



Program Budget Manual

April 2007

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Program Budget System

Access and Security

The program budget system has three levels of access and security, they are:

- Program Managers – Program Level
- Budget Originators – System-wide Level
- Budget Administrator – Administration Level

Program managers can enter budget requests for their own programs only. They can change only those budget requests created by them. They may review and print their budget requests any time but they can only make changes before the budget cutoff date. Any required changes after the cutoff date will be made at the Administrative level. The budget cutoff date is set each year in the Budget Planning Schedule supplied by the Business Office.

Budget originators can enter budget requests for other programs. Usually, they enter the system-wide budget requests for all applicable programs of certain accounts. For example, Human Resources enter budget requests for all existing positions of each budget program in Account 101 (Salaries). Appendix A provides an overview of who are the originators of the budget requests for each account.

The Budget Administrator is the only one who can make changes to budget requests after they budget cutoff date. All changes made by the Budget Administrator are reported to and need to be approved by the Ad-Team.

Program managers may wish to print both a summary and a detailed list of the requests they have submitted before the budget cutoff date. After the date, they can view the status of their budget requests online any time during the budget process. If they don't agree with any changes made by the Administration, they need to discuss that with an Ad-Team member of their respective area.

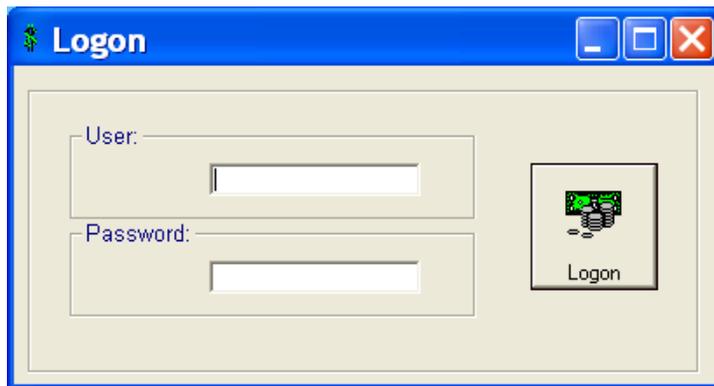
The following timeline is provided to give an idea of the timing for budget requests entry, Ad-Team evaluation and Library Commission review (actual dates will change from year to year).

February 15 – March 14	Program Managers enter budget requests
March 15 – March 19	Business Office locks system to Ad-Team level and produces preliminary budget request reports
March 20 – April 30	Ad-Team and Facility manager meet to review budget requests

May 1 – May 25	Commission’s A&P Committee meets to consider the proposed staff salary increase and benefits change. Commission’s Long Range Plan Committee meets to consider the proposed capital improvement projects.
June 11 – June 15	Commission’s Finance Committee meets to consider the preliminary budget.
June 21	The Commission meets to approve the preliminary budget.
July 2 – August 3	Ad-Team reconciles and finalizes the final budget.
August 13 – 18	Commission’s Finance committee meets to consider the final budget.
August 23	The commission meets to approve the final budget.

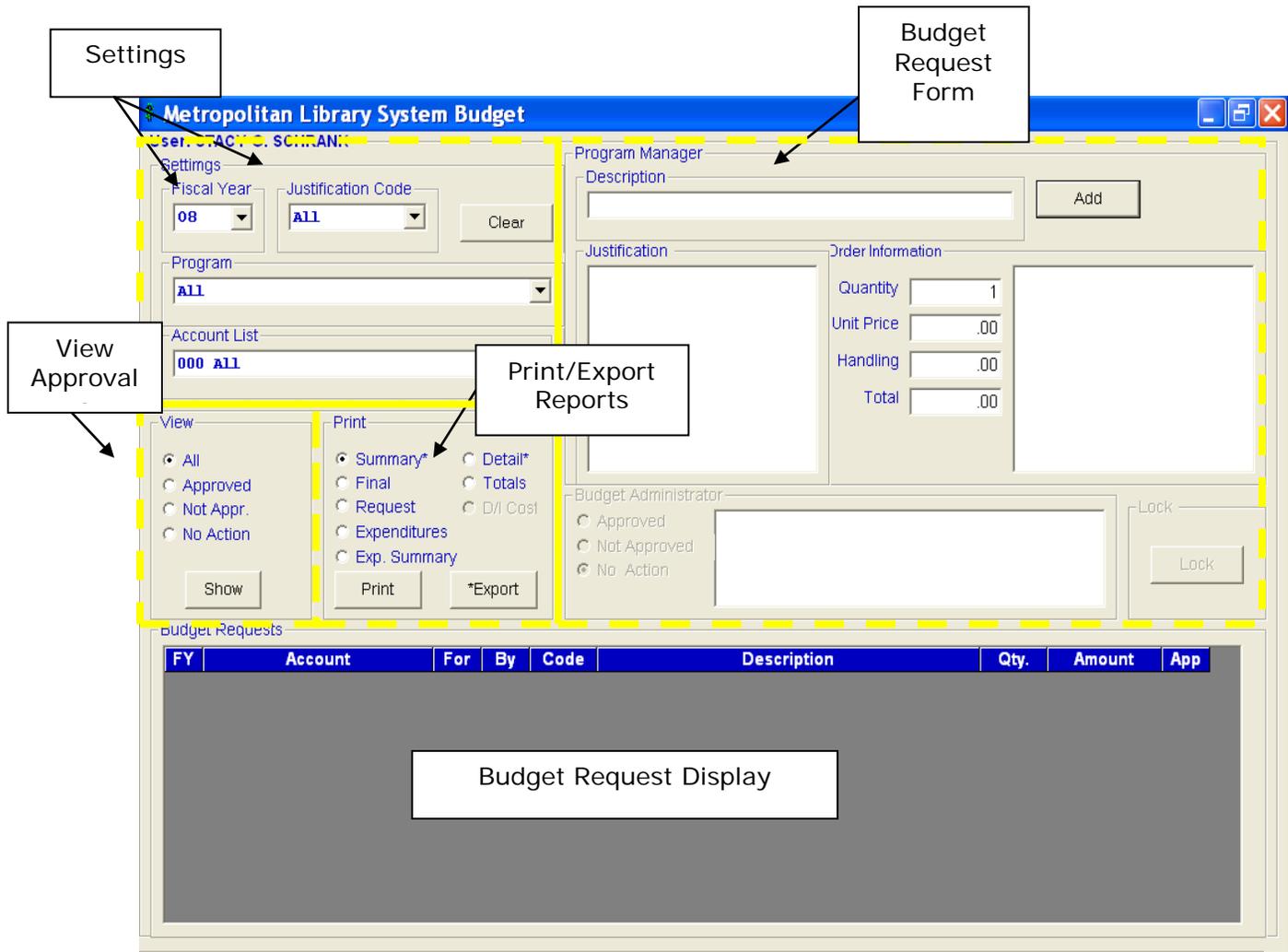
Budget Process Logon Screen

- Step 1:** Click on the Budget Icon from your program window
- Step 2:** Type in your user identification (your social security number)
- Step 3:** Type in your password (same as the one from HRPay)



- Step 4:** Click the **Logon** button or press enter.

Overview of Budget Program Screen



Using Drop-Down Arrows

Drop-down arrows are used heavily in the Settings section to select different years and other information. The selections in the different fields are:

Fiscal Years	Declare the date your requesting funds for
Justification Codes	All, Required, Urgent, Necessary, and Desirable
Program	All or Specific number (only those assigned to you)
Account List	Shows all accounts that budget items can be added to (see Appendix B for your list)

Submit Request

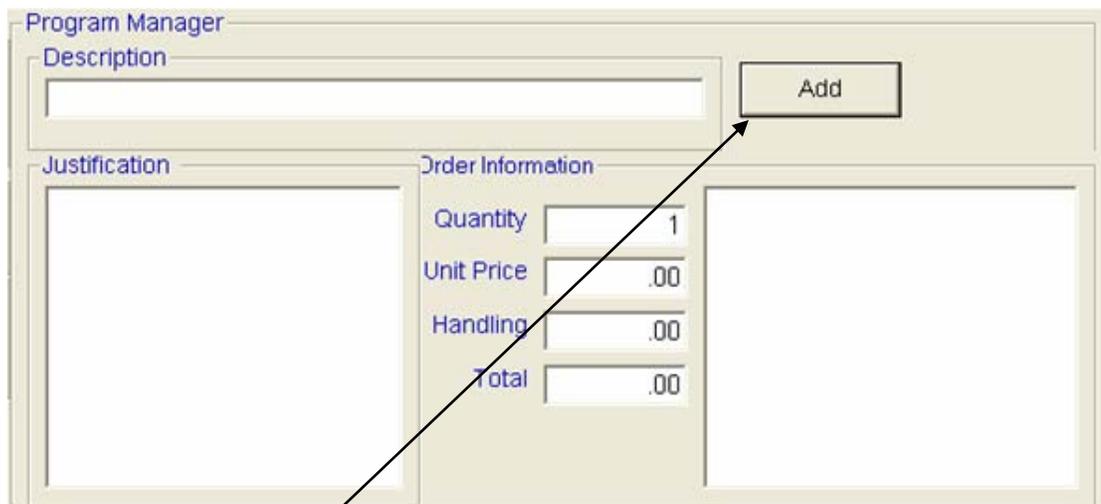
Step 1: Select **Fiscal Year**, **Program**, and **Account**



The screenshot shows a 'Settings' form with the following fields:

- Fiscal Year:** A dropdown menu with '08' selected.
- Justification Code:** A dropdown menu with 'All' selected.
- Clear:** A button to the right of the Justification Code dropdown.
- Program:** A dropdown menu with 'All' selected.
- Account List:** A dropdown menu with '000 All' selected.

Step 2: Enter **Description**, **Justification**, and **Order information** (Quantity, Unit Price, Handling, and any other vendor information).



The screenshot shows a 'Program Manager' form with the following fields:

- Description:** A text input field.
- Add:** A button to the right of the Description field.
- Justification:** A large empty text area.
- Order Information:** A section containing four input fields:
 - Quantity:** Input field with '1' entered.
 - Unit Price:** Input field with '.00' entered.
 - Handling:** Input field with '.00' entered.
 - Total:** Input field with '.00' entered.

An arrow points from the 'Add' button to the 'Step 3' instruction below.

Step 3: Click the **Add** button

Update or Remove a Budget Request

- Step 1:** Select **Fiscal Year** (new budget year)
- Step 2:** Select **Program** and **Account**
- Step 3:** In the view section, select **All**
- Step 4:** Click on **Show Entries**. This will display all budget requests of the selected program in the **Budget Requests Display** area.
- Step 5:** Click on the entry you want to update or remove. The budget information for that entry will be displayed in the **Budget Request** section.
- Step 6:** Make the necessary changes in the **Budget Request** section, then click Update. Review the entry in the **Budget Display** is to make sure it is updated.

Note: To remove any entry, click the **Remove** button in the Budget Request Section.

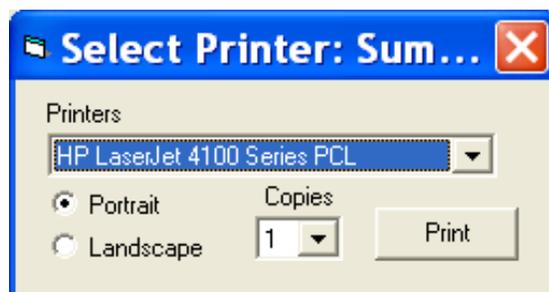
Remember these two functions can be performed before the budget cutoff date.

Print or View Budget Requests

- Step 1:** In the **Settings** section click to select the fiscal year.
- Step 2:** In the **Program** field of the **Settings** section click and select the Program Number.
- Step 3:** In the **Account List** field of the **Settings** section click and select the account to print or *000 all* to print everything.
- Step 4:** In the **View** section click and select **All, Approved, or Not Approved.**
- Step 5:** Click on **Show Entries.** This will display all budget requests of the select program in the **Budget Request Display** area.
- Step 6:** Click on the entry you want to view. The budget information for that entry will be displayed in the **Budget Request** section.

In order to print budget requests, continue with the following steps:

- Step 7:** In the **Print** section, select the print option you want (summary or detail)
- Step 8:** Click **Print** button
- Step 9:** Select the laser printer and whether you want it printed in Portrait or Landscape style.



- Step 10:** Select the number of copies (default is 1)
- Step 11:** Click the **Print** button

Printing Expenditure Report

- Step 1:** Select **Fiscal Year** from the drop down menu
- Step 2:** Select **Program Number**
- Step 3:** Select **Account** (must be a single account)
- Step 4:** In the **Print** section, select Expenditures
- Step 5:** Click the **Print** button
- Step 6:** Select laser printer, expenditures will automatically print in landscape
- Step 7:** Select number of copies (default is 1)
- Step 8:** Click the **Print** button

Appendix A

Responsibility for Budget Request Origination

Account Number	Account Title	Originating Program
101	Salaries Entries for current staffing Entries for new staff to be added	012/HUM PGM/MGR
102	Wages—Part-Time Entries for current hours Entries for additional hours	012/HUM PGM/MGR
103	Payroll Taxes	013/BUS
109	Workers' Compensation Insurance	013/BUS
112	Group Insurance	012/HUM
113	Employee's Retirement	013/BUS
114	Unemployment Compensation	013/BUS
201	Building, Property, and Auto Insurance	013/BUS
202	Liability/Bonding Insurance	013/BUS
205	Rent of Library Buildings	013/BUS
206	Rent of Equipment Annual Services New Service Requests	013/BUS PGM/MGR
207	Janitorial Services	013/BUS
208	Maintenance of Facilities Annual maintenance agreements Maintenance projects for libraries	013/BUS 015/MTC

Account Number	Account Title	Originating Program
211	Parking & Transportation Entries for current use Entries for Downtown parking/training increases Entries for additional mileage expenses	013/BUS 018/PLA PGM/MGR
212	Travel Expenses	PGM/MGR
213	Professional Services System-Wide Training Conference Registration Other	018/PLA PGM/MGR PGM/MGR
214	Security Services	012/HUM
216	Telephone Services Annual Services New Service Requests	013/BUS PGM/MGR
217	Electrical Services	013/BUS
218	Gas Services	013/BUS
219	Water & Garbage Services	013/BUS
220	Trigen Energy	013/BUS
226	Memberships System Requests New membership requests	013/BUS PGM/MGR
230	Other Library-Related Services System Requests New Request	013/BUS PGM/MGR
231	Automation Contractual	117/IT
236	Network Catalog Services	118/CAT
301	Printing & Printing Supplies Identified recurring needs Special newly-identified needs	014/MaC PGM/MGR
302	Postage System Requests Special postage requests Bulk permit and meter requests	013/BUS PGM/MGR 119/CC

Account Number	Account Title	Originating Program
303	General Supplies Annual allocation for "office" Special forms or additional supplies	013/BUS PGM/MGR
310	Maintenance Supplies	015/MTC
312	Safety and First Aid Supplies	013/BUS
321	Gasoline & Oil	015/MTC
322	Parts and Service Vehicles	015/MTC
330	Programming Activities	PGM/MGR
331	Other Commodities Recurring Items New Requests	013/BUS PGM/MGR
401	Books & Non-Book Materials	016/MSL
404	Government Documents	016/MSL
405	Book Repairs & Bindings	016/MSL
407	Periodicals and Subscriptions	016/MSL
408	Furniture, Fixtures, and Equipment	PGM/MGR
409	Motor Vehicles	013/BUS
410	Automation/Information Systems and Equipment	117/IT
450	Capital Projects Long Range Plan Maintenance	013/BUS 015/MTC
490	Capital Reserves	013/BUS
499	Reserve Carryover – Prior	013/BUS

Appendix B

Descriptions of Budget Accounts

The following is a description of items normally purchased from accounts whose names are not clearly self-descriptive. If you have any doubt about which account to request a certain item from, call the Deputy Executive Director/Finance & Support before making the budget request.

Account	Description
101	Salaries <ul style="list-style-type: none"> • Salaries for staff classified by Grade and Step. This can include full-time, half-time, and part-time. • Only changes in the number or type of employees are requested by the Program Manager.
102	Wages—Part-Time <ul style="list-style-type: none"> • Part-time staff paid hourly wages • Only additional hours or changes in number or type of employees are requested by Program Manager.
208	Maintenance of Facilities <ul style="list-style-type: none"> • Programs 015 and 013 normally make most requests for items from this account. Requests for capital improvements such as a new roof, paved parking lot, and building renovation should go to account 450. • Typical maintenance items include equipment maintenance agreements and service contracts (pest control, aquarium service, law service, etc).
211	Parking and Transportation <ul style="list-style-type: none"> • Staff business mileage reimbursement • Parking for Downtown Library employees • Parking to attend meetings or training at the DN library
212	Travel Expense <ul style="list-style-type: none"> • Transportation, food, and lodging costs involved in conferences and workshops outside Oklahoma County and overnight trip.
213	Professional Services <ul style="list-style-type: none"> • Registration for workshops and conferences; consultant fees, legal fees, annual financial audit, architect fees, and other similar services
216	Telephone Services <ul style="list-style-type: none"> • New service or equipment requests (plus additional, new monthly cost). • Telephone maintenance and repairs • Basic annual charges (entered by 013)
226	Memberships <ul style="list-style-type: none"> • Annual membership dues in organizations. Includes professional memberships paid by library and members in organizations such as Chamber of Commerce, etc.

Account	Description
230	Other Library-Related Services <ul style="list-style-type: none"> • Legal advertising, press clipping service, interest on checks, miscellaneous
301	Printing and Printing Services <ul style="list-style-type: none"> • Printing supplies such as paper and artist supplies • Printing of library document, promotional or informational publication, newsletters, and other departmental printing projects
302	Postage <ul style="list-style-type: none"> • The Business Office enters postage assignment to individual program. Circulation Control makes requests for bulk mail permit and meter needs. Program managers request postage for special projects such as fundraising campaigns, mail out surveys, etc.
303	Supplies <ul style="list-style-type: none"> • Program 013 makes basic requests for general office supplies. Program managers make requests for special supplies not to be paid from their general supply money. Typical program requests include small calculators (under \$50), heavy duty staple, paper cutter, quantities of periodical binders, etc.
310	Maintenance Supplies <ul style="list-style-type: none"> • Program 015 enters all requests in this account. Includes janitor supplies, paint, Freon, and other supplies used by maintenance staff.
330	Programming Activities <ul style="list-style-type: none"> • Costs related to various programs such as storytimes, freight costs, etc. for special exhibits, Arts Council cooperative events, ESL or similar classes.
331	Other Commodities <ul style="list-style-type: none"> • Picture framing, flowers, cards, Christmas decorations, National Children's Book Week, National Library Week supplies, film & film processing, bottled water. • Library-related meetings and meal functions.
408	Furniture, Fixtures, and Equipment <ul style="list-style-type: none"> • Furniture and equipment items not considered expendable supplies. Typical items are shelving, chairs, tables (except for computer furniture), rugs and mats, vacuum cleaners, etc. • Does not include improvements such as carpet, drapes, blinds, ceiling fans, etc. (Account 208). • Does not include inexpensive calculators, heavy duty staplers, paper cutters, etc. which are considered supplies (Account 303). If in doubt, call Deputy Executive Director/Finance & Support