

Arica Andreatta, Chairman
Karl Sporleder, Commissioner
Mitchell Wardell, Commissioner



HUERFANO COUNTY GOVERNMENT BUDGET INSTRUCTIONS

Date: August 6, 2024
To: Huerfano County Elected Officials, Department Heads, and Spending Agencies
From: Carl Young, Budget Officer and County Administrator
Re: FY 2025 Budget Preparation Instructions

Requirements for budget proposals are discussed in detail in the budget preparation instructions that follow.

A Budget Preparation Calendar is provided for your review and planning. The calendar provided is a calendar for the overall budget process. Board of County Commissioners budget reviews will be conducted on October 29th and November 5th. Please contact the Budget Officer to schedule your meeting with the Board. A joint budget hearing for the Las Animas Huerfano Counties District Health Department and the 3rd Judicial District Attorney will be scheduled with the Las Animas County Board of County Commissioners.

Please do not submit Employee Evaluations with the Budget Packet, they must be submitted to Human Resources.

Please do not change or edit forms and only remit requested information.

MATERIALS INCLUDED IN YOUR PACKET

1. Board of County Commissioners Guideline Memo
2. 2025 Budget Preparation Instructions (This Document)
3. 2025 Budget Preparation Calendar
4. 2025 Budget Notes
5. Decision Package Form
6. Capital Request Form
7. Position Authorization Form
8. Requested Budget Package Checklist
9. Revenue, Expenditure, and Personnel Worksheets

GETTING STARTED

1. Read all budget packet materials with special attention to the BOCC Guideline Memo.
2. Identify major activities and functions within your department.
3. Assess your staffing levels and capital expenditure needs.

EXPENDITURES

4. Determine anticipated labor costs.
 - a. Verify individual salary information.
 - b. Submit a Position Authorization Form and contact the Budget Officer if you plan to request a new position. They will calculate the correct salary information for you. This will ensure that benefits are calculated correctly.
 - c. Review budget request worksheet to determine if there is sufficient funding for each activity and/or program.
 - d. Provide 2024 estimates for each line item reflecting how much of your funding you anticipate using this year. This amount may be different from what was approved. Estimates are essential to making an accurate assessment of fund balances for budget planning. Use actual expenditures, not budgeted expenditures as a benchmark for this review.
 - e. The operational budget does not include any capital items.
5. Assess capital needs for 2025. The Appropriate capital funding request form should be completed and submitted to Finance to support each request.

REVENUE

6. Review and evaluate all currently approved sources of revenue. If you are aware of a fee change that is needed or have information about other revenue sources, such as grant revenue, please provide it.
7. Revenue estimates should be conservative. It is better to receive more revenue than planned rather than incur a shortfall. Revenue shortfalls result in mid-year cuts in expenditure budgets which are often very painful to implement. Your estimates should be realistic and attainable.

BUDGET NOTES/MISCELLANEOUS INFORMATION

8. Prepare answers to each of the questions posed on the Budget Notes Form.
9. In the 2025 Budget Notes Form, include a description of the services you will provide for 2025.
10. Review the Budget Checklist to be certain that you have a complete request.
11. Your packet includes the following materials needed for preparing your 2025 budget request. The following instructions are provided in order to assist you with preparing each form.

SPECIFIC INSTRUCTIONS

BOCC GUIDELINE MEMO

The BOCC Guideline Memo provides you with policy direction to prepare your budget. Please let us know if you have any questions regarding that information.

BUDGET CHECKLIST

Your packet includes a budget checklist which is a listing of all the worksheets and forms so that you can check them off as you complete them to make sure you don't overlook anything.

2025 BUDGET PREPARATION CALENDAR

The calendar in your packet reflects an overview of the budget process timeline. Please reach out to the budget officer to schedule your budget review meeting with the Board of County Commissioners.

2025 BUDGET NOTES

The budget notes form includes several questions that you are required to answer. Please keep your answers as brief as possible and still thoroughly answer the questions. You may submit your answers on the form as provided or use the attached form as a guideline to write a memo. We believe the questions are clear; however, if you have any questions regarding them, please feel free to ask for clarification.

DECISION PACKAGE

Decision Packages are required for any requests that cannot be accommodated within the base budget guidelines as well as requests for any new positions, new programs, or expansions of existing programs. All decision packages submitted by a spending agency must be prioritized.

SALARIES AND BENEFITS

The personnel budget worksheets include information based on current salaries and a continuation of the benefit pool. The worksheet includes salaries for each employee as of the end of July 2024. The approved 2024 budget included salaries for the number of positions that have approved for your department. You will be asked to justify any positions that were not included in the 2024 budget and submit a position authorization change form.

We have provided you with a copy of your personnel budget worksheet(s). These include only active employees. Benefit calculations will be inserted by HR and Finance based on current employee selections. Those calculations be reviewed later this fall when final benefit rates become available and updated again after open enrollment.

We will continue to account for salaries of regular full-time, regular part-time and temporary/seasonal employees and salaries of elected officials in different line items.

Decision Package justification is required for each new permanent position you want to add. Decision Package identification of each potential new position also helps us to accurately calculate fringe benefits. For each new position associated with a Decision Package, indicate the job title and market rate used to calculate the salary.

DEPARTMENT REQUESTS

Departments are to prepare their request using a spreadsheet distributed by Finance. As with previous years Elected Officials and Department Heads will estimate and enter their 2024 expenses and enter their 2025 request amounts. The base budget includes 2024 budgeted salary totals for authorized employees and an amount equal to the 2024 original budget for the remaining operating line items (not including capital). You may shift funds from one-line item to another as long as the bottom line target does not increase. If you want funds in addition to the target amount, you can use the Decision Package Requests to enter those amounts and justifications.

CAPITAL FUNDING REQUESTS

Capital funding need to be categorized into low value vs. capital improvements. You must complete the Capital Funding Request Form to support all requests for capital items that cost more than \$1000 with an estimated useful life of more than one year. If the funding is for a multi-year project such as a construction project, please include the funding anticipated for the entire project indicating which year you anticipate spending the funds. Please submit capital request forms for requests you anticipate, want, or need to occur over the next 5 years. This will assist us in planning and saving for future expenses.

EXTERNAL SPENDING AGENCIES

The Health Department and District Attorney's Office are expected to submit their top line request number with the following supporting information:

1. 2023 Statement of Financial Position (Balance Sheet) and Statement of Activity (Profit and Loss). If your 2023 Audit is completed that document will suffice.
2. An Estimate of your 2024 Year End Statement of Financial Position and Statement of Activity
3. A detailed version of your 2025 request.

Any increases over the previous year's appropriation will require the submission of a Decision Package. If you budget for each County separately then we would request that your Statement of Financial Position and Statement of Activity be provided for just Huerfano County or each County Separately.

We also request that you submit personnel information by position with the benefits for that position calculated based on the packages you offer. Employee names are neither requested nor required as we do not need to tie your requests to our personnel records.