

MultCo Budget Bulletin

January 29, 2021 - Second Edition

Welcome to the 2nd edition of the Multco Budget Bulletin. The Central Budget Office (CBO) is trying this new approach to help keep you informed about the FY 2022 budget process. You will regularly receive the "Multco Budget Bulletin" to provide you with important information, updates, and reminders for all phases of the countywide budget process. If you have any suggestions for this communication, we would love to hear from you.

County Budget Process

Where are we Now?

As a reminder, the county is currently in the **department** planning and development phase of the budget process. Departments are working on their own internal budget processes and within their own deadlines as they work to produce a budget submission for FY 2022. Budgets are due to the CBO on **February 12th**.

Key Reminders: Budget Planning

Upcoming Deadline - History Crosswalk Due Feb. 1st

The history crosswalk is used to populate the prior year Adopted budget columns in program offers. The crosswalk maps the prior year's Adopted budget to the current year's program offers, including expenditures, revenues, and FTE. This provides a year-over-year view to those reading your program offers, and is important in helping readers understand changes in programming and funding from year to year.

Budget Submission Checklist Available

Right now your department is working on a complete package known as the budget submission. If you are working on that submission or are curious about what is included, a checklist is available on page 21 of the [Budget Manual](#).

Upcoming Countywide Dates

- Dept. meetings with Chair will conclude on **February 5th**
- **February 1st**
History Crosswalks Due to CBO
- **February 12th**
Department Budget Submissions due to CBO
- **February 4th**
FY 2021 Supplemental Budget Submissions due to CBO
- **February 26th**
FY 2022 Submitted Program Offers Posted to Website

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The Supplier Field is Required

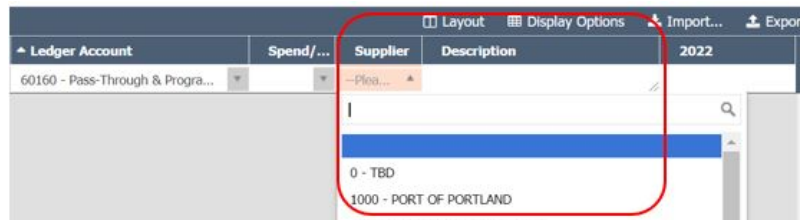
The supplier field is required when budgeting in the following ledger accounts:

- 60150 – County Match & Revenue Sharing
- 60155 – Direct Client Assistance
- 60160 – Pass-Through & Program Support
- 60170 – Professional Services

Ledger Account	Supplier	Description	2021
60170 - Professional Services	0 - TBD	Client taxi services	6,000.00
60170 - Professional Services	10246 - OREGON CLINIC PC THE	35 client visits	8,500.00
60170 - Professional Services	16666 - HOME FORWARD	40 client beds	75,000.00

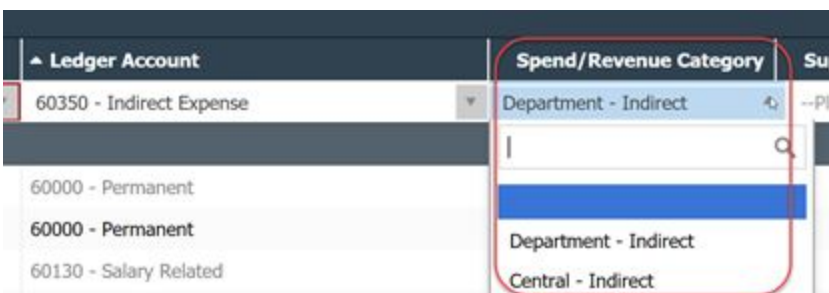
This information allows your department and the CBO to gather important information regarding our service providers throughout the year.

You can select your supplier from the drop down menu in Qestica as shown below. If you can't find your supplier please contact your Budget Analyst for assistance.



The Spend/Revenue Category is Required When Budgeting for Indirect

Departments must select a spend/revenue category when budgeting in 50310 – Internal Service Reimbursement, whether it is for indirect or other internal service reimbursements. For expenditures, departments must select a spend/revenue category when budgeting in 60350 – Indirect Expense to identify whether they are budgeting Department Indirect or Central Indirect. For additional information, see Section 2 of the Budget Manual: Preparing the Department Requested Budget, under Spend/Revenue Category. Here is an example of the drop down you will use in Qestica to select the type of indirect.



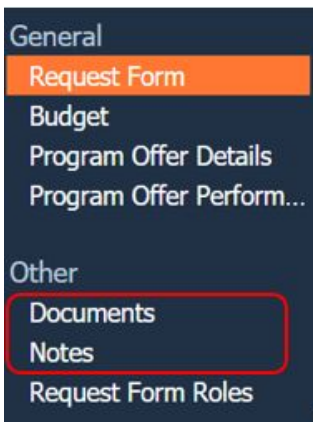
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Central & Department Indirect Rates

As a reminder, the County will budget according to our policy regarding indirect charging and rates - central indirect will be covered first, with departmental indirect receiving the balance of the allowable funds. The FY 2022 rates summary table is below for your department. Detailed information is on page 6 of the [Countywide Cost Allocation Plan](#).

Department	Page	Central Indirect Cost Rate	Departmental Indirect Cost Rate	Combined Indirect Cost Rate
County Human Services	16	3.21%	11.38%	14.59%
Community Justice	17	3.21%	13.67%	16.88%
Health Services	18	3.21%	10.11%	13.33%
District Attorney	19	3.21%	20.05%	23.27%
Sheriff's Office	20	3.21%	8.82%	12.03%
Community Services	21	3.21%	10.67%	13.89%
Library Services*		3.21%	0.00%	3.21%
Joint Office of Homeless Services**		3.21%	0.00%	3.21%
Other County***		3.21%	0.00%	3.21%



Communication is Key!

Helpful Option - Documents and Notes Features in Questica

The program offer form in Questica gives you the option to attach documents, including contracts, grants and other key communication regarding your program, and to add notes that will be seen only by your Questica users and the CBO. These options are available in the program offer form on the left hand side under the menu option "Other." (See image on the left)

Useful Resource - The MultCo Budget Style Guide

Appendix C of the [FY 2022 Budget Manual](#) is the MultCo Budget "Style Guide." This resource answers your questions about what to capitalize, what number formats to use, and gives other useful tips for all of your budget-related writing questions.

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FY 2021 Budget Process Reminders

FY 2021 Supplemental Budget - Submissions Due to CBO on February 4, 2021

The FY 2021 Supplemental budget process recently kicked off. If you believe that your department needs a budget change that must be made in a supplemental budget, you now have an opportunity to work with your CBO Budget Analyst to develop your submission.

Other Updates and Reminders

(From the 1st Edition of the Budget Bulletin)

Budget Kickoff Videos Available

Thank you to all of you who joined our virtual budget kickoff meeting on December 16th. If you were unable to attend, or would like to review the information presented, videos of the meeting are available here:

<https://multco.us/budget/fy-2022-budget-manuals-forms-calendars-and-other-resources>

On-Demand Qwestica Training is Available

The Budget Office has its own Youtube channel. The instructional videos can be accessed through the Qwestica link on the [Ulearn](#) site. We are adding videos and instructional content weekly. If you can't find what you need, please contact your CBO analyst.

FY 2022 Budget Manual - Minor Updates

An updated version of the FY 2022 Budget Manual is now available on our website. There were two minor changes: (1) on p. 20, the link to the FY 2022 indirect rates (which is now live) has been corrected to <https://commons.multco.us/fiscal-compliance/fy22-indirect-cost-rates-and-countywide-cost-allocation-plan>; and (2) on p. 141, a bullet has been added to the Style Guide asking that you use all caps for COVID-19 (and refer to it that way, rather than coronavirus, SARS-CoV-2, etc.).

Budget Office Contact Information

You can find contact information for all CBO staff [here](#).