Multnomah County

BUDGET BULLETIN

January 10, 2022

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FY 2023 Budget Timelines

We are pushing back the second half of the budget process by one week. This will move the Chair's budget release from Thursday, April 28th to Thursday, May 5th and final budget adoption day from Thursday, June 9th to Thursday, June 16th.

This will provide additional time for departments to meet with the Chair in February and March. With increased time dedicated to severe weather response, the Omicron variant response and the added complexity of the County's budget with ARPA funding and other dedicated funding streams, we believe this additional time will allow better management of ongoing crises and the pandemic alongside the time and intention required for the budget process.

Department Budget Worksessions will be held starting the week of May 9th. We are still working on the schedule but if you have known conflicts, please let us know as soon as possible. A more comprehensive technical calendar update will be released shortly.

Updates to Key Dates:

- **February 18th** - Unchanged - Department Budgets Due
- **March 4th** - Unchanged - Program Offers and Transmittal Letters posted online
- ~~April 28th~~ **May 5th**- Chair's Budget Released
- ~~June 9th~~ **June 16th** - Board Adopts FY 2023 Budget

Focusing on Equity

Don't forget to register and attend the Office of Diversity and Equity

Training: Budgeting with the Equity and Empowerment Lens on Thursday, January 13 from 9:00am – 12:00pm. You should have received an email invitation from ODE. Please contact your business manager if you did not receive the invitation. You can view the updated FY 2023 Budget Equity Tool here.

Budgeting the American Rescue Plan (ARP)

As we approach the first round of Chair meetings we want to remind you about the specific policy and technical guidance on ARP program offers. Please review the FY 2023 ARPA Funds Principles and Priorities for Budget Development as well as the Budget Office FAQ for Budgeting American Rescue Plan Funding.

Some of the key points to remember are:
- ARP funding needs to be in stand alone program offers
- The Direct County ARP Allocation budget will be treated similarly to the General Fund budget process where the Chair's Office decides what to include in the Proposed budget.
- Departments should clearly state how the requested ARP program offers align with the Chair's guidance and priorities for this funding.
- FY 2022 ARP program offers are not guaranteed to continue into FY 2023.
- Departments will not be allowed to carryover unused FY 2022 County Direct ARP funding.
- Departments should be prepared to discuss their requests at Chair Meeting #1.

Department Indirect Rates

FY 2023 Department Indirect Rates are now available on Fiscal Compliance's Commons Page.

Technical Budget Tips and Reminders

Did you know you can use the Request Forms grid to update narrative and program offers in Questica? Using this grid allows you to view and edit multiple program offer narratives at once. The Budget Office has posted the following to the Questica Commons page:
- How to update the "Last Year This Program Was" field and
- How to update program narrative and performance measures in the Request Forms grid.

You can also use this grid to update and verify that a Division has been selected on all Programs prior to submitting as well.

The Budget Office has created Advanced Searches, Grid Layouts, and a Template to help you create, review, and validate your budget:

- [QRG Validating the Spend/Revenue category has been selected on indirect.](#)
- [QRG Validating the Supplier has been selected and description provided on all Contracted Services lines.](#)
- [Program Offer Template Google Doc](#)that can be useful when you are creating narrative for a new program prior to creating in Questica.

Budget Policy Reminders

NEW! **Selecting a Program's Division** – Remember to select a Division for all Programs prior to submitting. You can do this in each program offer's details page or in the Request Forms grid. If you need a division that is not in the dropdown list contact your Budget Office Analyst.

Out of Target program offers must be stand-alone – When submitting program offers as out of target (i.e. outside the department's General Fund allocation), please ensure that the program offer is stand-alone, meaning core internal service allocations or funding/expenses assumed in other program offers will not be affected if the program is not selected. **Generally, you should not split FTE across In and Out of Target programs.** If you need to split an FTE across an in and out of target program offer, work with your central budget analyst.

Using the "Description" field in Questica –
There are multiple ways to document budget details, assumptions, notes, and reminders in Questica. The easiest and most visible is the "Description" field located in the Operating Changes grid.

This is a required field for:
- Contracted services
- Budgeting for other internal services
- Budgeting for cash transfers
- Manual adjustments to position costs

The description field is also recommended for:
- Budgeting for enhanced building services in ledger account 60432

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