



2024 Operating Budget Work Session #1

June 29, 2023

Agenda

- **Part 1: Navigating Resources**
 - What's on the Common Drive? Employeeenet?
- **Part 2: Demonstration**
 - Completing Service Proposals & Munis Data Entry
- **Part 3: Q&A**

Part 1 & 2 will be recorded. It is a public record subject to disclosure.

By continuing to be in the meeting, you are consenting to being recorded and consenting to this record being released to public record requestors who may see you, your home and your family members in the recording. You have the option to turn off your camera and participate with audio only.

Part 1: Navigating Budget Resources

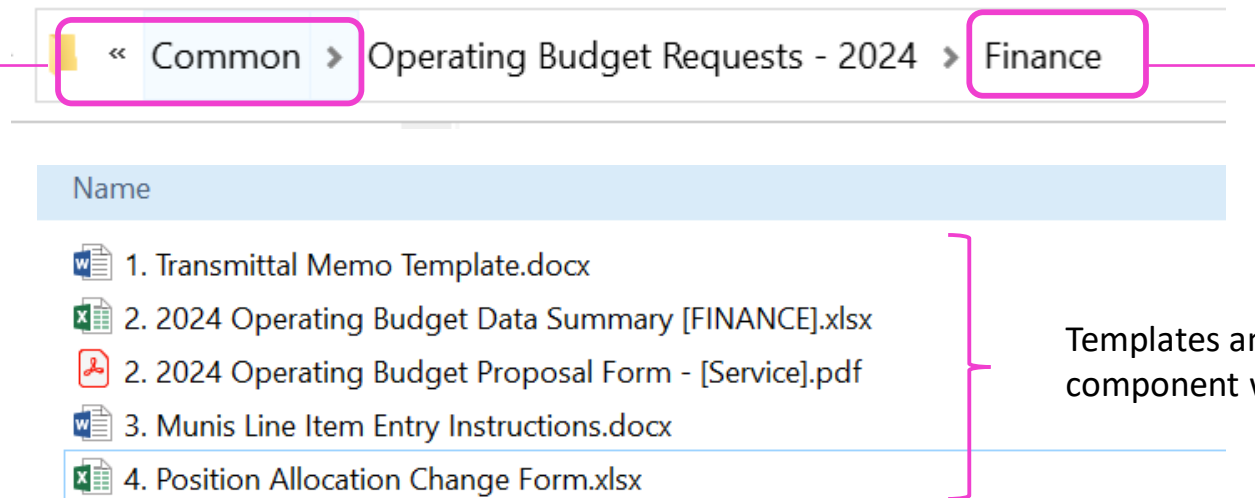
- Common Drive
- Employeeenet
- Mediasite

Common Drive

- All budget materials will be emailed and available on F: Drive (not SharePoint)
- “Operating Budget Requests - 2024” Folder
 - <F:\Common\Operating Budget Requests - 2024>
 - <G:\Common\Operating Budget Requests - 2024>
 - <H:\Common\Operating Budget Requests - 2024>

File path will depend on which server you have access to (fps1, fps2, fps4)

Regardless of server, you will be able to navigate to “Operating Budget Requests - 2024” folder by going to Common Drive



Navigate to your agency’s folder. Be careful to only edit your agency files.

Templates and forms for each component will be saved to F: Drive

Online Resources

Employeeenet

<https://www.cityofmadison.com/employeeenet/finance/budget>

- Munis instructions
- Kick off slides
- Equity in budget guide
- Recording will be added

Mediasite Budget Training Channel

https://media.cityofmadison.com/Mediasite/Channel/budget_training_2023/

- Links to all training videos saved here

2023 Budget

<https://www.cityofmadison.com/finance/budget/2023/2023-operating-budget>

- Review agency mission and overview
- Review Service Description and Activities by Service

Part 2: Demonstration of Forms & Munis Entry

- Transmittal Memo
- Service Proposals
- Excel Data File
- Position Allocation Change Form
- Briefing

Component 1: Transmittal Memo

	1. Transmittal Memo
Description & Purpose	<ul style="list-style-type: none">• Memo drafted from Agency Head to Mayor• Outlines agency priorities and strategies for meeting budget target
How to Submit	<ul style="list-style-type: none">• F:Drive: Upload to Agency folder in Common Drive
Format	<ul style="list-style-type: none">• Template provided by Finance• Final version on agency letterhead in memo format
Deadline	<ul style="list-style-type: none">• Due end of day Friday, July 21, 2023

Instructions for Completing the Memo

- Download template and respond to prompts
- Submit by uploading final draft to Common Drive

Tips:

- Memo prompts are a starting point. If there are points you want to convey that aren't included in prompts, you may add to the memo
- Suggested (but not required) to submit on agency letterhead
- May submit in Word or PDF format

Component 2: Service-Level Proposal

	2. Service-Level Proposals
Description & Purpose	<ul style="list-style-type: none">• Base budget proposal by Service and Major• Describes activities performed by service and proposed changes
How to Submit	<ul style="list-style-type: none">• F:Drive: Upload to Agency folder in Common Drive
Format	<ul style="list-style-type: none">• Excel Data File (1 per Agency)• Word Doc proposal form (1 per Service)
Deadline	<ul style="list-style-type: none">• Due end of day Friday, July 21, 2023

Instructions for Completing Proposal Forms

Word Doc Proposal Form

- Submit one Word Doc form per Service. Submit by saving a copy in the F: Drive

Tips:

- Be sure to save 1 file per service, include service name in file
- Review Kick Off slides for guidance on reallocations, supplementals, and personnel changes
- Text boxes are flexible and expand with text
- Form is locked, so there are some formatting limitations (for example, can't change font, add bullet points, or spellcheck)
- Write responses in separate Word doc and copy/paste into form to spellcheck and add bullets

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Instructions for Completing Proposal Forms

Excel Data File

- Excel Data Summary is a tool to review your agency changes. “Changes by Service” Tab will be published, however, agencies do not have to submit file since data is pulled directly from Munis.
- Report has a 1 day lag from Munis

Tips:

- Enter your Munis line-item budget early and check data entry in the cubes
- Tables are set up for the most common views – if you are familiar with pivot tables and cubes, you can manipulate the tables so they are useful to you

Component 3: Line Item Budget

	3. Line Item Budget
Description & Purpose	<ul style="list-style-type: none">Line item budget for each ServiceProvides details at the object-level for all expenses and revenues
How to Submit	<ul style="list-style-type: none">Munis: Enter details in “Central Budget” module of Munis
Format	<ul style="list-style-type: none">Agencies enter proposed changes by Org Code – Major – Object
Deadline	<ul style="list-style-type: none">Due end of day Friday, July 21, 2023

Instructions for Completing Line Item Budget Entry

- Go to “Central Budget Entry” module in Munis
- Projection 20241: Annual Funds
 - Default projection
 - Base budget built on cost to continue assumptions, using 2023 adopted budget as a baseline
- Projection 20242: Multi-Year Funds
 - Used to budget expenditures in the City’s grant fund (Fund 1220) and restricted fund (Fund 1250)
 - Expenses and revenues should net to zero
- Step-by-step instructions for entering the Munis Line Item budget posted on Employeeenet

Munis

- Line Item budget must be entered in “Central Budget” module
- Two Projections
 - 20241-Annual Funds: Primary projection for 2024
 - 20242-Multi-Year Funds: grant fund (1220) and restricted fund (1250)
- Detail Entry required for increases to agency revenues; pending personnel, and grants
- Full instructions on [Employeeenet](#)
- Use wildcard symbols to help navigate & search for accounts

Symbol	Description	Example
:	Range	54210:54520
<, <=	Less than, Less than or Equal to	<54210, <=54210
>, >=	Greater than, Greater than or Equal to	>54210, >=54210
	Or	54210 53115 54520
*	Wild Card	54*
?	Single-Character Wild Card	54?10

Objects that should not be edited

Salaries and Benefits generated through projection

- 51110 – Permanent Wages
- 52410 – Health Insurance
- 52510 – WI Retirement System
- 52610 – FICA

Centrally Calculated Fields

- 51111 – Salary Savings
- 51510 – Budget Efficiencies
- 54232 – Custodial Building Use Charges
- Most interdepartmental charges and billings (57*s and 58*s)

Component 4: Position Allocation Forms

	4. Position Allocation Forms
Description & Purpose	<ul style="list-style-type: none">Request changes to position allocations (if needed)
How to Submit	<ul style="list-style-type: none">F:Drive: Upload to Agency folder in Common Drive
Format	<ul style="list-style-type: none">Template provided by FinanceAgencies complete and upload as needed
Deadline	<ul style="list-style-type: none">Due end of day Friday, July 21, 2023

Instructions for Completing Position Allocation Form

- Complete the Excel file if you plan to 1) change the existing allocation code percentages of a position; 2) create a new allocation code on an existing position; 3) change an organization code; or 4) make another type of change
- Be sure to include position #, authorized FTE level, job class code, allocation amounts, and other required fields
- Requested changes must be accommodated within your budget target
- Submit by uploading to “Agency Operating Materials Folder”

Component 5: Agency Briefing

	5. Agency Briefings
Description & Purpose	<ul style="list-style-type: none"> • Present highlights of the agency operating budget • Q&A with Mayor and Management Review Team
How to Submit	<ul style="list-style-type: none"> • Email final slide(s) 1 day before briefing • Attend scheduled briefing
Format	<ul style="list-style-type: none"> • Budget team will provide template • Agency complete template and submit prior to meeting
Deadline	<ul style="list-style-type: none"> • Due 1 day before briefing

- Budget team will provide schedule for briefings and briefing template by early July
- Each agency will have approximately 20 min for their briefing; Agency presentations should be brief (5-7 min) with a majority of the time dedicated to discussion

Briefing #	Date	Time
1	Monday, August 7	1:00pm – 3:00pm
2	Tuesday, August 8	11:00am – 1:00pm
3	Monday, August 14	1:00pm – 3:00pm
4	Tuesday, August 15	10:00am – 12:00pm
5	Thursday, August 17	10:00am – 12:00pm
6	Friday, August 18	10:00am – 12:00pm