

FY 2018 Multi-Year Budgeting Guide

The corresponding Excel spreadsheet is an ***optional*** tool designed to help you prepare your 3 year budget submissions. Below are some quick facts to assist you when completing the spreadsheet. If in fact, you do decide to complete the spreadsheet, we ask that you please share it with your budget analyst.

For completing the ***optional*** Excel spreadsheet:

- ✧ In the priority number cell, list your requests in order of importance.
- ✧ Each request should have a specific name.
- ✧ A description should also be provided for each request
- ✧ There is a drop down menu in the Mayor's priority field. Please choose the priority your request aligns with.
- ✧ In the fund field, list which operating fund this request will affect (10101, 18301, or any special revenue or grant fund). Please note that BU/OA detail is not needed for this spreadsheet. If the request crosses funds, you should list a separate line for each fund.
- ✧ In the FY18, FY19, FY20 sections:
 - Each year's budget request should be entered assuming that the prior year's request was approved. For example, if a project will cost \$100,000 in FY 2018, \$120,000 in FY 2019, and \$140,000 in FY 2020 the Hyperion entry should be for \$100,000 in FY 2018, \$20,000 in FY 2019, and \$20,000 in FY 2020
 - Enter the financial information (revenues, expenses, positions and ftes) associated with the request. If the request is not needed for FY18 but is a future year request, enter N/A in the applicable cell. If the request is only for FY18 and FY19, enter N/A in the applicable FY20 cells and so forth.
 - Contractual increases, such as rent, maintenance costs, etc., should be included
 - Grant adjustments should also be considered. This also includes if the grant is expiring.
- ✧ In the additional Information cells, enter as much information that you can:
 - Recurring or Non-Recurring, please select from drop down menu.
 - Fulfilling a legislative or regulatory requirement, please select "yes" or "no" from drop down menu.
 - Does this tie to a capital project, please select "yes" or "no" from drop down menu. If yes, please list the CIB number if known.

Other things to note:

- ✧ Your budget modifications in Hyperion should match the information that is listed on this spreadsheet.
- ✧ Do not add any information regarding Public Investment Plans on this spreadsheet. There is a separate document that addresses these initiatives.
- ✧ Remember to review last years' submission when preparing your current submission.
- ✧ Make sure to link your requests to the Mayors' priorities.
- ✧ Please note the operating linkage to capital.
- ✧ Please note if this is a budget reallocation (for current and subsequent years).