

Budget Submission and Request Checklist

Run through the following checklist to ensure all request components are included in PB.

Item Due	Description	Entry/Submission
Department base budget adjustments	<ul style="list-style-type: none"> • Reallocate funds within department, cannot change total base budget • Complete form and explain changes in justification line text in PB • Verify net zero by running Target Base + Department Base Comparison 	PB Form: DEPT_BASE_CHANGES
Reductions and/or expansions	<ul style="list-style-type: none"> • Funding requests increasing or decreasing Target Base Budget • Complete all PB tabs in form • Attach supporting documents in PB 	PB Form: EXP_REQUESTS REDUCTIONS
User fee request	<ul style="list-style-type: none"> • Request new user fee or modify existing user fees • Complete PB form and provide supporting documents 	PB form: USER_FEES
Contract List	<ul style="list-style-type: none"> • Detail all contracts in the department's base budget • Include all dollars in objects 2101-2437 	Excel & Email to BMS Analyst
FY 19 Revenue Projections	<ul style="list-style-type: none"> • Enter FY19 revenue projections based on current data in PB 	PB form: EOY_REV_PROJ
FY 20 Revenue Estimates	<ul style="list-style-type: none"> □ Enter FY20 revenue projections as part of base budget updates 	PB form: DEPT_BASE_CHANGES

Base Budget for FY20

- Does the total bottom line Department Base Budget submitted match the Target Base Budget? (expenditures). InfoAdvantage Report "Base Analysis Tool"
- Has the department adjusted revenues based on client growth, permits, etc? Does the justification show adjustments were based on volume? (New fees and their revenues go on User Fee form)
- For non-General Funds, do expenditures = revenues?

User Fee

- Run report "User Fee Summary Report by Department" and save to <\\data1\budgetshared\Budget Development\FY 2020\User Fees>

Contract List

- Save <\\data1\budgetshared\Budget Management\Contracts\FY 2020>
- Confirm total ties to the total of the Contract expenditures by Type.

FY19 Current Year Revenues

- Has the department entered as a total dollar amount something for all revenue lines based on client growth, permits, etc?
- Are justifications included?
- Compare FY19 Amended to FY19 Current Estimate to make sure all revenue lines 1) have an estimate and 2) it is reasonable.

Expansion Request - Make sure each Expansion is Ranked!

Expansion Detail Report PB_Standard_reports>Helpful Reports > GF Expansion Request Detail
(scheduled for nightly thru Recommended Budget)

Header & Description

- Does the request title include division name (not unit or division #)? Ex. "EMS – EMT to Paramedic Training Program"
- Does the description reflect the request? This gets picked up in the Budget Book and is shown to the CMO, the Board, etc. Ex. "Reduce the percent of clients turned away from 6% (617) to less than 1% (100) and reduce patient wait times, which currently exceed 2 hours."
- Don't include number of FTE in description. It auto-prints on the report.

Business Case

- Each question answered clearly?
- Charts and graphs (via email or Document Attachment tab)? Save the Excel file in [..\..\Budget Development\FY 2020\Department Forms and Analysis](#)

Vehicle

- Include the full, upfront purchase cost entered (one-time) in "6114-Vehicles - New Expansions"
- Upfit costs included for lights and graphics (one-time) in object "3162-Vehicle Upfitting Parts"
- Fuel? 3740 - Include how many gallons and price in Justification text box.
- Vehicle radio? 3104

Technology – Standard costs, requests may have additional expenses

- Computer purchase included (one-time) 3108
- Computer cords, cables, or accessories needed (one-time) 3110
- Standard Office Software \$271 one-time and \$26 for maintenance annually after initial purchase 2185
- Any additional software (one-time) 3117; costs should be provided to departments by Sara Mazurak

Position Request

- Has HR been provided with position duties if a new position classification is needed?
- Grade field on position lines tab should be blank
- Category is blank (or LEO if position is sworn officer)
- Begin Date after 7/1/2019. 10/1/2019 is standard to account for hiring time.
- FTE = % of time. 1=1.00 FTE. Never more than 1.
- Count = Number of employees (not FTE)
- Salary and benefit % should = FTE (ex .5 FTE = 50% benefit percentage; .75 FTE = 75%)
- Salary field should be blank (unless special circumstances). Adjust salary in Step field to Minimum, MidPoint, Max. If blank, default = minimum+10%
- Overtime and special pays included on Budget Lines tab?