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## FY2017 NEW / CHANGES

- Contract Outline Agreement feature will be available in BudPrep to show Outline Agreement details.
- HOPE annualized increase will be included for FY2017 Budget.

### **BUDGET POLICY**

- *BudPrep* contains the current Health Benefits rates for Health Care, Worker's Compensation, and Long-Term Disability. The FY2017 rates will be loaded into *BudPrep* when they become available. Departments will be notified of the updates through the Budget Bulletins in *BudPrep*.
- Budget submissions must include hard copy printouts of the Department Description and Mission with Long and Short Term Goals along with Department Organization chart. In addition, Business Area Summary, Division Mission and Performance Measures, Division Summary, Business Area Roster Summary, Revenue and Expenditure Commitment Line Item Summary. Further detail is provided in the 1.0 General Budget Information.

### **BUDPREP INTRODUCTION**

- *BudPrep* will be installed from an installer on the network. CD is also available for departments who do not have access to install server on the network.
- The *BudPrep* applications will automatically Calc and Post all forms at the time of printing.
- *BudPrep* allows the user to move between funds without exiting and restarting the application.
- An asterisk in the report sub-menu marks reports included in the final budget document.
- *BudPrep* will check and notify users if there are any unallocated expenditures in the default \*\*\*\*9999 cost center.

- The Master Calc Post option under Utilities Menu on main screen will Post and Calc all forms anytime.
- After the budget has been submitted, departments will have read only access.
- To avoid the 'out of balance due to rounding' problem, *BudPrep* requires users to enter whole numbers for revenue and expenditure items. Decimals and cents are not allowed.
- Personnel detail can be exported to Excel by selecting the Utilities option. Select Personnel from the main menu, and then select Utilities->Export. The export function is available for Revenues and Expenditures as well.
- All anticipated merit increases; promotions, etc. are to be accounted for in the Compensation Contingency Line Item #504020, which is a part of Personnel Services.
- Submission Package Print feature is available in BudPrep under "Utility" on the main screen, which will generate the Business Area Summary, Cost Center Summary/Group Summary, Performance Measures, FTE Report, Revenue and Expenditure Commitment Item Summary.

## FY2017 BUDGET PREPARATION -- QUICK TIPS

- **Read the Budget Preparation Manual!!**  
This manual is a necessary tool and will provide answers to the majority of the questions asked by department personnel.
- **Read the Budget Bulletins!!**  
These bulletins provide periodic clarification as well as updates related to the budget process located on the Budget main menu page.
- All reorganization requests must have prior written approval from the Director of Finance. Departments may be required to restate FY2015 Actual, FY2016 Current Budget and Estimate amounts to correspond to the FY2017 cost centers.
- Submissions should be delivered to your assigned analyst in the Budget Management Division of the Finance Department, 611 Walker, 11<sup>th</sup> Floor by the deadline. Submit complete requests only. Partial submissions will be returned to departments. **The Budget timeline schedule will be distributed under separate communication.**
- Refer to the matrix below to determine supplies and equipment categories:

### FY2017 EQUIPMENT SUMMARY

TYPE	EXPECTANCY LIFE	UNIT COST	CAPITALIZED FIXED ASSET	EQUIP. ACQ. ELIGIBLE
Supplies	Less than 1 year	Less than \$1,000	No	No
Non-Capital Equipment	Greater than 1 year	\$1,000 - \$5,000	No	Yes
Capital Equipment	Greater than 1 year	More than \$5,000	Yes	Yes

## FREQUENTLY ASKED QUESTIONS

### BUDPREP

- Q. Why do I get an “ERROR I/O 301” message when starting *BudPrep*?**  
A. Some of the files in the C:\bprep directory are read-only and *BudPrep* cannot update them as it needs to do. Also make sure only one *BudPrep* or *suds* process is running.
- Q. Why do my Division Summary report totals not equal my Expenditure totals?**  
A. Check to see whether cost centers are assigned to the division in “Division Summary” screen. Make sure the cost center rollup is correct, then do Master Calc&Post.
- Q. How do I change the new budget FTEs on the COST CENTER FTE screen?**  
A. The FTEs cannot be changed on the Cost Center FTE screen. The change for new budget FTEs has to be made in the Personnel Detail screen for FY2017.
- Q. Why doesn’t the Expenditure Request Detail show all my commitment items?**  
A. The Expenditure Request Detail is to be used to explain only those objects where the FY2017 Budget amount differs from the FY2016 Estimate amount by 10% or more.
- Q. Why does the text I enter on the Expenditure Request Detail go away when I leave?**  
A. You are entering too much data into the field. The size of the text box is set to accommodate the total amount of allowed space. If your text begins to scroll, it will not be posted to the database and it will be eliminated when you leave the form.
- Q. Why don’t the insurance amounts on the Personnel form post to Expenditures?**  
A. Nothing on the personnel form will post to expenditures if the employee type field is left blank. Additionally, the insurance amounts will not post if: Pay Period is 0, Make sure all those fields are properly completed.



## FY2017 BUDGET PREPARATION

### 1.0 GENERAL BUDGET INFORMATION

There will be a change to the presentation of the Departmental Mission, Goals, and Performance Measures in the FY2017 Operating Budget. The purpose of this process is to establish citywide administrative goals and strategies that will internally link to departmental missions and goals that provide measurable service deliverables and divisional objectives. Careful consideration must be given to quantifiable performance measures and the impact of dollar requests on these measures. Performance measures must follow the Mayor's Five Priorities. The Finance Department will carefully review the relationship between budget proposals and divisional delivery objectives.

#### Mayor's Five Priorities:

- Job and Sustainable Development
- Public Safety
- Infrastructure
- Quality of Life
- Physical Responsibility

Departments should allocate FY2017 budget resources to maintain current service levels. Business Areas may target non-essential cost centers for expenditure reductions or elimination. Any reductions must be thoroughly documented.

**Any reductions to basic and critical services that you wish to make must be requested using a form Finance will provide at the time you receive your target letter. Also, all vacancy factors must be reasonable and based on actual past historical trends.**

The Finance Department will review in detail each budget submission. As needed, meetings will be held with directors to clarify points regarding funding levels, service delivery, budget guidelines, etc. The Mayor will present the FY2017 Proposed Budget to City Council, after which Council will hold budget workshops. Workshops provide Council Members an opportunity to discuss budgets with department directors and other representatives.

### 1.1 *Guidelines for Defining Cost Centers*

Although cost centers may change from one fiscal year to the next, it is important for cost center descriptions and definitions to remain as consistent as possible from year to year. A cost center is defined as a discrete service or group of related services provided by an organizational unit designed to achieve the organization's goals and objectives.

The following factors need to be considered in defining a cost center:

- The end beneficiary of the cost center, such as:
  - the public at large
  - specific segments of the public, and/or
  - other City departments
- A geographical area or facility
- Type of service provided
- Policy directives or legal mandates requiring a service or function

If possible, cost centers should be stand-alone activities. Any proposed changes in cost center definitions will be reviewed by a Finance budget analyst.

**NOTE:** Although budget information is summarized for presentation purposes, departments must be prepared to provide budget and performance measure information at the lowest cost center levels.

### 1.2 *Allocating Funding to Cost Centers*

It may be necessary for a department to allocate available funding among various cost centers. Use the following guidelines to allocate funding levels to cost centers for Annual and Monthly Allotments:

- *Direct Allocation* – Direct allocation identifies given items that can be identified as being used exclusively in a specific cost center. This provides the most desirable basis for allocation.
- *Personnel-Related Costs* – Personnel related costs have a direct relationship to the number of personnel involved in a given activity. These costs are allocated to a cost center based upon staffing or personnel service expenditures. Examples are items such as office

supplies, operating supplies, overtime, small tools, and telephone costs.

- *Space-Related Costs* – Depending on the character of a given cost center, the amount of space used in an activity can provide a logical basis for the allocation of certain costs. Space rentals, utilities, facilities maintenance, and janitorial services normally fall into this category.
- *Equipment-Related Costs* – In many cost centers, particularly those that are equipment-intensive, a significant portion of costs may be allocated to the units and types of equipment utilized. Fuel, vehicle maintenance, equipment maintenance, equipment rental, and computer supplies are examples of these types of costs.

### **1.3 Business Area Reorganization**

Reorganizations are sometimes requested to update the current structure of a department. Prior approval to proceed with reorganizations must be obtained from the Director of Finance before the budget preparation process. A written request detailing the necessity and outlining the proposed changes in **the current financial and personnel structure** should be submitted to Finance Department for approval.

### **1.4 Submission Schedule**

The submission schedule will be provided under separate communication.

### **1.5 Submission Requirements**

The following requirements apply to all departments:

1. All budget requests must be complete before submitting to the Finance Department.  
**Incomplete submissions will be returned.**
2. All submissions must include a summary highlighting the department's budget. The synopsis should be in the form of a memo from the department director to the Finance Director. The narrative should address the following areas:
  - An overview of the cost centers and operations proposed for FY2017.
  - The impact of the proposed budget on cost centers and service levels.
  - Key objectives and priorities for the fiscal year.

- Significant changes from FY2016 operations and cost centers (note increases or decreases in cost center service levels).
  - Significant changes from FY2016 revenues (include all funds).
  - Any budget issues not addressed in the submission that impact FY2017.
3. All forms in the budget submission should be typed or machine-printed.
  4. Submit **three (3)** complete copies of the proposed budget; **two unbound** and **one bound**.
  5. The proposed budget should be organized by fund number and cost center number, where applicable, for all operating funds, in the following sequence:
    - a) Business Area/Fund Mission, Long-Term and Short-Term Goals
    - b) Business Area Summary: Business Area Summary and Performance Measures
    - c) Division Summary
    - d) Business Area Roster Summary
    - e) Business Area Revenue Summary
    - f) Expenditures Commitment Item Summary
    - g) Submissions should be delivered to your assigned Finance budget analyst by the close of business on their due dates.

## **1.6 Revision Requirements**

### **Minor Revisions**

Inform the Finance budget analyst assigned to your department of all minor revisions such as transposed numbers, minor math errors, and limited grammatical errors.

### **Major Revisions**

Submit **three (3) copies** of all pages that include major budget revisions. **Date all revision pages.**

When revisions are necessary, submit **three (3) copies** of the revision to your Finance budget analyst with a cover memo briefly describing the reasons for the changes.

The flow of FY2017 budget information from data entry to final summarization is as follows:

1. FY2017 personnel costs are entered on the Personnel Detail form. These costs post by cost center to the expenditure form while the FTEs are computed and posted to the cost center level. Both will be shown on the Division Summary form at the division level.
2. Performance measures are entered in the Business Area Summary form and will appear on the Performance Measure report.
3. Total expenditures for a division are taken from the Expenditures form and appear on the printed Division Summary.
4. Revenues, by cost center within business area, are entered on the Revenue form.
5. Department budget highlights are entered on the Business Area Summary form. BudPrep summarizes FY2017 department expenditures automatically on the printed Business Area Summary report.
6. FY2017 Capital Outlay budget amounts are entered on the Expenditure Details form in "Capital Equipment" tab. The totals post to the appropriate budget organization expenditure item.

## **2.0 THE BUDPREP SOFTWARE PACKAGE**

Finance Department will provide the FY2017 version of the budget preparation software package, *BudPrep*, to each department. The software package allows data entry for the following budget forms:

- Department Mission Statement; Business Area Mission Statement
- Departmental Summary: Business Area Summary
- Performance Measures
- Division Summary: Division Description and Summary
- Cost Center FTE: Cost Center FTEs Summary
- Revenue Detail: Revenue Detail by Cost Center
- Expenditure Detail: Expenditure Detail by Cost Center
- Personnel Detail: Proposed Staffing Level and Salary Calculation
- Fund Summary: Fund Center Summary
- Revenue Request Detail: Explanation of Revenue Detail
- Expenditure Request Detail: Explanation of Expenditure Detail

- Form 3: Revenue and Expenditure Explanation for accounts and difference
- Monthly Budget: Monthly Expenditure/Revenue budget

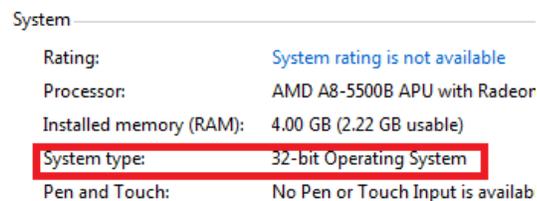
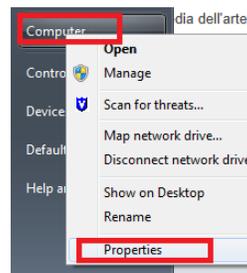
### 2.1 Installing BUDPREP on a Personal Computer (PC)

If your computer has BudPrep system from prior year, just click BudPrep icon and it will auto updated. For those who don't have BudPrep installed on PC, please perform following steps for the completed package installation. There are two types of packages: one is for PC with 32 bit operation system and the other is for 64. Please ask your IT team to assist if you have security issue during installation.

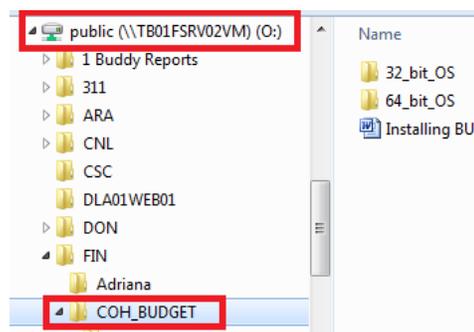
1. Find out OS type for the PC which will run BudPrep:

1. Right click Computer->Properties

2. Check the "System type:" in the middle of the properties screen

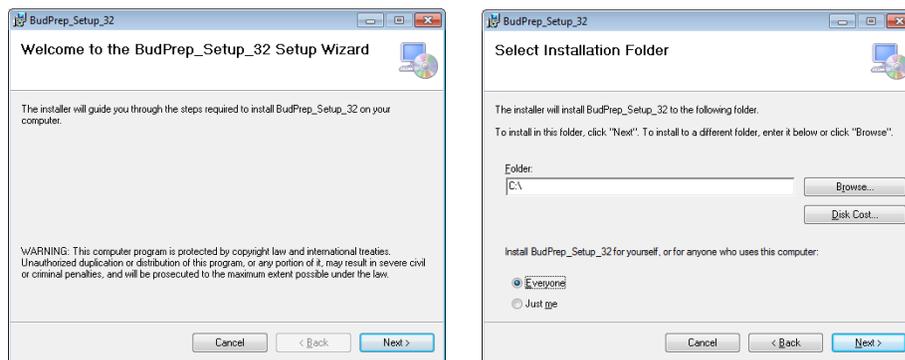


2. Copy install package from network O (<\\TB01FSRV02VM\Public>) to local PC:

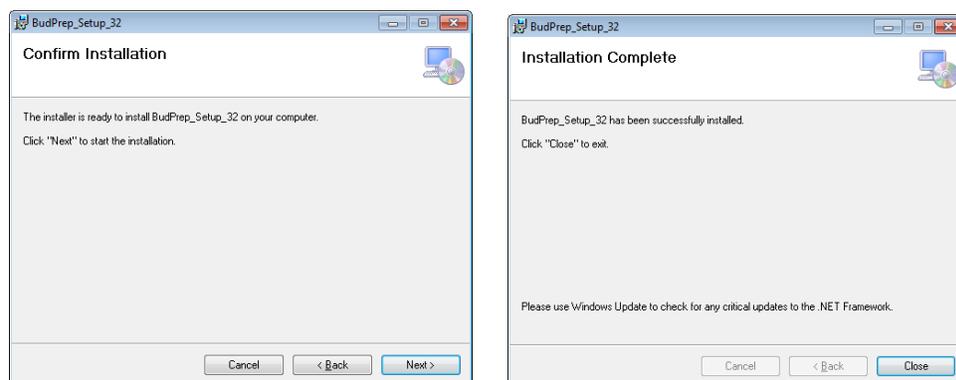


- For 32 bit OS: O:\FIN\COH\_BUDGET\32\_bit\_OS → C:
- For 64 bit OS: O:\FIN\COH\_BUDGET\64\_bit\_OS → C:

3. Launch the install process based on PC OS type:
  - For 32 bit OS: *C:\32\_bit\_OS\Setup.exe*
  - For 64 bit OS: *C:\64\_bit\_OS\Setup.exe*
4. Press “**Next**” button in “Welcome to Bud Prep setup wizard” screen.
5. “Select installation Folder” screen, put “**C:\**” as Folder, then click “**Next**” button.

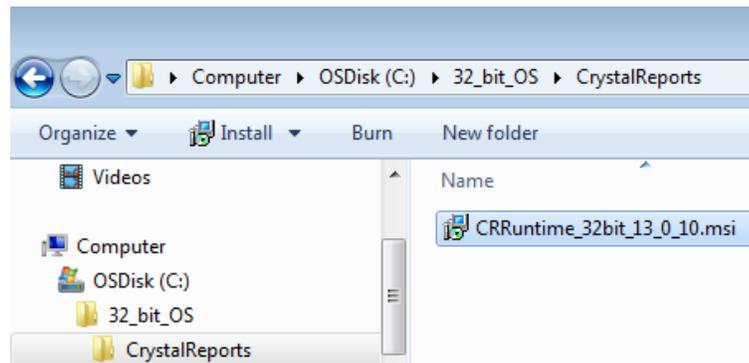


6. Click “**Next**” button in “Confirm Installation” screen. The process takes few minutes. Press “**Close**” button to close COH BUDGET installer.

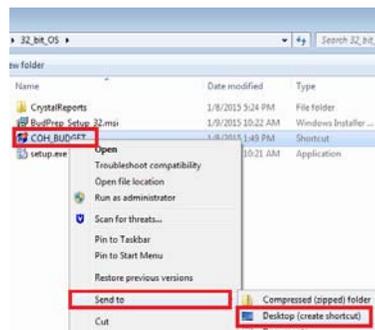


7. Install Crystal Report runtime library by clicking the file in **CrystalReports** folder :

- For 32 bit OS:  
CrystalReports\CRRuntime\_32bit\_13\_0\_10.msi
- For 64 bit OS:  
CrystalReports\CRRuntime\_64bit\_13\_0\_10.msi



8. Select “**Next**” to go License Agreement screen. On License Agreement screen, check “**I Agree**” and “**Next**”. Click “**Close**” button to complete the installation.
9. Create shortcut on desktop: Right click COH\_BUDGET shortcut in install folder-> Send To->Desktop



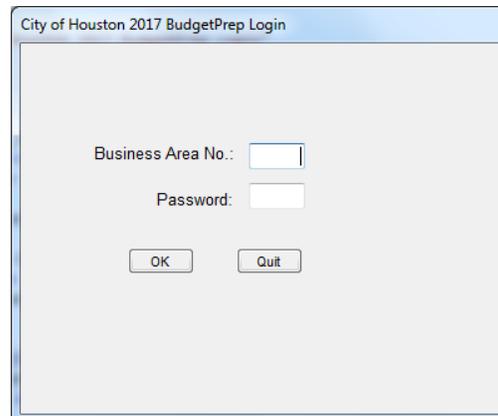
### **Common Problem**

BudPrep does not get updated

1. Check to ensure that *SUDS* is installed under the C:\bprep\suds directory.
2. Check that all sub directories and files under C:\bprep do not have a read only property.
3. Contact your Finance budget analyst if you have any problems or concerns.

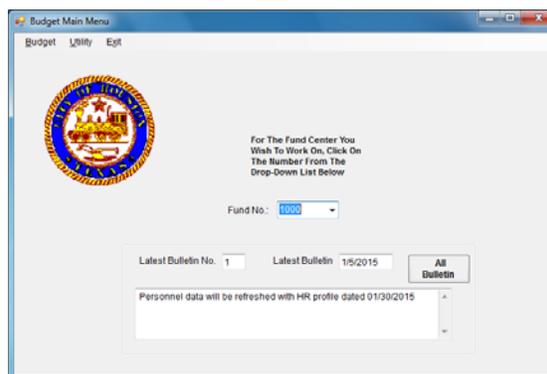
## 2.2 Starting BUDPREP

Start *BudPrep* by clicking on the FY2017 Budget icon on your desktop. If you select to run C:\bprep\suds\Budget.exe directly, *BudPrep* will run but you will not get the benefit of the automatic update, which may result in errors in calculations, and the use of improper forms.



The image shows a login dialog box titled "City of Houston 2017 BudgetPrep Login". It contains two input fields: "Business Area No.:" and "Password:". Below the fields are two buttons: "OK" and "Quit".

When the login screen appears, enter your department number and password then click on OK or press Enter. Use the same password you used last year. If you would like to change your password, contact Julia Zhou via email.



The image shows the "Budget Main Menu" application window. It features a menu bar with "Budget", "Utility", and "Exit". On the left is the City of Houston seal. The main area contains a message: "For The Fund Center You Wish To Work On, Click On The Number From The Drop-Down List Below". Below this is a "Fund No." dropdown menu with "1000" selected. Further down are "Latest Bulletin No." (set to 1) and "Latest Bulletin" (set to 1/5/2015) fields, along with an "All Bulletin" button. At the bottom, a status bar indicates "Personnel data will be refreshed with HR profile dated 01/30/2015".

The Main Menu will appear and you are ready to begin entering data.

There are 3 sub menus in Main Menu screen: Budget; Utility and Exit.

- The Budget menu presents a list of all the forms you will use to complete your Budget Request.
- The Utility menu includes the master calc/post procedure and the monthly budget function.
- The Exit menu ends the *BudPrep* session.

To begin preparing your budget request, click on the Fund Number you want to work on from the drop down list of Fund available to you.

### 3.0 COMPLETING THE BUDGET FORMS

#### 3.1 Business Area Summary

The Business Area Summary gives a brief overview of all revenue, expenditure, personnel and department budget highlights. This screen includes: Highlights, Performance Measure and Mission Statement.

- *Budget Highlights:* It is for the new budget and the overtime FTEs for the estimate and current year are the only information entered directly on to the Business Area Summary form. Budget highlights should reflect the operational goals that the budget request will accomplish.

Begin each new highlight line with a lower case “o” followed by a space. This text is limited to 1,000 characters.

The screenshot shows a window titled "Department Summary" with a menu bar containing "Report" and "Exit". Below the menu bar, there are two dropdown menus: "1000 -- General Fund" and "6500 -- Administration and Regulatory Affairs". The main content area has three tabs: "Highlights" (selected), "Performance Measure", and "Mission Statement".

	FY2015 Actual	FY2016 Current	FY2016 Estimate	FY2017 Budget
Civilian Overtime Budget	42,833	40,050	75,833	49,335
Civilian Overtime FTEs	0.8	0.8	1.1	0.7

Below the table is a "Save" button. Underneath, there is a section titled "Significant Budget Changes and Highlights" containing two bullet points:

- o FY2016 Budget provides funding for health benefits and pension contribution.
- o Includes funding of \$611,388 for cost associated with Chapter 45 (Vehicles for Hire) Ordinance 2014-754.

Pressing the Update button on the screen will update the Overtime FTEs as reported on the personnel form.

Print the Business Area Summary by selecting Report from the menu. This action will automatically post all necessary screens prior to printing to ensure that current budget amounts are reported. The report will appear on screen for you to review. Press the printer icon to send the report to your printer.

- **Performance Measure:** The Mayor is placing renewed emphasis on performance management in the City and has created a quarterly performance report – “**Performance Insight**” to assist City leaders in better decision making, improve productivity throughout our processes and procedures and increase transparency into the City’s operations. Each month, departments track and submit the progress of budget performance measures to Finance, and the most critical performance indicators (as determined by the Mayor’s Office) are published in the quarterly Performance Insight.

Performance Measure	Priority	FY2015 Actual	FY2016 Current	FY2016 Estimate	FY2017 Budget	Data Source
311 Average Speed of Answer (seconds)	I,Q	75	90	68	75	311 Call Center
311 Svc Request Submitted via Smartphone or Web	I,Q	6.7%	5.5%	6.0%	5.5%	311 Call Center
Alcohol Site Survey Completion (days)	J	7	10	8	10	Data Source
Houston Permitting Center (HPC) Wait Time (minut...	J	13	15	35	25	Regulatory
HPC Customer Satisfaction Survey Rating	J	100%	98%	100%	98%	Data Source
HPC Vehicle-for-Hire Customers Served	Q,P	18,339	17,200	31,034	25,000	Data Source

**Goal-Setting (“FY2017 Budget”):**

Performance measures are a way to justify the budget dollars being considered and establish the service-level expectations for the fiscal year. The goal is to report performance measures that relate directly to the Mayor’s core objectives and the departments’ mission. Goals should be aggressive and logical, taking into account factors such as expected population growth, program changes, human and financial resources, historical trends, etc.

BudPrep will be populated with the performance measures that you send to Finance on a monthly basis by department and by fund. Please consult with Jesse Bounds (832.393.9095) prior to making any changes to existing performance measures (those departments submit to Finance on a monthly basis). We encourage departments to add measures if the measure would help guide management decisions, gauge productivity and/or increase transparency. There are enough lines for 20 measures per fund and measure text boxes allow 100 characters each.

**Narratives:**

It's important to understand what is being measured to add context, increase transparency and explain nuances or exceptions. We have already described the City's core ("Priority 1") performance indicators for the published Performance Insight report, and we will begin hosting the non-core or operational-level performance measures online in the FY2017. Please update your performance measures with a brief but thorough description of what is being measured in the following syntax:

Measures the (average/rate of/number of) what, where, when, how.  
Goal: (Increase/Decrease/Maintain) Why.

**Example:**

*311 Average Speed of Answer*

*Measures the average wait time (in seconds) for a caller to reach a 311 service representative from the time the caller is initially placed in queue. Goal: Reduce caller wait time.*

Narratives will be available for the public to view online so please edit and be as specific as possible.

- Mission statement and its short and long-term goals should be entered on the Business Area Mission Statement screen.

The text in each section is limited to 1,250 characters. To avoid losing your work, edit the data so it fits into the allocated spaces.

The completed form can be printed by selecting "Reports" from the Menu Bar. The report will be presented on screen. Click the printer icon to send it to your printer.

**NOTE:** Whenever you select the report option on a form that will appear in the final budget book, a pop-up will appear asking for the section and page number. This information is optional. If you do complete the page number, the printed form(s) will start with that number. If you do not enter a page number the report will start with page "0". This pop-up does NOT appear when printing forms that will not be included in the budget book.

### 3.2 Division Summary

The Division Summary screen is used to combine cost centers with similar objectives into divisions for reporting purposes only. These divisions do not actually exist in any of the City's financial systems. Their only function is to present consolidated, more meaningful information in the budget document.

Select **Division Summary** from the Budget submenu.

	FY2015 Actual	FY2016 Current	FY2016 Estimate	FY2017 Budget
Civilian FTEs	4.3	6.6	4.0	5.0
Classified FTEs	0.00	0.0	0.0	0.0
Cadet FTEs	0.00	0.0	0.0	0.0
Total FTEs	4.3	6.6	4.0	5.0
Expenditure	1,367,282	1,259,934	1,290,447	1,451,251

Division	Cost Center	Cost Center Name
650001	6500010001	ARA - Director's Office
650001	6500010004	ARA - Strategic Customer Initiatives
650001	6500010003	Regulatory Permitting Services
650004	6500040001	Franchise Administration
650005	6500050001	Financial Services
650006	6500060001	Operations
650007	6500070001	Payroll Services
650009	6500090001	BARC

Pick a division from division drop down box Enter Description for the division. The Description text box allows 400 characters. Budgeted FTE and expenditure data is automatically added to the form from the cost centers and expenditure lines and cannot be entered on to the Division Summary.

Departments can change the cost center rollup by clicking the division cell in "Rollup Cost Centers" box. When the division list popup, a new division can be selected to assign to the cost center.

### 3.3 Cost Center FTEs

The Cost Center FTEs reflects the staff activities of a business area by cost center. In this screen, the department will enter the Current and Estimate FTEs in this area.

To access the Cost Center FTEs form, select Budget from the Main Menu, then select Cost Center FTEs from the Budget sub menu.

Choose the cost center you wish to work on from the drop-down box.

Division	Cost Center	Cost Center Name	FY2015 Actual	FY2016 Adopted	FY2016 Current	FY2016 Estimate	FY2017 Budget
650001	6500010001	ARA - Director's Office	4.3	5.0	3.0	2.0	5.0
650001	6500010004	ARA - Strategic Customer Initiatives	0.0	0.0	3.6	2.0	0.0
650003	6500030001	ARA - Transportation	11.0	22.7	12.9	17.3	22.7
650004	6500030002	ARA - Franchise Administration	5.0	5.5	3.9	6.0	5.5
650003	6500030003	ARA - Commercial Permitting	20.4	21.9	21.0	19.3	21.9
650003	6500030005	ARA - Burglar Alarm Permitting	2.9	3.0	3.0	2.9	3.0
650007	6500070001	ARA - Payroll Services	50.2	47.9	51.0	48.4	47.9
650005	6500070002	ARA - Financial Services	8.0	6.8	8.0	8.0	6.8
650006	6500070003	ARA - Records Management	8.0	8.0	7.9	8.0	8.0
650006	6500070006	ARA - Mail Room	4.0	4.0	4.0	4.0	4.0
650006	6500070007	ARA - Asset Deposition/PDMO	5.8	5.9	6.0	4.7	5.9
650006	6500080003	ARA - 3-1-1	81.1	80.0	79.3	80.7	80.0
650009	6500080008	ARA - BARC	0.0	0.0	0.0	0.0	0.0
650009	6500080009	ARA - Citizens Assistance Office	0.0	0.0	0.0	0.0	0.0
<b>Total</b>			<b>200.7</b>	<b>211.1</b>	<b>203.6</b>	<b>203.3</b>	<b>211.1</b>

Functions:

**Calc Post:** Recalc new budgeted FTEs from personnel details.

**Export:** This button will export FTE data into an Excel file.

**CC Form:** Link to SAP portal for cost center/group maintenance form downloads.

For any cost center/group name change or setup, please fill up above form and send to Finance Director office for approval.

The data with grey background can't be edited. FY2017 FTEs are calculated based on personnel detail information. FY2015 Actual FTEs are loaded from SAP YTD FTEs data.

### 3.4 Revenue Items

The Revenue Detail screen contains business area revenue detail by commitment item for each cost center. Only the non-grayed out column can be changed by department:

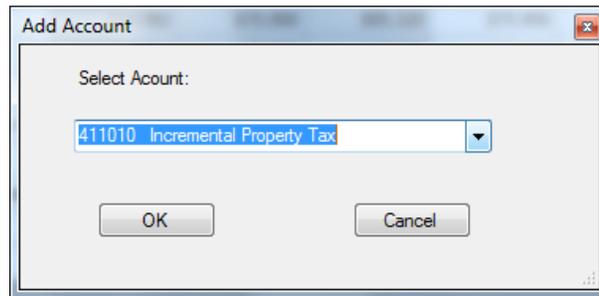
- FY2015 Actual: SAP FY2015 period 12 data (CAFR). Only can be edited by Finance department.
- FY2016 Adopted: FY2016 adopted budget. Not editable.
- FY2016 Current: Current FY2016 budget which is loaded with its adopted budget. This will be refreshed with SAP period10 data to agree with April MFOR when it is available.
- FY2016 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available
- FY2017 New: New budget request from department.

Commit Item	Description	FY2015 Actual	FY2016 Adopted	FY2016 Current	FY2016 Estimate	FY2017 Budget
411020	Current Property Tax	0	0	0	0	0
421220	School Bus Licenses & Permits	36,810	39,401	32,425	44,218	39,401
421230	Taxicab Licenses & Permits	1,326,885	1,375,160	1,327,420	1,332,848	1,375,160
421235	TNC Permits & Licenses	0	0	0	0	0
421280	Other Licenses & Permits	0	613,212	0	422,020	613,212
421570	Limousine Permits	1,016,232	1,027,653	870,958	1,094,124	1,027,653
421580	Charter Bus Permits	207,216	234,771	142,323	189,947	234,771
421600	Jitney Permit & Inspection Fees	5,011	5,020	4,881	4,881	5,020
421610	Low Speed Shuttle Permit/Inspection ...	3,996	2,543	1,852	1,852	2,543
421620	Pedicab Permits & Inspection Fees	17,294	9,864	9,067	11,547	9,864
421630	Administrative Fee - Licenses & Permits	200,001	194,842	171,441	174,207	194,842
424110	Other Interfund Services	3,527	0	0	0	0
426240	Limousine Inspection Fees	115,160	106,688	90,716	122,922	106,688
<b>Cost Center Total</b>		2,832,140	3,608,134	2,651,083	3,388,566	3,608,134
<b>Business Area Total</b>		206,901,557	205,899,584	201,409,845	206,177,897	205,899,584

Totals for the currently viewed cost center and the business area are shown at the bottom of the page. Select the cost center from the drop down button.

Functions:

- Add Record: Click “Add” button to add a new revenue record to the current Cost Center



- a) Select the commitment item you want to add from the available items in the drop down.
- b) Press the “OK” button to add the record. It will be added in proper numerical order.

**NOTE:** If the item you want to add is not in the drop down, contact Julia Zhou at 832-393-9065.

- Delete a record: Double click the row header of the record. The record will be removed only if all the columns have zero amounts.
- Export: Extract data into an Excel worksheet on your hard drive.
- Data Transfer: Download/Upload Estimate or New Budget data to/from an Excel file.
- Report: Displays revenue details for the department.

**NOTE:** When entering revenue or expenditure data into *BudPrep* be sure to enter the amount as an integer. If you attempt to enter a decimal (.) and cents, *BudPrep* will display an error message and block the edit.

### 3.5 Expenditure Items

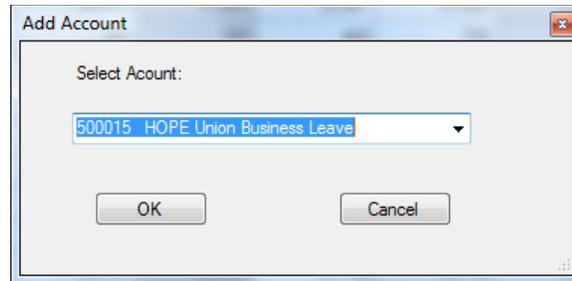
The Expenditure Item form contains business area expenditure details by commitment item for each cost center. Select the cost center you want to work on from the drop-down. There are 4 tabs in the screen:

1. "Exp Summary":
  - Only Estimate Budget can be entered on this screen. New fiscal year budget come from other three tabs.
  - FY2015 Actual: SAP FY2015 period 12 data (CAFR). Only can be edited by Finance department.
  - FY2016 Adopted: FY2016 adopted budget. Not editable.
  - FY2016 Current: Current FY2016 budget which is loaded with its adopted budget. This will be refreshed by SAP period10 data to agree with April MFOR when it is available.
  - FY2016 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available.
  - FY2017 New: New budget request from department.

Acct	SDESC	FY2015 Actual	FY2016 Adopted	FY2016 Current	FY2016 Estimate	FY2017 Budget
500010	Salary-Base-Civilian	239,576	468,443	468,443	468,443	501,418
500045	Patrol Incentive Pay	0	0	0	0	0
500090	Prem Pay-Civilian	0	0	0	0	0
501050	Employee Awards	4,235	4,000	4,000	4,000	6,000
501070	Pension-Civilian	60,916	128,166	128,166	128,166	147,216
502010	FICA-Civilian	15,728	31,913	31,913	31,913	34,431
503010	Health Ins-Act Civilian	14,168	28,828	28,828	28,828	25,305
503015	Basic Life Ins-Ac CI	138	273	273	273	293
503060	Long Term Disability-Civilian	169	425	425	425	425
503090	Workers Comp-Civs-Adm	524	1,475	1,475	1,475	1,475
504025	Personnel Consolidation	0	0	0	0	0
504030	Unemployment Claims - Admin.	0	0	0	0	1,555
511010	Chem/Gas & Spcl Fluids	0	0	0	0	3,500
511015	Cleaning & Sanit. Spl	0	0	0	0	0
511020	Construction Materis.	0	0	0	0	0
511025	Elect Hdwr & Parts	0	0	0	0	0
511030	Mech Hdwr & Parts	0	0	0	0	0
511040	Audiovisual Supplies	0	0	0	0	0
511045	Computer Supplies	0	0	0	0	0
<b>Cost Center Total</b>		1,156,944	1,367,957	1,362,486	1,372,017	721,618
<b>Department Total</b>		28,877,486	29,525,674	29,281,784	30,366,679	16,158,268

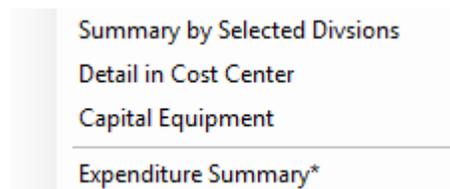
Functions:

- Add Record: Click "Add" button to add a new line item to the current cost center



**NOTE:** If the item you want to add is not in the drop down, contact Julia Zhou at 832-393-9065.

- Delete a record: Double click the row header of the record. The record will be removed only if all the columns have zero amounts.
- Export: Extract data into an Excel worksheet on your hard drive.
- Data Transfer: Download/Upload Estimate, or OA data to/from an Excel file.
- Report: Display cost center details, capital equipment list and business area/division expenditure summary.



- Calc. Post: Calculate salaries, overtime and fringe benefit amount from Personnel form.

Since some accounts are calc items, such as base Salary Base Pay, FICA and etc., BudPrep will run calc and post procedure after the data is imported from Excel to ensure the data correction.

2. "Personnel Service": All personnel related budget will be captured on this screen. The system auto calculation accounts are grayed out.

Acct	SDESC	ACT	ADPT	CURR	EST	NEW
500010	Salary-Base-Civilian	239,576	468,443	468,443	468,443	501,418
500045	Patrol Incentive Pay	0	0	0	0	0
500090	Prem Pay-Civilian	0	0	0	0	0
501050	Employee Awards	4,235	4,000	4,000	4,000	6,000
501070	Pension-Civilian	60,916	128,166	128,166	128,166	147,216
502010	FICA-Civilian	15,728	31,913	31,913	31,913	34,431
503010	Health Ins-Act Civilian	14,168	28,828	28,828	28,828	25,305
503015	Basic Life Ins-Ac Ci	138	273	273	273	293
503060	Long Term Disability-Civilian	169	425	425	425	425
503090	Workers Comp-Civs-Adm	524	1,475	1,475	1,475	1,475
504025	Personnel Consolidation	0	0	0	0	0
504030	Unemployment Claims - Admin.	0	0	0	0	1,555
<b>Cost Center Total</b>		<b>1,156,944</b>	<b>1,367,957</b>	<b>1,362,486</b>	<b>1,372,017</b>	<b>721,618</b>
<b>Department Total</b>		<b>28,877,486</b>	<b>29,525,674</b>	<b>29,281,784</b>	<b>30,366,679</b>	<b>16,158,268</b>

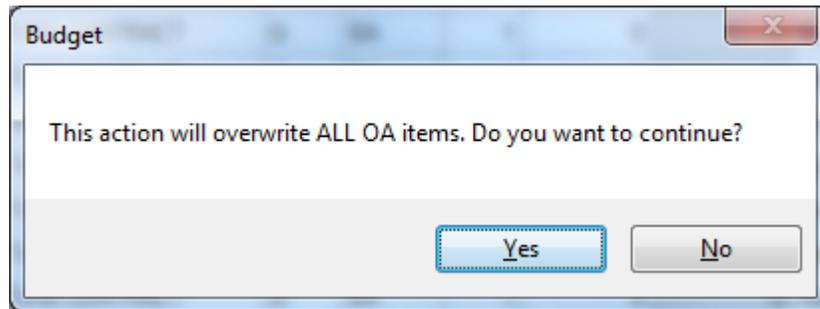
3. Exp / OA”, Outline Agreement tab is the place for department to fill up contract information which includes following data.

- **Account:** GL number which is not personnel service or capital equipment
- **OA#:** Outline Agreement No. with expiry date later than: 07/01/2015.
- **Type:** Goods(G) or Services(S)
- **QTY:** quantity of the goods or times of the services
- **Unit Price:** price for each unit or service
- **Notes:** Additional information needs to be added

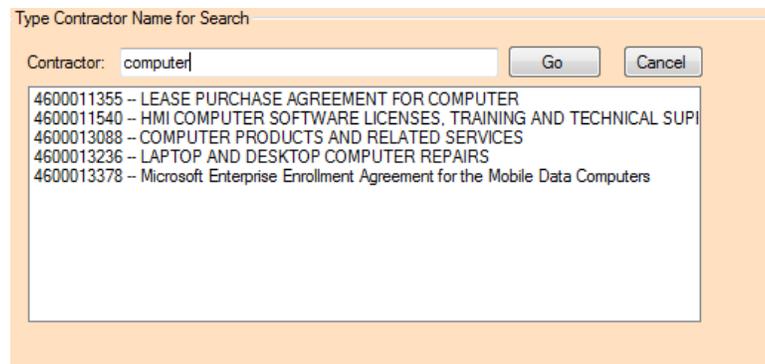
Acct	Description	OA	OA Description	Type (G/S)	Unit	QTY	Unit Price	Total Cost	Notes
511010	Chemical Gases ...	4600000398	PUMP STATION MAINTEN.	G	EA	1	1,000	1,000	Auto Populated
511010	Chemical Gases ...	4600000436	PUMP STATION MAINTEN.	G	EA	5	500	2,500	Notes
511015	Cleaning & Sant. ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511020	Construction Mat. ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511025	Electrical Hardwa ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511030	Mechanical Hard ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511040	Audiovisual Supp ...	8888888888	Miscellaneous Dellar	G	EA	1	0	0	Auto Populated
511045	Computer Supplies	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511050	Paper & Printing ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511060	Postage	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511070	Miscellaneous Of ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511110	Fuel	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511125	Food Supplies	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
511150	Miscellaneous Pa ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
520100	Temporary Perso ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
520102	Security Services	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
520109	Medical Dental & ...	9999999999	FUTURE CONTRACT	G	EA	1	0	0	Auto Populated
<b>Cost Center Total</b>		<b>1,156,944</b>	<b>1,367,957</b>	<b>1,362,486</b>	<b>1,372,017</b>	<b>721,618</b>			
<b>Department Total</b>		<b>28,877,486</b>	<b>29,525,674</b>	<b>29,281,784</b>	<b>30,366,679</b>	<b>16,158,268</b>			

Functions:

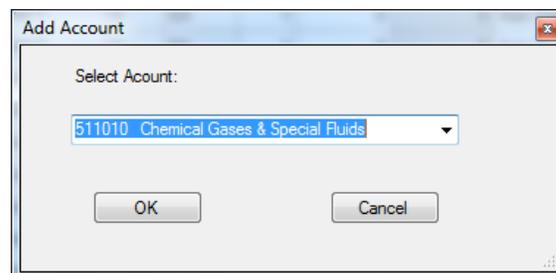
**Init OA:** Populate OA for each line items for all cost center. If answer “Yes”, system will overwrite all current OA data. Please be careful when using this feature. Better use it at the beginning of budget process.



**Search OA:** If only know part of the contract name, use this feature to bring all OAs information for the search result:



**Add button:** insert a new line in the form with default value:



OA#: 4600000398  
 Type: G (Goods)  
 QTY; 1  
 Unit Price: 0



considered non-capital equipment and must be purchased from the **550** appropriation, if they have a useful life greater than one year and cost \$5,000 or less.

**SUPPLY ITEM** - A tangible item with an expected useful life of less than one year with a unit cost less than \$1,000; or a repair part of any value. Items meeting this definition **must** be purchased from the **510** appropriations.

**REPAIR PART** - A tangible item installed in another tangible item to restore operating capacity. A repair part does not increase the life expectancy of equipment or improve its capacity. A repair part regardless of cost is classified as a supply item. Items meeting this definition **must** be purchased from the **510** appropriations.

**BETTERMENT** - A tangible item used to increase the performance and add to the life expectancy of another tangible item. Betterment may be classified as either equipment or supply, depending on the original item and the betterment together, meeting the life expectancy and unit cost tests.

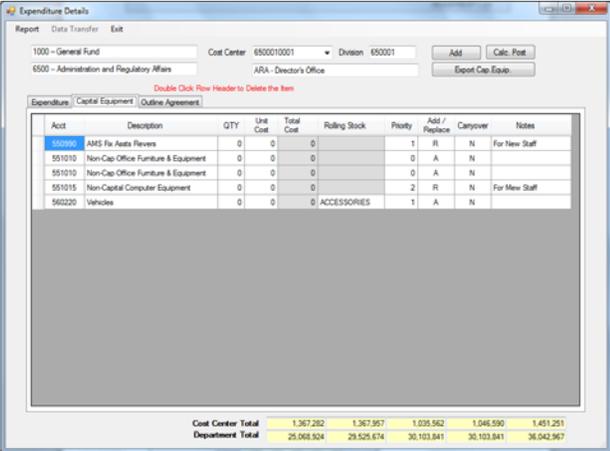
**ASSET SYSTEM** - Multiple property sub-units, which function together as a single unit. An asset system may be classified as either equipment or supply, depending on the entire asset system unit meeting the life expectancy and unit cost tests.

**GROUP ASSET** - Multiple property sub-units of like items such as stacking chairs. A group asset may be classified as either equipment or supply, depending on the entire group asset meeting the life expectancy and unit cost tests.

**COMPONENT ASSET** - Individual fixed assets, which can function independently, but are related to/associated with a larger property unit for management or control purposes. A component asset may be classified as either equipment or supply, depending on the individual components meeting the life expectancy and unit cost tests.

Refer to the **FY2017 Equipment Summary Matrix** on page iv for additional guidance.

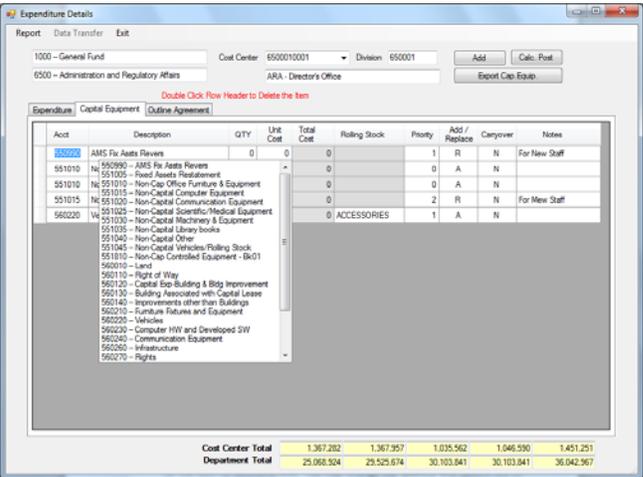
Capital Equipment screen is the place to enter the details for the request.



Functions:

- Add Record: Click “Add” button to add record with following default value in the screen:
  - Acct: 551010
  - QTY: quantity is 1
  - Unit Cost: 0
  - Priority: 0
  - Add/Replace: Add (A)
  - Carryover: No(N)
  - Notes: empty

To change those default settings, just point to the record and edit the value. For account change, click the account cell and select desired account from drop down list.



Likewise, the form requires you to enter a rating in the "Priority" field. This should represent the Priority at the Department level, NOT the individual cost center level.

Each equipment item requested on the Capital Equipment form must include information identifying it as a new added(A) item or a replacement(R) item. Replacement items must include the Fixed Asset Identification Number (City of Houston Asset Tag Number) of the asset to be replaced.

Select the appropriate commitment item from the drop down list of available items. You cannot type the number in. If the item you want to use is a valid number and not in the list, contact Julia Zhou for assistance. *BudPrep* will supply the commitment item name for you.

If the item is rolling stock (Account: 560220), a drop down list of descriptions will appear while clicking the "Rolling Stock" cell, Select the appropriate description for the item for additional info. You may change the quantity and system will re-compute the "Total Cost", which is the amount that will be transferred to the expenditure form.

- Delete Record: Double click the row header of the record, and press "Yes" to confirm.
- Export Cap. Equip: Export capital equipment detail to Excel file.

**NOTE:** Equipment items that are proposed to be purchased through the Equipment Acquisition Program for General Fund departments will not be included as part of the department's FY2017 operating budget and do not post to any budget forms. However, they **MUST** be entered on the Capital Equipment screen.

### 3.6 Personnel

The Personnel Form contains a record for every active employee in the payroll system at the time *BudPrep* is distributed to the departments.

To protect the personnel data sensitivity, Personnel Details screen is password protected. Each department needs to send an authorized users list to the Finance Department for password assignment.

frmForm5

Report Utility Exit

1000 General Fund Cost Center: 6500030002 Division: 650003

6500 Administration and Regulatory Affairs ARA - Franchise Administration

Double Click Row Header to delete the Record

Add Search Calc\_Post

Fund	Cost Center	EMP ID	Name	Type	Job Code	Title	Base Pay	LNGV	Pay Period	FTE	Salary	Ins Code	Bling.	Over Time	Incent	Agg Pay	Cloth
1000	6500030002	098957	DAVIS, ERNEST BRU	CI	3042	SENIOR STAFF ...	2,000	44	26.1	1.0	53,348	KCC	0	0	0	0	0
1000	6500030002	102762	OLGUIN, JUAN FRA	CI	3062	ASSISTANT DIR...	2,000	40	26.1	1.0	53,244	KCE	0	0	0	0	0
1000	6500030002	108679	SALAZAR, ROSALIN	CI	3042	SENIOR STAFF ...	2,000	36	26.1	1.0	53,140	KCE	0	0	0	0	0
1000	6500030002	141076	YAHYA, NAELAH ALI	CI	3041	STAFF ANALYST	2,000	6	26.1	1.0	52,357	KCE	0	0	0	0	0
1000	6500030002	150355	RODRIGUEZ-WELL...	CI	8863	CUSTOMER SE...	2,000	20	26.1	1.0	52,722	KCC	0	0	0	0	0
1000	6500030002	BILCI6...	BILCI6500030002	CI	9910	BILINGUAL PAY ...	0	0	1.0	0.0	0	NA	1,808	0	0	0	0
1000	6500030002	HPFT...	HPFT6500030002	CI	9999	HOPE INCREAS...	10,854	0	1.0	0.0	10,854	NA	0	0	0	0	0
1000	6500030002	OTCI6...	OTCI6500030002	CI	9904	CIVILIAN OVER...	0	0	1.0	0.0	0	NA	0	0	0	0	0
1000	6500030002	PMPCI...	PMPCI6500030002	CI	9945	PREMIUM PAY	0	0	1.0	0.0	0	NA	0	0	0	0	0
1000	6500030002	VFCI6...	VFCI6500030002	CI	9993	VACANCY CIVILI...	-83,228	0	1.0	-1.6	-83,228	NA	0	0	0	0	0

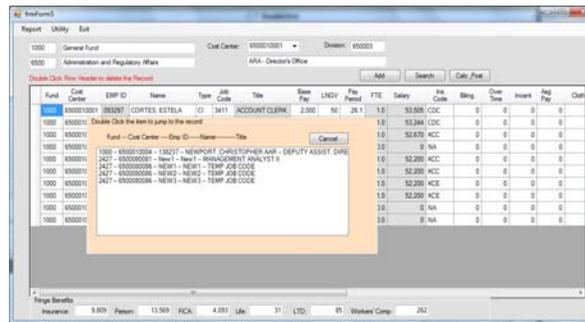
Fringe Benefits

Insurance: 9,745 Person: 13,529 FICA: 4,081 Life: 31 LTD: 85 Workers' Comp: 262

The Fringe Benefits box at the bottom of the screen lists the information which is calculated by the system and is not editable.

#### Functions:

- Edit the employee's info: Fund, Cost Center
  - **Fund:** Budget fund number
  - **Cost Center:** Budget cost center
  - **Emp Name:** Employee Name
  - **Emp Type:** Employee Type
  - **Job Code:** Employee Job Class and Description
  - **Ins Code:** Insurance coverage
  - **Pay Period:** Number of pay periods the employee is budgeted for
  - **Base Pay:** Employee's base salary for each pay period
  - **Longevity:** Longevity pay for each pay period
  - **Position:** Position number. For new added employee, BudPrep uses Emp ID as its temporary Position Number
  - **Description:** Position description
- Delete a record by double clicking the record header
- Search the person in the department by EMP ID or Name. When you only enter the first part of the employee's name or Emp ID, the system will bring back a list of records which matches the search criteria. You can jump to the personnel details screen for the employee by clicking one of the result records. If the clicked record has a different fund number with the one you are currently working on, please go back to the main screen to change the fund number first.



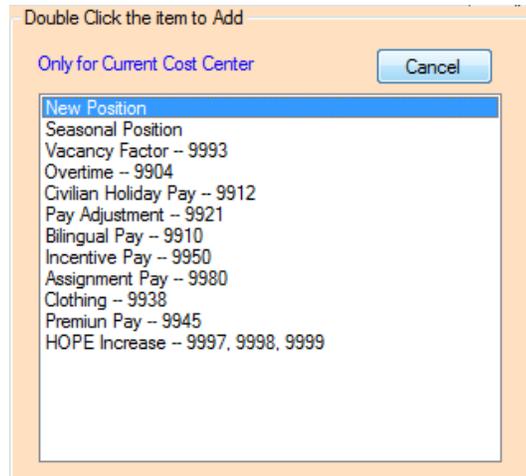
- Calc & Post: Kick out Master Calc & Post for the department
- Move records inside department: By changing fund and/or cost center, the record can be moved from fund/cost center to another fund/cost center inside the department.

1000	General Fund	6E
6500	Administration and Regulatory Affairs	AF

Fund	Cost Center	EMP ID	Name	Type
1000	6500010001	138237	NEWPORT, CH...	CI
1000	--- General Fund		ASPC16500010001	CI
1002	--- Central Service Revolving Fund			
1004	--- Property & Casualty Fund		3ILCI6500010001	CI
2427	--- BARC Special Revenue		HDAY6500010001	CI
8700	--- Parking Management		HPFT6500010001	CI

- Add Record: “Add” button will let user to add records based on the type of select. If a New position, Seasonal position or Cadet is selected, only one record will be added in the current cost center. Otherwise the selected non-personnel record will be added to each cost center, such as Overtime, Vacancy Factor, Bilingual Pay, etc. Those records will be assigned default value:
  - Insurance: NA
  - Pay Period: 1

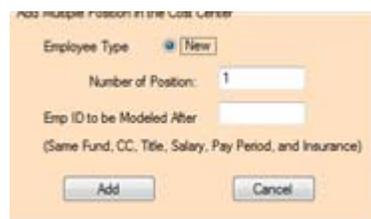


Under Utility menu, following functions are available:

- Add multiple positions to the current cost center:

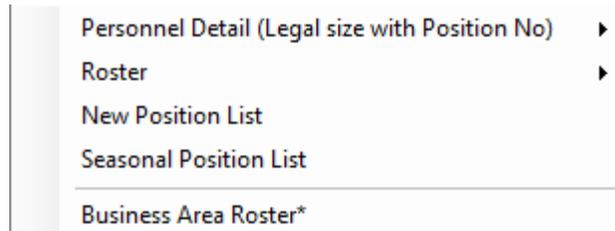
User can add multiple New, Seasonal and Cadet Positions. This option will prompt user for:

- **Number of Position(s):** the total number of records will be added
- **Emp ID to be Modeled After:** this employee's basic information will be used to populate for new records, such as fund, cost center, base pay, job code, number of pay periods and insurance. If system can't find the employee ID for the model, default value will be used:
  - **Fund:** current fund number
  - **Cost Center:** current cost center
  - **Type:** CI - Civilian
  - **Job Code:** 0000 – Temp Job Code
  - **Base Pay:** 0
  - **Insurance:** NA
  - **Pay Period:** 26.1



- Export the personnel detail or roster information to an Excel file on your local drive or network.

Use the Reports menu to print information for:



- **Personnel Detail:** list personnel information for all business areas, Current division or current cost center.
- **Roster:** report the Business Area roster data for each Cost Center or Division.
- **New Position/Seasonal Position:** detail budgeted data for business area.

### 3.7 Fund Center Summary

The Fund Center Summary Form is used by Non-General Fund business area only.

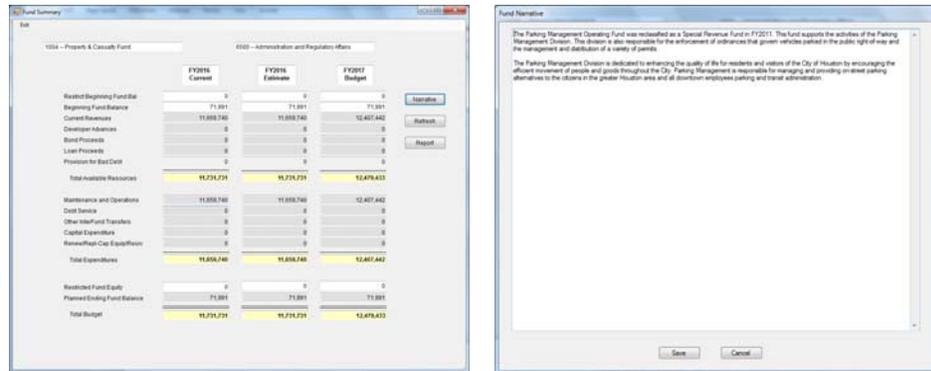
Different funds may have different way to categorize their revenues and expenditures. Most of those categories are updated automatically by totaling the expenditures entered on the revenue and expenditure screen. Only few of them and following items need be input from screen:

- Restricted Beginning Fund Balance
- Beginning Fund Balance

The ending fund balance is calculated and carried forward to the beginning fund balance of next year.

Functions:

- Calculate: Refresh the number from the expenditure and revenue side and re-calc the total on the



- Narrative: Bring the narrative screen up for reviewing or editing.
- Report: Display fund summary report.

### 3.8 Revenue Request Detail

The Revenue Request Detail form presents all revenue items in the department by commitment item and by Cost Center that have a new budget amount more than \$5,000 (default). To change the default setting, Filter-> Enter the variance between the new budget and the current year estimate.

Revenue Request Detail

Report Exit

1000 - General Fund  ARA- Transportation

6500 - Administration and Regulatory Affairs

421230 - Taxicab Licenses & Permits

	FY2016 Current		FY2016 Estimate		FY2017 Budget	
	1,327,420		1,332,848		1,375,160	

Estimated Units of Service	Units		Rates		Units		Rates		Units		Rates	
Number of Taxi Permits	2,480	\$535.25	2,480	\$535.25	2,480	\$550.46			2,480	\$550.46		
Drivers Licenses			493	\$11.01					910	\$11.01		

**Describe Causes and Assumptions Underlying Proposed Changes in Unit of Service From Prior Fiscal Year**

Increase is due to Jan 1st city wide fee increases. Drivers licenses are new fees approved by Council. The fees started mid FY2015.

**Describe Assumptions Underlying Any Proposed Changes in Rates From Prior Fiscal Year**

Increase is due to Jan 1st city wide fee increases. Drivers licenses are new fees approved by Council. The fees started mid FY2015.

**Describe Any Seasonal or Other Fluctuation in Revenue Generation**

Taxi permits are paid in 3 installments towards the end of the FY. The first installment is due on or before May 1, second installment is due on or before June 1, and third installment is due on or before June 15. Drivers licenses are new fees approved by Council. The fee started mid FY2015.

Cost Fully Recovered(Y/N)?

Items with the change from estimate to new budget over \$5,000

Pick a cost center from the drop down button, and then make a selection from the commitment item drop down box. Update the information regarding the estimated units of service and revenue generated per unit of service for each commitment item. Also, explain the assumptions concerning changes in units of service, rate per unit and other fluctuations in revenue generation. Finally, answer “Y” or “N” as to whether or not costs pertaining to this item are fully recovered by the fees.

Functions:

- Filter: Reset the filter based on department need (Submission package’s filter is \$5,000).
- Report: Display all revenues request detail for business area.

### 3.9 Expenditure Request Detail

The Expenditure Request Detail form presents all expenditure items at:

- Cost Center Level: When the variance for budget vs estimate is over 5,000 and 10%
- Business Area: When the variance between budget and the estimate is over \$10,000 and 3%.

The variance filter can be changed at cost center level only: Filter->Enter the amount and rate.

The screenshot shows a software window titled "Expenditure Request Detail". At the top, there are fields for "Report" (set to "Exit") and "Department" (set to "6500 - Administration and Regulatory Affairs"). Below this, there are fields for "Cost Center" (set to "6500010001") and "Department" (set to "ARA - Director's Office"). A red text label reads "Items with the change from estimate to new budget over \$5,000 and 10%". The main table contains the following data:

Account	Description	FY2016 Current	FY2016 Estimate	FY2017 Budget	%	Justification
500010	Salary Base Pay - Civilian	229,573	239,570	472,145	97.08	Two employees transferred in from Strategic Customer Initiatives in FY16.
501070	Pension - Civilian	58,220	60,755	129,179	112.62	Two employees transferred in from Strategic Customer Initiatives in FY16.
502010	FICA - Civilian	14,833	18,327	32,196	75.68	Two employees transferred in from Strategic Customer Initiatives in FY16.
503010	Health Ins-Act Civilian	14,613	14,613	28,828	97.28	Two employees transferred in from Strategic Customer Initiatives in FY16.
520118	Refuse Disposal	0	0	78,000	100.00	
520119	Computer Eq/SW Mnt	1,735	1,735	34,235	1,873.20	Budget increase due to Strategic Customer Initiatives combining with Director's Office in FY16
521605	Data Services	73,882	73,882	49,386	-33.16	This line is restricted by Finance Dept
521635	Voice Services -Wireless	57,810	57,810	44,824	-22.46	This line is restricted by Finance Dept

Report menu will let user print request for business area or for each cost center

### 3.10 Form3

Forms are the place to hold supplementary information about accounts and explanation for budget vs. estimates variance. Those notes can also be imported and exported from/to Excel files. By clicking the tab on the screen, user can switch between revenue and expenditure.

Acct	Description	Account Explanation	FY2016 Current	FY2016 Estimate	FY2017 Budget	Variance	Difference Explanation
500010	Salary Base Pay - Civilian	FY 2016 budget includes the following two additional employees in Commercial Permitting for Boarding Home and Pay Day Loan Projects, and two employees transferred to HHS. FY16 savings is from delay in filling the vacant positions.	9,946,189	9,799,783	14,660,870	4,861,087	FY15 budget includes ten additional positions for Transportation cost center, approved in FY15 for Chapter 4C. FY15 estimate includes period-year costs for the additional positions.
500020	Salary Base Pay - Classified		0	0	0	0	
500030	Salary Flat Time - Civilian	Base pay rate a part time employee earns for actual hours worked. In general, part-time employees hired by the city works no more than 20 hours per week.	321,671	359,671	617,527	257,856	FY15 estimate is higher from being more part timers during staffing shortage. FY15 budget includes 22 part time employees vs. 20 in FY15.
500050	Overtime - Civilian	Time worked in excess of the regular 40 hours work week.	40,060	75,833	49,335	26,498	FY15 estimate is higher due to employees working more overtime hours in 311 Call Center and Regulatory Permitting Division. FY15 budget anticipates less OT expenditures.
500090	Premium Pay - Civilian	Emergency/Scheduled Holiday premium pay and Sunday premium pay.	23,330	13,454	23,330	10,476	FY15 estimate is lower due to less employees working holiday and Sunday shifts in 311. FY16 budget is at current budget level.
500110	Bilingual Pay - Civilian	Pay differential for employees providing bilingual services to the citizen.	52,557	48,395	52,663	4,268	Fewer employees in Operations receiving Bilingual Pay in FY15. FY15 anticipates more employees receiving bilingual pay.
500210	Pay for Performance-Municipal	Reward for top performers	25,698	46,098	25,698	-20,400	FY15 estimate includes the performance pays for Payroll Services and 311 Call Center employees. FY15 budget is for 311 Call Center employees only.
500240	HOPE Community Service		0	0	0	0	
500250	HOPE Union Business Usage	City Business charges for HOPE members attending	0	0	0	0	

## 4.0 Utility

Utility menu item on BudPrep main screen have following functions:

- Master Calc\_Post
- Submission Package Preview
- Fringe Benefits Rate
- Monthly Budget
- Prior Year Adopted Position

### 4.1 Master Calc & Post

These tools will calculate FTEs and personnel cost and rollup the data to high organization level: cost center, division, fund center and department.

### 4.2 Monthly Budget

FY2017 adopted budget will be loaded into SAP in monthly budget format. Budprep provides a template for annual budget split:

BudPrep initializes the monthly budget in the following way:

0 ==> Period1, Period2 ... Period11  
 FY2017 New Budget ==> Period 12.

In the template, users can only change Period 1 thru Period 11 data. Period 12 data is calculated by BudPrep formula:

FY2017 Budget - sum of Periods 1...Period 11.

The 12<sup>th</sup> period budget will be automatically adjusted to balance Periods 1...Period 11. If there are changes made for FY2017 Budget in the budget preparation procedure, the Period 12 data will also get recalculated.

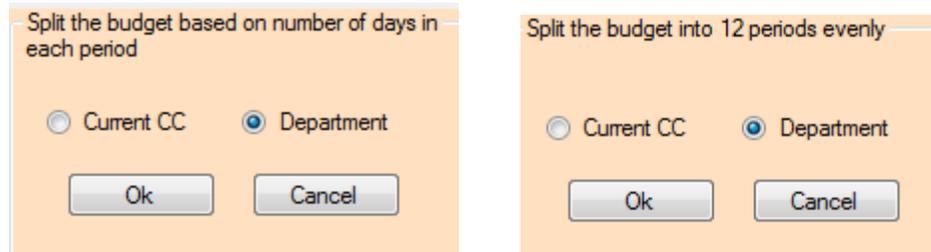
Act	Description	FY2017 Budget	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12
500001	Salary-Basis-Cl.	472,145	39,795	39,795	38,502	39,795	38,502	39,795	38,785	35,935	39,795	38,502	39,795	42,209
501900	Employee-Ben.	4,800	330	330	330	330	330	330	330	330	330	330	330	330
501070	Pension-Citizen	129,179	10,805	10,805	10,534	10,805	10,534	10,805	9,811	10,805	10,534	10,805	11,551	
502010	FICA-Citizen	32,196	2,710	2,710	2,622	2,710	2,622	2,710	2,710	2,448	2,710	2,622	2,710	2,912
503010	Health-Ins-Act	28,828	2,448	2,448	2,369	2,448	2,369	2,448	2,448	2,211	2,448	2,369	2,448	2,374
503015	Basic Life Ins.	275	23	23	22	23	22	23	23	20	23	22	23	28
503060	Long Term Dis.	425	36	36	34	36	34	36	36	32	36	34	36	39
503090	Workers Comp.	1,475	125	125	121	125	121	125	125	113	125	121	125	124
504030	Unemployment	0	0	0	0	0	0	0	0	0	0	0	0	0
511010	Chem/Gas & S.	100	0	0	0	0	0	0	0	0	0	0	0	100
511015	Cleaning & S.	54	0	0	0	0	0	0	0	0	0	0	0	54
511020	Construction M.	140	0	0	0	0	0	0	0	0	0	0	0	140
511050	Paper & Printm.	324	27	27	26	27	26	27	27	24	27	26	27	33
511060	Postage	20,700	1,768	1,768	1,701	1,768	1,701	1,768	1,768	1,607	1,768	1,701	1,768	1,704
511070	Misc Office Sup.	5,400	450	450	443	450	443	450	450	414	450	443	450	451
511110	Fuel	117	0	0	0	0	0	0	0	0	0	0	0	117
511125	Food Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
511150	Misc Parts & S.	4,500	382	382	369	382	369	382	382	345	382	369	382	374
520100	Temp Person.	21,356	1,813	1,813	1,755	1,813	1,755	1,813	1,813	1,638	1,813	1,755	1,813	1,762
520102	Security Serv.	8,600	810	810	789	810	789	810	810	736	810	789	810	792
<b>Cost Center Total:</b>		1,451,251	116,164	116,164	112,417	116,164	112,417	116,164	116,164	104,918	116,164	112,417	116,164	105,934
<b>Business Area Total:</b>		36,042,967	3,141,652	3,141,652	3,026,602	3,141,652	3,026,602	3,141,652	3,141,652	2,818,157	3,141,652	3,026,602	3,141,652	3,045,529

Functions are available on Monthly Budget screen:

1. Click the tab to switch work between expenditure and revenue monthly budget.

2. Budget Split: User can split the annual budget either for current cost center or for whole department. The system allocate the budget in the following ways:

- Expenditure: Based on number of the day in each period
- Revenue: Evenly distribute budget into 12 periods. Any remainder will be added to last period number.



### **4.3 Submission Package Print**

This function provides a quick way to print all reports which are need for the department submission package:

- Business Area Mission Statement
- Business Area Summary
- Business Area Performance Measure
- Division Summary
- Expenditure Summary
- Fund Center Summary
- Revenue Detail
- Roster Report
- Revenue Request Detail
- Expenditure Request Detail

### **4.4 Fringe Benefits Rate**

User can use this report to view current fringe benefits rate setup in BudPrep:

Fringe Benefit Rates in BudPrep		1/7/2015
Insurance Plan Code	Description	Rate
CDC	CON.DRIVEN - Emp & Child	408.69
CDCS	CON.DRIVEN - Emp (S) & Child	396.19
CDE	CON.DRIVEN - Emp Only	228.63
CDES	CON.DRIVEN - Emp (S)	216.13
CDF	CON.DRIVEN - Emp & Family	737.36
CDFS	CON.DRIVEN - Emp (S) & Family	724.86
CDS	CON.DRIVEN - Emp & Spouse	487.07
CDSS	CON.DRIVEN - Emp (S) & Spouse	474.57
KCC	KELSEY CARE - Emp & Child	406.04
KCCS	KELSEY CARE - Emp (S) & Child	393.54
KCE	KELSEY CARE - Emp Only	233.64
KCES	KELSEY CARE - Emp (S) Only	221.14
KCF	KELSEY CARE - Emp & Family	727.08
KCFS	KELSEY CARE - Emp (S) & Family	714.58
KCS	KELSEY CARE - Emp & Spouse	479.73
KCSS	KELSEY CARE - Emp (S) & Spouse	467.23
NA	No Insurance	0.00

**4.5 Prior Year Adopted Position**

Departments and analysis can use these tools to review and approve new position for Position Budget Control workflow process. The information can be printed and exported if needed.

Notes: any update for the position

EMP_ID	Name	Type	Position	Title	Job Code	Notes	Base Pay	Lngv	FTE	Salary
093297	CORTES, EST...	CI	30041956	ACCOUNT CLERK	3411		1,000	50	1.0	27,405
104299	PAEZ, ERNES...	CI	30030918	ADMIN. & REG. AF...	3581		1,000	40	1.0	27,144
127398	TALLEY, ALISA...	CI	30036104	SENIOR STAFF AN...	3042		2,000	18	1.0	52,670
NEW1	ACCOUNT CL...	CI	NEW1	ACCOUNT CLERK	3411		1,000	0	1.0	26,100
NEW2	ACCOUNT CL...	CI	NEW2	ACCOUNT CLERK	3411		1,000	0	1.0	26,100
NFW3	ADMIN & RFG	CI	NFW3	ADMIN & RFG AF	3581		1,000	0	1.0	26,100

**5.0 YEAR END CLOSING: Encumbrances and Accruals**

For transactions to post smoothly in the new fiscal year, all necessary accruals and adjusting entries should be entered and processed prior to the Period 13

close. Departments must ensure that a cost center exists in FY2016 and will exist in FY2017 for all carry over items such as furniture, equipment and telephone costs.

There are two types of carry over transactions – encumbrances and accruals.

Encumbrances automatically carry over to the new fiscal year, unless the department specifically requests that they be cancelled as part of the Controller's year-end closing procedures. The funds that these supplies and services were encumbered against in FY2016 **do not** automatically carry over to the new fiscal year. Therefore, in order to keep items from suspending and to allow vendors to be paid on time, all carry over transactions must be funded in the FY2017 Budget. This means that the cost centers **must be present in the new fiscal year**. All carry over items should be reflected in a corresponding decrease in the FY2016 expenditures estimate in the budget submission as well as in the monthly departmental projections.

Accruals will occur when supplies and services are received before the end of FY2016, but the invoice will not be received in time to make payment in FY2016. Accruals are expenditures in the year of receipt (FY2016) and are treated as credits to the new fiscal year budget (FY2017) until the invoice is paid. The net effect to the FY2017 Budget is zero.

**NOTE:** As in past years, encumbrances that remain open on June 30, 2015 will be carried over and re-encumbered against FY2017 appropriations. However, the FY2016 funds against which these items or services were encumbered will not carry over to FY2017 and must therefore be included in the FY2017 Budget.

**Year-End specific details for Encumbrance and Year-End processing will be provided by the Controller's Office with support from the ERP Team.**

## **6.0 FORMS NOT INCLUDED IN BUDPREP**

- **Project and Budget Justification (PBJ) form was sent via email. Please contact Candice Johnson at 3-9007 for any PBJ related questions.**