

MEMORANDUM

TO: SBVC Management Team

FROM: Scott Stark - Vice President, Administrative Services

Date: March 4, 2014

SUBJECT: 2014-15 Developmental Budget Instructions

Developmental budgets will be distributed on Tuesday, March 4, 2014. Take inventory of your budget documents and verify that you have received all expected budgets and notify us as soon as possible if you are missing any. Please take a moment to familiarize yourself with the information below.

All departments are to submit the budgets to their respective VP office by 5:00 pm on March 18, 2014. Early submittals are greatly appreciated, and will allow us to review the budget in a steady flow vs. all at the deadline.

For data entry purposes, please submit original hardcopy developmental budgets on the one-sided sheets provided. Although this is an inefficient use of paper, it is more efficient in terms of data entry, troubleshooting, and research for Fiscal Services.

Also, please submit developmental budgets with hand written entries. When the entries are typed in, it makes it easy for Fiscal Services to miss entering the data because the numbers “blend in” with the other numbers on the document. Please ensure that entries are legible and that the responsible party signs and dates the program budget in the lower right corner of the last page.

Budgeting for Contract Positions

Only contract positions' salaries, benefits, expense and cell phone allowances are reflected in the FY 2014-15 budget column of the budget development worksheet. ***You cannot change these amounts without submitting a position change form to Human Resources and attaching a copy to the development budget you are submitting to Fiscal Services. Please review and contact Karol Pasillas in Administrative Services if you find errors or discrepancies.***

Budgeting for other items

All other items will have a zero (0) budget amount in the budget column “FY 14-15 PRELIMINARY BUDGET” of the developmental budget worksheet. Please use the blank lines under the column “AC DETAIL—AMOUNT” to write in your budget amount for each item.

The revenue for next Fiscal Year is uncertain. Concerning the Unrestricted General Fund: moneys may be moved around within the budget to best match your program/departmental anticipated needs, but must not exceed the total from last year.

Budgeting Hourly Payroll

If you are budgeting for hourly payroll, please include in your budget additional costs for benefits for the following object codes:

- 13XXs and 14XXs
Use 9.75% (STRS, MEDICARE, SUI)
- 2382, 2402
Use 7.70% (FICA, MEDICARE, SUI)
- 2381, 2384, 2385, 2386, 2389, 2401, 2404, 2405, 2406, 2387:
Use 2.80% (ARS, MEDICARE, SUI)
- 2380, 2383, 2400, 2403
Have no cost in benefits

Review attached "Object Code Changes" and "Benefits Calculation Example" and use accordingly.

How to Calculate Your Benefits for Hourly Payroll (example attached)

- Add the benefit cost in the budget development worksheet by multiplying the hourly payroll budget by the appropriate percentage above
- Listing this amount alongside the budget account
- Subtotal your department budgets without benefits (example, item #1)
- Subtotal your benefit cost (example, item #2)
- Add the subtotals (budget line items plus benefits) to determine your department total budget (example, item #3)

Grants: institutionalized positions

Grant managers: review all positions that require a greater increment to be funded by the General Fund (institutionalized) in the next fiscal year. Please contact Karol Pasillas in Administrative Services to review the requirements prior to submitting the budget.

Categorical & Child Development Funds

The income and expense budget for the categorical and child development contracts must equal. That is to say funds under your control may be moved or adjusted within the department/division; however, there are no additional funds to increase budget accounts - you must cover essential expenditures with the resources you currently possess.

Remember: Your total budget, which includes your budgeted line items plus any additional benefit costs, must not exceed the developmental budget allocation shown on these documents.

Developmental Budget Submittal

The Office of Administrative Services is available for questions, clarifications, or joint review of your developmental budgets prior to the deadline. Contact Karol Pasillas at Ext. 8965. Your effort toward completing this task within the time frame is greatly appreciated.

Object Codes to be aware of

Please note of the following object code changes and adjust their budgets accordingly.

Expense	Description/ Example(s)	Current Object Code	New Object Code	Justification
Internet Access	Wireless 3G/4G service for tablets and other devices	5540 5830	5540	Internet providers are consolidating services with cell phone service providers and the District has consolidated service with Verizon Wireless
Single-Use Software	A software program of limited capacity typically delivered by CD for use on a single computer and <u>usually</u> less than \$200	4430 5830	4430	This expense is small in value and should be reported as a supply purchase.
Enterprise Software	Initial purchase of a major software program which is installed on District servers, maintained by District personnel and <u>at least</u> \$200 –OR– additional modules or improvements made to existing Enterprise Software	4430 5830	6420	This expense is now classified the same as technology equipment, because the initial value should be added to the District's assets. *Ongoing licensing and maintenance costs in future years will be an operational expense (see "Software Licensing" below).
Software Licensing & Electronic Subscriptions	Renewable licenses purchased annually to grant or extend District access to Enterprise or Single-Use Software.	4210 4430 5830	5620	This expense is now classified formerly as a lease contract granting the District access to a vendor's property. Contract documentation is required.
Library Book Electronic Licensing	Non-print media including electronic services for books, magazines, periodicals and other resources available through electronic subscriptions.	5830	6300	This expense is now classified the same as library book purchases.

ACCOUNT CLASSIFICATION						FY 11-12			FY 12-13			FY 11-12			FY 12-13				
Fu	Ls	Si	Prog	SubP	Object Type	BUDGET	ADJ	FTE	--AC DETAIL---	AMOUNT	FTE	EXPENSE	BUDGET	ADJ	FTE	--AC DETAIL---	AMOUNT	FTE	
<i>Benefits</i>																			
1301.00					SUBSTITUTES DAY/HOURLY														
01-00-09-9999-0000-1301.00-9999						350		0.00				336.58					<u>350.00</u>	<u>(9.75%)</u>	<u>34.13</u>
2380.00					PART-TIME/OVERTIME/STUDENT														
01-00-09-9999-0000-2380.00-9999						2,200		0.00				2,136.00					<u>2,200.00</u>	<u>0.00</u>	<u>0</u>
2381.00					NONSTUDENT HOURLY														
01-00-09-9999-0000-2385.00-9999						4,000		0.00				3,707.60					<u>4,000.00</u>	<u>(2.80%)</u>	<u>112.00</u>

- 1. *Subtotal - No Benefits* 6,550.00
- 2. *Benefits Subtotal* 146.13
- 3. *Budget Total* 6,696.13