



Position Budget Modeling Procedure (BUD-P512)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Finance – Budget Department estimates employee position budgets and creates a budget model at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Budget Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 BusinessPLUS – A web-based employee and financial administration software suite comprised of several components, such as Dashboard, CDD Reports and the 7i Menu. Developed by third-party vendor SunGard Public Sector, BusinessPLUS is formerly known as IFAS or Bi-Tech.
- 4.2 CDD reports – Click, Drag and Drill (CDD) reports available on BusinessPLUS.
- 4.3 GL – General Ledger
- 4.4 PB (Position Budgeting) – a tool available within BusinessPLUS used to create a budget primarily for the next fiscal year. PB is designed to do fiscal year simulations and not payroll encumbrances. Since Human Resource (HR) and payroll data are imported into the PB system there is no impact on live HR or payroll data. That is, position budgeting data is separate from the HR and payroll working databases.
- 4.5 PB model – an electronic file, which allows entry of PB rules and data import to create a “what if” scenario.
- 4.6 WCSD – Washoe County School District

5.0 PROCEDURE:

- 5.1 A new master PB model is created prior to each budget cycle.
 - 5.1.1 The Budget Analyst will schedule a review session with the Information Technology department at least two weeks prior to setting up a new master model. During the review session, the Budget Analyst reviews the current criteria in the master model, indicating any adjustments required for the new fiscal year. Once the criteria requirements have been approved by the Budget Analyst, the Information Technology team will implement the changes on the new master PB model.
- 5.2 Once the new PB model for the current fiscal year has been created, the Budget Analyst creates and processes a PB model in BusinessPLUS for reporting purposes (refer to BUD-W503 Position Budgeting work instruction). The Budget Analyst executes the following steps to create the PB model:

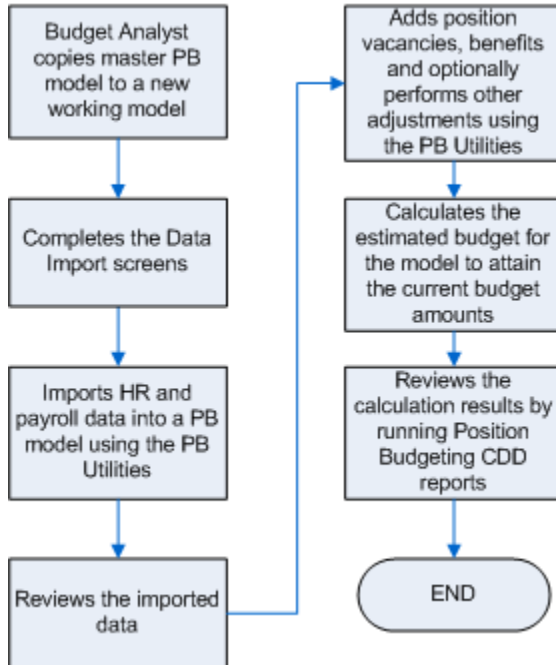


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- 5.2.1 Copies the master PB model named **YYMASTER** (“YY”denotes the current two-digit year) to a new working model prior to performing any data manipulations. A master PB model has been created for WCSD to provide an existing copy of a model with the standard district payroll calculations. In addition, for best practices and performance purposes, it is faster copy a model than it is to perform a full import into a model.
 - 5.2.2 Completes the Data Import screens.
 - 5.2.3 Imports HR and payroll data into a PB model using the PB Utilities.
 - 5.2.4 Reviews the imported data.
 - 5.2.5 Adds position vacancies, benefits and optionally performs other adjustments using the PB Utilities.
 - 5.2.6 Calculates the estimated budget for the model to attain the current budget amounts.
 - 5.2.7 Adds furlough calculations.
 - 5.2.8 Reviews the calculation results by running Position Budgeting CDD reports from BusinessPLUS.
- 5.3 A flowchart detailing the steps of this process is found in **Exhibit A** of this procedure.

**Position Budget Modeling
Procedure (BUD-P512)**

Exhibit A



6.0 ASSOCIATED DOCUMENTS:

6.1 Position Budget Modeling work instruction (BUD-W###)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PB master model	Electronically	Permanent	Discard as desired	Electronic backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/10	A	Initial Release

*** End of procedure ***