

MultCo Budget Bulletin

March 2nd, 2021 - Third Edition

Welcome to the 3rd edition of the Multco Budget Bulletin. This regularly published bulletin is intended to help keep you informed about the FY 2022 budget process.

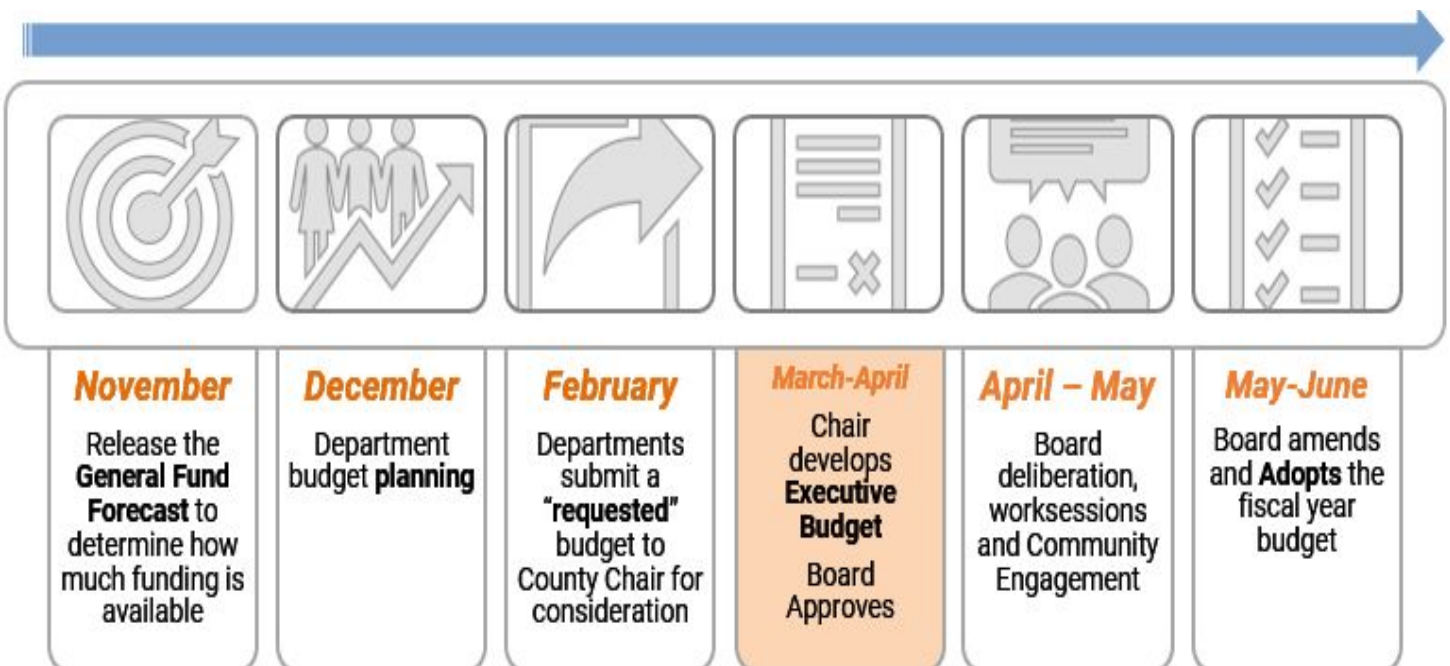
Upcoming Countywide Dates

- **March 5th**
FY 2022 Submitted Program Offers Posted to Website
- **March 5th**
State of the County
- **March 1st – March 9th**
Chair’s Office Meeting #2 with Departments
- **March 11^h**
General Fund Forecast Update
- **April 22nd**
Chair’s Proposed Budget Released & Board Approval

County Budget Process

Where are we Now?

Congratulations! Through your hardwork and dedication, your department just submitted the FY 2022 budget. This is a huge milestone which took hundreds of employees countless hours to achieve! This also means that we have moved into the third phase of the County budget process known as the Chair’s Proposed phase (see the box highlighted in orange below).



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What Happens Now?

Central Budget Office Review

Your CBO Budget Analyst will spend the following weeks reviewing your submitted budget. We will conduct a review of your submission to ensure that:

- The County General Fund constraint was met
- All funds balance
- Department and Central Indirect Spend and Revenue Categories are filled out and balance
- Your program offers are fully complete

Over this time we may reach out for clarification and further information.

General Fund Revenue Forecast

(Date Change to from March 9th to March 11th)

The revenue forecast has been moved to March 11th. The presentation to the Board will provide updated information on how much County General Fund revenues we expect to collect for the remainder of FY 2021 and an update of how much we will have to spend in FY 2022 and over the next few fiscal years. Please tune in to the Board meeting that day for this important update. Information regarding previous forecasts is available [here](#).

Upcoming Chair Meetings

In early March, your department will meet with the Chair Office to discuss your budget submissions. The Budget Office will provide your department with an agenda and templates to complete to assure that we cover all relevant topics. Please do not hesitate to reach out if you have any questions or concerns about these meetings. We will do our best to assist you in developing a clear narrative that describes your budget submission.

Reminder: In and Out of Target Program Offers

When your FY 2022 program offers are published to the website, you will see that the offer indicates whether or not the offer was in target or out of target (see image below). The designation "Out of Target" indicates that a program offer is not funded with a department's General Fund allocation. The inclusion of an Out of Target offer in a budget submission means that your department is requesting additional County General Fund to pay for the program.

Program #40077B - Mental Health Treatment & Medication for the Uninsured

Department:	Health Department	Program Contact:
Program Offer Type:	Existing Operating Program	Program Offer Sta
Related Programs:		
Program Characteristics:	Out of Target	

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Reminder: Placeholder Cost Objects

If you used **placeholder** cost objects in your budget those cost objects must be updated before we adopt the budget. The cost objects need to be created in Workday by April 30th, 2021 or you need to move the budget, via technical amendment, to a cost object that exists in Workday.

Other Updates and Reminders

(Reminders from Earlier Editions of the Budget Bulletin)

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.

Reminder - 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 are detailed on page 6 of the [Countywide Cost Allocation Plan](#).

On-Demand Questica Training is Available

The instructional videos can be accessed through the Questica 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](#).