

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

Department Name: SCI Academy of Sciences

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☒ **Proposed GF target reductions**
 - ☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary". The submission includes a copy of report 15.50.012.
- ☐ **Revenue Report:** Completed "Form 2A: Revenue Report." (15.30.005 Snapshot Comparison)
- ☐ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (15.30.005 Snapshot Comparison)
- ☐ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- ☐ **Position Changes:** Completed "Form 3B: Position Changes." (15.30.004 Position Snapshot Comparison)
- ☒ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms
- ☐ **Minimum Compensation Ordinance:** By checking this box, the department confirms that 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 and new Prop J
- ☐ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing F
- ☒ **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
- ☐ **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 item:
 - ☐ COIT (through a separate form - see page 31 of the budget instructions MS Word document)
 - ☐ Capital - CPC funded capital requests are made through the new budget system, BFM by 1/20,

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: Mathew Lau

Signature: Mathew Lau

**BUDGET FORM 1A: Summary of Major Changes
FY 2023-24 and FY 2024-25**

DEPT NAME HERE

Major Changes	Department Response to Major Changes
1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.	To meet the mandatory reduction of 5% in FY24 and 8% in FY25, SCI is submitting a plan with a reduction of \$373k in FY24, and \$597k in FY25, under account 527000 Professional Services. This will reduce the expense reimbursement amount available for Steinhart Aquarium.
2. GENERAL FUND TARGET. How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund?	Please see commentary to item #1 above. The reduction in expense reimbursement for Steinhart Aquarium will negatively impact the overall operating expenses for the Academy of Sciences. As a result of this reduction in City support, SCI will have to offset by implementing expense reductions in other parts of the organization in order to balance the FY24 and FY25 budgets.
3. POSITIONS. How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.	The proposed plan does not reflect potential headcount changes that are underway, but not finalized. SCI will work within the given budgets in FY24 and FY25 to absorb any changes in headcount.
4. EXPENDITURES. What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.	Please see commentary to items #1 and #2.
5. REVENUES. What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	Not applicable
6. LEGISLATION. 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?	Not applicable
7. PROP J. 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.	Not applicable
8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not applicable
9. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	Not applicable
10. BUDGET EQUITY. How has the department considered equity in its budget proposal?	We are continually improving our internal DEIA needs through the hiring of a Chief of People & Culture officer. In addition, the Academy is continuously looking to adjust our affordable access programs such as Museums for All, Discovery & Go Library Program, and Rock Fund Program.

Department Total Budget Historical Comparison

SCI Academy Of Sciences

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	12.12	12.19	0.07	12.19	(0.00)
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	12.12	12.19	0.07	12.19	(0.00)

Sources

General Funds	7,422,345	7,092,278	(330,067)	6,001,796	(1,090,482)
Sources Total	7,422,345	7,092,278	(330,067)	6,001,796	(1,090,482)

Uses - Operating Expenditures

Salaries	1,638,538	1,693,369	54,831	1,762,943	69,574
Mandatory Fringe Benefits	632,759	607,659	(25,100)	604,291	(3,368)
Non-Personnel Services	1,499,468	1,126,171	(373,297)	902,204	(223,967)
Capital Outlay	981,598	932,721	(48,877)	0	(932,721)
Services Of Other Depts	2,669,982	2,732,358	62,376	2,732,358	0
Uses Total	7,422,345	7,092,278	(330,067)	6,001,796	(1,090,482)

Uses - By Division Description

SCI Academy of Sciences	7,422,345	7,092,278	(330,067)	6,001,796	(1,090,482)
Uses by Division Total	7,422,345	7,092,278	(330,067)	6,001,796	(1,090,482)


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graph TD; ED[Executive Director] --- L1[ ]; L1 --- L2[ ]; L1 --- L3[ ]; L1 --- L4[ ]; L2 --- MD1[Managing Director & Chief Financial Officer]; L3 --- COS[Chief of Staff & Lead Executive Assistant]; L4 --- MD2[Managing Director & Chief of Strategic Partnerships]; MD1 --- COO[Chief Operating Officer]; MD1 --- CEO[Chief Experience Officer]; MD1 --- CPO[Chief Philanthropy Officer]; MD1 --- CPCO[Chief People & Culture Officer]; MD2 --- COSC[Chief of Science]; MD2 --- CEL[Chief of Education & Learning];
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Executive Director

Managing Director & Chief
Financial Officer

- Chief Operating Officer
- Chief Experience Officer
- Chief Philanthropy Officer
- Chief People & Culture Officer

Chief of Staff
&
Lead Executive
Assistant

Managing Director & Chief of
Strategic Partnerships

- Chief of Science
- Chief of Education & Learning