

BUDGET BULLETIN

August 3, 2022

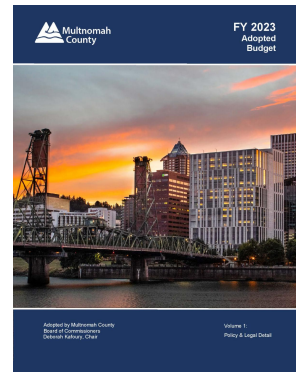


FY 2023 Budget Now Available!

Find the FY 2023 budget here

[-https://www.multco.us/budget/fy-2023-adopted-budget](https://www.multco.us/budget/fy-2023-adopted-budget)

- Printed Budget Books - distributed to departments over the next coming weeks. If you need additional copies please contact your CBO Budget Analyst
- New Positions Update - The Budget Office will be sending a list of new positions created during the budget that are not currently in Workday to Departments on Friday, August 5th to begin the process of creating these positions. Instructions, process overview, and timelines will be provided on Friday.
- Workday - FY 2023 Adopted and Revised budgets will be available by August 8, 2022



Revising the FY 2023 Budget



Once the budget is loaded into Workday, Departments can start to update it. As a reminder, the Budget Office updates Workday while departments update Qwestica. Section 5 of the [Budget Manual](#), details the process for changing the budget via budget modifications.

The following is a very brief overview of how to change the budget.

Formal budget modifications: change appropriations at the department fund level and require Board approval. Changes include:

- Transfers between fund hierarchies (Four digit funds).
- Transfers from contingency.

Internal budget modifications: *do not* change appropriations at the department fund level and do not require Board approval. Internal Budmods *cannot*:

- Increase or decrease total expenditures by fund, department, or FTE.

- Changes in revenue amounts, appropriations, and FTE. (Remember if you are adding a new revenue over \$100,000 you must include documentation from the revenue-providing agency confirming the amount of revenue anticipated and the estimated date of receipt).
- Position reclassifications (Typically consent calendar only).

- Reclassify any budgeted positions.
- Don't forget to notify your central budget analyst once you promote a budmod to 'Budget Office Review'.

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Implementing the 5% COLA for Nonrepresented Positions



As you are likely aware, the Board approved a 1% COLA increase (from 4% to 5%) for Management, Elected Officials and their staff, and Nonrepresented employees in the FY 2023 Adopted budget.

Because there was not sufficient time to do a complete rebalance of all funds before the Adopted budget had to be finalized in Questica, the Budget Office implemented the nonrepresented COLA

increase in Questica as follows:

- All nonrepresented positions in the Adopted budget were replaced with new position records that include the additional 1%.
- Additional General Fund budget was provided to each department to absorb the additional costs in the General Fund (as authorized by Board amendment).
- For Other Funds, we manually reduced personnel budgets so that your Other Funds didn't become unbalanced. This was the best course of action given the limited time frame, but is not the ideal method of incorporating this change.

For represented employees, we will not know the final FY 2023 COLA for most until the open contracts are settled. As the contracts begin to settle, the Budget Office will work with departments to determine how we will incorporate these changes into the Revised budget. We do not have sufficient information about the timing and magnitude of the contract settlements to have a firm plan right now.

For the nonrepresented COLA, the Budget Office will send spreadsheets to each Budget and Finance Manager that detail the departmental impacts for both the General Fund and Other Funds. Because we had to

use negative plug figures in Other Funds, we need Budget/Finance Managers to review these budget holes to determine the significance and whether you need to prepare a budget modification to reallocate resources to cover the COLA costs to prevent overspending. Please work closely with your Central budget analyst before requesting any actions. The Budget Office will coordinate all information for the Chair's Office to review.



**Have Questions?
We Want to Hear
from You**

The Budget Office will discuss the FY 2023 Labor Updates and 5% Nonrep COLA update at the **August 11th Financial Management Forum**.

At this time we will discuss the following:

1. changes that will be required in Questica for any budget modifications including nonrepresented positions and
2. how to see the 1% nonrepresented COLA increase was implemented in Questica.

Please send any questions that you may have or would like us to address to Christian.M.Elkin@multco.us prior to the meeting so we have time to prepare.

We invite all Finance Managers to bring additional staff for this discussion. Please let Dianna Kaady know if you are bringing staff. Your Central budget analyst will be in contact with your Finance/Budget Managers soon with additional details. Please let us know if you have any questions.

Multnomah County Auditor - Budget Process Audit

The Multnomah County Auditor's Office is starting an audit of the county's budget process. The audit will be focused on process, and will not assess specific budget decisions themselves. Principal Auditors Annamarie McNiel, Mark Ulanowicz and the Auditor's College to County intern, Sura Sumareh have been assigned to this audit and may be reaching out to you as they assess the county's budgeting process with regard to transparency and understandability to community members.

FY 2023 Budget Survey



We plan to send out the FY 2023 Budget Survey by the end of August. We really want to hear from you. Please take a few minutes when it arrives to fill it out and encourage your peers to do the same. We use

information from the survey to improve the next year's budget process.

Budget Office Staffing Updates



We are excited to announce that Althea Gregory has accepted the Finance Manager position with the District Attorney's Office. In light of this news, we are shifting some assignments in the office. Please see below for the new assignments.

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