

# Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

**Department Name:** \_\_\_\_\_

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002
  - Department Budget Summary:** Submission includes copy of report # 15.50.012.
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
  - COIT
  - Capital

**For Chief Financial Officer/Budget Manager:**

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Table of Contents

Sheet	Link
BUDGET SUBMISSION CHECKLIST	<a href="#">Go To Sheet</a>
Table of Contents	<a href="#">Go To Sheet</a>
1A Summary of Major Changes	<a href="#">Go To Sheet</a>
1B Efficiency-Reduction Target	<a href="#">Go To Sheet</a>
1C Department Budget Summary	<a href="#">Go To Sheet</a>
2A Revenue Report	<a href="#">Go To Sheet</a>
2B Fees & Fines	<a href="#">Go To Sheet</a>
2C Cost Recovery	<a href="#">Go To Sheet</a>
3A Expenditure Changes	<a href="#">Go To Sheet</a>
3B Position Changes	<a href="#">Go To Sheet</a>
4A 4B Equipment Req	<a href="#">Go To Sheet</a>
4C Fleet Req	<a href="#">Go To Sheet</a>
COIT, Capital	<a href="#">Go To Sheet</a>
Prop J Description	<a href="#">Go To Sheet</a>
Prop J Summary	<a href="#">Go To Sheet</a>
Prop J CITY est Cost Template	<a href="#">Go To Sheet</a>
Prop J CONTRACT Cost Detail	<a href="#">Go To Sheet</a>
Prop J Cover Page Sample	<a href="#">Go To Sheet</a>
Chrtfield Chng Request-summary	<a href="#">Go To Sheet</a>
Chartfield Request Forms	<a href="#">Go To Sheet</a>
Subsetting Request Forms ->	<a href="#">Go To Sheet</a>
Fund ID	<a href="#">Go To Sheet</a>
Dept ID	<a href="#">Go To Sheet</a>
Project-Activity	<a href="#">Go To Sheet</a>
Authority ID	<a href="#">Go To Sheet</a>
Account ID	<a href="#">Go To Sheet</a>
RevTrf	<a href="#">Go To Sheet</a>
Job Class	<a href="#">Go To Sheet</a>
New User BPMS Access Request	<a href="#">Go To Sheet</a>
Contact Sheet	<a href="#">Go To Sheet</a>

(enable content and macros)

**BUDGET FORM 1A: Summary of Major Changes  
FY 2020-21 and FY 2021-22**

DEPT NAME HERE

Major Changes	Department Response
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	Overall, requesting \$175K in increased GF support for two programs outlined below.
<p><b>2. EXPENDITURES.</b> What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	\$25K was added to the Civil Grand Jury Project to account for salary and benefit increase \$150K was added to "Payments to Other Govt" to support a case manager position for the Veteran's Collaborative Court (the 3 year federal grant that the CRT received for this position will expire June 30, 2020).
<p><b>3. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	Not Applicable
<p><b>4. TARGET.</b> How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	Not Applicable
<p><b>5. POSITIONS.</b> Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	Not Applicable
<p><b>6. INTERDEPARTMENTAL SERVICES (IDS).</b> Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards &gt; Enterprise Planning in BI).</p>	Not Applicable
<p><b>7. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	Not Applicable
<p><b>8. PROP J:</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	Not Applicable
<p><b>9. TRANSFER OF FUNCTION:</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	Not Applicable
<p><b>10. INTERIM EXCEPTIONS:</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are the request being made?</p>	Not Applicable
<p><b>11. FELLOWSHIP PROGRAMS:</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	Not Applicable