FY 2022 Budget Now Available!

Find the FY 2022 Budget here:

- Budget Office website - https://www.multco.us/budget/fy-2022-adopted-budget
- Printed Budget Books - distributed to departments at the end of July
- Workday - FY 2022 Adopted and Revised budgets are now available

Key Dates

7/14/2021 – New positions from the Adopted budget were loaded to Workday.

End of July – Budget Survey sent to participants in the budget process.

Early Fall – State rebalance begins.

Revising the FY 2022 Budget

Now that we have a budget we can start to update it. As a reminder, the Budget Office updates Workday while departments update Questica. Section 5 of the Budget Manual, https://www.multco.us/budget/budget-manual, details the process for changing the budget via budget modifications.

A very brief overview:

Formal budget modifications:

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

- Transfers between fund hierarchies (Four digit funds).
- Transfers from contingency.
- Changes in revenue amounts, appropriations, and FTE.
- Position reclassifications (Typically consent calendar only).

Internal budget modifications:

Internal budmods 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.
- Reclassify any budgeted positions.

A reminder:

Please notify your central budget analyst once you promote a budmod to 'Budget Office Review'.

An old requirement that is being refreshed:

> Budmods stipulating a new revenue source, or a change of $100,000 or greater in the existing revenue stream, must be accompanied by documentation from the revenue-providing agency confirming the amount of revenue anticipated and the estimated date of receipt.

Upcoming State Rebalance

The Chair's Office, in coordination with the Budget Office, will begin working with departments in the Fall to incorporate changes to the County's FY 2022 budget resulting from the FY 21-23 State of Oregon budget. Prior to the rebalance process beginning, discuss any budget modification to update state funding assumptions with your budget analyst before submitting.

Key Questica Reports for the Revised Phase

Exp/Rev/Position Detail for Excel – This report provides detailed information on all expenditures and revenues in the budget with full position information as budgeted. The report is designed for export to Excel for analysis. Select 'Revised' for the Budget Phase to see your department's current Board approved budget.

Exp/Rev Detail for Excel – A very similar report to Exp/Rev/Position Detail for Excel but omits all details for positions providing summary detail to the ledger level.

Performance Measures by Program Offer – View your department's complete list of performance measures by program offer by year for analysis and tracking.

More information on Questica reports is in Appendix D of the Budget Manual.

Key Workday Reports for the Revised Phase

The best place for training and guidance on Workday reports is on the Ulearn Commons page for Workday Finance Reports, https://commons.multco.us/workday-resources/workday-finance-reports and on the FinChamps site, https://commons.multco.us/workday-resources/fin-champs.

Here are some reports the Budget Office recommends for viewing and monitoring your budget in Workday.

MCR All Positions for Finance – This report provides a list of all positions and their costing attributes, as well as the Employee information for filled positions. This report helps you manage your department's positions.

MCR Budget Plan Detail – This report allows you to view the entire budget, and if the Revised budget is selected in the parameters, with line item detail on all budget modifications (called Amendments) in Workday.

MCR Budget vs. Actuals Suite of Reports – There are several budget vs. actual reports in Workday. The two most used are MCR Budget vs Actual Kitchen Sink, designed to be exported to Excel for analysis, and MCR Budget vs Actual by Cost Center Detail, designed to give a cost center manager a quick overview.

For users with the 'HR Display for Finance' security role in Workday the Actuals drill down in MCR Budget vs Actual by Cost Center Detail will show pay component, worked hours, employee and position data details with expenditure totals.

Budget Office Contact Information

https://www.multco.us/budget

Christian Elkin
Christian.m.elkin@multco.us
Budget Director
503 988-7689

Althea Gregory
Althea.gregory7@multco.us
Senior Budget Analyst
District Attorney's Office and Joint Office of Homeless Services
503 988-7987

Shannon Gutierrez
shannon.gutierrez@multco.us
Principal Budget Analyst
Questica Co-Administrator
503 988-7989

Ching Hay
ching.l.hay@multco.us
Senior Budget Analyst
Department of County Assets and Department of County Management
503 988-7988

Dianna Kaady
dianna.kaady@multco.us
Administrative Analyst
Administrative Services, Public Notices and Special Projects
503 988-7967

Ashlye Manning
ashlye.manning@multco.us
Principal Budget Analyst
Sheriff's Office, Health Department and Questica Co-Administrator
503 988-8283

Jeff Renfro
jeff.renfro@multco.us
Economist
Library, Economic and Revenue Forecasting
503 988-9788

Erin Russell
erin.russell@multco.us
Senior Budget Analyst
Department of County Human Services and NonDepartmental
503 988-0583

Chris Yager
chris.d.yager@multco.us
Senior Budget Analyst
Department of Community Justice and Department of Community Services
503 988-7581