

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: Rent Board

- ☒ **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 4B.1 and 4B.2) to be made in BFM.
- ☐ **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 Js.
- ☒ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- ☒ **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 3/1/23 and final submission by 5/1/23.
- ☐ **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 1/20/23

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: Christina A. Varner

Signature: 

Table of Contents

(enable content and macros)

Sheet	Link
BUDGET SUBMISSION CHECKLIST	Go To Sheet
Table of Contents	Go To Sheet
1A Summary of Major Changes	Go To Sheet
1B Department Budget Summary	Go To Sheet
2A Revenue Report	Go To Sheet
2B Fees & Fines	Go To Sheet
2C Cost Recovery	Go To Sheet
3A Expenditure Changes	Go To Sheet
3B Position Changes	Go To Sheet
4A Equipment Req	Go To Sheet
4B Fleet Req	Go To Sheet
Fleet TC 2021	Go To Sheet
COIT, Capital	Go To Sheet
Organizational Chart	Go To Sheet
Prop J Description FY24	Go To Sheet
Prop J CITY est Cost Templ FY24	Go To Sheet
Prop J CONTRACT Cost Detail 24	Go To Sheet
Prop J Cover Page Sample_FY24	Go To Sheet
Chartfield Request Forms	Go To Sheet
Subsetting Request Forms ->	Go To Sheet
Dept ID	Go To Sheet
Fund ID	Go To Sheet
Project	Go To Sheet
Project-Activity	Go To Sheet
Authority ID	Go To Sheet
Account ID	Go To Sheet
Agency Use ID	Go To Sheet
TRIO ID	Go To Sheet
Job Class	Go To Sheet
DropDownList	Go To Sheet
New User BFM Access Request	Go To Sheet
Contact Sheet	Go To Sheet

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

RESIDENTIAL RENT STABILIZATION AND ARBITRATION BOARD

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.	The changes reflected in the Rent Board's proposed budget are a continuation from the FY 2022-23 budget. They are intended to address the additional workload and incorporation of a new departmental unit as a result of legislation mandating that the department implement and maintain a housing inventory requiring owners to report information about every rental unit, and to receive a license upon properly doing so, in addition to the approximately 50,000 new units made subject to Chapter 37 (the Rent Ordinance) that were added in 2020.
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?	The Rent Board does not have a General Fund target because it does not receive General Fund support.
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 Rent Board is presently in the process of filling vacancies and in FY 2023-24 will continue to fill positions budgeted in FY 2022-23. The department anticipates approximately \$2.3M in salary savings from vacancies in FY2022-23. The department is not seeking to add nor substitute any budgeted positions nor add temporary positions in FY 2023-24. The Rent Board is not supported by the General Fund so expects no impact to the General Fund.
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.	To accommodate the additional workload brought on by the new legislation discussed in item 1., the Rent Board will continue to actively fill positions budgeted in FY 2022-23. The Rent Board is continuing with its move and tenant improvements to new suites to support the department's growth and to better serve the public. The department will also engage in a technology business workflow modernization project. The Rent Board is not supported by the General Fund so expects no impact to the General Fund.
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.	The Rent Board is an Enterprise department and its primary source of funding is the Rent Board fee. The Rent Board anticipates that revenue for FY 23-24 will be about \$4M lower than the anticipated budget due to a large number of property owner exemptions from the Rent Board fee and increased costs due to the Rent Board's move and tenant improvements. Fund balance will be used to cover these costs. Expenditure will decrease in FY 24-25 once the move and tenant improvements are completed.
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?	No.
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.	N/A.
8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	No.
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 the request being made?	No.
10. BUDGET EQUITY. How has the department considered equity in its budget proposal?	The department in FY22-23 sought to advance racial equity in its implementing the city's first comprehensive housing inventory with an equity lens, by developing its data and metrics internally and externally to better evaluate the impact of its regulatory model and services, and by hiring an Administrative Analyst dedicated to advancing the department's racial equity work, including targeted outreach to impacted communities, and will continue to grow on this framework laid in FY23-24.

Department Total Budget Historical Comparison

RNT Rent Arbitration Board

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	49.81	49.88	0.08	49.88	(0.01)
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	49.81	49.88	0.08	49.88	(0.01)

Sources

Charges for Services	11,994,494	13,389,129	1,394,635	13,389,552	423
Transfer Adjustment-Source	(1,000,000)	(2,050,000)	(1,050,000)	0	2,050,000
Transfers In	1,000,000	2,050,000	1,050,000	0	(2,050,000)
Unappropriated Fund Balance	4,299,789	4,010,381	(289,408)	1,052,514	(2,957,867)
General Funds	(0)	(28,639)	(28,639)	461,242	489,881
Sources Total	16,294,283	17,370,871	1,076,588	14,903,308	(2,467,563)

Uses - Operating Expenditures

Salaries	7,500,161	7,747,722	247,561	8,083,036	335,314
Mandatory Fringe Benefits	3,049,162	2,917,576	(131,586)	2,902,672	(14,904)
Non-Personnel Services	3,109,558	4,087,558	978,000	1,287,558	(2,800,000)
Materials & Supplies	127,749	40,250	(87,499)	40,250	0
Overhead and Allocations	27,591	27,591	0	27,591	0
Services Of Other Depts	2,480,062	2,550,174	70,112	2,562,201	12,027
Transfers Out	1,000,000	2,050,000	1,050,000	0	(2,050,000)
Transfer Adjustment - Uses	(1,000,000)	(2,050,000)	(1,050,000)	0	2,050,000
Uses Total	16,294,283	17,370,871	1,076,588	14,903,308	(2,467,563)

Uses - By Division Description

RNT Rent Arbitration Board	16,294,283	17,370,871	1,076,588	14,903,308	(2,467,563)
Uses by Division Total	16,294,283	17,370,871	1,076,588	14,903,308	(2,467,563)

DEPARTMENT: RNT

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Snapshot: **Start of Dept**

Account Lvl 5: Filter for all Revenue Account Lvl 5 codes beginning with "4"

Do not select values for any other prompts.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

[illegible]

DEPARTMENT: RNT

Note: To submit this information, run the **15.30.005n - Snapshot to Current Comparison by State (Audit Trail)** report.

Select the following criteria before running the report:
Snapshot: Start of Dept

GFS Type: Do not select a value.

Account Lvl 5: Filter for all Expenditure A
Do not select values for any other programs

any proposed changes, provide an explanation in the "Explanation of Change"

For more information, please contact your Mayor's Office or Controller's Office.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

at Custom Report LE 30,000 Based on Gross Expenditures

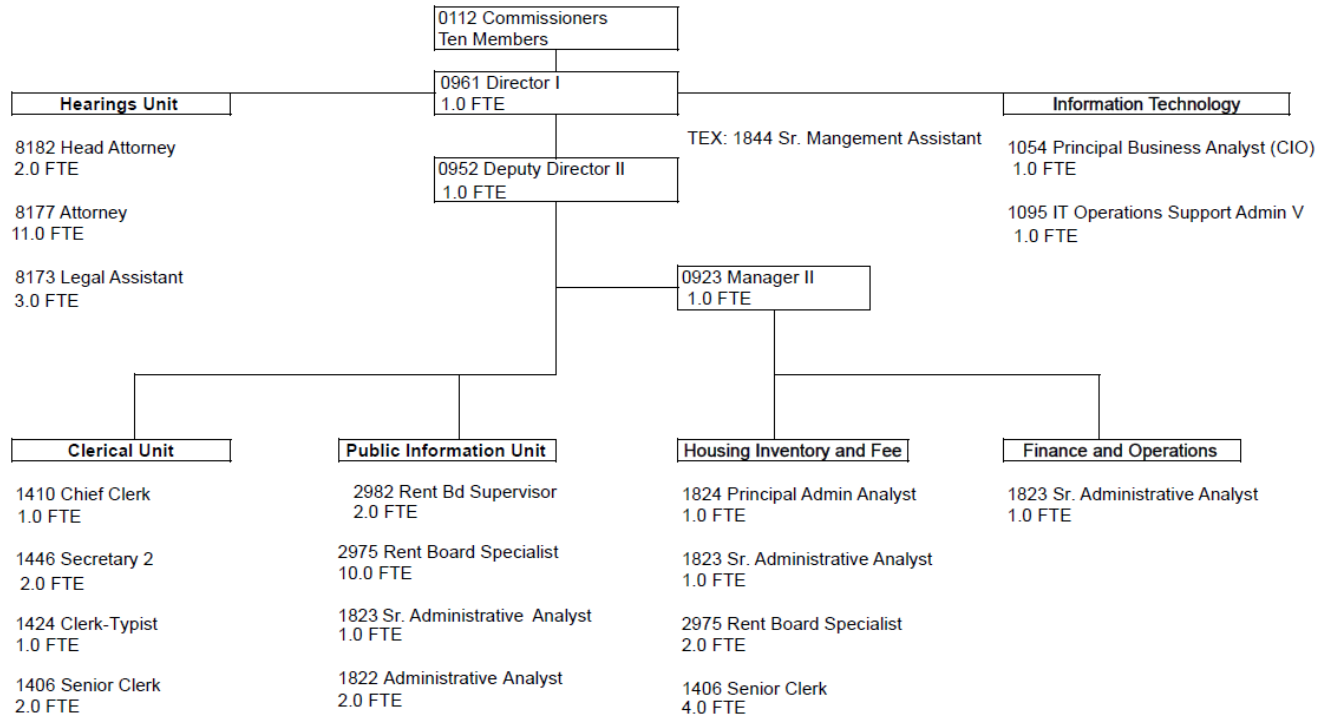
[illegible]

BUDGET FORM: Organizational Chart
FY 2023-24 and FY 2024-25

SF Rent Board-RNT

San Francisco Rent Stabilization and Arbitration Board

Position Level Chart FY 2023-24



Department - IDS Form Balancing Report

Run Date: 2/21/23

Page 1 of 1

WO Form Balance by Dept Pair

Run Time: 9:25:19 AM

This report is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and view all work orders, go to the "Input Controls" in the navigation pane; change the value under Report Input Controls.

WO is balanced on the forms

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposal

Run Time: 9:25:19 AM

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Fund	Project	Activity	Authority	Account	Agency Use	FY 2022-23 Original	FY 2023 Roll
RNT-ADM	RNT	ADM	ADM-311SVCS	207644	10000	10003071	0001	10000	486570		330,000	
RNT-ADM	RNT	ADM	ADM-GENSVCS	228856	10000	10003082	0001	10000	486570		155,000	
RNT-ADM	RNT	ADM	ADM-GENSVCS	232325	10850	10026789	0001	10000	581160		-155,000	.
RNT-ADM	RNT	ADM	ADM-311SVCS	232325	10850	10026789	0001	10000	581165		-330,000	.
RNT-CAT	RNT	CAT	CAT-LEGALSVCS	229042	10000	10001638	0001	10000	486570		125,000	
RNT-CAT	RNT	CAT	CAT-LEGALSVCS	232325	10850	10026789	0001	10000	581270		-125,000	.
RNT-CHF	RNT	CHF	CHF-YOUTHWRKS	229218	10060	10033022	8000	20117	486570		9,600	
RNT-CHF	RNT	CHF	CHF-YOUTHWRKS	232325	10850	10026789	0001	10000	581660		-9,600	
RNT-HRC	RNT	HRC	HRC-HRCSVCS	232021	10000	10026741	0001	10000	486570		9,600	
RNT-HRC	RNT	HRC	HRC-HRCSVCS	232325	10850	10026789	0001	10000	581855		-9,600	
RNT-HRD	RNT	HRD	HRD-EMPLOYMENTSERVICES	232025	10000	10026742	0001	10000	486570		91,874	
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-AP	232029	10010	10024327	0025	22025	486570		11,948	
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-CP	232024	10020	10024327	0025	17358	486570		0	
RNT-HRD	RNT	HRD	HRD-WORKFORCEDEVELOPME	232029	10060	10026743	0001	10002	486570		2,200	
RNT-HRD	RNT	HRD	HRD-WORKFORCEDEVELOPME	232325	10850	10026789	0001	10000	581450		-2,200	
RNT-HRD	RNT	HRD	HRD-EMPLOYMENTSERVICES	232325	10850	10026789	0001	10000	581470		-91,874	
RNT-HRD	RNT	HRD	0	232325	10850	10026789	0001	10000	581480		0	
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-CP	232325	10850	10026789	0001	10000	581560		0	
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-AP	232325	10850	10026789	0001	10000	581600		-11,948	
RNT-MYR	RNT	MYR	MYR-MOHCD	232065	10060	10001886	0001	10002	486570		120,000	
RNT-MYR	RNT	MYR	MYR-MOHCD	232325	10850	10026789	0001	10000	581670		-120,000	.
RNT-TIS	RNT	TIS	TIS-TECHPROJ	207921	28070	10024810	0087	17608	486570		2,500	
RNT-TIS	RNT	TIS	TIS-TECHPROJ	232325	10850	10026789	0001	10000	581140		-2,500	
RNT-TTX	RNT	TTX	TTX-TAXCOLLECTOR	232351	10060	10034133	0001	10002	486570		120,000	
RNT-TTX	RNT	TTX	TTX-TAXCOLLECTOR	232325	10850	10026789	0001	10000	581980		-120,000	.

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposal

Run Time: 9:25:19 AM

FY 2023-24 Rollover	FY 2023-24 Requesting Changes	FY 2023-24 Performing Changes	FY 2023-24 Requesting Proposal	FY 2023-24 Performing Proposal	FY 2024-25 Rollover	FY 2024-25 Requesting Changes	FY 2024-25 Performing Changes	FY 2024-25 Requesting Proposal	FY 2024-25 Performing Proposal	Requesting Comments	Performing Co
330,000	95,100	95,100	425,100	425,100	330,000	107,127	107,127	437,127	437,127		
155,000	0	0	155,000	155,000	155,000	0	0	155,000	155,000		
-155,000	0	0	-155,000	-155,000	-155,000	0	0	-155,000	-155,000		
-330,000	-95,100	-95,100	-425,100	-425,100	-330,000	-107,127	-107,127	-437,127	-437,127		
125,000	-25,000	-25,000	100,000	100,000	125,000	-25,000	-25,000	100,000	100,000		
-125,000	25,000	25,000	-100,000	-100,000	-125,000	25,000	25,000	-100,000	-100,000		
9,600	0	0	9,600	9,600	9,600	0	0	9,600	9,600		
-9,600	0	0	-9,600	-9,600	-9,600	0	0	-9,600	-9,600		
9,600	0	0	9,600	9,600	9,600	0	0	9,600	9,600		
-9,600	0	0	-9,600	-9,600	-9,600	0	0	-9,600	-9,600		
45,937	0	0	45,937	45,937	45,937	0	0	45,937	45,937		
11,948	0	0	11,948	11,948	11,948	0	0	11,948	11,948		
0	0	0	0	0	0	0	0	0	0		
2,200	0	0	2,200	2,200	2,200	0	0	2,200	2,200		
-2,200	0	0	-2,200	-2,200	-2,200	0	0	-2,200	-2,200		
-45,937	0	0	-45,937	-45,937	-45,937	0	0	-45,937	-45,937		
0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0		
-11,948	0	0	-11,948	-11,948	-11,948	0	0	-11,948	-11,948		
120,000	0	0	120,000	120,000	120,000	0	0	120,000	120,000		
-120,000	0	0	-120,000	-120,000	-120,000	0	0	-120,000	-120,000		
2,500	0	0	2,500	2,500	2,500	0	0	2,500	2,500		
-2,500	0	0	-2,500	-2,500	-2,500	0	0	-2,500	-2,500		
120,000	0	0	120,000	120,000	120,000	0	0	120,000	120,000		
-120,000	0	0	-120,000	-120,000	-120,000	0	0	-120,000	-120,000		

Comments

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposals with Titles

Run Time: 9:25:19 AM

Dept Pair	Requesting	Performing	WO Ref ID	Dept ID	Dept ID Title	Fund	Fund Title	Projec
RNT-ADM	RNT	ADM	ADM-311SVCS	207644	ADM 311 Customer Service Ctr	10000	GF Annual Account Ctrl	10003071
RNT-ADM	RNT	ADM	ADM-GENSVCS	228856	ADM Administration	10000	GF Annual Account Ctrl	10003082
RNT-ADM	RNT	ADM	ADM-GENSVCS	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-ADM	RNT	ADM	ADM-311SVCS	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-CAT	RNT	CAT	CAT-LEGALSVCS	229042	CAT City Attorney	10000	GF Annual Account Ctrl	10001638
RNT-CAT	RNT	CAT	CAT-LEGALSVCS	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-CHF	RNT	CHF	CHF-YOUTHWRKS	229218	CHF Children;Youth & Families	10060	GF Work Order	10033022
RNT-CHF	RNT	CHF	CHF-YOUTHWRKS	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRC	RNT	HRC	HRC-HRCSVCS	232021	HRC Human Rights Commission	10000	GF Annual Account Ctrl	10026741
RNT-HRC	RNT	HRC	HRC-HRCSVCS	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRD	RNT	HRD	HRD-EMPLOYMENTSERVICES	232025	HRD Recruit-Assess-Client Svc	10000	GF Annual Account Ctrl	10026742
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-AP	232029	HRD Workforce Development	10010	GF Annual Authority Ctrl	10024327
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-CP	232024	HRD Employee Relations	10020	GF Continuing Authority Ctrl	10024327
RNT-HRD	RNT	HRD	HRD-WORKFORCEDEVELOPMENT	232029	HRD Workforce Development	10060	GF Work Order	10026743
RNT-HRD	RNT	HRD	HRD-WORKFORCEDEVELOPMENT	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRD	RNT	HRD	HRD-EMPLOYMENTSERVICES	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRD	RNT	HRD	0	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-CP	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-HRD	RNT	HRD	HRD-TUITIONREIMB-AP	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-MYR	RNT	MYR	MYR-MOHCD	232065	MYR Housing & Community Dev	10060	GF Work Order	10001886
RNT-MYR	RNT	MYR	MYR-MOHCD	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-TIS	RNT	TIS	TIS-TECHPROJ	207921	DT Adm IDS Pass-thru	28070	ISTIF Annual Authority Ctrl	10024810
RNT-TIS	RNT	TIS	TIS-TECHPROJ	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789
RNT-TTX	RNT	TTX	TTX-TAXCOLLECTOR	232351	TTX Collection - Property Tax	10060	GF Work Order	10034133
RNT-TTX	RNT	TTX	TTX-TAXCOLLECTOR	232325	RNT Rent Arbitration Board	10850	SR Rent Arbitration Board	10026789

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposals with Titles

Run Time: 9:25:19 AM

Project Title	Activity	Activity Title	Authority Lvl 1	Authority Lvl 1 Title	Authority	Authority Title
AD3C 311 Call Center	0001	311 Operations	10000	Operating	10000	Operating
ADAD ADM Operations	0001	ADM Operations	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
CA Legal Services	0001	Legal Services-General	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
CH YouthWorks Program	8000	Children's Baseline Eligible	20117	CH Youth Workforce Development	20117	CH Youth Workforce Developmen
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
HU Human Rights	0001	HRC Operations	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
HR Administration	0001	HR Administration	10000	Operating	10000	Operating
RD Tuition Reimbursement	0025	Mea	22025	ExpAuth-MunicipalExecAssoc	22025	ExpAuth-MunicipalExecAssoc
RD Tuition Reimbursement	0025	Mea	17358	HR Tuition Reimbursement	17358	HR Tuition Reimbursement
HR Workforce Development	0001	HR Workforce Development	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
MO-MOHCD Work order	0001	MOHCD Work Order	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
DT INTERDEPARTMENTAL SERV	0087	DT RNT 152 IT Support Services	17608	Dt Work Order Projects	17608	Dt Work Order Projects
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating
TX RNT Prop Tax - Rent Board	0001	TX RNT Prop Tax - Rent Board	10002	Interdepartmental-Overhead	10002	Interdepartmental-Overhead
RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000	Operating

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposals with Titles

Run Time: 9:25:19 AM

Account	Account Title	Agency Use	Agency Use Title	FY 2022-23 Original	FY 2023-24 Rollover	FY 2023-24 Requesting Changes	FY 2023-24 Performing Changes	FY 2023-24 Requesting Proposal	FY 2023-24 Performing Proposal	FY 2023 Form Sprea
486570	Exp Rec Fr Rent ArbtrtonBd AAO			330,000	330,000	95,100	95,100	425,100	425,100	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			155,000	155,000	0	0	155,000	155,000	
581160	GF-Adm-General(AAO)			-155,000	-155,000	0	0	-155,000	-155,000	
581165	GF-311 Customer Service Center			-330,000	-330,000	-95,100	-95,100	-425,100	-425,100	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			125,000	125,000	-25,000	-25,000	100,000	100,000	
581270	GF-City Attorney-Legal Service			-125,000	-125,000	25,000	25,000	-100,000	-100,000	
it 486570	Exp Rec Fr Rent ArbtrtonBd AAO			9,600	9,600	0	0	9,600	9,600	
581660	GF-Chf-Youth Works			-9,600	-9,600	0	0	-9,600	-9,600	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			9,600	9,600	0	0	9,600	9,600	
581855	GF-Human Rights Commission Svc			-9,600	-9,600	0	0	-9,600	-9,600	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			91,874	45,937	0	0	45,937	45,937	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			11,948	11,948	0	0	11,948	11,948	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			0	0	0	0	0	0	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			2,200	2,200	0	0	2,200	2,200	
581450	GF-HR-Mgmt Training			-2,200	-2,200	0	0	-2,200	-2,200	
581470	GF-HR-Client Svc-Recrut-Assess			-91,874	-45,937	0	0	-45,937	-45,937	
581480	GF-HR-Employee Relations			0	0	0	0	0	0	
581560	GF-HR-Tuition Reimbursemnt W-O			0	0	0	0	0	0	
581600	GF-HR-Tuition Reimbursment Aap			-11,948	-11,948	0	0	-11,948	-11,948	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			120,000	120,000	0	0	120,000	120,000	
581670	GF-Mayor'S - Cdbg			-120,000	-120,000	0	0	-120,000	-120,000	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			2,500	2,500	0	0	2,500	2,500	
581140	DT Technology Projects			-2,500	-2,500	0	0	-2,500	-2,500	
486570	Exp Rec Fr Rent ArbtrtonBd AAO			120,000	120,000	0	0	120,000	120,000	
581980	GF-Tax Collector			-120,000	-120,000	0	0	-120,000	-120,000	

Department - IDS Form Balancing Report

Run Date: 2/21/23

Changes and Proposals with Titles

Run Time: 9:25:19 AM

24 d	FY 2024-25 Rollover	FY 2024-25 Requesting Changes	FY 2024-25 Performing Changes	FY 2024-25 Requesting Proposal	FY 2024-25 Performing Proposal	FY 2024-25 Form Spread	Requesting Comments
0	330,000	107,127	107,127	437,127	437,127	0	
0	155,000	0	0	155,000	155,000	0	
0	-155,000	0	0	-155,000	-155,000	0	
0	-330,000	-107,127	-107,127	-437,127	-437,127	0	
0	125,000	-25,000	-25,000	100,000	100,000	0	
0	-125,000	25,000	25,000	-100,000	-100,000	0	
0	9,600	0	0	9,600	9,600	0	
0	-9,600	0	0	-9,600	-9,600	0	
0	9,600	0	0	9,600	9,600	0	
0	-9,600	0	0	-9,600	-9,600	0	
0	45,937	0	0	45,937	45,937	0	
0	11,948	0	0	11,948	11,948	0	
0	0	0	0	0	0	0	
0	2,200	0	0	2,200	2,200	0	
0	-2,200	0	0	-2,200	-2,200	0	
0	-45,937	0	0	-45,937	-45,937	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	-11,948	0	0	-11,948	-11,948	0	
0	120,000	0	0	120,000	120,000	0	
0	-120,000	0	0	-120,000	-120,000	0	
0	2,500	0	0	2,500	2,500	0	
0	-2,500	0	0	-2,500	-2,500	0	
0	120,000	0	0	120,000	120,000	0	
0	-120,000	0	0	-120,000	-120,000	0	

Performing Comments

Department - IDS Form Balancing Report

Form Balance (8000/8100)

Run Date: 2/21/23

Run Time: 9:25:19 AM

This report is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and view all work orders, go to the "Input Controls" in the report header. Work orders that are not balanced on the forms

he navigation pane; change the value under Report Input Controls.

Department - IDS Form Balancing Report

Run Date: 2/21/23

Budget Form Contact

Run Time: 9:25:19 AM

Dept Pair	Requesting	Providing	Requesting Contact	Performing Contact
-----------	------------	-----------	--------------------	--------------------

Department - IDS Form Balancing Report

Centrally Loaded WO Balance

Run Date: 2/21/23

Run Time: 9:25:19 AM

CON-AUDIT

Dept Pair	Balance IN ER	FY 2023-24 Requesting Expense	FY 2023-24 Performing Recovery	FY 2023-24 Expense vs Recovery	FY 2024-25 Requesting Expense	FY 2024-25 Performing Recovery	FY 2024-25 Expense vs Recovery
RNT-CON	N	28,752	0	28,752	28,752	0	28,752
		28,752	0	28,752	28,752	0	28,752

TIS-TECHCONTRACTS

Dept Pair	Balance IN ER	FY 2023-24 Requesting Expense	FY 2023-24 Performing Recovery	FY 2023-24 Expense vs Recovery	FY 2024-25 Requesting Expense	FY 2024-25 Performing Recovery	FY 2024-25 Expense vs Recovery
RNT-TIS	N	8,984	8,984	0	8,984	8,984	0
		8,984	8,984	0	8,984	8,984	0

City and County of San Francisco
Department - IDS Form Balancing Report
 Centrally Loaded Details with Titles

Run Date: 2/21/23
 Run Time: 9:25:19 AM

Page 1 of 4

Dept Pair	Requesting	Performing	WO Ref ID	WO Ref Title	Dept ID	Dept ID Title	Fund	
RNT-ADM	RNT	ADM	ADM-RENT-REALESTATE	581890-GF-Rent Paid To Real Estate	228875	ADM Real Estate Division	14300	SI
RNT-ADM	RNT	ADM	ADM-RENT-REALESTATE	581890-GF-Rent Paid To Real Estate	232325	RNT Rent Arbitration Board	10850	SI
RNT-ADM	RNT	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	228880	ADM ReproMail	28310	IS
RNT-ADM	RNT	ADM	ADM-REPRO	581820-Is-Purch-Reproduction	232325	RNT Rent Arbitration Board	10850	SI
RNT-ADM	RNT	ADM	ADM-RISKMGMT	581170-GF-Risk Management Svcs (AAO)	228860	ADM Risk Management	10060	G
RNT-ADM	RNT	ADM	ADM-RISKMGMT	581170-GF-Risk Management Svcs (AAO)	232325	RNT Rent Arbitration Board	10850	SI
RNT-CON	RNT	CON	CON-AUDIT	581130-GF-Con-Internal Audits	232325	RNT Rent Arbitration Board	10850	SI
RNT-HRD	RNT	HRD	HRD-DIVERSITY-EQUITY	581016-HR-Diversity Equity Inclusion	232029	HRD Workforce Development	10000	G
RNT-HRD	RNT	HRD	HRD-DIVERSITY-EQUITY	581016-HR-Diversity Equity Inclusion	232325	RNT Rent Arbitration Board	10850	SI
RNT-HRD	RNT	HRD	HRD-EEO	581430-GF-HR-Equal Employmnt Opportuni	232023	HRD Equal Employmnt Opportunity	10000	G
RNT-HRD	RNT	HRD	HRD-EEO	581430-GF-HR-Equal Employmnt Opportuni	232325	RNT Rent Arbitration Board	10850	SI
RNT-HRD	RNT	HRD	HRD-EMPLOYEERELATIONS	581480-GF-HR-Employee Relations	232024	HRD Employee Relations	10000	G
RNT-HRD	RNT	HRD	HRD-EMPLOYEERELATIONS	581480-GF-HR-Employee Relations	232325	RNT Rent Arbitration Board	10850	SI
RNT-HRD	RNT	HRD	HRD-HR-MODERNIZATION	581015-HR-Modernization	232022	HRD Administration	10020	G
RNT-HRD	RNT	HRD	HRD-HR-MODERNIZATION	581015-HR-Modernization	232325	RNT Rent Arbitration Board	10850	SI
RNT-HSS	RNT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	291644	HSS Health Service System	10000	G
RNT-HSS	RNT	HSS	HSS-ADMINCOST	515510-Health Service-Admin Cost	232325	RNT Rent Arbitration Board	10850	SI
RNT-TIS	RNT	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	210699	DT Adm ELA Pass-thru	28070	IS
RNT-TIS	RNT	TIS	TIS-TECHCONTRACTS	581325-DT Enterprise Tech Contracts	232325	RNT Rent Arbitration Board	10850	SI
RNT-TIS	RNT	TIS	TIS-TECHINFRASTRUCTURE	581210-DT Technology Infrastructure	232341	DT Adm Administration	28070	IS
RNT-TIS	RNT	TIS	TIS-TECHINFRASTRUCTURE	581210-DT Technology Infrastructure	232325	RNT Rent Arbitration Board	10850	SI
RNT-TIS	RNT	TIS	TIS-TELECOMSVCS	581360-DT Telecommunications Services	207917	DT Adm Telephone Billing	28100	IS
RNT-TIS	RNT	TIS	TIS-TELECOMSVCS	581360-DT Telecommunications Services	232325	RNT Rent Arbitration Board	10850	SI

Department - IDS Form Balancing Report

Run Date: 2/21/23

Centrally Loaded Details with Titles

Run Time: 9:25:19 AM

Fund Title	Project	Project Title	Activity	Activity Title	Authority Lvl 1	Authority Lvl 1 Title	A
R Real Property	10001302	ADRE Real Estate Operations	0021	Rent Recoveries	17378	Real Estate Real Property Fund	17378
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
HOIS REPRODUCTION FUND	10003088	ADRP Repromail	0001	Repromail Operations	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Work Order	10003072	ADRM Risk Management	0001	Risk Management Operations	10002	Interdepartmental-Overhead	10002
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Annual Account Ctrl	10026743	HR Workforce Development	0002	Diversity Equity Inclusion	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Annual Account Ctrl	10026742	HR Administration	0001	HR Administration	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Annual Account Ctrl	10026742	HR Administration	0001	HR Administration	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Continuing Authority Ctrl	10033390	HIRING MODERNIZATION	0001	Hiring Modernization	20357	HIRING MODERNIZATION	20357
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
F Annual Account Ctrl	10001707	HT Administration	0001	HSS Administration	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
DTIF Annual Authority Ctrl	10024810	DT INTERDEPARTMENTAL SERV	0018	EAs - Microsoft	17608	Dt Work Order Projects	17608
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
DTIF Annual Authority Ctrl	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	17582	DT Dt Operating Master Project	17582
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000
DTIF NON PROJECT CONTROLLED	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	10000	Operating	10000
R Rent Arbitration Board	10026789	RN Rent Stabilization	0001	RN Rent Stabilization	10000	Operating	10000

Department - IDS Form Balancing Report

Run Date: 2/21/23

Centrally Loaded Details with Titles

Run Time: 9:25:19 AM

Authority	Authority Title	Account	Account Title	Agency Use	Agency Use Title	FY 2022-23 Original	FY 2023-24 Rollover	FY 2023-24 Centrally Loaded Changes	FY 2023-24 Centrally Loaded Proposal
78	Real Estate Real Property Fund	486570	Exp Rec Fr Rent ArbtrtonBd AAO			1,020,434	1,055,580	0	1,055,580
30	Operating	581890	GF-Rent Paid To Real Estate			-1,020,434	-1,055,580	0	-1,055,580
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			286,383	286,383	0	286,383
30	Operating	581820	Is-Purch-Reproduction			-286,383	-286,383	0	-286,383
32	Interdepartmental-Overhead	486570	Exp Rec Fr Rent ArbtrtonBd AAO			926	994	0	994
30	Operating	581170	GF-Risk Management Svcs (AAO)			-926	-994	0	-994
30	Operating	581130	GF-Con-Internal Audits			-32,528	-28,752	0	-28,752
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			1,263	1,270	0	1,270
30	Operating	581016	Diversity Equity Inclusion			-1,263	-1,270	0	-1,270
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			20,750	20,896	0	20,896
30	Operating	581430	GF-HR-Equal Emplmmt Opportuni			-20,750	-20,896	0	-20,896
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			3,771	3,808	0	3,808
30	Operating	581480	GF-HR-Employee Relations			-3,771	-3,808	0	-3,808
57	HIRING MODERNIZATION	486570	Exp Rec Fr Rent ArbtrtonBd AAO			3,377	3,457	0	3,457
30	Operating	581015	Human Resources Modernization			-3,377	-3,457	0	-3,457
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			13,683	13,808	0	13,808
30	Operating	515510	Health Service-Admin Cost			-13,683	-13,808	0	-13,808
38	Dt Work Order Projects	486570	Exp Rec Fr Rent ArbtrtonBd AAO			6,485	8,984	0	8,984
30	Operating	581325	DT Enterprise Tech Contracts			-6,485	-8,984	0	-8,984
32	DT Dt Operating Master Project	486570	Exp Rec Fr Rent ArbtrtonBd AAO			114,885	126,452	0	126,452
30	Operating	581210	DT Technology Infrastructure			-114,885	-126,452	0	-126,452
30	Operating	486570	Exp Rec Fr Rent ArbtrtonBd AAO			11,538	11,713	0	11,713
30	Operating	581360	DT Telecommunications Services			-11,538	-11,713	0	-11,713

Department - IDS Form Balancing Report

Run Date: 2/21/23

Centrally Loaded Details with Titles

Run Time: 9:25:19 AM

FY 2024-25 Rollover	FY 2024-25 Centrally Loaded Changes	FY 2024-25 Centrally Loaded Proposal	Centrally Loaded Comments
1,055,580	0	1,055,580	
-1,055,580	0	-1,055,580	
286,383	0	286,383	
-286,383	0	-286,383	
994	0	994	
-994	0	-994	
-28,752	0	-28,752	
1,270	0	1,270	
-1,270	0	-1,270	
20,896	0	20,896	
-20,896	0	-20,896	
3,808	0	3,808	
-3,808	0	-3,808	
3,457	0	3,457	
-3,457	0	-3,457	
13,808	0	13,808	
-13,808	0	-13,808	
8,984	0	8,984	
-8,984	0	-8,984	
126,452	0	126,452	
-126,452	0	-126,452	
11,713	0	11,713	
-11,713	0	-11,713	