



FY 2022 Recommended Budget Budget Question

Board Question #: 27

BUDGET QUESTION: What is the process for developing the base budget? Do we start at zero when building the budget?

RESPONDING DEPARTMENT/OFFICE: Budget

RESPONSE: Each year, the Budget staff reviews historical spending and other factors to establish the operating baseline budget. During this process, nonrecurring expenses are removed and all travel, training, and capital accounts are assigned a baseline budget of zero.

The personnel baseline budget is developed to calculate the budget year's salaries and benefits based on personnel currently occupying the authorized full-time equivalencies (FTEs). In instances where vacancies exist, department heads advise the probable salary within the applicable pay band at which a replacement will be hired. In addition, historical spending and other factors are used to establish the baseline budget for regular and holiday overtime, on-call, and part-time positions with no assigned FTEs.

Once the baseline budgets for personnel and non-personnel line items/accounts are established, departments are given the opportunity to make base adjustments over or under the Budget staff's figures. In many instances, Budget staff accepts the departments' requested revision to base budgets. However, when historical spending, other factors and/or the department's justification does not warrant a change in the base, the Budget staff rejects the over/under base request.

ESTIMATE OF STAFF TIME SPENT ON RESPONSE: