

BUDGET PROCEDURES MANUAL FY2014-15

INTRODUCTION TO THE BUDGET PROCEDURES MANUAL

This manual is intended to serve as a comprehensive guide for all county budgeting policies and procedures. Each year as the budget process begins, the manual is revised and updated. **Please carefully review the Budget Manual.**

CONTENTS OF THE BUDGET MANUAL

This manual includes the budget schedule, budget forms, account coding system, miscellaneous forms and reports, and a purchasing information section.

The FY2014-15 Budget Request Forms are essentially the same as last year. The required forms for the FY2014-15 budget process are the Form 401, Form 408 (if applicable), and the Position Budget Worksheet. Forms 403 – 407 will be generated from the data used to complete the Form 401, but these forms are not required.

REQUIRED FORMS

- 401 FY2013-14 Budget - Department Request – **Required**
- 408 Request for Vehicle Purchases – **Required, if applicable**
Budget Position Worksheet – **Required, please attach this worksheet and email to your budget resource person.**

OPTIONAL FORMS

- 400 Department Budget Summary for FY2014-15
- 402 Department Budget Summary of Priorities
- 403 Request for Materials and Supplies
- 404 Request for Buildings and Equipment
- 405 Request for Services and Other/Utilities
- 406 Request for Transportation and Travel
- 407 Request for Equipment over \$5,000 (Other than Vehicles)
- 410 Job Reclassification and/or Rate Adjustment Requests
- 411 Personnel Classification by Job Categories
- 412 Organization Chart
- 413 Capital Improvement Five-Year Request (FY2014-15 - FY2018-19)
- 414 Five-Year Expenditure Projections (FY2014-15 - FY2018-19)
- 415 Budget Addendum Request
- 3441 Position Change Request Form

RESOURCE PERSONS

During the budgetary process there may be questions by those who are responsible for the preparation of the Departmental Budgets. Questions concerning your Position Budget Worksheet should be directed to your assigned Team member. For general questions, specific questions on line items, or if you need additional information, call Judith Marshall, 713-755-4491 or Julie Tran, 713-755-4652.