchase is ☑ an additional asset, **OR** ☐ replacement of an existing asset

This asset will be supported by the County IT Department or will be attached to networks maintained by the County IT Department?
☐ Yes ☑ No

II. Is there an option to lease (If so please provide details)? ☐ Yes ☑ No

III. Service levels, Mandates & Recurring Costs:

This supply\service is needed primarily	○ to maintain existing service\operating levels. ◉ to expand, improve or add new service\operating levels.
If the supply\service is mandated, identify the mandate :	NA
If mandated, what are the consequences of non-compliance?	NA
If this request is in fulfillment of a specific Strategic Plan objective or strategy, identify (only one):	**Department Objective Narrative:**
Strategic Pillar: Operational Excellence **Strategic Objective:** Continuous Improvement	Yuma Zoo continuous effort to increase the safety of our animals, staff, and vistors.

IV. Account Detail (for costs during budget year)

Fund.Function.Department.Object Account i.e. (00100.01.0100.45411)	**Object Account Name**	**Amount**	
		One-Time	**Recurring**
Supplies & Services			
00100.01.9999.43013	COMMUNICATION EQUIP RE	$ -	$ 12,000
Capital Outlay			
00100.01.9999.45420	COMMUNICATIONS EQUIPM	$ 48,000	
	Total	$ 48,000	$ 12,000
	Total Combined (one-time & recurring)		$ 60,000

V. Recurring Annual Costs:

Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Total**
12,000	12,000	12,000	12,000	12,000	$ 60,000

Recurring annual costs to exceed the current budgeted amount.

VI. For Replacement Purchases

Replaced Item	**Age**	**Mileage\ Other Metric**	**Comment**

VII. Justification

The purchase of the additional camera equipment and additions to the monitoring station will allow the entire park to be monitored by electronic communication equipment. The increase in the Supplies and Services is to cover the cost of maintaining the new installation. We've documented 6 claims in FY 19/20 that could have been prevented if those areas had been monitored. This would have saved the County $25,200.

VIII. ROI (Return on Investment)/Cost Benefit

When taking a look at the ROI the 48,000 would be a one time amount that would be paid back throughout the years of savings with the expanding of the surveillance throughout the zoo. The only re-curring cost would be the Equip Maint & Repair of $12,000 but it is still lower than the $25,200 in claims the County had to pay. See attached for the following ROI/Cost Benefit is for 5 year assuming that the lifespan of the equipment is 5 years.

Date prepared:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total		
Cost	48000	0	0	0	0	**48000**	Total costs (48000+60000)	
Recurring costs	12000	12000	12000	12000	12000	**60000**	108000	**ROI**
Potential Savings	25200	25200	25200	25200	25200	**126000**	Cash Flow Total (126000-Total Costs)	**17%**
Cash flow Total	-34800	13200	13200	13200	13200	**18000**	18000	

Average of 6 Claims a year @ $4,200 a claim

ROI = Cash Flow total / Total Costs
ROI = 18000/108000
ROI = 17%

Return to TOC

Existing and Approved Transfers Form:

- This form is for existing and new Transfers In and Out necessary to maintain existing service/operating levels as well as new requests.
- Transfer form entries will be made by OMB.

Checklist and Example of Department Request Summary Form

Schedule of Existing/New Transfers In and Out

- [ ] Identify department (and division if applicable) name in top row of page
- [ ] Change "Date Prepared" as updates/changes are made
- [ ] Enter the applicable Fund and Department numbers
- [ ] Enter the amounts
- [ ] For each transfer, enter a description and justification
- [ ] Ensure the Total equals zero
- [ ] Identify New/Existing

FY20/21 Schedule of Transfers IN and OUT

Please Note: For new transfer in and out request, please attach additional documentation supporting the amount. i.e. grantor letter, spreadsheet calculations, etc. For any General Fund transfer in or out, please enter last fiscal year's General Fund amounts.

Description = Position #, name of grant, etc.

Justification = The reason the transfer is needed

Department:						Date Prepared:	
New/ Existing	Fund	Dept.	Account	Fund Name	Amount	Description/Justification	00100 Prior Year Amount
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
				Total (should be zero)	$ -	General Fund Affect	$0

*If there is a General Fund increase, please submit supporting information.

Return to TOC

Department Strategic Planning Form:

- This form is used to identify how a department's budget request(s) will meet the County's Strategic Plan Pillars and Objectives.
  - **Effective Governance**
    - Resilience, Public Trust, Responsibility, Economic Stewardship, Environment Stewardship, Exceptional Public Service
  - **Operational Excellence**
    - Effective Staffing, Forward Looking, Continuous Improvement, Best Managed US County, Effective Financial Planning, County 1st, Department Next
  - **Valued Employees & Resources**
    - Robust Benefits, Timely Discipline, Unified Workforce, Engaged Employees, Employee Development, Meaningful Recognition

- Identify the department.
- Keep and state existing Department Mission Statement or state new Mission Statement.
- List Significant Accomplishments (Optional).
- List Initiative(s) (or goals) for FY20/21.
- List Output(s) (or projects) planned to use to achieve the Initiative.
- List Measure(s) that will be used to track progress on achieving the Initiative.
- Identify which Strategic Plan Pillar and Objective the Initiative satisfies.

Checklist and Example of Department Strategic Planning Form

DEPARTMENT STRATEGIC PLANNING	
☐	Department: Identify department (and division if applicable)
☐	Mission Statement: If changing, please enter new statement. If not, check "Keep Same" box.
☐	Significant Accomplishment (Optional): If your department has had a significant accomplishment during the year that you would like included in your department budget pages, enter it here.
☐	Initiative: Enter Department Initiative (goal) for FY20/21.
☐	Output: Enter Department Output (project) expected to achieve Initiative.
☐	Performance Measure: Enter method used to track project progress to achieve Initiative.
☐	Identify County Strategic Pillar and Ojective associated with Initiative.
☐	Add additional pages if needed.

Return to TOC

FY20/21 DEPARTMENT STRATEGIC PLANNING

Department Name:	County Administration

Department Mission Statement

☑ Keep Same ☐ Change	To ensure that the residents of Yuma County receive professional, high quality and cost effective services from all County departments; that Yuma County government is transparent in all respects; and that County personnel are accessible and accountable to the people of Yuma County that we serve.

Significant Accomplishment(s)

For the FY19-20 budget, OMB successfully completed the budget preparation process, presented the Board of Supervisors with a balanced budget for adoption, and completed the budget book with a staff that included one experienced member and three newly hired members.

Strategic Plan: Department Initiatives & Target Outputs

Yuma County's 5-Year Strategic Plan

Department Initiative:	Increase the overall score of the County's Financial Plan (Budget Book) by increasing the number of sections that receive a rating of "Outstanding" from the GFOA.		
Department Output:	OMB will increase the number of sections that received an "Outstanding" rating from 12 to 18 by 2022.		
Department Performance Measure:	14 "Outstanding" ratings in 2020; 16 "Outstanding" ratings in 2021; and 18 "Outstanding" ratings in 2022		
County Strategic Pillar:	Operational Excellence	**County Strategic Objective:**	Continuous Improvement
Department Initiative:			
Department Output:			
Department Performance Measure:			
County Strategic Pillar:	Select One	**County Strategic Objective:**	NA
Department Initiative:			
Department Output:			
Department Performance Measure:			
County Strategic Pillar:	Select One	**County Strategic Objective:**	NA
Department Initiative:			
Department Output:			
Department Performance Measure:			
County Strategic Pillar:	Select One	**County Strategic Objective:**	NA
Date completed:			

Return to TOC

Capital Improvements Project Form

- Used when requesting Capital Improvement Projects costing $100,000 or more.
- Consist of land, buildings, or improvements to same (e.g., elevator, installation in an existing building, or bridge construction on a County road and Information Technology projects).
- CIP budget authority is approved for only one year; a form for a multi-year project must be submitted each year. It's a Non-recurring expense.
- The County Engineer coordinates preparation of the County's Capital Improvements Plan. Request for new projects to be included in the Capital Improvement Plan, or making changes to projects already included, are submitted to him. List **ALL** recurring costs associated with the request and any savings that will result from the project.
- List all costs such as sales tax, shipping, installation, etc. List future recurring costs in the section at the bottom of the form. List projected savings as negative amounts.

Return to TOC

FY 20-24 Capital Improvement Program

☐ Smart Check

A. General

CIP #:		Department		District #:	
Project Name					
Abstract Description of End Product/					
Key Project Bene					

B. Project Funding

	FY20 (BRT)	FY21 (Est)	FY22 (Est)	FY23 (Est)	FY24 (Est)	5-Year Total R
Source: General	$1					$1
Source:						$0
Source:						$0
Source:						$0
TOTAL [R]	$1	$0	$0	$0	$0	$1

C. Project Estimated Expenditures

	FY20 (Est)	FY21 (Est)	FY22 (Est)	FY23 (Est)	FY24 (Est)	5-Year Total E
	($1)					($1)
						$0
						$0
						$0
						$0
						$0
TOTAL [E]	($1)	$0	$0	$0	$0	($1)

D. Project Key Stakeholders

E. Project Schedule

Milestone/	Initiated (FY	Progress (F	Closed (FY)

F. Other Financial Information

a Project Total Co	($1)
b Cost To Complet	($1)
c PEV = % Comple	0.00%
d FY19 Project Bu	$1
e FY19 Expenditur	($1)
f FY19 Unspent $$	$0
g % Project CTC F	100%
h Project Other Re	$1
i Net Annual M&O	($1)

H. Comments

Project Manage		Date	

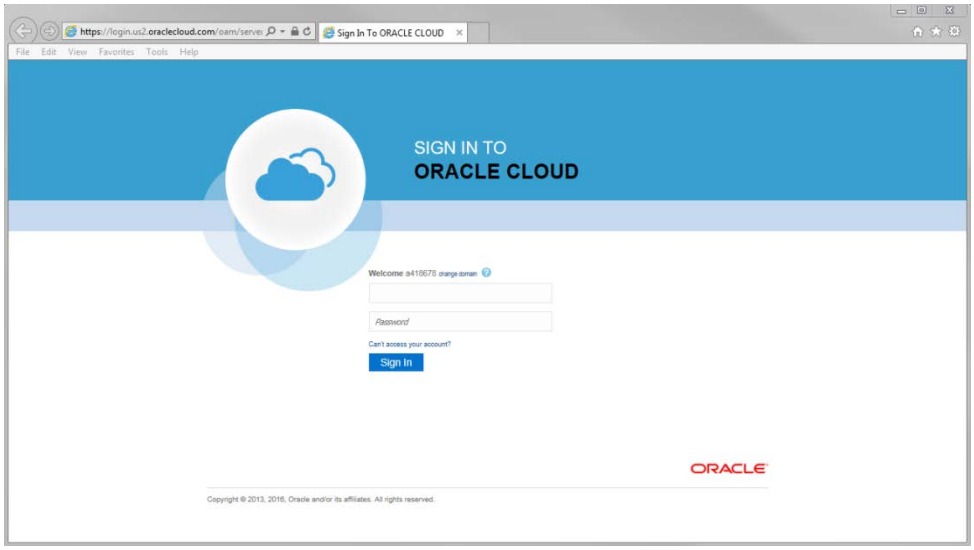
Return to TOC

Part IV: **Oracle Cloud**

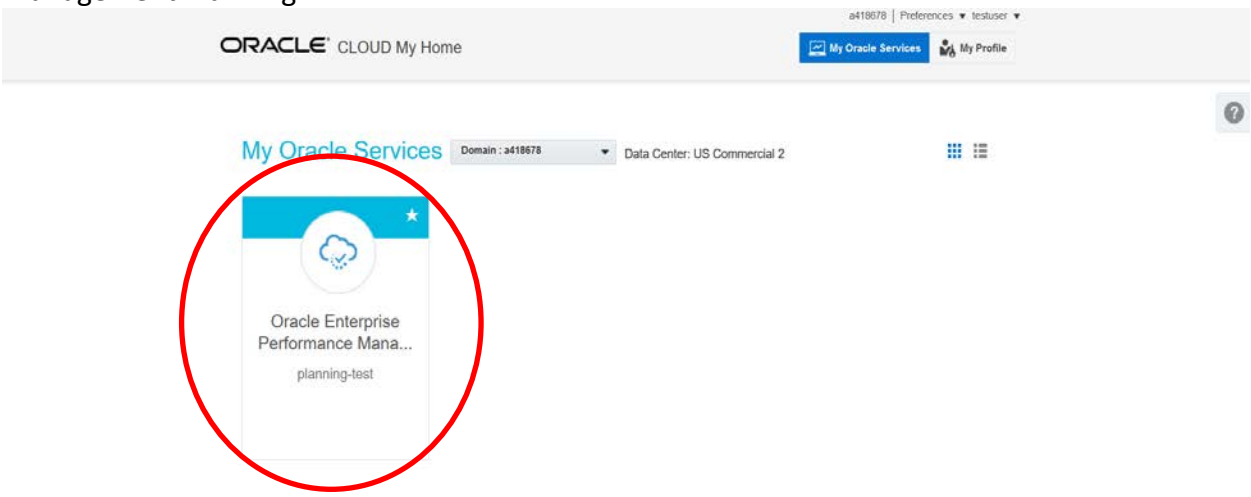
Open Internet Explorer or other web browser (Firefox, Chrome or Safari)

Enter the following URL: https://myservices.us.oraclecloud.com/mycloud/a418678/faces/dashboard.jspx

Enter username and password and click sign in

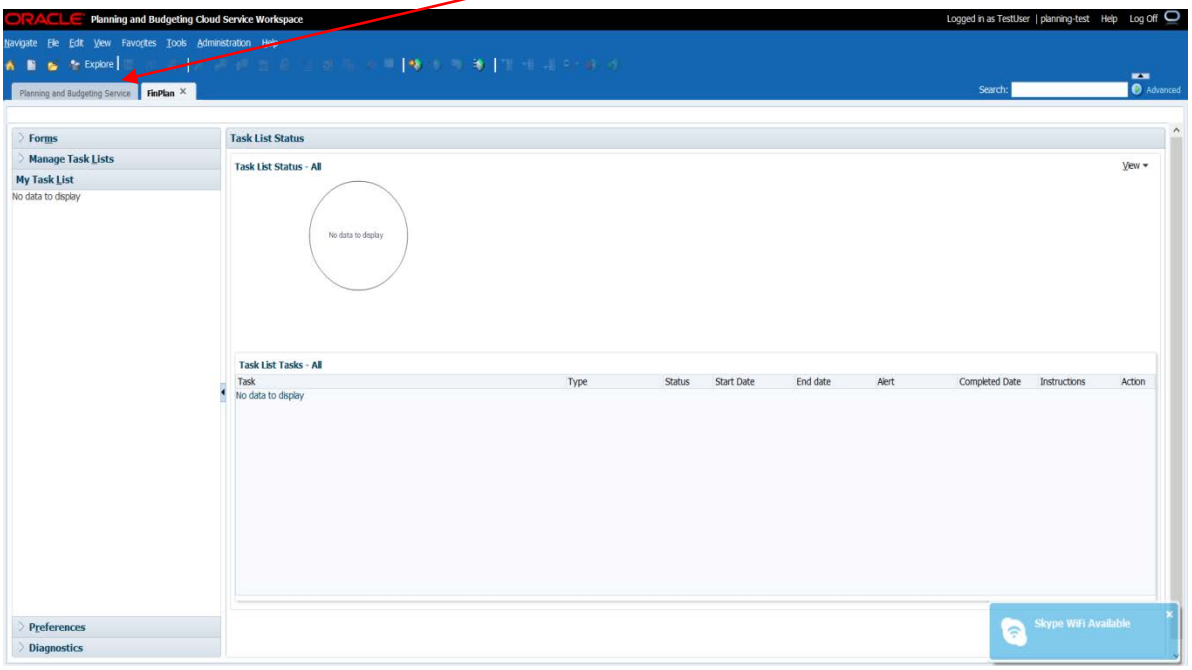


Next you will see **My Oracle Services** page, click on Oracle Enterprise Performance Management Planning

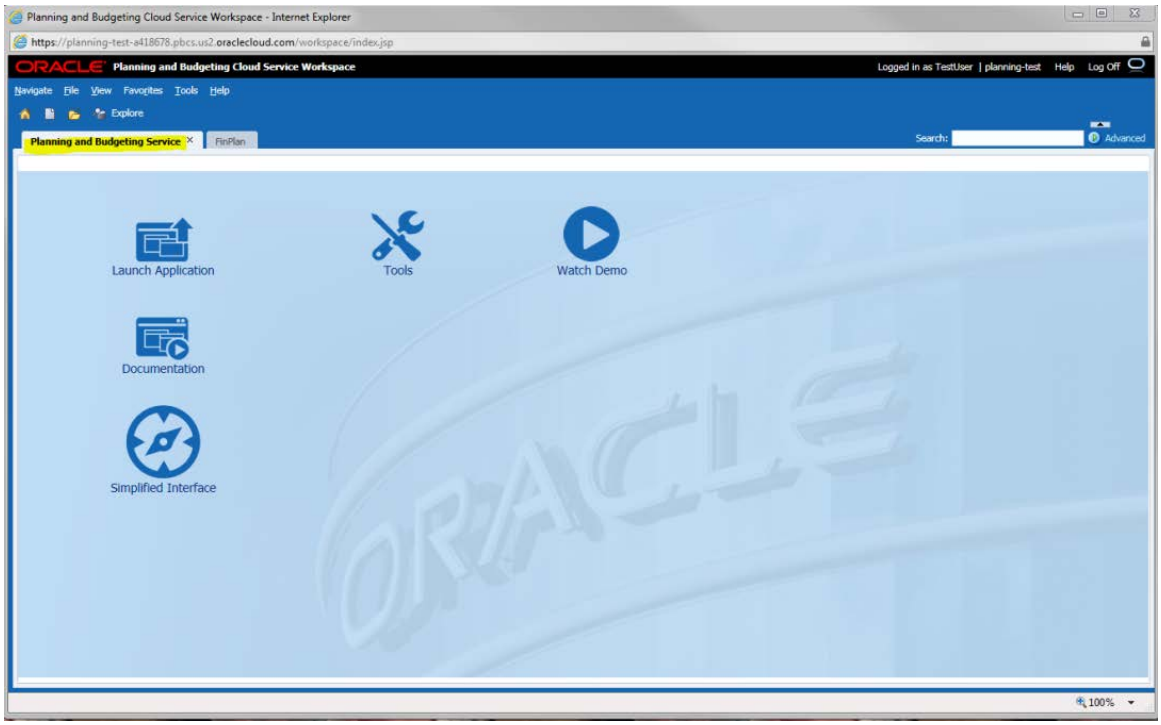


Return to TOC

The following page will automatically open to FinPlan tab, change to the Planning and Budgeting Service tab



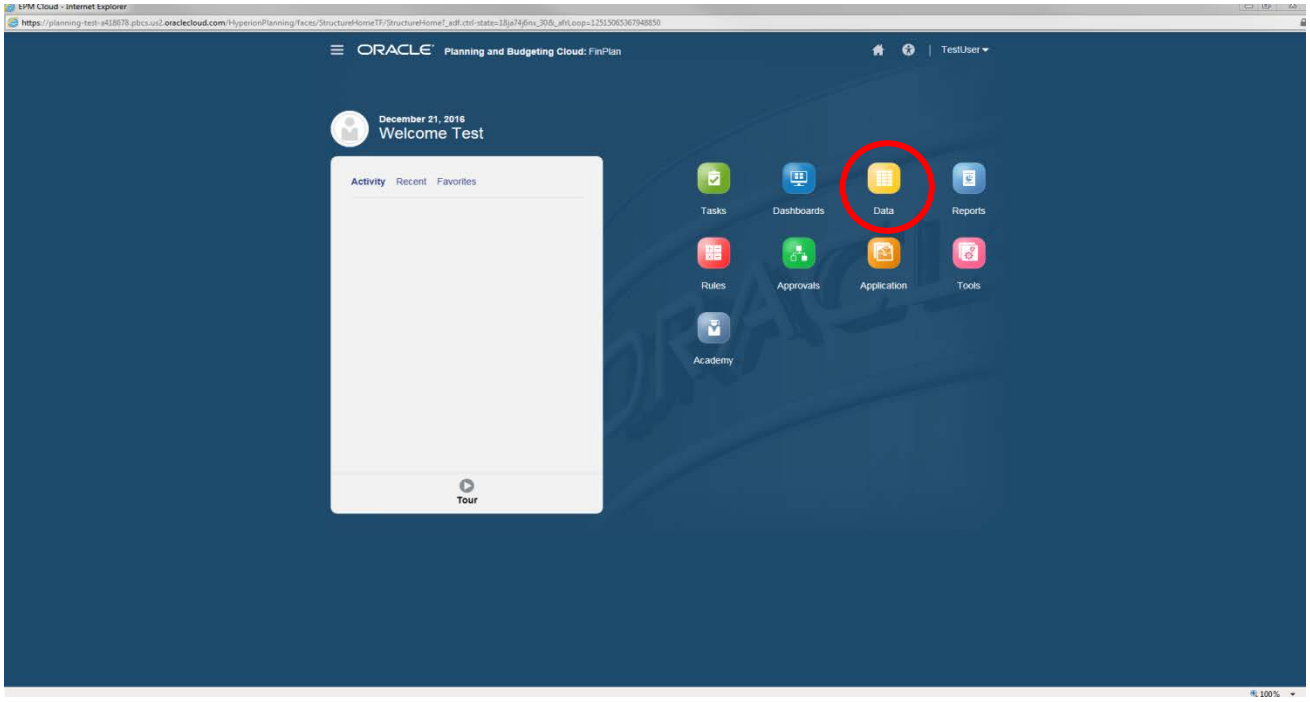
Next, click on the Simplified Interface option.



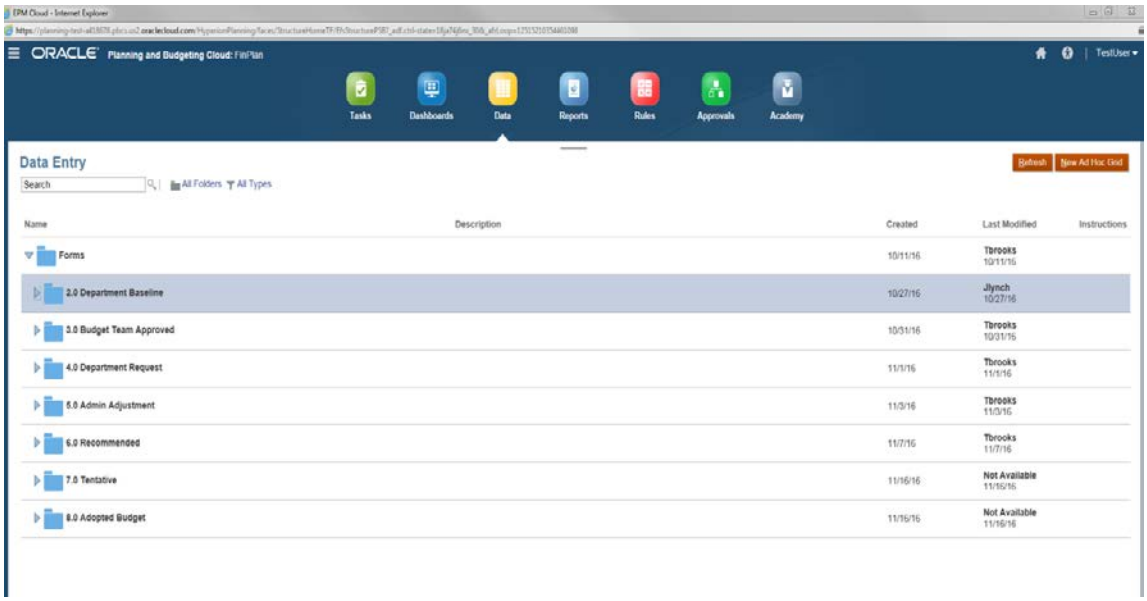
Please Note: If you are using Internet Explorer, click the "100%" in the lower left corner of the window and select size down to 90%. This will make the appearance of the application better.

Return to TOC

The **Planning and Budgeting Cloud**:FinPlan page will open (see below). Click on Data



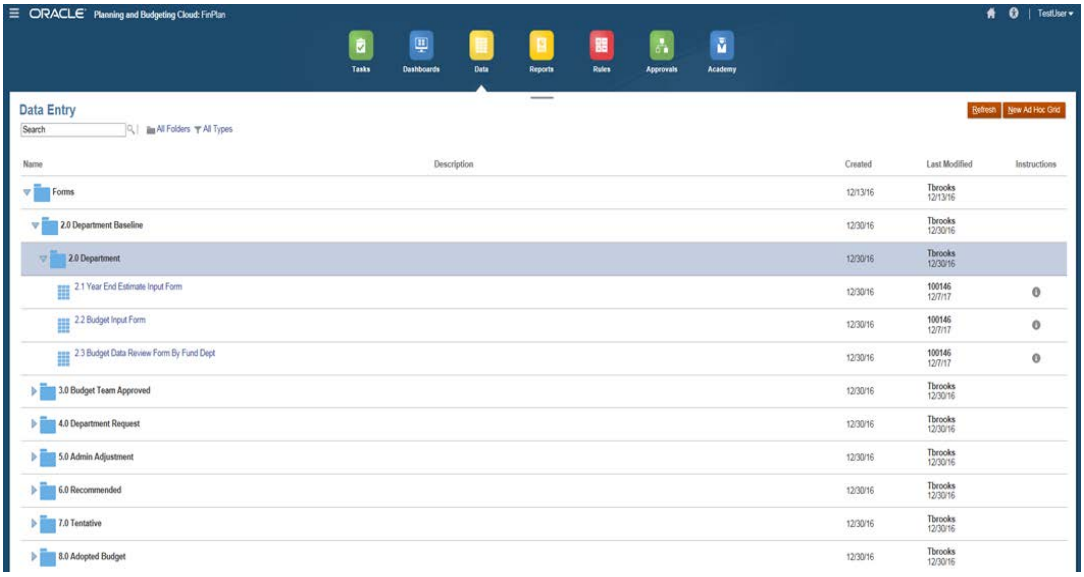
The Data Entry page will open, this page contains the folders and forms where data will be entered and reviewed. The two stages with department involvement are Department Baseline and Department Request, all other stages (folders) contain a review form that will allow to view any changes made in that stage.



Return to TOC

2.0 Department Baseline:

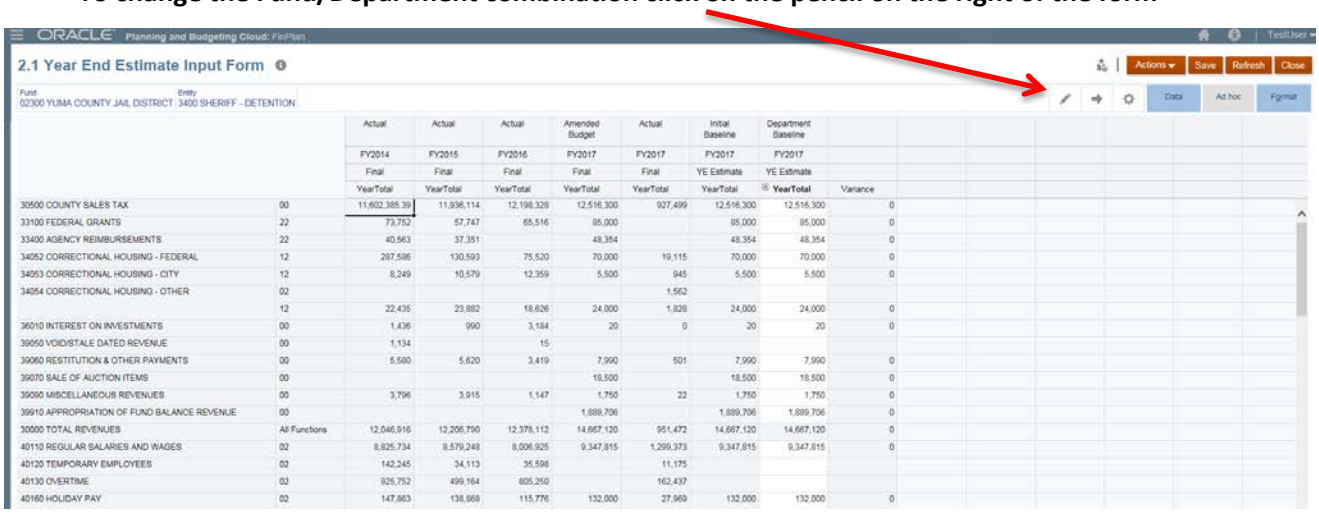
Click the arrow beside the 2.0 Department Baseline (stage) folder to open the folder. Then click on the 2.0 department folder. The department baseline stage forms will be available. **Please Note:** Funds subject to the department baseline stage are: **General Fund, Jail District, Health District and Library District**. If your department has other funds, you will not be able to view/enter data for them in this stage.



Click on the "2.1 Year End Estimate Input Form" link to open the following screen. This form will allow to edit the Current Year End Estimate (edit data and/or add rows).

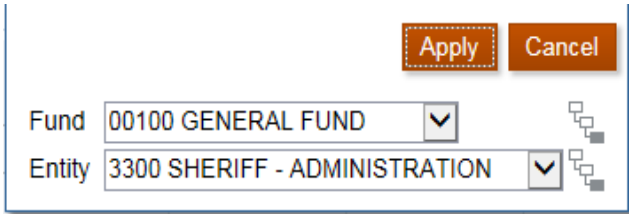
Return to TOC

To change the Fund/Department combination click on the pencil on the right of the form



		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
30500 COUNTY SALES TAX	00	11,602,385.39	11,936,114	12,198,328	12,516,300	927,499	12,516,300	12,516,300	0
33100 FEDERAL GRANTS	22	73,752	57,747	65,516	85,000		85,000	85,000	0
33400 AGENCY REIMBURSEMENTS	22	40,563	37,351		48,354		48,354	48,354	0
34052 CORRECTIONAL HOUSING - FEDERAL	12	287,586	130,593	75,520	70,000	19,115	70,000	70,000	0
34053 CORRECTIONAL HOUSING - CITY	12	8,249	10,579	12,359	5,500	945	5,500	5,500	0
34054 CORRECTIONAL HOUSING - OTHER	02					1,562			
	12	22,435	23,882	18,626	24,000	1,828	24,000	24,000	0
36010 INTEREST ON INVESTMENTS	00	1,436	990	3,184	20	0	20	20	0
39050 VOID/STALE DATED REVENUE	00	1,134		15					
39060 RESTITUTION & OTHER PAYMENTS	00	5,580	5,620	3,419	7,990	501	7,990	7,990	0
39070 SALE OF AUCTION ITEMS	00				18,500		18,500	18,500	0
39090 MISCELLANEOUS REVENUES	00	3,796	3,915	1,147	1,750	22	1,750	1,750	0
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				1,889,706		1,889,706	1,889,706	0
30000 TOTAL REVENUES	All Functions	12,046,916	12,206,790	12,378,112	14,667,120	951,472	14,667,120	14,667,120	0
40110 REGULAR SALARIES AND WAGES	02	8,825,734	8,579,248	8,006,925	9,347,815	1,299,373	9,347,815	9,347,815	0
40120 TEMPORARY EMPLOYEES	02	142,245	34,113	35,598		11,175			
40130 OVERTIME	02	925,752	499,164	805,250		162,437			
40160 HOLIDAY PAY	02	147,863	138,868	115,776	132,000	27,969	132,000	132,000	0

After clicking the pencil, the following screen will populate. In this screen select the fund and department to edit. Click the dropdown to see the fund list and select a fund. If a specific fund is not listed, select the "no fund" option.



Next, click the dropdown for Entity (Department) and select a department. If the "No Fund" option was selected before, return to the Fund dropdown, Fund should be available. If the fund/department number is not in the dropdown menu, contact the Office of Management and Budget. Verify fund/department combination is valid. Click the "Apply" button to return to the form.

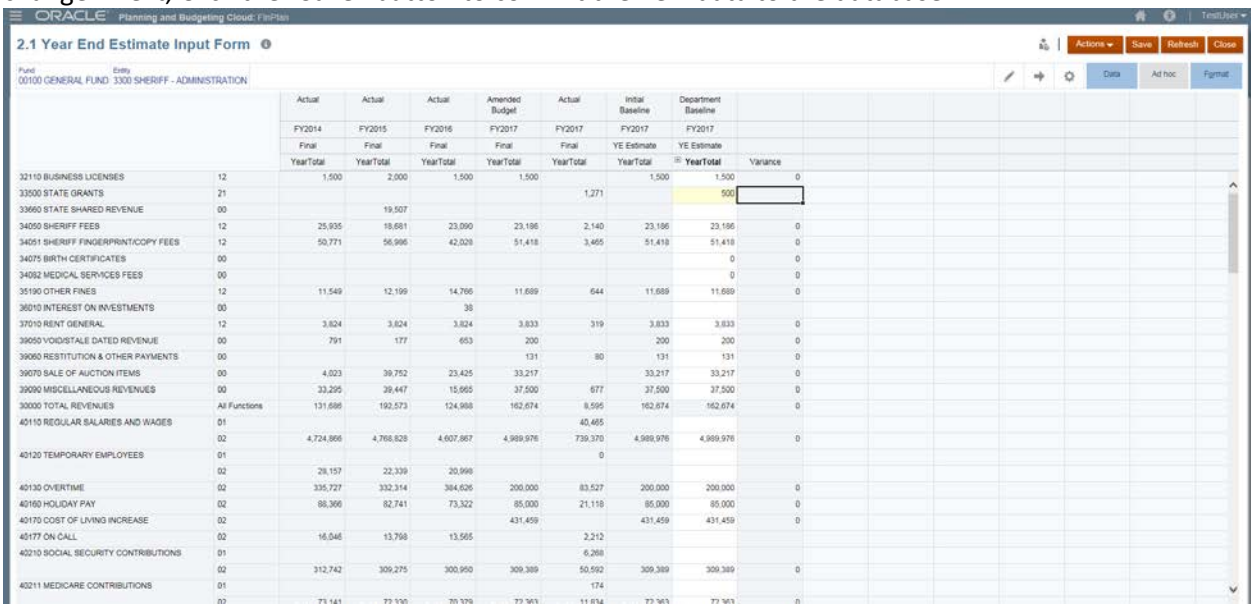
		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271		500	500
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,681	23,090	23,186	2,140	23,186	23,186	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,996	42,028	51,418	3,465	51,418	51,418	0
34075 BIRTH CERTIFICATES	00							0	0
34082 MEDICAL SERVICES FEES	00							0	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			39					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	60	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	163,174	500
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,867	4,989,976	739,370	4,989,976	4,989,976	0
40120 TEMPORARY EMPLOYEES	01					0			
	02	28,157	22,339	20,998					
40130 OVERTIME	02	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0
40160 HOLIDAY PAY	02	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0
40170 COST OF LIVING INCREASE	02				431,459		431,459	431,459	0
40177 ON CALL	02	16,946	13,798	13,565		2,212			
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592	309,389	309,389	0

The form is now ready to edit the data for the Department/Fund combination selected.

You will notice that the first 6 columns are grayed out; this means the values in these columns cannot be edited. In the seventh column the values can be edited. The Object Account/Function combinations values can be changed by simply clicking in the cells and changing the value. The eighth column is the variance (difference) between Department Baseline YE Estimate and Initial Baseline YE Estimate.

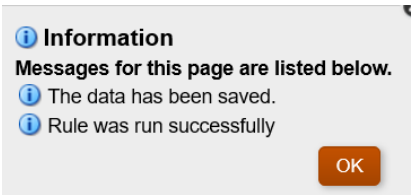
Return to TOC

Example to change data: In the second cell in seventh column, click the cell and type in a number even if there was a number before. (In this example a blank cell was changed to 500) Press enter.
You will notice that the cell with the new data is now Yellow, and the subtotals at the bottom did not change. Next, Click the "Save" button to commit the new data to the database.

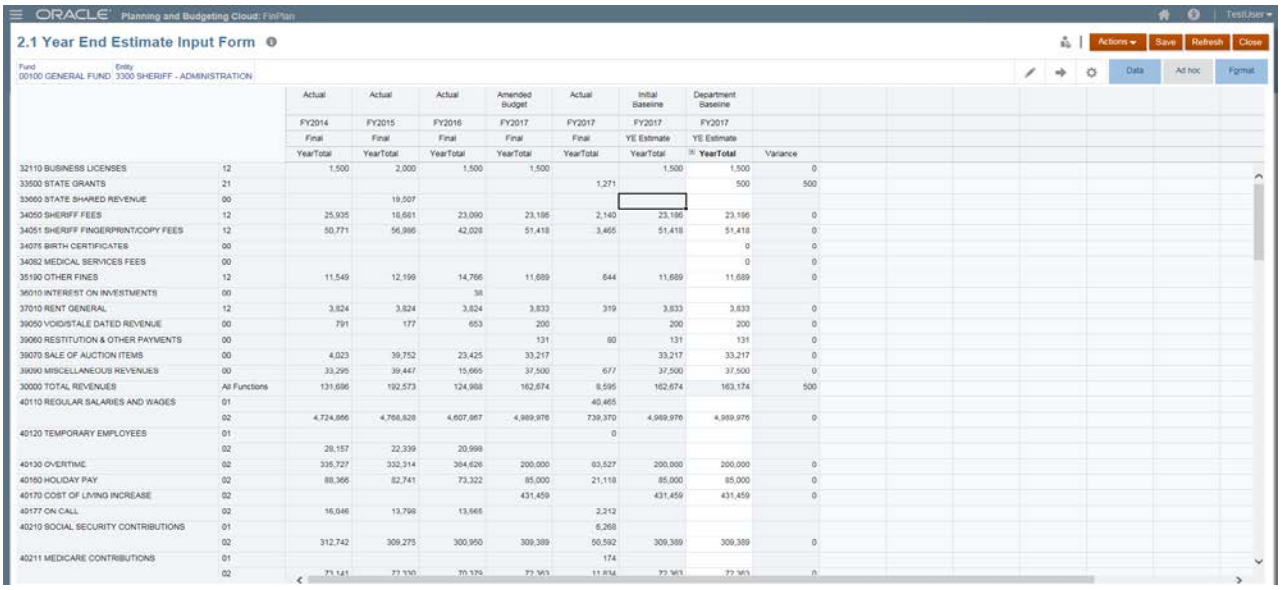


		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271		500	
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,681	23,090	23,186	2,140	23,186	23,186	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,986	42,028	51,418	3,465	51,418	51,418	0
34075 BIRTH CERTIFICATES	00							0	0
34082 MEDICAL SERVICES FEES	00							0	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			38					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	162,674	0
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,867	4,989,976	739,370	4,989,976	4,989,976	0
40120 TEMPORARY EMPLOYEES	01					0			
	02	28,157	22,339	20,998					
40130 OVERTIME	02	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0
40160 HOLIDAY PAY	02	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0
40170 COST OF LIVING INCREASE	02				431,459		431,459	431,459	0
40177 ON CALL	02	16,046	13,798	13,565		2,212			
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592	309,389	309,389	0
40211 MEDICARE CONTRIBUTIONS	01					174			
	02	73,141	72,330	70,379	72,363	11,834	72,363	72,363	0

The following message will populate informing that the data has been saved, and the subtotals have been recalculated.



After clicking "OK", the screen will go back to the form.

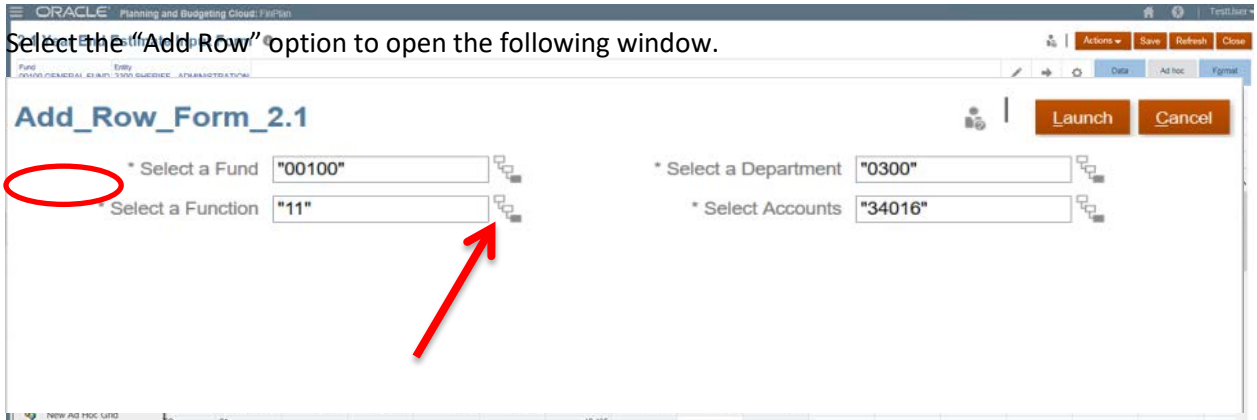


		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271		500	500
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,681	23,090	23,186	2,140	23,186	23,186	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,986	42,028	51,418	3,465	51,418	51,418	0
34075 BIRTH CERTIFICATES	00							0	0
34082 MEDICAL SERVICES FEES	00							0	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			38					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	163,174	500
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,867	4,989,976	739,370	4,989,976	4,989,976	0
40120 TEMPORARY EMPLOYEES	01					0			
	02	28,157	22,339	20,998					
40130 OVERTIME	02	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0
40160 HOLIDAY PAY	02	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0
40170 COST OF LIVING INCREASE	02				431,459		431,459	431,459	0
40177 ON CALL	02	16,046	13,798	13,565		2,212			
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592	309,389	309,389	0
40211 MEDICARE CONTRIBUTIONS	01					174			
	02	73,141	72,330	70,379	72,363	11,834	72,363	72,363	0

Return to TOC

When editing the YE budget, a new row may need to be added to the form for an object account/function combination, that is not currently there. To do this, right click on a row in the form, to bring up the following menu

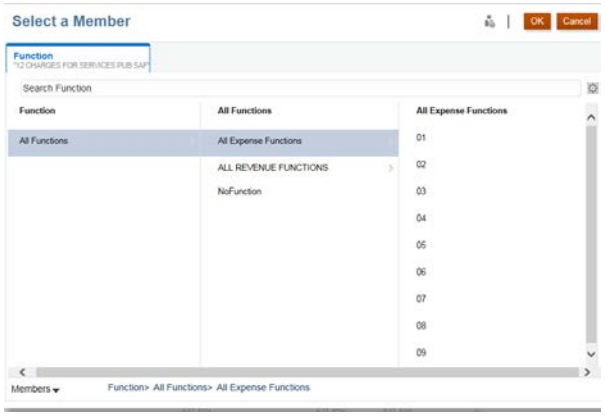
Select the "Add Row" option to open the following window.

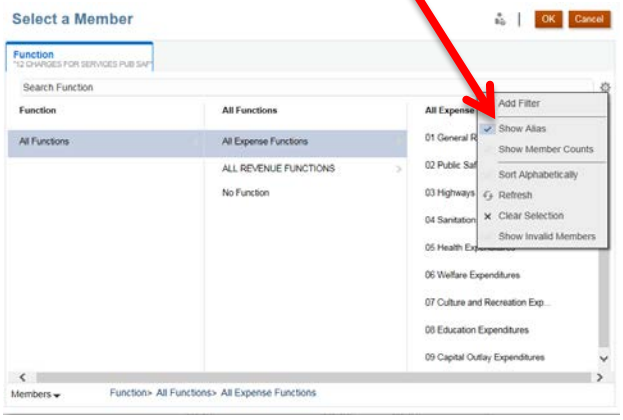


In this window, type in the Function and the Account number. There is also an option to select the "Member Selector" icon next to "Function", to open the following screen.

Please note: in this window the selections will need to be made in sequence. (Fund, function, department and accounts).

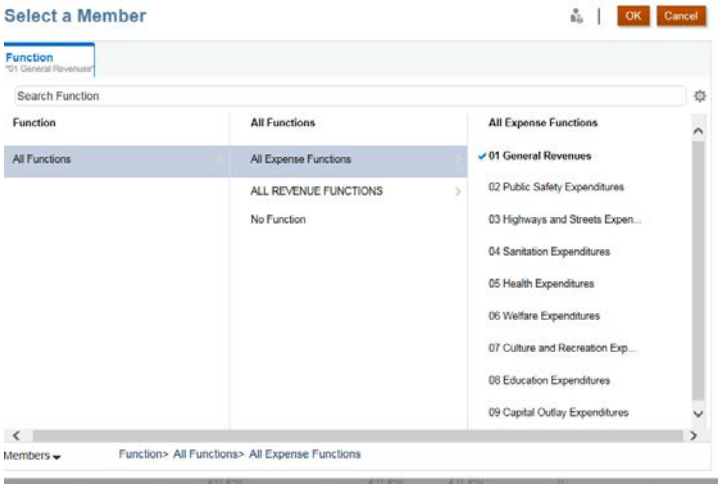
In order to see the functions description clicks the "Settings" button , from the menu select "Show Alias".

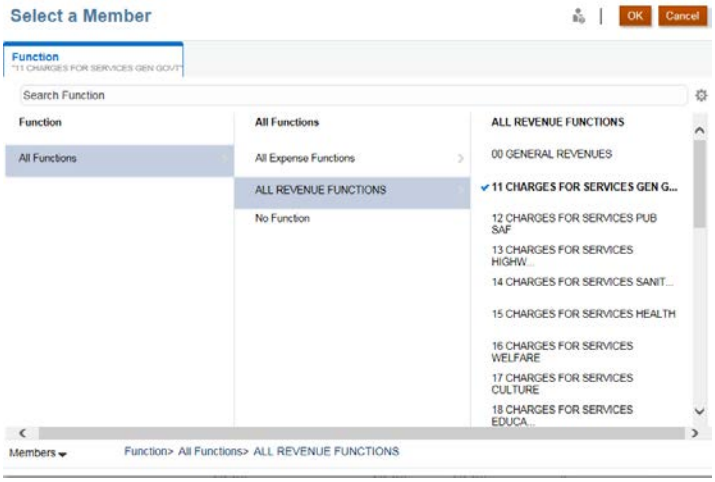




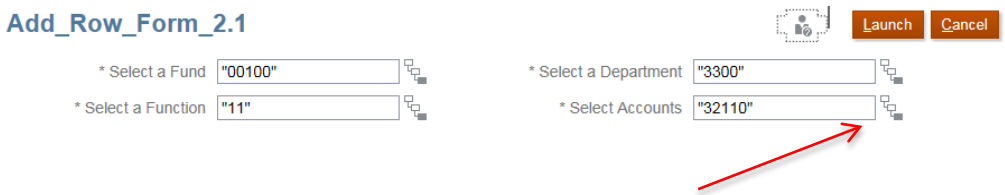
Return to TOC

In this screen, scroll to the left and select “All Functions” in the first column. In the middle column check the All Expense or All Revenue Functions depending on whether the row added is an expense or a revenue. This will populate all functions within each category, in the third column. Select the function by clicking next to it and ensuring the check mark next to it populates.

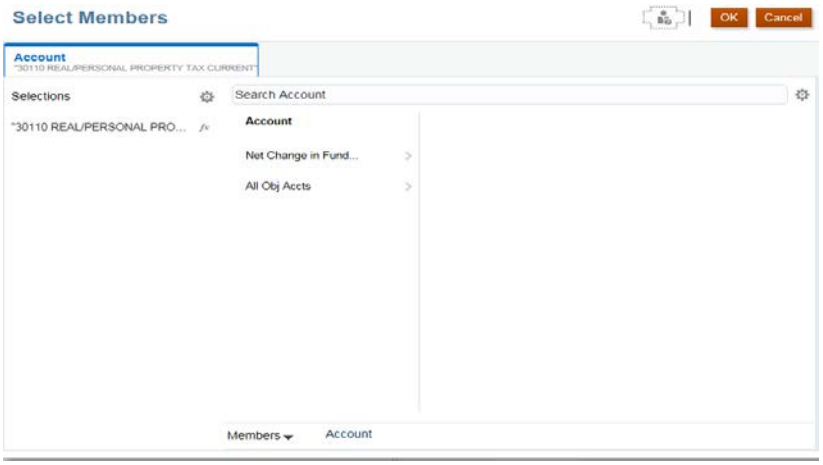




Click OK to return to the prior screen.

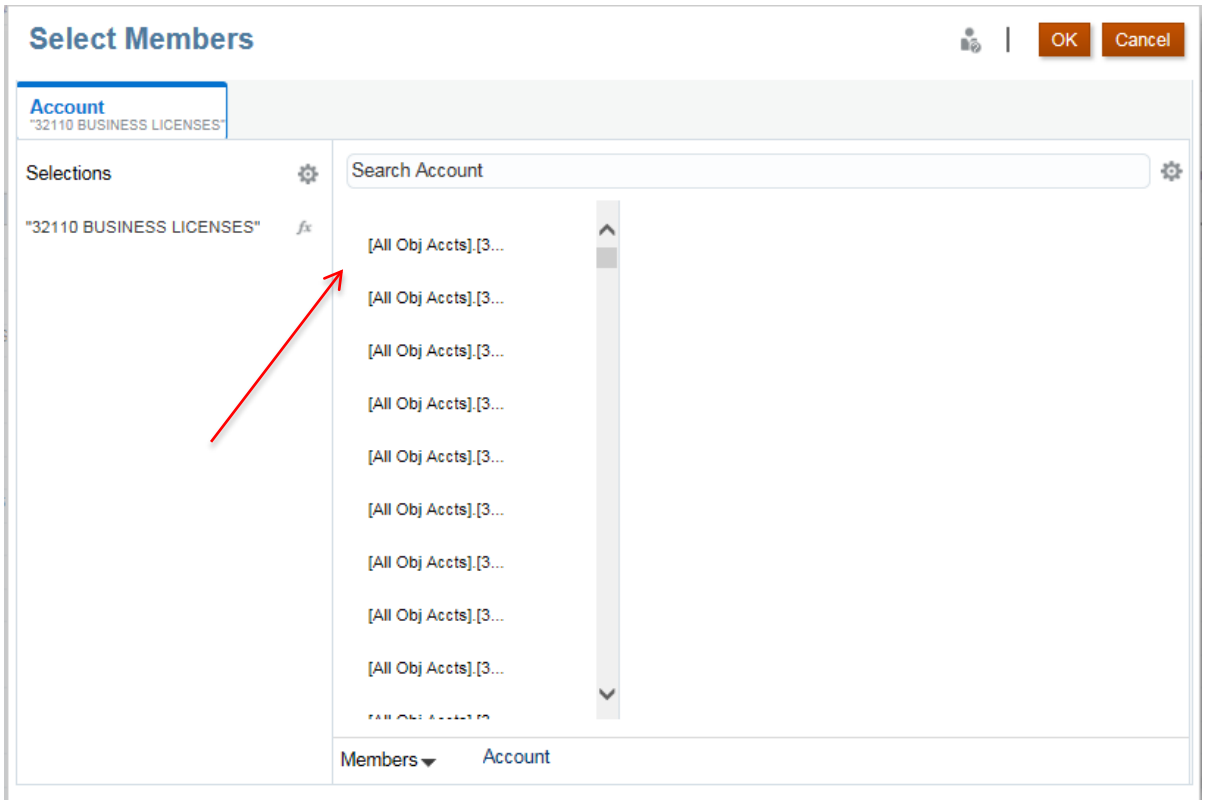


To add a new the new account (object account), you can mannually enter it with quotations into the text box “30110” or to add mutliple accounts enter by seperating with a comma and quotations “30110”, “32110”. If you are unsure of what account you want to enter select the member selector next to “Select Accounts” to open the following screen.



Return to TOC

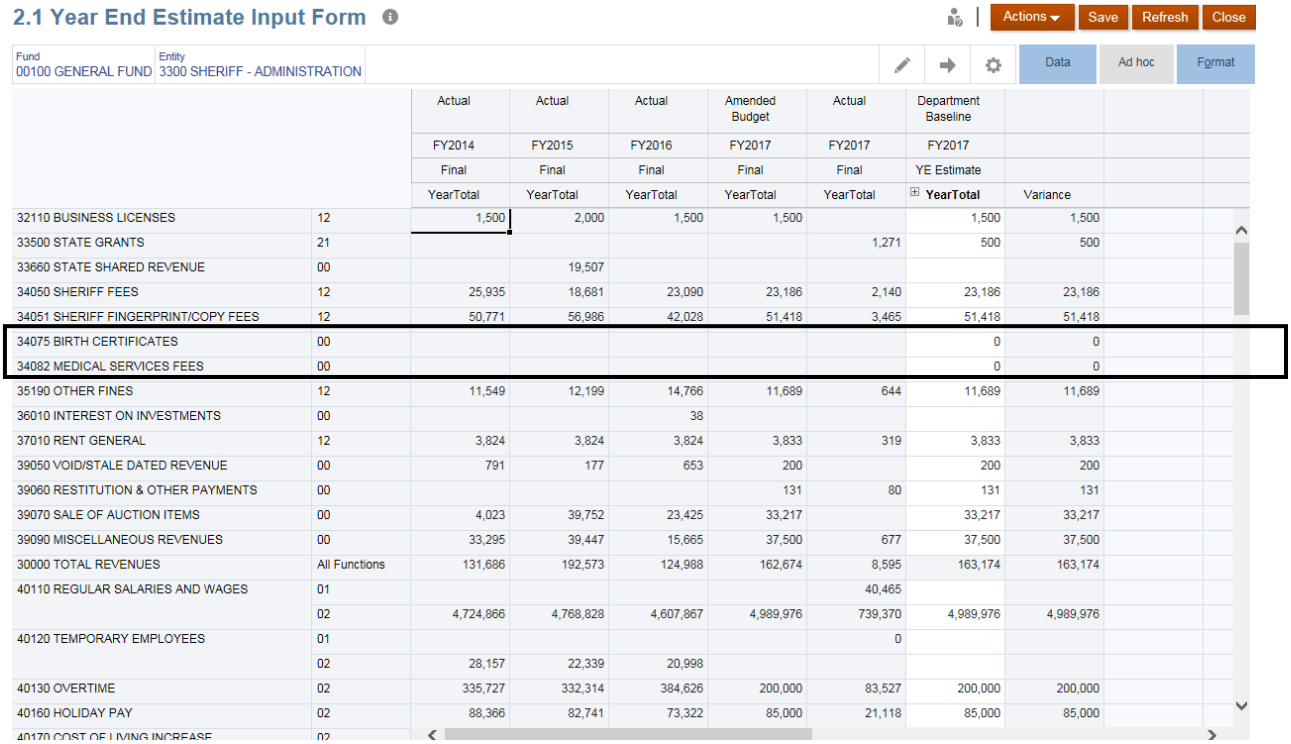
In this screen, select one or multiple accounts, by clicking down the account structure and adding them to the list on the left side of the window. In the **Account** column, make sure "All Obj Accts" is selected, this will populate all of the acccounts available. Hover over the accounts and a description of the accounts will appear. Check one or multiple accounts by clicking in front of the account (Please Note: the same function for all of the accounts is selected). As you are checking the account or accounts it should populate them under the **Selections** column. Make sure the accounts you have selected are not already on the form. Click OK to return to the "Add Row" screen.



Click Launch to add the account or multiple accounts.

Return to TOC

Notice that the new account/Function combination has been added. To delete a row added by mistake, simply delete the zero in the row just added, and click the Save button.



2.1 Year End Estimate Input Form

Actions | Save | Refresh | Close

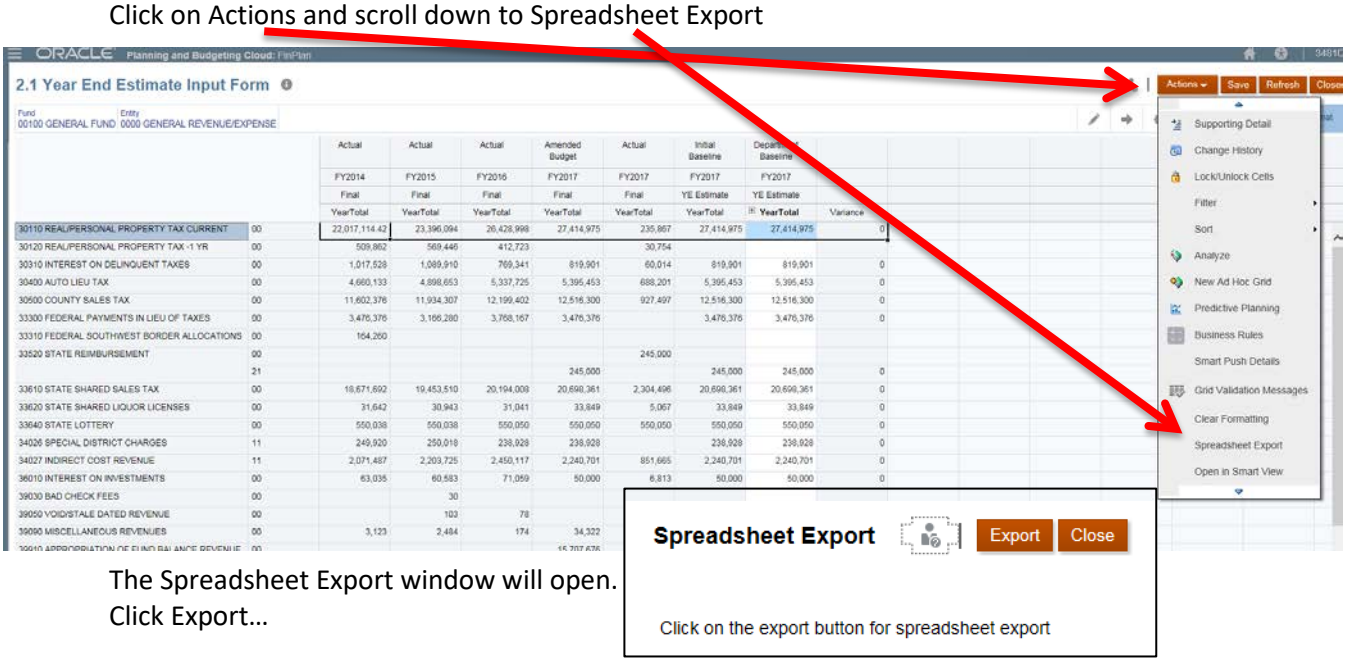
Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION | Data | Ad hoc | Format

		Actual	Actual	Actual	Amended Budget	Actual	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500
33500 STATE GRANTS	21					1,271	500	500
33660 STATE SHARED REVENUE	00		19,507					
34050 SHERIFF FEES	12	25,935	18,681	23,090	23,186	2,140	23,186	23,186
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,986	42,028	51,418	3,465	51,418	51,418
34075 BIRTH CERTIFICATES	00						0	0
34082 MEDICAL SERVICES FEES	00						0	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689
36010 INTEREST ON INVESTMENTS	00			38				
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	163,174	163,174
40110 REGULAR SALARIES AND WAGES	01					40,465		
	02	4,724,866	4,768,828	4,607,867	4,989,976	739,370	4,989,976	4,989,976
40120 TEMPORARY EMPLOYEES	01					0		
	02	28,157	22,339	20,998				
40130 OVERTIME	02	335,727	332,314	384,626	200,000	83,527	200,000	200,000
40160 HOLIDAY PAY	02	88,366	82,741	73,322	85,000	21,118	85,000	85,000
40170 COST OF LIVING INCREASE	02							

Ensure to save often. Close the form when you have completed your changes.

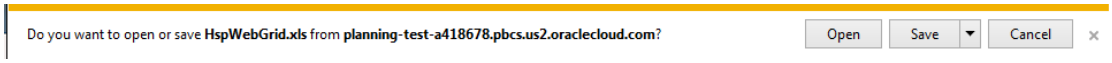
Export to Excel

Click on Actions and scroll down to Spreadsheet Export



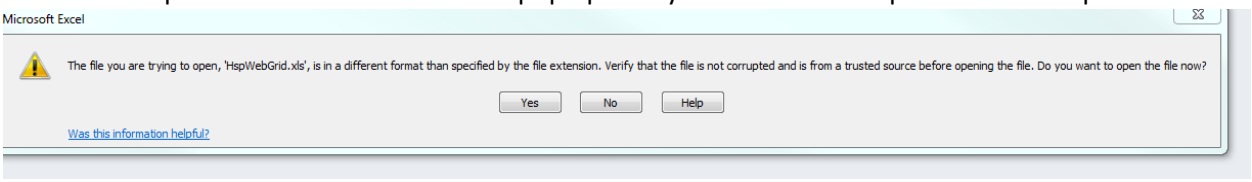
The Spreadsheet Export window will open. Click Export…

This message will pop up click open.



Return to TOC

When Excel opens this last notification will pop up click yes and it should open the excel export.



(Your screen may look slightly different based on your version of windows)

00100 GENERAL FUND 0000 GENERAL REVENUE/EXPENSE No Transfer Fund No Budget Request

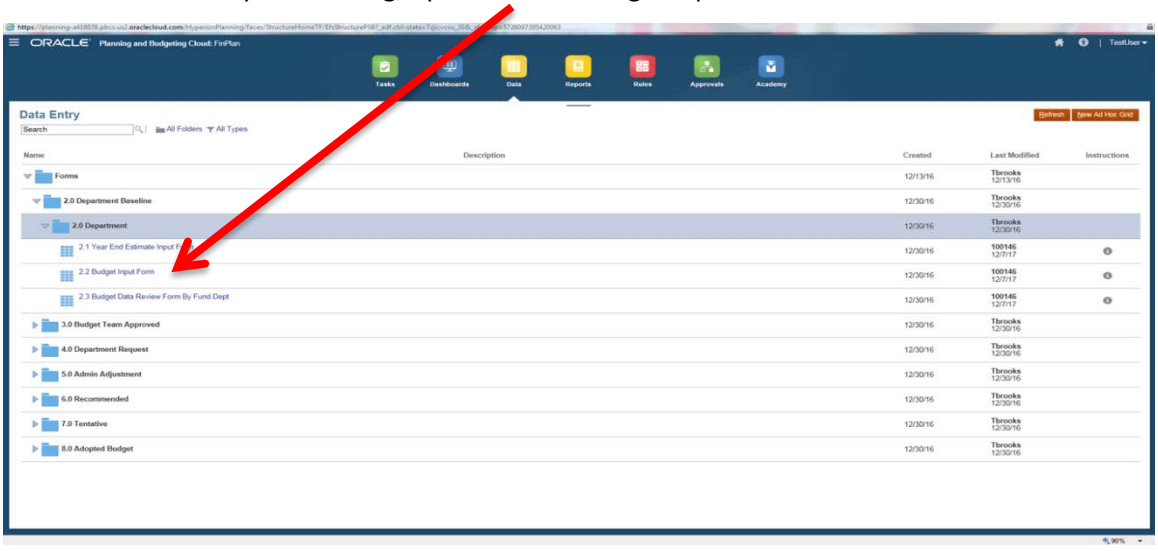
		Actual FY2014 Final YearTotal	Actual FY2015 Final YearTotal	Actual FY2016 Final YearTotal	Amended Budget FY2017 Final YearTotal	Actual FY2017 Final YearTotal	Initial Baseline FY2017 YE Estimate YearTotal	Department Baseline FY2017 YE Estimate Jul	Department Baseline FY2017 YE Estimate Aug
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22017114.42	23396094.06	26428997.56	27414975	235866.85	27414975	2284581.25	2284581.25
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509862.02	569446.18	412723.24		30753.63			
30310 INTEREST ON DELINQUENT TAXES	00	1017528.1	1089909.88	769341.15	819901	60013.58	819901	68325.08333	68325.08333
30400 AUTO LIEU TAX	00	4660132.66	4898653.1	5337725.43	5395453	688201.07	5395453	449621.0833	449621.0833
30500 COUNTY SALES TAX	00	11602376.35	11934307.29	12199402.4	12516300	927497.29	12516300	1043025	1043025
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3476376	3166280	3768167	3476376		3476376	289698	289698
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164259.78							
33520 STATE REIMBURSEMENT	00					245000			
33520 STATE REIMBURSEMENT	21				245000		245000	20416.66667	20416.66667
33610 STATE SHARED SALES TAX	00	18671691.94	19453510	20194007.55	20698361	2304495.76	20698361	1724863.417	1724863.417
33620 STATE SHARED LIQUOR LICENSES	00	31641.65	30942.66	31041.27	33849	5066.67	33849	2820.75	2820.75
33640 STATE LOTTERY	00	550038.46	550038.46	550050	550050	550050	550050	45837.5	45837.5
34026 SPECIAL DISTRICT CHARGES	11	249920	250018	238928	238928		238928	19910.66667	19910.66667
34027 INDIRECT COST REVENUE	11	2071487	2203725	2450117	2240701	851664.75	2240701	186725.0833	186725.0833
36010 INTEREST ON INVESTMENTS	00	63035.4	60582.61	71059.23	50000	6812.64	50000	4166.666667	4166.666667
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		102.61	77.6					
39090 MISCELLANEOUS REVENUES	00	3122.95	2484.11	174.18	34322		34322	2860.166667	2860.166667
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15707676		15707676	1308973	1308973
30000 TOTAL REVENUES	All Functions	65088586.73	67606123.96	72451811.61	89421892	5905422.24	89421892	7451824.333	7451824.333
42113 REPORTING AND TRANSCRIBING	00	643.4							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643.4				0			
55010 TRANSFERS IN	00	170.66	3945.47	162972					
55000 TOTAL TRANSFERS IN	All Functions	170.66	3945.47	162972					
56010 TRANSFERS OUT	00	7468006	8206344	8016076	9206107	2745686.75	9206107	767175.5833	767175.5833
56000 TOTAL TRANSFERS OUT	All Functions	7468006	8206344	8016076	9206107	2745686.75	9206107	767175.5833	767175.5833
Net Change in Fund Balance	All Functions	57620107.99	59403725.43	64598707.61	80215785	3159735.49	80215785	6684648.75	6684648.75

Spreadsheet can be saved and manipulated in the format that best fits your department.

Next:

2.2 Budget Input Form

From the Data entry form listing, open the "2.2 Budget Input Form"



Return to TOC

In this form, the baseline budget can be edited the same way the Year End estimate was done. **Please note:** In this form only General Fund, Jail District, Health District, and Library District Fund/Dept combinations will appear. Entries for Revenue and Supplies and Services are allowed. Personnel accounts will be available in Department request stage.

As in the prior form, a value can be changed in one of the white cells under the seventh column. Any changes made will highlight the cell in yellow until saved. After saving, the subtotals will recalculate.

2.2 Budget Input Form

Actions | Save | Refresh | Close

Fund: 00100 GENERAL FUND Entity: 0000 GENERAL REVENUE/EXPENSE

Data | Ad hoc | Format

		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2018	FY2018	
		Final	Final	Final	Final	Final	Working	Working	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509,862	569,446	412,723		30,754			
30310 INTEREST ON DELINQUENT TAXES	00	1,017,528	1,089,910	769,341	819,901	60,014	819,901	819,901	0
30400 AUTO LIEU TAX	00	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	00	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164,260							
33520 STATE REIMBURSEMENT	00					245,000			
	21				245,000		245,000	245,000	0
33610 STATE SHARED SALES TAX	00	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	00	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0
33640 STATE LOTTERY	00	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	11	249,920	250,018	238,928	238,928		238,928	238,928	0
34027 INDIRECT COST REVENUE	11	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	00	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		103	78					
39090 MISCELLANEOUS REVENUES	00	3,123	2,484	174	34,322		34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15,707,676		15,707,676	15,707,676	0
30000 TOTAL REVENUES	All Functions	65,089,587	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0
42113 REPORTING AND TRANSCRIBING	00	643							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643				0			
Total Baseline	All Functions	65,089,230	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0

During baseline budget, the total baseline should not increase. If by accident there is an increase/decrease to the baseline budget, the subtotals will highlight red because the data does not agree with the Amended Budget. The eighth column is a variance column that will show the difference from Department Baseline budget to Initial Baseline budget.

2.2 Budget Input Form

Actions | Save | Refresh | Close

Fund: 00100 GENERAL FUND Entity: 0000 GENERAL REVENUE/EXPENSE

Data | Ad hoc | Format

		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2018	FY2018	
		Final	Final	Final	Final	Final	Working	Working	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509,862	569,446	412,723		30,754			
30310 INTEREST ON DELINQUENT TAXES	00	1,017,528	1,089,910	769,341	819,901	60,014	819,901	81,900	-738,001
30400 AUTO LIEU TAX	00	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	00	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164,260							
33520 STATE REIMBURSEMENT	00					245,000			
	21				245,000		245,000	245,000	0
33610 STATE SHARED SALES TAX	00	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	00	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0
33640 STATE LOTTERY	00	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	11	249,920	250,018	238,928	238,928		238,928	238,928	0
34027 INDIRECT COST REVENUE	11	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	00	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		103	78					
39090 MISCELLANEOUS REVENUES	00	3,123	2,484	174	34,322		34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15,707,676		15,707,676	15,707,676	0
30000 TOTAL REVENUES	All Functions	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
42113 REPORTING AND TRANSCRIBING	00	643							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643				0			
Total Baseline	All Functions	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

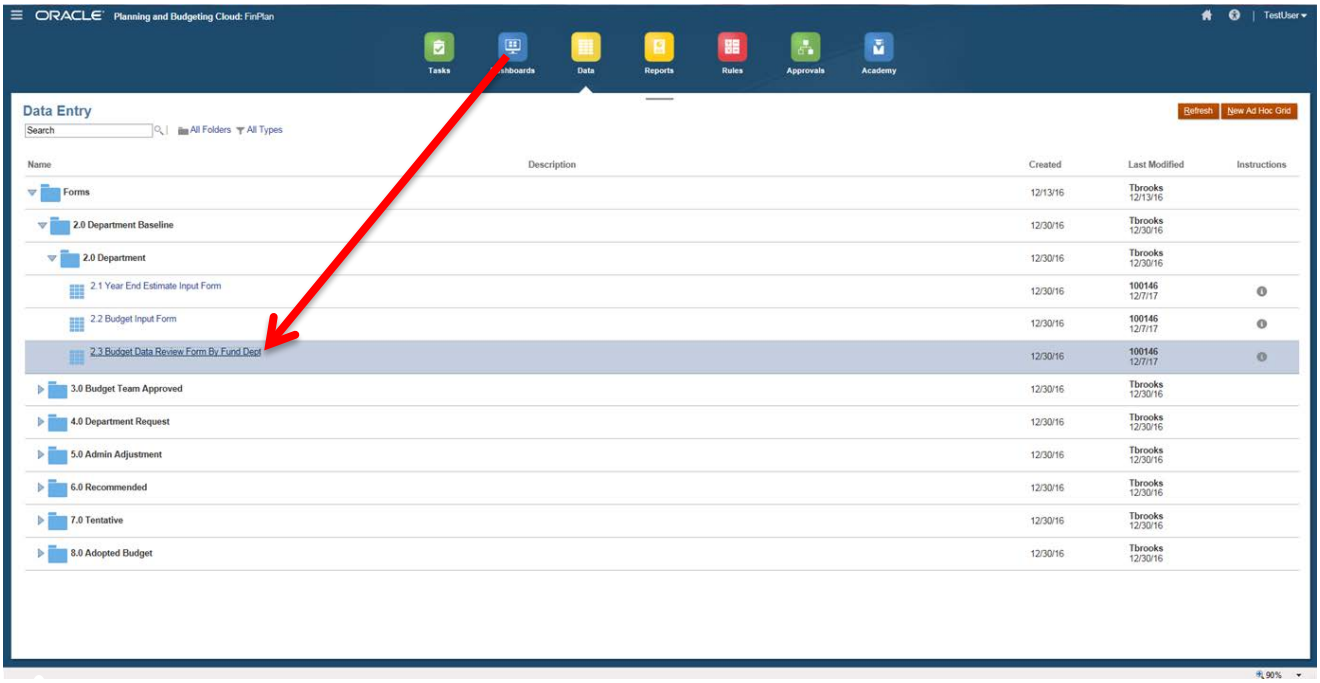
Next, select a new Department/Fund combination and add a new row to the form. The results should be the same as was done in the prior form.The spreadsheet can be exported. Ensure to save often.

Return to TOC

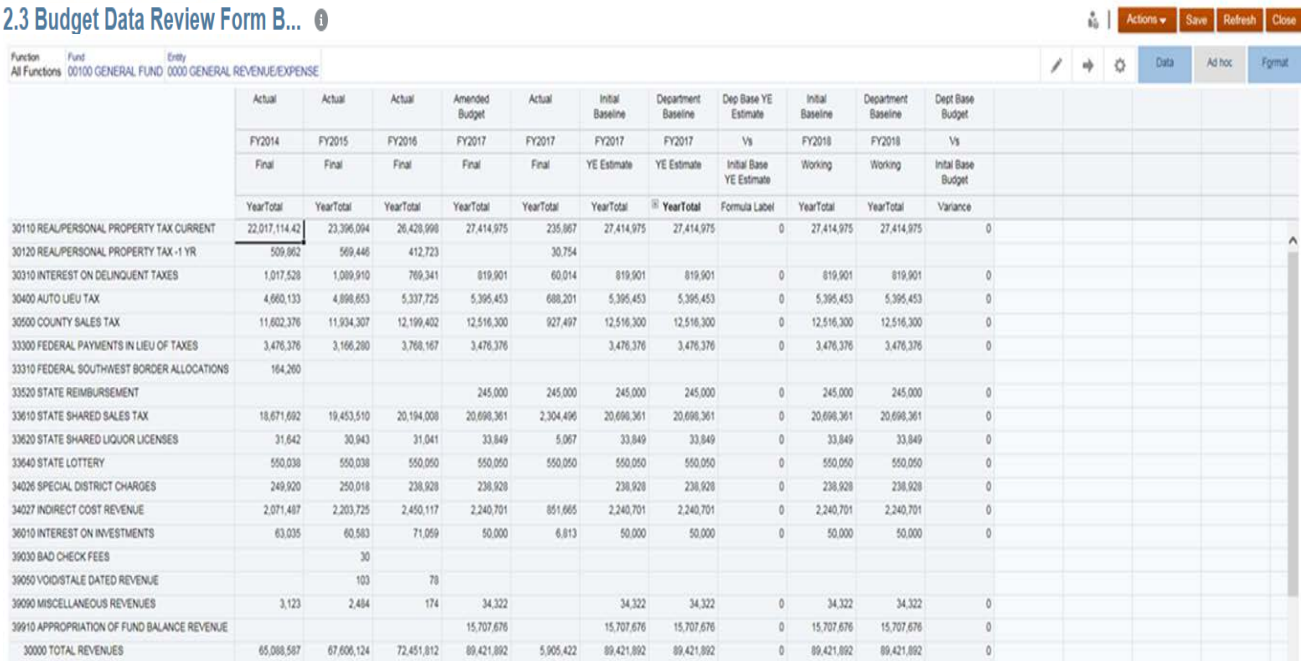
Next:

2.3 Budget Data Review Form By Fund Dept

From the Data entry form listing open the "2.3 Budget Data Review Form By Fund Dept"



This form is to review all of the entries by selecting fund/entity (department) combinations. It contains a variance column (column 8) showing the difference between the Department Baseline and Initial Baseline Year End Estimates and a variance column (column 11) showing the difference between Department Baseline and Initial Baseline Budgets.



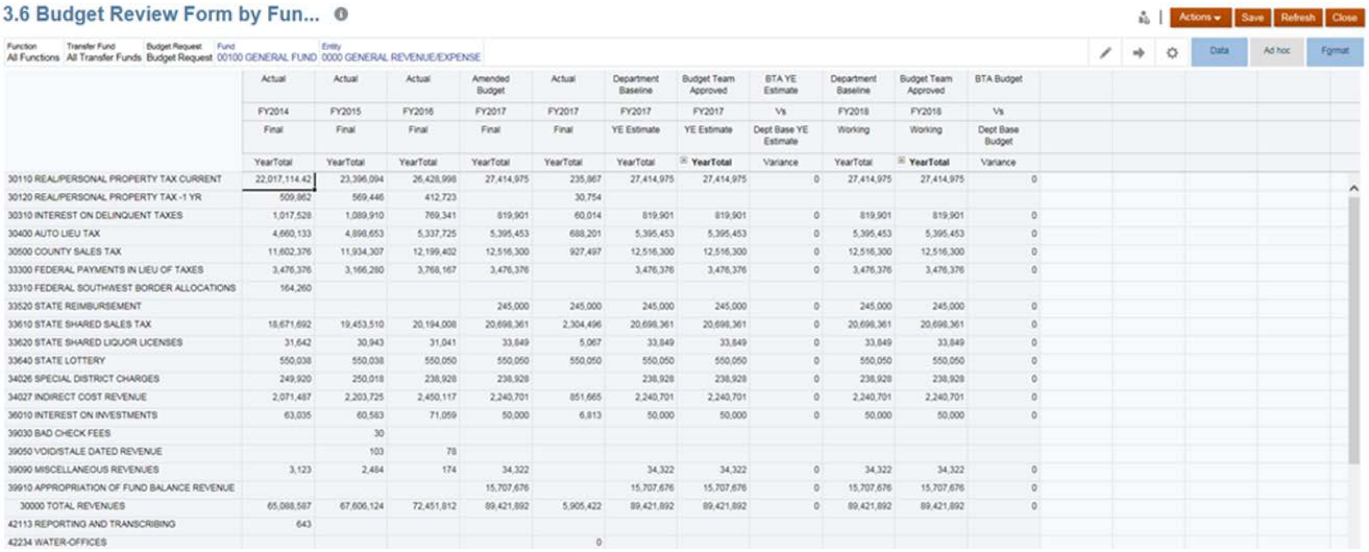
	Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	Dep Base YE Estimate	Initial Baseline	Department Baseline	Dept Base Budget
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Initial Base YE Estimate	Working	Working	Inital Base Budget
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Formula Label	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	509,862	569,446	412,723		30,754						
30310 INTEREST ON DELINQUENT TAXES	1,017,528	1,089,910	769,341	819,901	60,014	819,901	819,901	0	819,901	819,901	0
30400 AUTO LIEU TAX	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0	3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	164,260										
33520 STATE REIMBURSEMENT				245,000	245,000	245,000	245,000	0	245,000	245,000	0
33610 STATE SHARED SALES TAX	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0	33,849	33,849	0
33640 STATE LOTTERY	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	249,920	250,018	238,928	238,928		238,928	238,928	0	238,928	238,928	0
34027 INDIRECT COST REVENUE	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0	50,000	50,000	0
39030 BAD CHECK FEES		30									
39050 VOID/STALE DATED REVENUE		103	78								
39090 MISCELLANEOUS REVENUES	3,123	2,484	174	34,322		34,322	34,322	0	34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE				15,707,676		15,707,676	15,707,676	0	15,707,676	15,707,676	0
30000 TOTAL REVENUES	65,088,587	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0	89,421,892	89,421,892	0

This completes the Department baseline phase of the process.

Return to TOC

3.0 Budget Team Approved Stage:

This stage is open to BRT only. There is a 3.6 Budget Review Form by Fund Dept available to departments. This review form allows viewing of changes done in the BRT stage compared to the Department Baseline stage.



3.6 Budget Review Form by Fun...

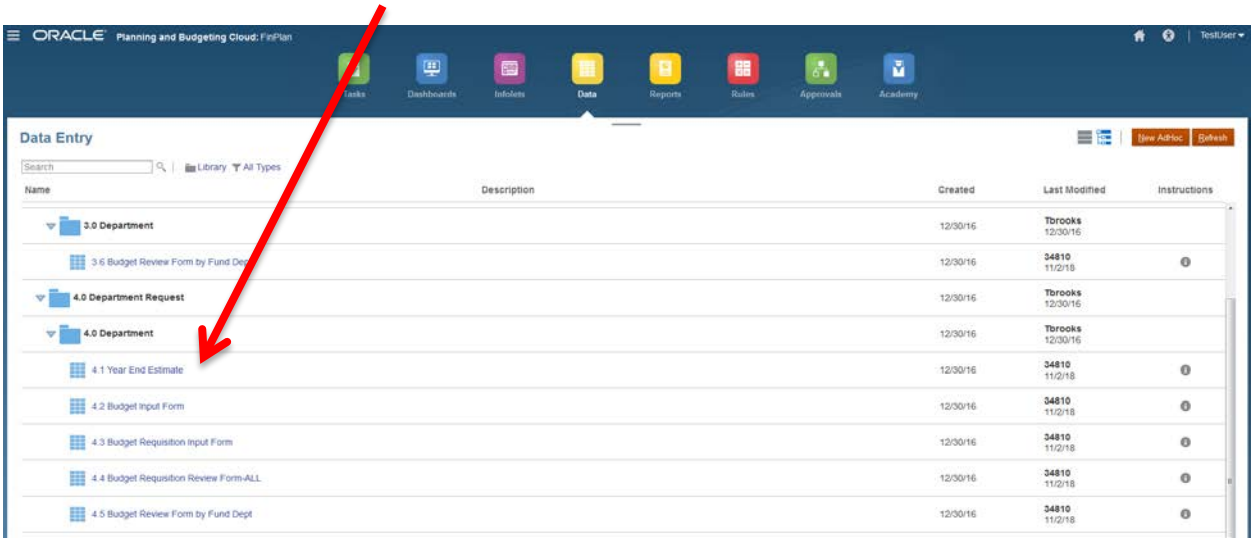
Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 0000 GENERAL REVENUE/EXPENSE

	Actual	Actual	Actual	Amended Budget	Actual	Department Baseline	Budget Team Approved	BTA YE Estimate	Department Baseline	Budget Team Approved	BTA Budget
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Dept Base YE Estimate	Working	Working	Dept Base Budget
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	509,862	569,446	412,723		30,754						
30310 INTEREST ON DELINQUENT TAXES	1,017,528	1,089,910	769,341	819,901	60,014	819,901	819,901	0	819,901	819,901	0
30400 AUTO LIEU TAX	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0	3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	164,260										
33520 STATE REIMBURSEMENT				245,000	245,000	245,000	245,000	0	245,000	245,000	0
33610 STATE SHARED SALES TAX	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0	33,849	33,849	0
33640 STATE LOTTERY	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	249,920	250,018	238,928	238,928		238,928	238,928	0	238,928	238,928	0
34027 INDIRECT COST REVENUE	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0	50,000	50,000	0
39030 BAD CHECK FEES		30									
39050 VOID/STALE DATED REVENUE		103	78								
39090 MISCELLANEOUS REVENUES	3,123	2,484	174	34,322		34,322	34,322	0	34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE				15,707,676		15,707,676	15,707,676	0	15,707,676	15,707,676	0
30000 TOTAL REVENUES	65,088,587	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0	89,421,892	89,421,892	0
42113 REPORTING AND TRANSCRIBING	643										
42234 WATER-OFFICES					0						

4.0 Department Request Stage:

4.1 Year End Estimate Form

From the Data entry form listing, open the 4.0 Department Request folder, next open the 4.0 Department folder, then open the 4.1 Year End Estimate form.



Return to TOC

This form is the same as the Year End Estimate form in the Department Baseline phase, <u>use this form to enter Special Revenue YE estimates</u>. Change the Department/Fund combination, add a row of data, change and save data (the same as in the Department Baseline version). The **Appropriation of Fund Balance (39910)** amounts will be entered by Office of Management and Budget.
Once finished, save the data, export and close this form.

4.1 Year End Estimate

Actions | Save | Refresh | Close

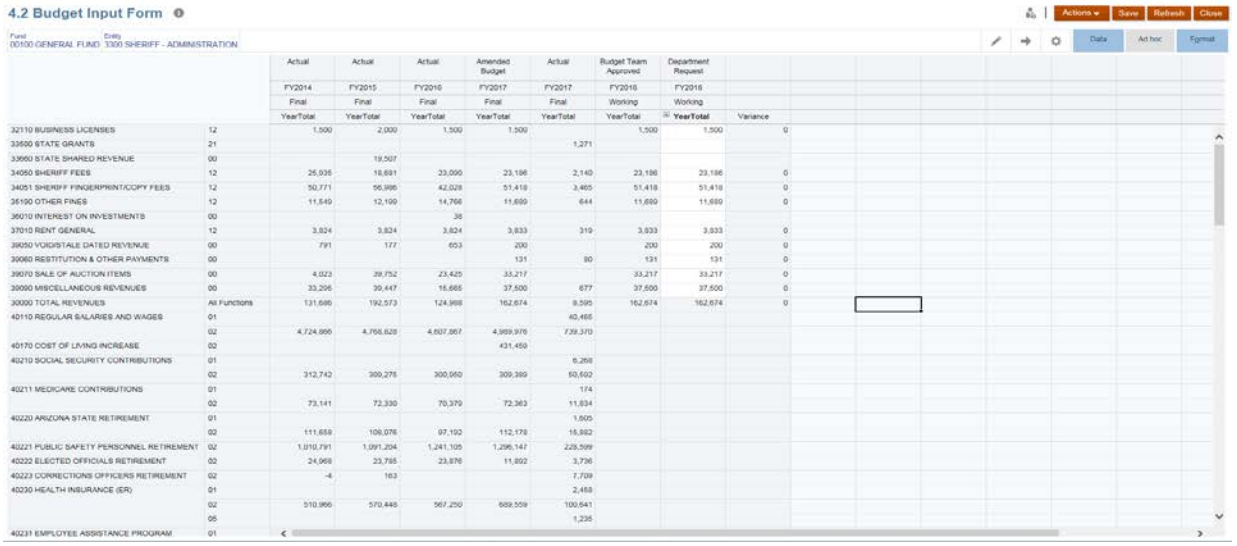
Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION

Data | Ad hoc | Format

		Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271			
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,691	23,090	23,186	2,140	23,186	23,186	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,986	42,028	51,418	3,465	51,418	51,418	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			38					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	162,674	0
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,967	4,989,976	739,370	4,989,976	4,989,976	0
40120 TEMPORARY EMPLOYEES	01					0			
	02	29,157	22,330	20,996					
40130 OVERTIME	02	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0
40160 HOLIDAY PAY	02	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0
40170 COST OF LIVING INCREASE	02				431,459		431,459	431,459	0
40177 ON CALL	02	16,046	13,798	13,565		2,212			
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592	309,389	309,389	0
40211 MEDICARE CONTRIBUTIONS	01					174			
	02	73,141	72,330	70,379	72,363	11,834	72,363	72,363	0
40220 ARIZONA STATE RETIREMENT	01					1,605			
	02	111,658	108,076	97,192	112,178	15,882	112,178	112,178	0
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	02	1,010,791	1,091,204	1,241,105	1,296,147	228,599	1,296,147	1,296,147	0
40222 ELECTED OFFICIALS RETIREMENT	02								

4.2 Budget Input Form

Next, open the 4.2 Budget Input Form.



4.2 Budget Input Form

Actions | Save | Refresh | Close

Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION

Data | Ad hoc | Format

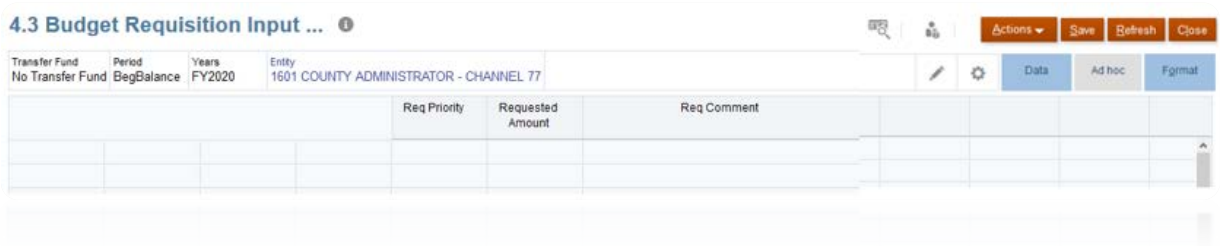
		Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2016	FY2016	
		Final	Final	Final	Final	Final	Working	Working	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271			
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,691	23,090	23,186	2,140	23,186	23,186	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,986	42,028	51,418	3,465	51,418	51,418	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			38					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	162,674	0
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,967	4,989,976	739,370			
40170 COST OF LIVING INCREASE	02				431,459				
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592			
40211 MEDICARE CONTRIBUTIONS	01					174			
	02	73,141	72,330	70,379	72,363	11,834			
40220 ARIZONA STATE RETIREMENT	01					1,605			
	02	111,658	108,076	97,192	112,178	15,882			
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	02	1,010,791	1,091,204	1,241,105	1,296,147	228,599			
40222 ELECTED OFFICIALS RETIREMENT	02	24,968	23,795	23,876	11,802	3,736			
40223 CORRECTIONS OFFICERS RETIREMENT	02	-4	163			7,709			
40230 HEALTH INSURANCE (ER)	01					2,468			
	02	510,966	570,446	567,250	689,559	100,641			
	06					1,235			
40231 EMPLOYEE ASSISTANCE PROGRAM	01								

This form is the same as the Budget Input in the Department baseline phase. Change the Department/Fund combination, add a row of data, change and save data (the same as in the Department baseline version).
Save the data and close this form. **Please note:** All funds/dept combinations are available in this stage. Personnel is grayed out because OMB will enter Personnel for all funds for the new budget except for other **<u>existing</u>** personnel budget amount (overtime, etc).

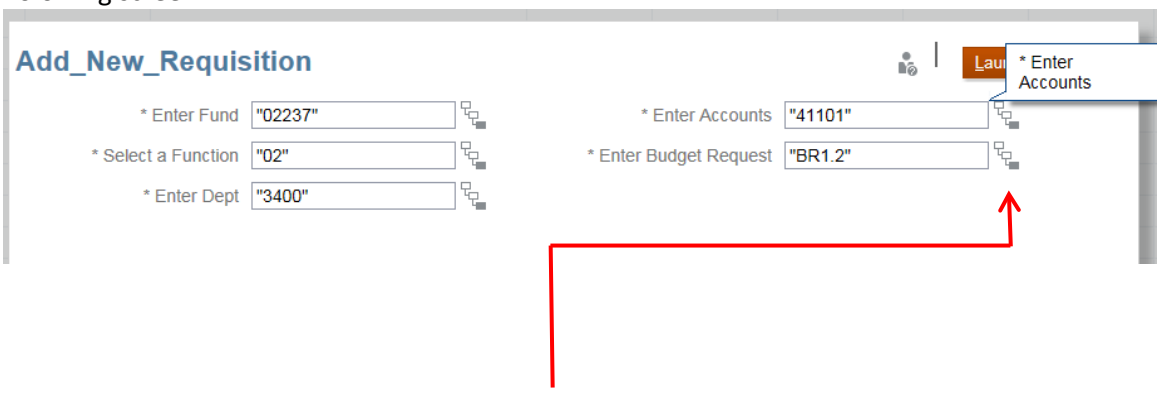
Return to TOC

4.3 Budget Requisition Input Form

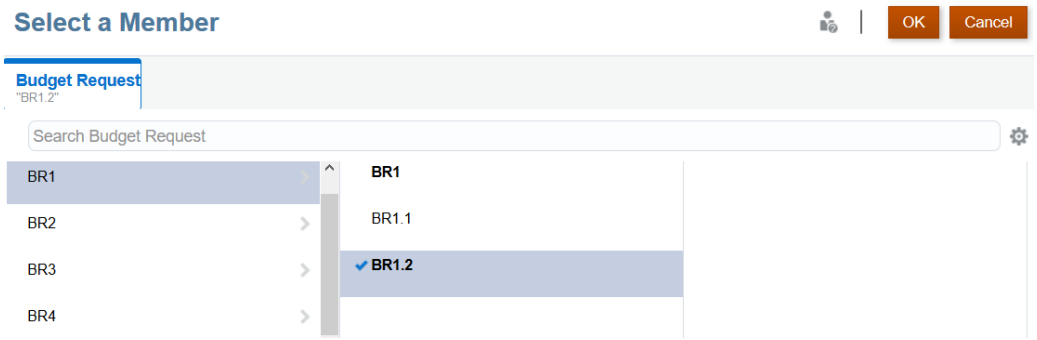
Open the 4.3 Budget Request Input form. This form is used to request new amounts in addition to the existing budget amounts, and to submit your budget request supported documentation. The 4.3 Budget Requisition Input form will populate example below. **Please Note:** This form will display your budget requests as you enter them. This form will also be reviewed after the approvals have taken place, so you can see if the request was approved, and for how much it was approved for.



To add a new requestion right click on a row and select "Add New Req" from the popup menu which opens the folowing screen.



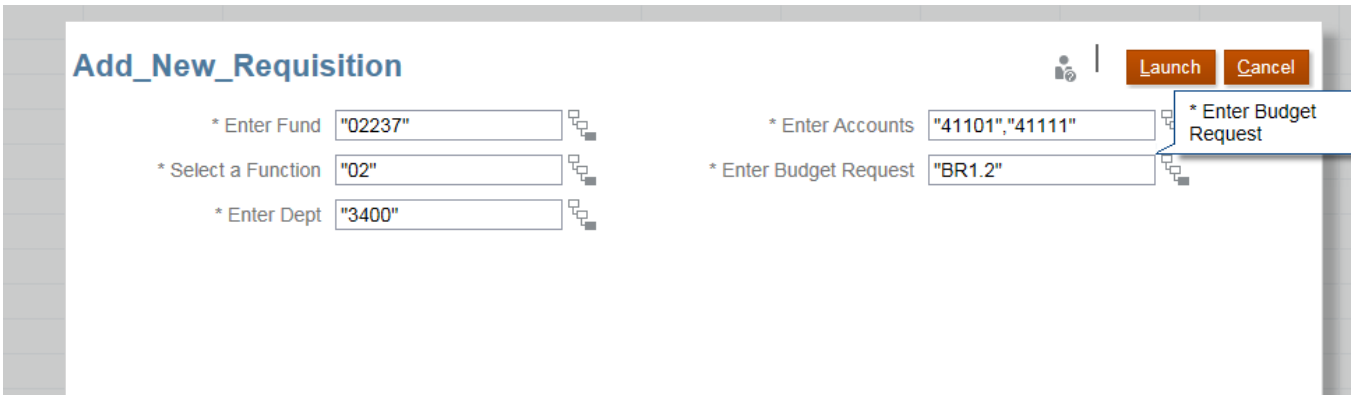
In this screen, enter the Fund, Department (make sure it is a valid combination), Function, and accounts (as a comma seperated list). Next, click the member select button next to the Budget request to open the following screen. **Please note:** selections are to be done in sequence as listed.



In the first column, highlight the next Budget request number that has not been used for this Department/Fund combination (since there were none for this combination we will use BR1). In the second column, select a member that ends in a 1 (One time amounts) or a 2 (on going amounts). The example below shows an On-Going amounts.

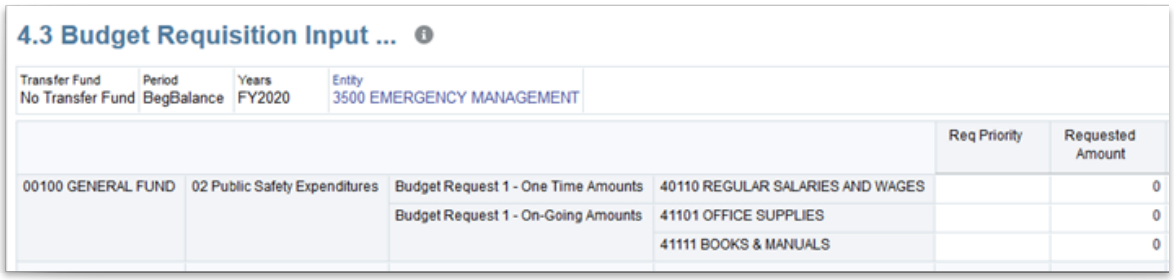
Return to TOC

Once a selection has been made (i.e first on-going Budget Request “BR1.2”) click OK to return to the following screen.



Click launch and the new request is included on the form.

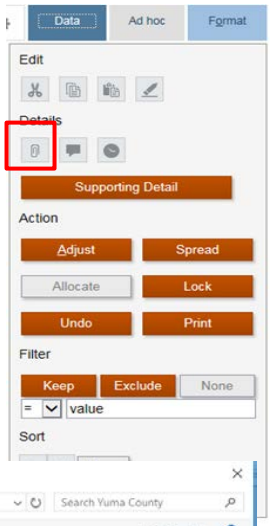
Repeat the above process and add the same accounts to the One-Time budget request (in this example BR1.1)



Return to TOC

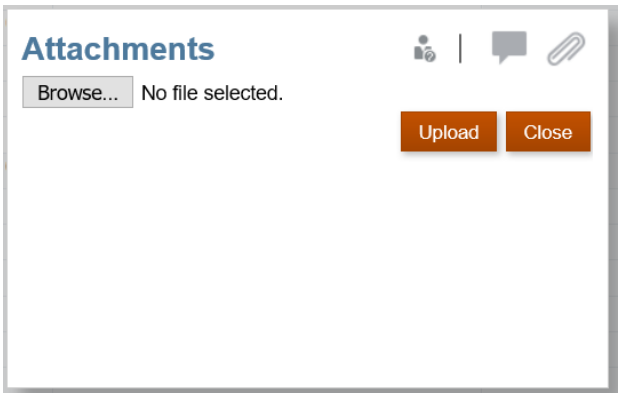
In the form, enter a priority number, edit the amounts on the forms for one time and on going expenses, and type in the comments for the requestions, and **save** the form.

Next click on a data cell <u>within the "Requested Amount" column</u> and click Data to bring up the following menu.



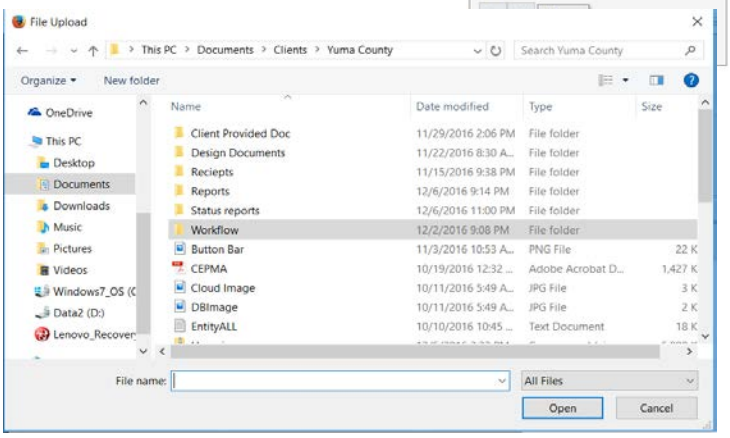
Select the (attachments) option under Details to open the next screen.

In the popup menu click the Add Attachment button to open the following screen.

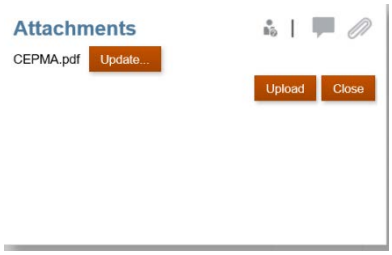


Please note: each attachment used Should have a unique file name.

Click the Browse button to open the following screen.

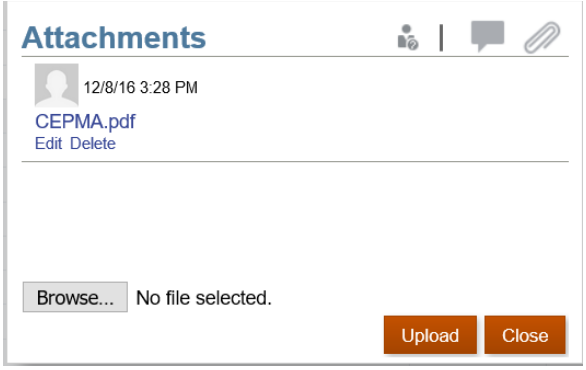


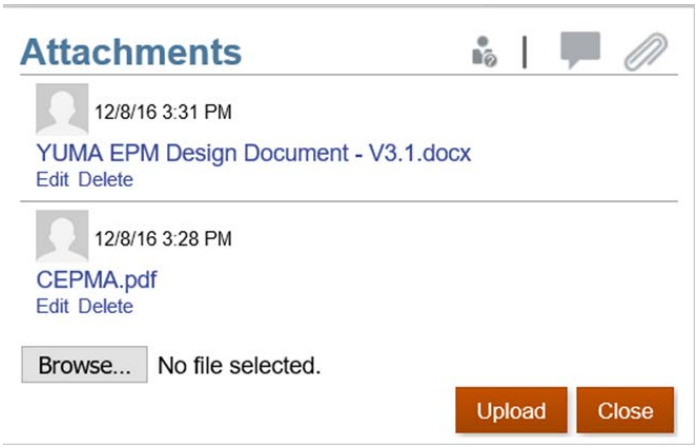
This is a standard file explorer window, from here look up any budget request supporting documentation, and click the "Open" button to return to the following page.



Return to TOC

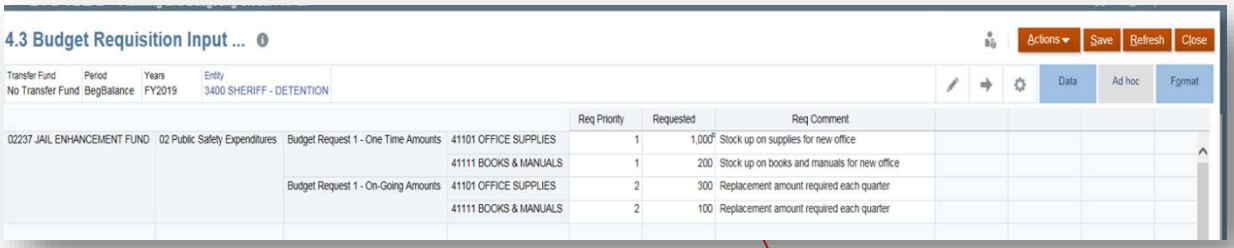
Click the “Upload” button to return to the following screen.





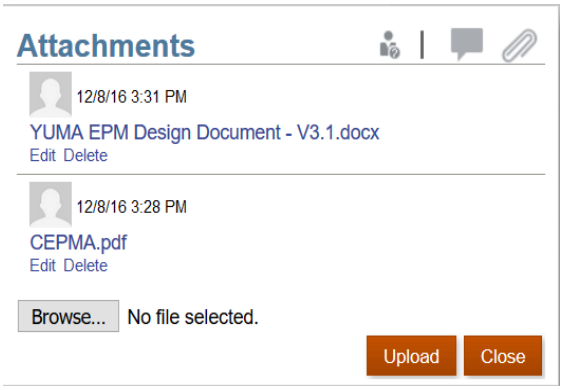
Click browse again, and add another document to the cell if needed.

Click the “Close” button to return to the form.

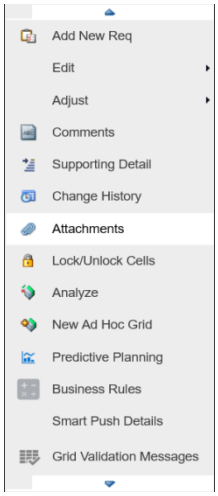


Notice that the cell with an added attachment now has a small dot in the upper right corner of the cell. Click the “Data” Button again to close the menu on the right, and right click on the dot in the cell that has the attachment to open the following menu.

From the menu, select “Attachments”to open the attachments window.



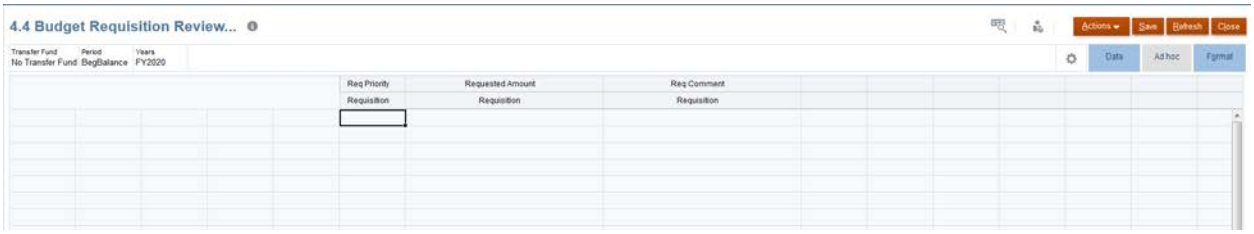
In the attachments window, click on one of the files to open and review the attached documents. Click close to return to the form, and click Save to submit the data and attachments. Click the “Close” button to return to the Data forms listing.



Return to TOC

4.4 Budget Requisition Review Form - ALL

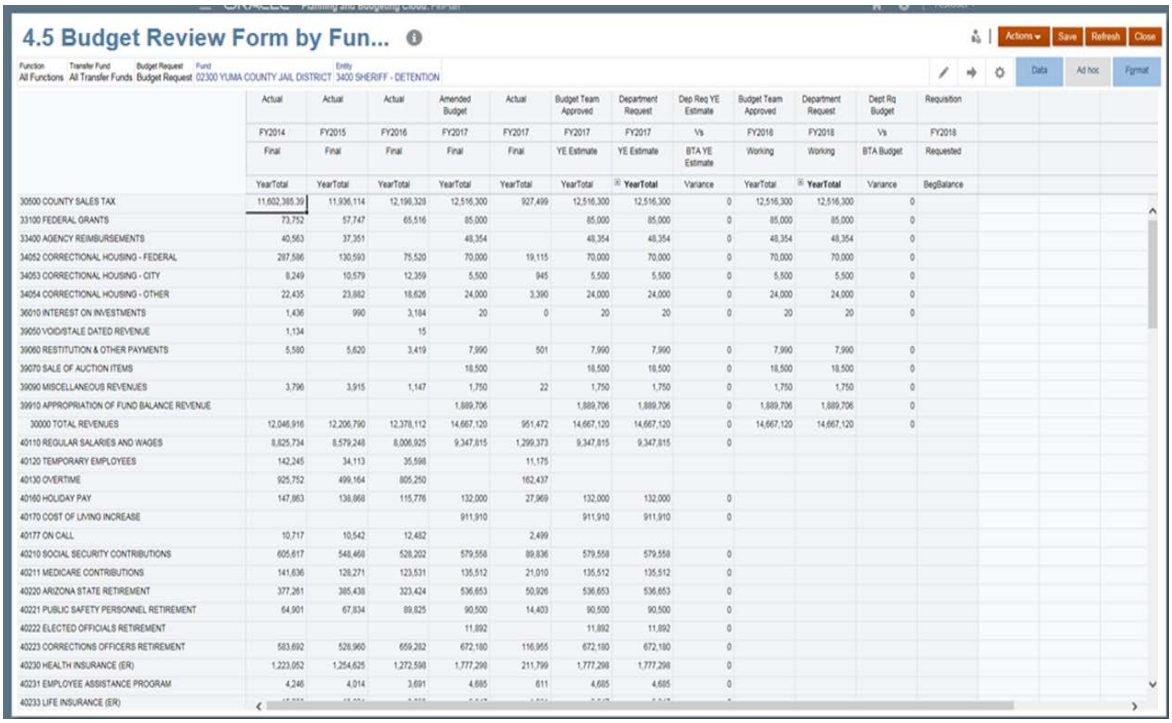
From the Data Form Listing, open the 4.4 Budget Requisition Review form-All. **Please note:** this may not be available if OMB has not aggregated the data. If there are any data issues, please contact the Budget Review Team to ensure a data aggregation has taken place since the last input. Also note that these requisitions are not approved at this time. The approved requisitions will only be visible after the Budget Review Team has approved or not approved them.



The form gives access to review the Budget requests for ALL of the Departments/Funds pertaining to each individual

4.5 Budget Review Form by Fund Dept

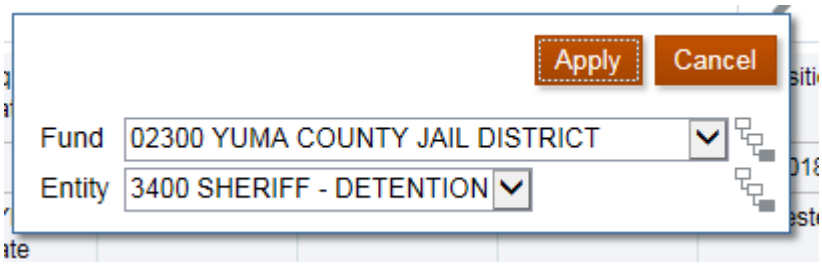
In the Data Form Listing, open the 4.5 Budget Review form by Fund Dept. Data entered in Department Request stage can be reviewed by fund/department combination. **Please note:** this may not be available if OMB has not aggregated the data. If there are any data issues please contact the Budget Review Team to ensure a data aggregation has taken place since the last input.



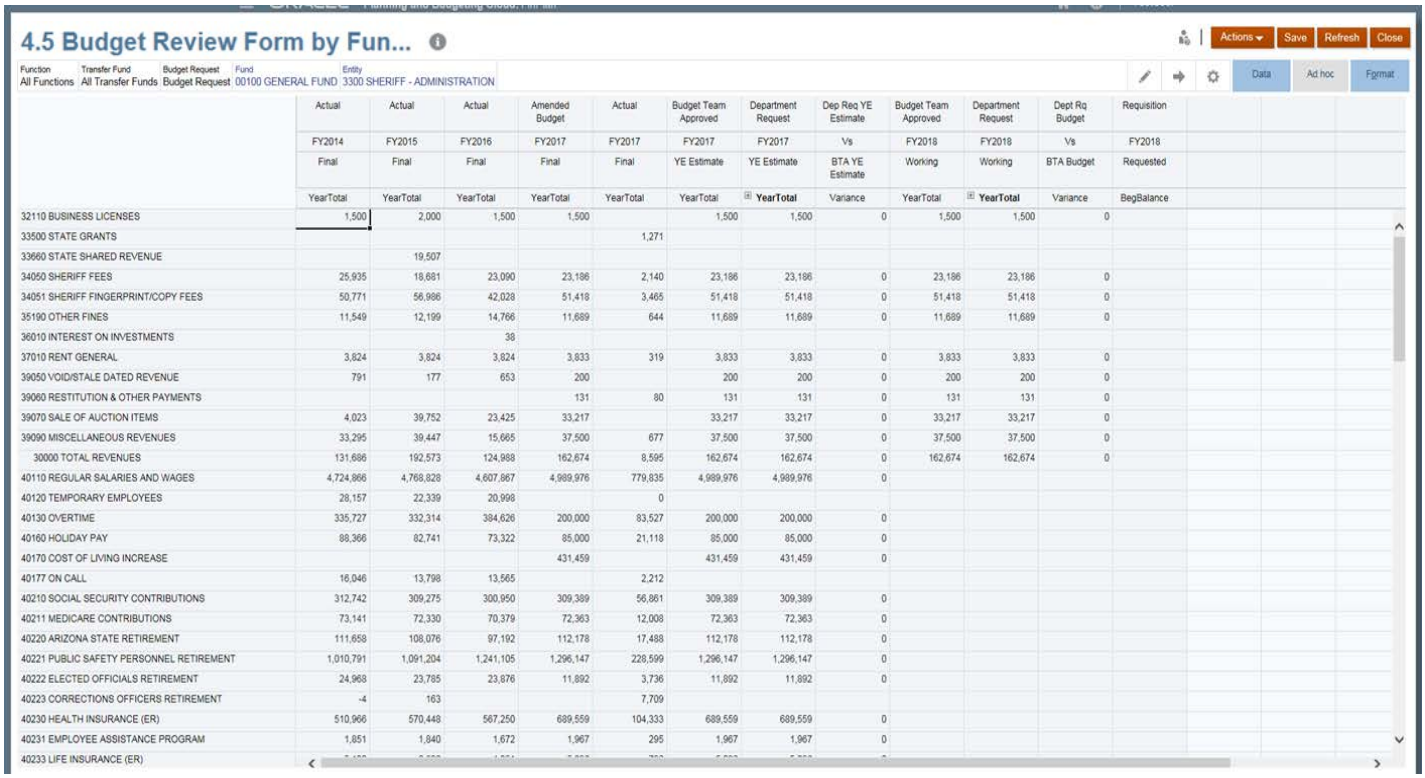
	Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	Dep Req YE Estimate	Budget Team Approved	Department Request	Dept Rq Budget	Requisition
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	BTA YE Estimate	Working	Working	BTA Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
30500 COUNTY SALES TAX	11,602,385.39	11,936,114	12,196,328	12,516,300	927,499	12,516,300	12,516,300	0	12,516,300	12,516,300	0	
33100 FEDERAL GRANTS	73,752	57,747	65,516	85,000		85,000	85,000	0	85,000	85,000	0	
33400 AGENCY REIMBURSEMENTS	40,563	37,351		48,354		48,354	48,354	0	48,354	48,354	0	
34052 CORRECTIONAL HOUSING - FEDERAL	287,586	130,593	75,520	70,000	19,115	70,000	70,000	0	70,000	70,000	0	
34053 CORRECTIONAL HOUSING - CITY	8,249	10,579	12,359	5,500	945	5,500	5,500	0	5,500	5,500	0	
34054 CORRECTIONAL HOUSING - OTHER	22,435	23,882	18,626	24,000	3,390	24,000	24,000	0	24,000	24,000	0	
36010 INTEREST ON INVESTMENTS	1,436	990	3,184	20	0	20	20	0	20	20	0	
39050 VOID/STALE DATED REVENUE	1,134		15									
39060 RESTITUTION & OTHER PAYMENTS	5,580	5,620	3,419	7,990	501	7,990	7,990	0	7,990	7,990	0	
39070 SALE OF AUCTION ITEMS				18,500		18,500	18,500	0	18,500	18,500	0	
39090 MISCELLANEOUS REVENUES	3,796	3,915	1,147	1,750	22	1,750	1,750	0	1,750	1,750	0	
39910 APPROPRIATION OF FUND BALANCE REVENUE				1,889,706		1,889,706	1,889,706	0	1,889,706	1,889,706	0	
30000 TOTAL REVENUES	12,046,916	12,206,790	12,378,112	14,667,120	951,472	14,667,120	14,667,120	0	14,667,120	14,667,120	0	
40110 REGULAR SALARIES AND WAGES	8,625,734	8,579,248	8,006,925	9,347,815	1,299,373	9,347,815	9,347,815	0				
40120 TEMPORARY EMPLOYEES	142,245	34,113	35,598		11,175							
40130 OVERTIME	925,752	499,164	805,250		162,437							
40160 HOLIDAY PAY	147,863	138,868	115,776	132,000	27,969	132,000	132,000	0				
40170 COST OF LIVING INCREASE				911,910		911,910	911,910	0				
40177 ON CALL	10,717	10,542	12,482		2,499							
40210 SOCIAL SECURITY CONTRIBUTIONS	605,617	548,468	528,202	579,558	89,836	579,558	579,558	0				
40211 MEDICARE CONTRIBUTIONS	141,636	128,271	123,531	135,512	21,010	135,512	135,512	0				
40220 ARIZONA STATE RETIREMENT	377,261	385,438	323,424	536,653	50,926	536,653	536,653	0				
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	64,901	67,834	89,825	90,500	14,403	90,500	90,500	0				
40222 ELECTED OFFICIALS RETIREMENT				11,892		11,892	11,892	0				
40223 CORRECTIONS OFFICERS RETIREMENT	583,692	528,960	659,282	672,180	116,955	672,180	672,180	0				
40230 HEALTH INSURANCE (ER)	1,223,052	1,254,625	1,272,598	1,777,298	211,799	1,777,298	1,777,298	0				
40231 EMPLOYEE ASSISTANCE PROGRAM	4,246	4,014	3,691	4,685	611	4,685	4,685	0				
40233 LIFE INSURANCE (ER)												

Return to TOC

To change the department/fund, click the to open the following screen.



In this screen change the Fund and Department to review the data. Click Apply to go to the following screen.



4.5 Budget Review Form by Fun...

Actions | Save | Refresh | Close

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION

Data | Ad hoc | Format

	Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	Dep Req YE Estimate	Budget Team Approved	Department Request	Dept Rq Budget	Requisition
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	BTA YE Estimate	Working	Working	BTA Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
32110 BUSINESS LICENSES	1,500	2,000	1,500	1,500		1,500	1,500	0	1,500	1,500	0	
33500 STATE GRANTS					1,271							
33660 STATE SHARED REVENUE		19,507										
34050 SHERIFF FEES	25,935	18,681	23,090	23,186	2,140	23,186	23,186	0	23,186	23,186	0	
34051 SHERIFF FINGERPRINT/COPY FEES	50,771	56,986	42,028	51,418	3,465	51,418	51,418	0	51,418	51,418	0	
35190 OTHER FINES	11,549	12,199	14,766	11,689	644	11,689	11,689	0	11,689	11,689	0	
36010 INTEREST ON INVESTMENTS			38									
37010 RENT GENERAL	3,824	3,824	3,824	3,833	319	3,833	3,833	0	3,833	3,833	0	
39050 VOID/STALE DATED REVENUE	791	177	653	200		200	200	0	200	200	0	
39060 RESTITUTION & OTHER PAYMENTS				131	80	131	131	0	131	131	0	
39070 SALE OF AUCTION ITEMS	4,023	39,752	23,425	33,217		33,217	33,217	0	33,217	33,217	0	
39090 MISCELLANEOUS REVENUES	33,295	39,447	15,665	37,500	677	37,500	37,500	0	37,500	37,500	0	
30000 TOTAL REVENUES	131,686	192,573	124,988	162,674	8,595	162,674	162,674	0	162,674	162,674	0	
40110 REGULAR SALARIES AND WAGES	4,724,866	4,768,828	4,607,867	4,989,976	779,835	4,989,976	4,989,976	0				
40120 TEMPORARY EMPLOYEES	28,157	22,339	20,998		0							
40130 OVERTIME	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0				
40160 HOLIDAY PAY	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0				
40170 COST OF LIVING INCREASE				431,459		431,459	431,459	0				
40177 ON CALL	16,046	13,798	13,565		2,212							
40210 SOCIAL SECURITY CONTRIBUTIONS	312,742	309,275	300,950	309,389	56,861	309,389	309,389	0				
40211 MEDICARE CONTRIBUTIONS	73,141	72,330	70,379	72,363	12,008	72,363	72,363	0				
40220 ARIZONA STATE RETIREMENT	111,658	108,076	97,192	112,178	17,488	112,178	112,178	0				
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	1,010,791	1,091,204	1,241,105	1,296,147	228,599	1,296,147	1,296,147	0				
40222 ELECTED OFFICIALS RETIREMENT	24,968	23,785	23,876	11,892	3,736	11,892	11,892	0				
40223 CORRECTIONS OFFICERS RETIREMENT	-4	163			7,709							
40230 HEALTH INSURANCE (ER)	510,966	570,448	567,250	689,559	104,333	689,559	689,559	0				
40231 EMPLOYEE ASSISTANCE PROGRAM	1,851	1,840	1,672	1,967	295	1,967	1,967	0				
40233 LIFE INSURANCE (ER)												

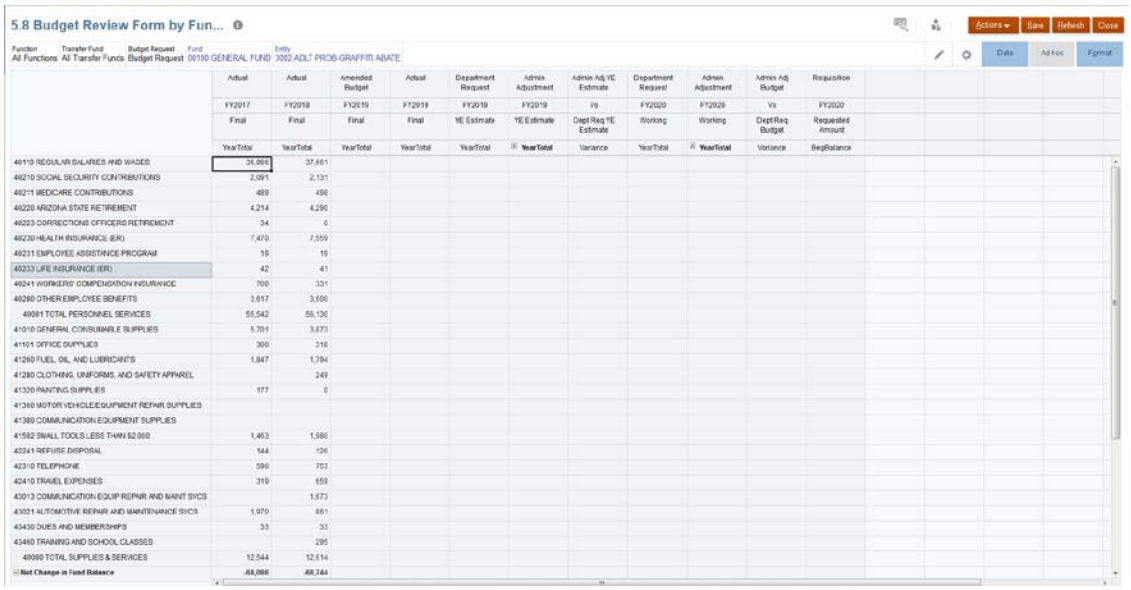
This allows to review the total amount put in for all Budget requests and all transfers for the Department/Fund combination.

Return to TOC

5.0 Admin Adjustment Stage:

5.8 Budget Review form by Fund Dept

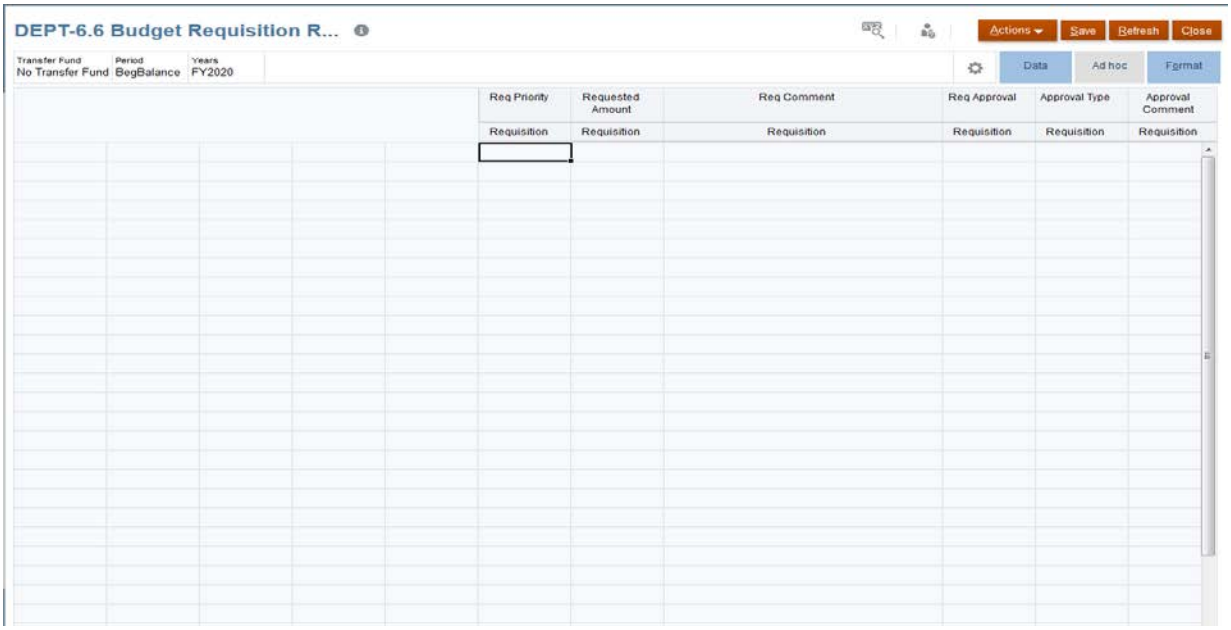
This stage is open to BRT only. There is a 5.8 Budget Review form by Fund Dept available to departments. This review form allows you to view any changes done in the Admin Adjustment stage compared to the Department Request stage.



6.0 Recommended Stage:

6.6 Budget Requisiton Review form – ALL

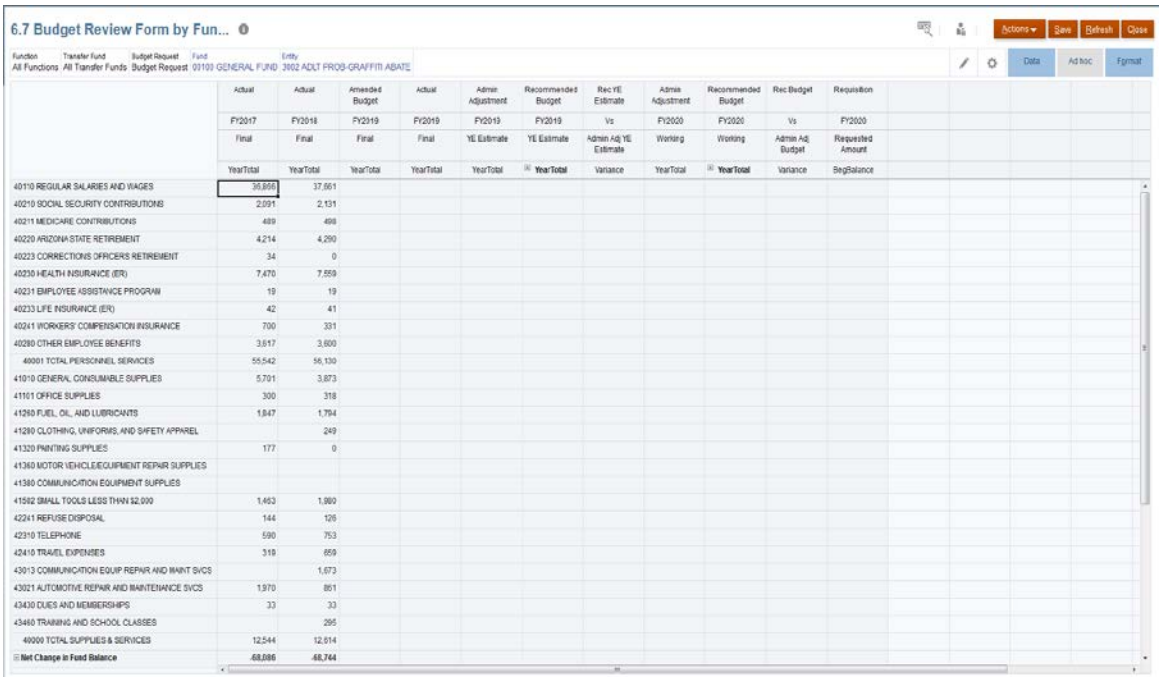
A 6.6 Budget Requisition Review form will be available to view the Budget Review Team's recommendations to the Board of Supervisors. An email will be sent when the form is available.



Return to TOC

6.7 Budget Review form by Fund Department

There is a 6.7 Budget Review form by Fund Dept available to departments. This review form is to view any changes done in the Recommended stage compared to the Admin Adjustment stage.



6.7 Budget Review Form by Fun...

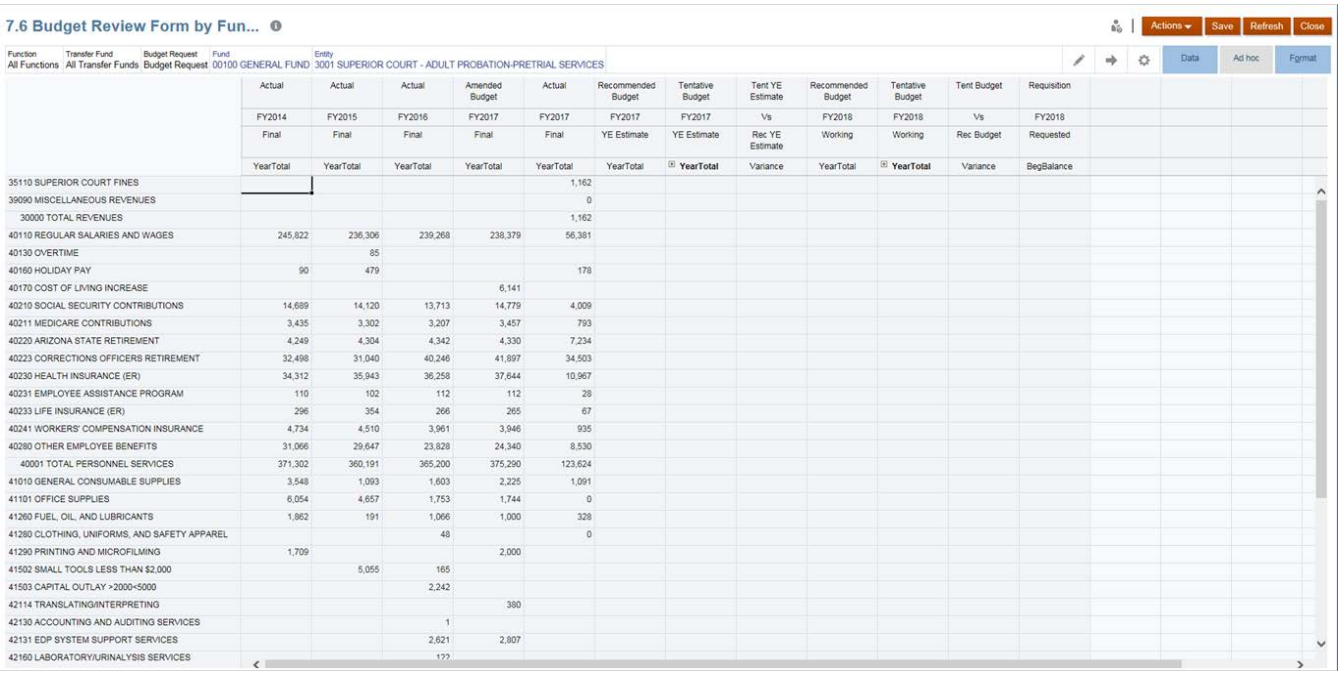
Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3002 ADLT PROB-GRAFFITI ABATE

	Actual	Actual	Amended Budget	Actual	Admin Adjustment	Recommended Budget	Rec YE Estimate	Admin Adjustment	Recommended Budget	Rec Budget	Requisition
	FY2017	FY2018	FY2019	FY2019	FY2019	FY2019	Vs	FY2020	FY2020	Vs	FY2020
	Final	Final	Final	Final	YE Estimate	YE Estimate	Admin Adj YE Estimate	Working	Working	Admin Adj Budget	Requested Amount
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
40110 REGULAR SALARIES AND WAGES	36,866	37,661									
40210 SOCIAL SECURITY CONTRIBUTIONS	2,091	2,131									
40211 MEDICARE CONTRIBUTIONS	489	498									
40220 ARIZONA STATE RETIREMENT	4,214	4,290									
40223 CORRECTIONS OFFICERS RETIREMENT	34	0									
40230 HEALTH INSURANCE (ER)	7,470	7,559									
40231 EMPLOYEE ASSISTANCE PROGRAM	19	19									
40233 LIFE INSURANCE (ER)	42	41									
40241 WORKERS' COMPENSATION INSURANCE	700	331									
40280 OTHER EMPLOYEE BENEFITS	3,617	3,600									
40001 TOTAL PERSONNEL SERVICES	55,542	56,130									
41010 GENERAL CONSUMABLE SUPPLIES	5,701	3,873									
41101 OFFICE SUPPLIES	300	318									
41260 FUEL, OIL, AND LUBRICANTS	1,847	1,794									
41280 CLOTHING, UNIFORMS, AND SAFETY APPAREL		249									
41320 PRINTING SUPPLIES	177	0									
41360 MOTOR VEHICLE/EQUIPMENT REPAIR SUPPLIES											
41380 COMMUNICATION EQUIPMENT SUPPLIES											
41502 SMALL TOOLS LESS THAN $2,000	1,463	1,980									
42241 REFUSE DISPOSAL	144	126									
42310 TELEPHONE	590	753									
42410 TRAVEL EXPENSES	319	859									
43013 COMMUNICATION EQUIP REPAIR AND MAINT SVCS		1,673									
43021 AUTOMOTIVE REPAIR AND MAINTENANCE SVCS	1,970	861									
43430 DUES AND MEMBERSHIPS	33	33									
43460 TRAINING AND SCHOOL CLASSES		295									
40000 TOTAL SUPPLIES & SERVICES	12,544	12,914									
Net Change in Fund Balance	-68,086	-68,744									

7.0 Tentative Stage:

7.6 Budget Review form by Fund Dept

This stage is open to BRT only. There is a 7.6 Budget Review form by Fund Dept available to departments. This review form is to view any changes done in the Tentative stage compared to the Recommended stage.



7.6 Budget Review Form by Fun...

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3001 SUPERIOR COURT - ADULT PROBATION-PRETRIAL SERVICES

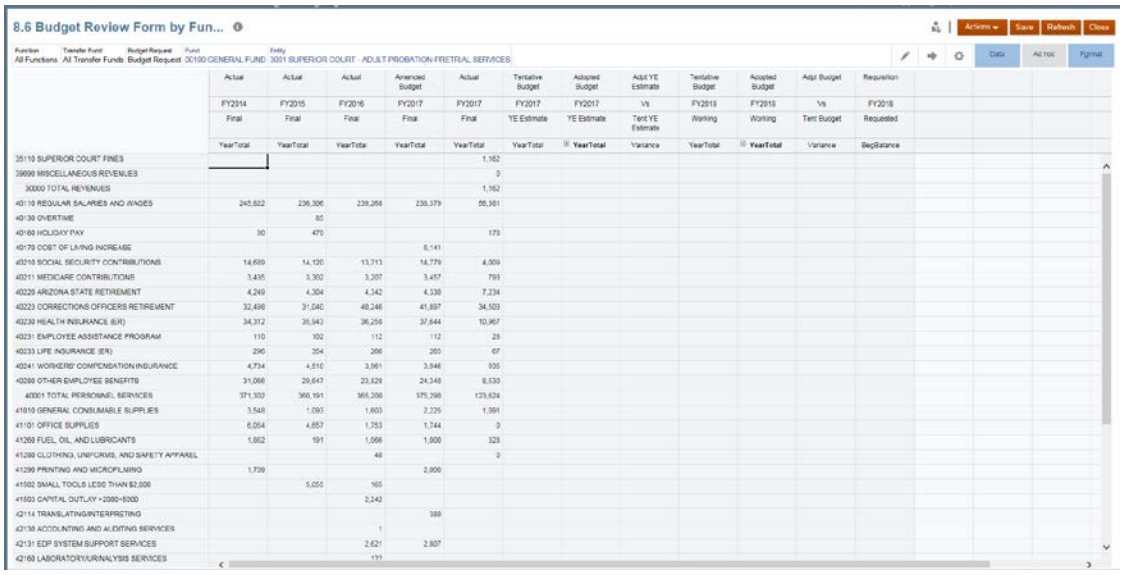
	Actual	Actual	Actual	Amended Budget	Actual	Recommended Budget	Tentative Budget	Tent YE Estimate	Recommended Budget	Tentative Budget	Tent Budget	Requisition
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Rec YE Estimate	Working	Working	Rec Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
35110 SUPERIOR COURT FINES					1,162							
39090 MISCELLANEOUS REVENUES					0							
30000 TOTAL REVENUES					1,162							
40110 REGULAR SALARIES AND WAGES	245,822	236,306	239,268	238,379	56,381							
40130 OVERTIME		85										
40160 HOLIDAY PAY	90	479			178							
40170 COST OF LIVING INCREASE				6,141								
40210 SOCIAL SECURITY CONTRIBUTIONS	14,689	14,120	13,713	14,779	4,009							
40211 MEDICARE CONTRIBUTIONS	3,435	3,302	3,207	3,457	793							
40220 ARIZONA STATE RETIREMENT	4,249	4,304	4,342	4,330	7,234							
40223 CORRECTIONS OFFICERS RETIREMENT	32,498	31,040	40,246	41,897	34,503							
40230 HEALTH INSURANCE (ER)	34,312	35,943	36,258	37,644	10,967							
40231 EMPLOYEE ASSISTANCE PROGRAM	110	102	112	112	28							
40233 LIFE INSURANCE (ER)	296	354	266	265	67							
40241 WORKERS' COMPENSATION INSURANCE	4,734	4,510	3,961	3,946	935							
40280 OTHER EMPLOYEE BENEFITS	31,066	29,647	23,828	24,340	8,530							
40001 TOTAL PERSONNEL SERVICES	371,302	360,191	365,200	375,290	123,624							
41010 GENERAL CONSUMABLE SUPPLIES	3,548	1,093	1,603	2,225	1,091							
41101 OFFICE SUPPLIES	6,054	4,657	1,753	1,744	0							
41260 FUEL, OIL, AND LUBRICANTS	1,862	191	1,066	1,000	328							
41280 CLOTHING, UNIFORMS, AND SAFETY APPAREL			48		0							
41290 PRINTING AND MICROFILMING	1,709			2,000								
41502 SMALL TOOLS LESS THAN $2,000		5,055	165									
41503 CAPITAL OUTLAY >2000<5000			2,242									
42114 TRANSLATING/INTERPRETING				380								
42130 ACCOUNTING AND AUDITING SERVICES			1									
42131 EDP SYSTEM SUPPORT SERVICES			2,621	2,807								
42160 LABORATORY/URINALYSIS SERVICES			122									

Return to TOC

8.0 Adopted Budget Stage:

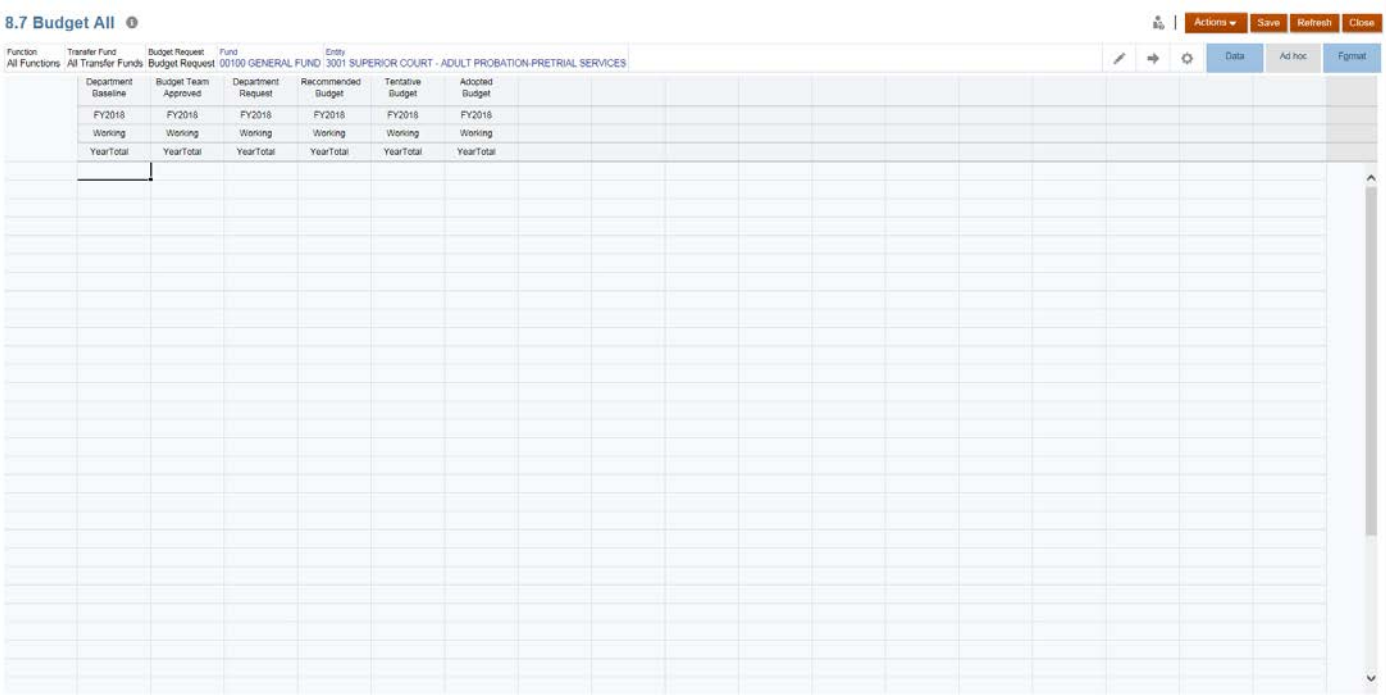
8.6 Budget Review form by Fund Dept

This stage is open to BRT only. There is a 8.6 Budget Review form by Fund Dept available to departments. This review form is to view any changes done in the Adopted stage compared to the Tentative stage.



8.7 Budget All form

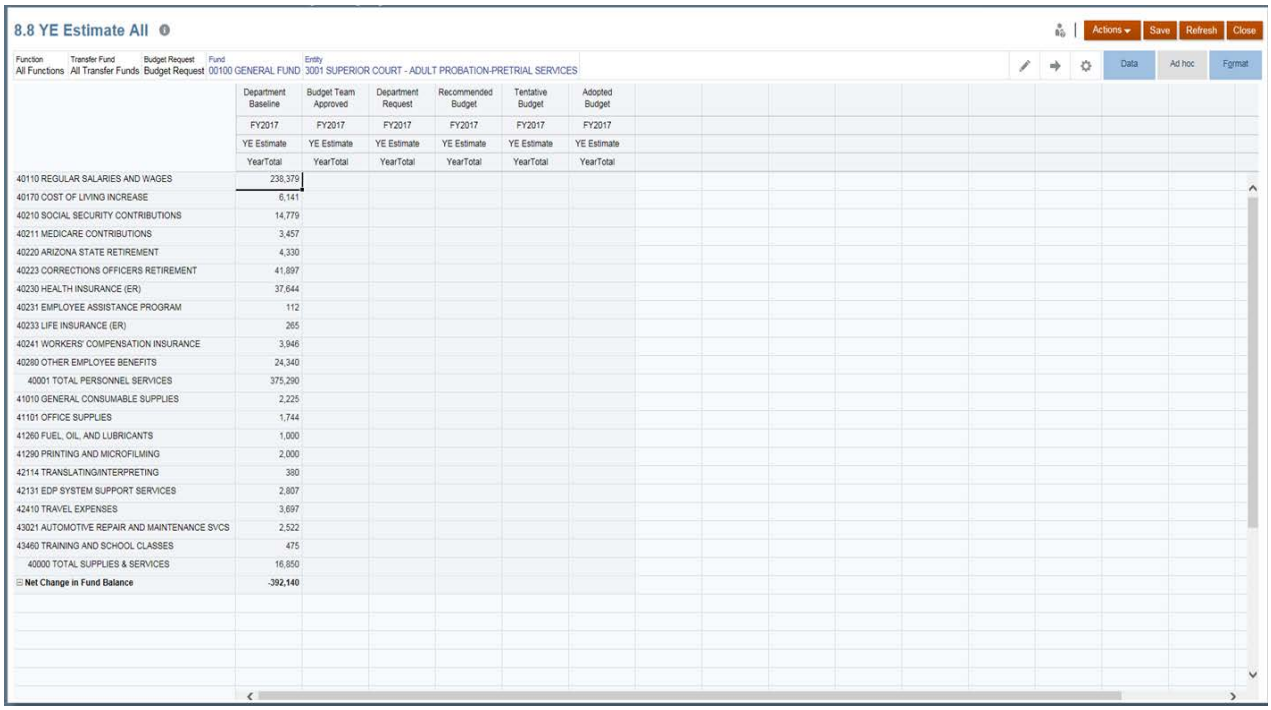
There is a 8.7 Budget All form available to departments. This review form is to view all the stages in Budget from Department Baseline stage to the Adopted Budget stage.



Return to TOC

8.8 YE Estimate All form

There is a 8.8 YE Estimate All form available to departments. This review form is to view all the stages in YE Estimate from Department Baseline stage to the Adopted Budget stage.



8.8 YE Estimate All

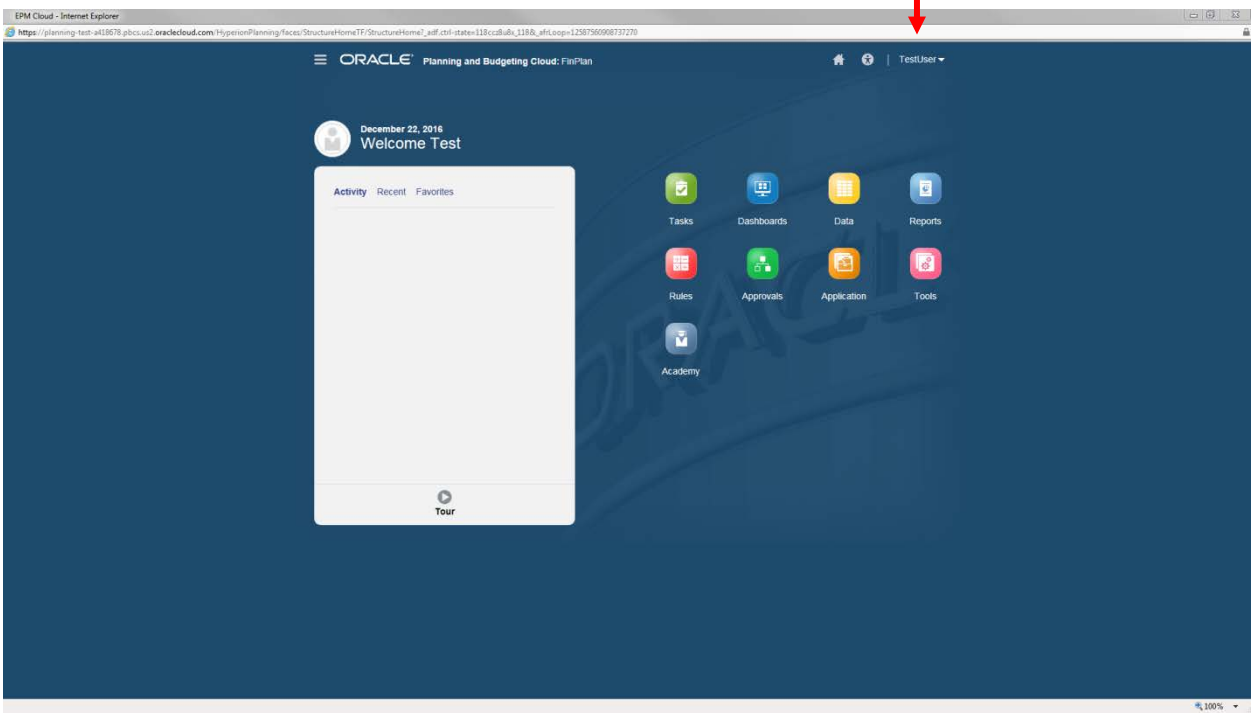
Actions | Save | Refresh | Close

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3001 SUPERIOR COURT - ADULT PROBATION-PRETRIAL SERVICES

Data | Ad hoc | Format

	Department Baseline	Budget Team Approved	Department Request	Recommended Budget	Tentative Budget	Adopted Budget
	FY2017	FY2017	FY2017	FY2017	FY2017	FY2017
	YE Estimate	YE Estimate	YE Estimate	YE Estimate	YE Estimate	YE Estimate
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
40110 REGULAR SALARIES AND WAGES	238,379					
40170 COST OF LIVING INCREASE	6,141					
40210 SOCIAL SECURITY CONTRIBUTIONS	14,779					
40211 MEDICARE CONTRIBUTIONS	3,457					
40220 ARIZONA STATE RETIREMENT	4,330					
40223 CORRECTIONS OFFICERS RETIREMENT	41,897					
40230 HEALTH INSURANCE (ER)	37,644					
40231 EMPLOYEE ASSISTANCE PROGRAM	112					
40233 LIFE INSURANCE (ER)	265					
40241 WORKERS' COMPENSATION INSURANCE	3,946					
40280 OTHER EMPLOYEE BENEFITS	24,340					
40001 TOTAL PERSONNEL SERVICES	375,290					
41010 GENERAL CONSUMABLE SUPPLIES	2,225					
41101 OFFICE SUPPLIES	1,744					
41260 FUEL, OIL, AND LUBRICANTS	1,000					
41290 PRINTING AND MICROFILMING	2,000					
42114 TRANSLATING/INTERPRETING	380					
42131 EDP SYSTEM SUPPORT SERVICES	2,807					
42410 TRAVEL EXPENSES	3,697					
43021 AUTOMOTIVE REPAIR AND MAINTENANCE SVCS	2,522					
43460 TRAINING AND SCHOOL CLASSES	475					
40000 TOTAL SUPPLIES & SERVICES	16,850					
Net Change in Fund Balance	**-392,140**					

Click close to return to the forms listing, and click the Home button to return to the main menu. Click the dropdown on the employee ID number in the upper right corner of the screen and select the Sign Out to exit the system.



Return to TOC