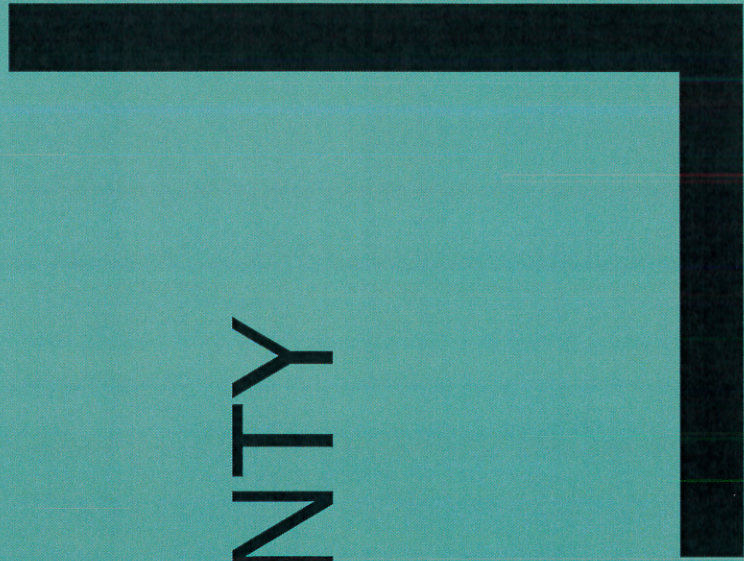
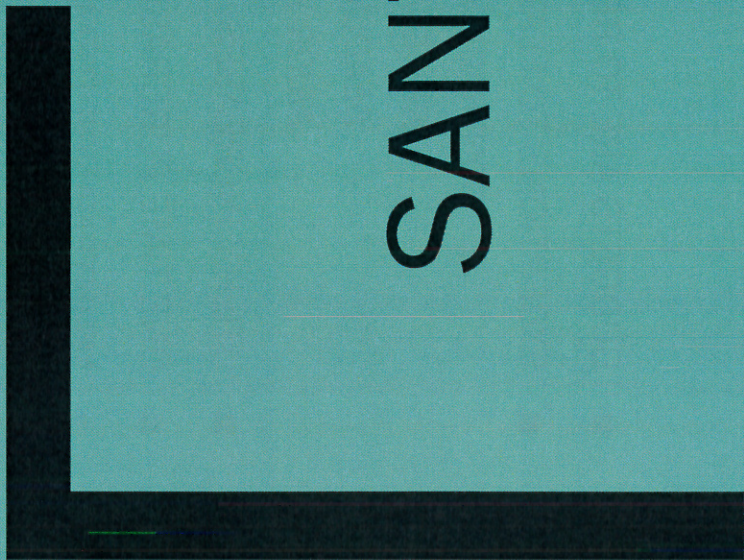


# SANTA FE COUNTY

FY 2020 BUDGET KICKOFF



# FY 2020 – BUDGET

- BUDGETS ARE TO REMAIN FLAT
- EXCEPTIONS TO FLAT REQUESTS ARE
  - CONTRACTUAL INCREASES
    - REVIEW ALL CONTRACTS
    - DEADLINES AND CONTRACTUAL INCREASES
    - PRIOR YEAR VS CURRENT YEAR EXPENDITURES
- UTILITY INCREASES
- ONE TIME PURCHASES
- MAINTENANCE ITEMS

# FY 2020 – BUDGET TIMELINE

- BUDGET DOCUMENTS AND CAPITAL DATABASE OPENED – NOVEMBER 20, 2018
- MID YEAR REVIEW AND BUDGET KICK OFF – JANUARY 11<sup>th</sup> – 23<sup>rd</sup>
- PAPERLESS BUDGET ENTRY TRAINING AT HR – JANUARY 29<sup>TH</sup>
- CAPITAL DATABASE CLOSED – JANUARY 31<sup>ST</sup>
- FTE, FIXED ASSET, MAINTENANCE AND CAPITAL GROUPS – FEBRUARY 4<sup>th</sup> – 15<sup>th</sup>
- BUDGET REQUESTS AND ENTRY DUE - FEBRUARY 22<sup>ND</sup>
- BUDGET HEARINGS MARCH 1<sup>ST</sup> – 15<sup>TH</sup>
- CAPITAL PLANNING STUDY SESSION WITH BCC – TBD (LAST TWO WEEKS IN MARCH)
- BUDGET STUDY SESSIONS WITH BCC – APRIL 9<sup>TH</sup> AND 23<sup>RD</sup> (TENTATIVE)
- BCC APPROVAL OF INTERIM BUDGET – MAY 28<sup>TH</sup>
- INTERIM BUDGET DUE TO DFA - MAY 31<sup>ST</sup>
- BCC APPROVAL OF FINAL BUDGET – JUNE 25<sup>TH</sup>
- FINAL BUDGET DUE TO DFA - JULY 31<sup>ST</sup>

# FY 2020 – BUDGET REQUESTS, ENTRY AND HEARINGS

- THE FY 2020 BUDGET IS OPEN IN AS400
- TRAINING WILL PROVIDE DETAIL AS TO THE REQUIREMENTS TO ENTER BUDGET REQUESTS IN THE AS400 BUDGET MODULE
- DETAIL WILL BE ENTERED INTO THE SYSTEM AND INCORPORATED INTO THE BUDGET REQUESTS AND CARRY THROUGH TO THE 2020 BUDGET
- THE DETAIL REQUIREMENTS WILL REMAIN THE SAME AS PRIOR YEARS:
  - CONTRACTUAL DETAIL
  - EXPENSES OVER \$10,000
  - ONE TIME EXPENDITURES
  - TRAVEL DETAIL
  - UTILITY DETAIL
- MATCH CURRENT YEAR EXPENSES WITH CURRENT YEAR BUDGET TO AVOID REBUDGETING
- INCORPORATE ITEMS IN THE STRATEGIC PLAN DURING BUDGET ENTRY

# FY 2020 BUDGET- CAPITAL, FIXED ASSET, MAINTENANCE AND FTE REQUESTS

- ALL REQUESTS WILL BE ENTERED INTO THE DATABASE
- ENSURE LINE ITEMS ARE CORRECTLY ENTERED AND FUNDING IDENTIFIED ( IF KNOWN)
- REQUESTS WILL BE REVIEWED BY
  - HR (FTE REQUESTS)
  - IT (IT REQUESTS)
  - FIXED ASSEST GROUP (FIXED ASSET REQUESTS)
  - BUILDING MAINTENANCE (MAINTENANCE REQUESTS)
  - COUNTY MANAGER OFFICE (CAPITAL REQUESTS)

# FY 2020 BUDGET SUMMARY

- FLAT BUDGET
- REVIEW PRIOR YEAR FOR ACTUAL EXPENDITURES
- PAPERLESS BUDGET SUBMITAL
- FTE REQUESTS
- FIXED ASSET, IT AND MAINTENANCE REQUESTS
- CAPITAL REQUEST
- DEADLINES
- YEAR END DEADLINES
- ALL FORMS AVAILABLE ON SHAREPOINT

# FY 2020 BUDGET CONTACTS

- BUDGET QUESTIONS INCLUDING BUDGET ENTRY IN AS400
  - JOHN TENNYSON - 986-6372
  - MARIA BARELA - 986-6325
  - ERIKA LOVATO - 986-6321
- CAPITAL DATABASE TECHNICAL QUESTIONS
  - PAUL OLAFSON - 992-9866
  - JACOB STOCK - 995-2737
- CAPITAL DATABASE CAPITAL QUESTIONS (LINE ITEMS AND FUNDING)
  - SAM MONTOYA - 986-6323
  - MELISSA MARTINEZ - 992-3056







