



MEMORANDUM

FINANCE AND RISK MANAGEMENT DEPARTMENT - BUDGET DIVISION -

Date: November 7, 2016

To: Elected Officials
Presiding Judge, Superior Court
Department Directors

From: Robert W. Johnson
Budget Manager

Subject: Fiscal Year 2017/18 Budget Process

This memo transmits essential FY 2017/18 budget information to all County departments.

Departments will be receiving a separate email that includes a department specific **Base Budget Worksheet** comparing General Fund and General Fund supported departments' FY 2016/17 adopted budgets to the FY 2017/18 base budget. The base budgets and assumptions may change significantly, however, as fiscal year projections are updated, the State budget is developed and further direction is received from the County Administrator. Note that no FY 2017/18 benefit rate adjustments are included on the Base Budget Worksheets at this time. General Fund base budgets will be adjusted to include benefit adjustments after requested budgets are submitted in January 2017. Non-General Fund departments that have budgeted positions must be prepared to make adjustments to their requested budgets to offset any of these additional costs. Benefit rate adjustments, and any revisions or updates to the budget process, will be communicated to you and your staff throughout the budget process.

Given the current economic situation and the impacts of Non-General Fund departments on the County's expenditure limit, additional specific direction regarding the development of Non-General Fund budgets will be forthcoming as the budget season unfolds.

The FY 2017/18 budget process, budget request development, and budget adoption will follow the schedule below. Requested budgets will need to be submitted to the Budget Division no later than January 17, 2017. More detailed budget calendars are available on the Budget Division's SharePoint information site.

November 7, 2016	Planning and Budgeting System (the budget system) (PB) released for budgeting
November 7, 2016	Base target budgets for General Fund departments, assumptions, location of SharePoint site and other information are distributed to departments
November 10, 2016	Meetings for existing budget system users providing an overview of upgrades to the PB system
November 17, 2016 or December 6, 2016	Creating a Departmental Budget Training for new users
December 16, 2016	Departments submit completed FIN Forms in PB

January 17, 2017	Operational, Grant and CIP Budgets due to the Budget Division, Departmental Analysis, Grants Management and Finance CIP from departments
March 10, 2017	County Administrator department meetings regarding CIP budgets
March 17, 2017	County Administrator meets with County Budget Division staff
April 28, 2017	County Administrator submits Recommended Budget to the Board
May 2, 2017 – May 17, 2017	Board of Supervisors Departmental Budget Hearings (Multiple Sessions) – Schedule provided at later date
May 23, 2017	Board of Supervisors Tentative Budget adoption
June 20, 2017	Board of Supervisors Final Budget adoption
August 21, 2017	Board of Supervisors adoption of the Levy of Taxes

Departments will be required to create their Operational, Grant and CIP budgets utilizing the [Planning and Budgeting System](#). The PB system has been upgraded for FY 2017/18. The upgrade includes several enhancements to the functionality of the system and the way that the data is entered in the various budget forms. Finance staff will hold two sessions for PB system users in the Board of Supervisors Hearing Room on Thursday, November 10, 2016 at 9:00AM and 1:30PM to provide an overview of these enhancements and to answer any general questions. A copy of this presentation can be found at [PB 3.10 Update Presentation](#).

New PB users will be required to attend a “Creating a Department Budget” class on one of the dates listed above and prior to obtaining access to the system. This class is required for anyone who will be creating or approving department budget requests. Upon class completion, new users must complete a [Planning and Budgeting System Access Request Form](#) to be given access to the various forms required for budget creation. If you have an employee who needs to take this class, please contact your assigned Budget Division Analyst. Budget Division staff will also be available to answer your questions throughout the budget development process and can provide one-on-one assistance, as needed.

The organizational, bureau and group structures in the PB system reflect what is currently in the County's financial system. If any additions, changes, or deletions are needed for FY 2017/18, please complete a [Department Request –COA Element/Unit Advantage Financial System form](#). In order to assure that any structural changes are included in your FY 2017/18 budget request, please submit these changes for processing no later than December 2, 2016. Note that departments that are proposing to complete major reorganizations should work closely with their assigned budget and departmental analysts for assistance.

We are also in the process of placing information relevant to the budget process and to using the PB system itself onto the [FY 2017/18 Budget - All Documents](#) that can be found on the Finance SharePoint website. This site is a work in progress and will be updated on a regular basis. Examples of available information on the website include this memo, the draft FY 2017/18 Budget Calendar and additional copies of departmental base budget worksheets.

All department operational line item and position budgets as well as Grants and CIP budgets are to be completed on-line in PB and submitted by January 17, 2017. Budget Staff will make themselves available to assist you in resolving issues in order to make this due date.

If you have any questions regarding the FY 2017/18 budget process or in using the PB system, please do not hesitate to contact me at 724-2748, Victor Rodriguez (Budget Supervisor, 724-3632), Lisa Merin-Edwards (Budget Supervisor, 724-8490) or your designated Budget Division Analyst.

cc: Department Budget Contacts