

Budget Quick Reference Guide FY 2020-2021

- Budget Forms and Training Resources:
 - a. [CityNet/Quick Links/Budgeting Resources](#)
 - b. [Flagstaffaz.gov/Residents/Services/Departments/Management Services/Innoprise Financials Training Documentation](#)
- Utility Increases:
 - a. Divisions are requested to absorb all increases in the base budget targets, if this cannot be achieved, an Increased Funding Request (IFR) should be submitted and ranked accordingly
 - b. APS - 1%
 - c. Unisource - 0%
 - d. Water/Sewer/Trash - 2.8%
- Increased Funding Request (IFR) Form:
 - a. Please do not unlock or modify this form in any way
 - b. List all requests including personnel, contractual and commodities
 - c. All fields in the request form are mandatory
 - d. **Priority** rank for each request is mandatory
 - e. **Account** numbers must be complete for all requests in the following format: XXX-XX-XXX-XXXX-X-XXXX; if you need assistance with identifying the appropriate account, please work with the assigned accountant
 - f. **Description** must be able to fit within the space provided; please be as descriptive as possible as this will be what imports into Innoprise; include any funding sources available for the request
 - g. **Amount** must be input in whole dollars only
 - h. **Type** must be selected from the dropdown menu of either "One-Time" or "Recurring"
 - i. Priority Based Budget (PBB)
 - i. **Key Community Result** must be selected from the dropdown list for all requests
 - ii. **Program Number** must be input for all requests
 - iii. **Score** must be input for all requests
 - iv. **Quadrant** must be selected from the dropdown list for all requests of "1" through "4"
 - v. **Explanation** is required for any requests where the program is in quadrant three or four; any program not previously scored; must be able to fit within the space provided
 - j. Climate Action and Adaption Plan (CAAP)
 - i. **"Does this item reduce City or community greenhouse gas emissions?"** must be selected from the dropdown list of either "Yes" or "No"
 - ii. **"Does this item make Flagstaff more resilient to change?"** must be selected from the dropdown list of either "Yes" or "No"
 - iii. **"Does this item increase community equity?"** must be selected from the dropdown list of either "Yes" or "No"
 - k. If the request form is not completed correctly or entirely, it will be returned for correction and/or completion
- Grants and Capital Budget Sequences:
 - a. Grants and Capital are to be entered by the division responsible for the expenditure in the 2021-DIV-Grants and 2021-DIV-Capital sequences
 - i. Budget all grants if they are reasonably expected to be received; this is critical as the budget appropriation must be available to spend the grant funds

- b. Justifications are ***required*** for all grants and capital projects
 - i. For both grants and capital projects include the following:
 1. Grant or capital project name and/or description
 2. Project number (if known)
 3. Grant or capital project representative
 4. Total project cost, funding source(s), percentage and dollar breakouts
 5. Funding period (start and end date)
 6. See the Budget Manual for more detailed information
- Carryforward Request Form:
 - a. Please do not unlock or modify this form in any way
 - b. List all carryforward requests
 - c. All fields in the request form are mandatory (except comments)
 - d. ***Account numbers*** must be complete for all requests in the following format: XXX-XX-XXX-XXXX-X-XXXX; if you need assistance with identifying the appropriate account, please work with the assigned accountant
 - e. ***Description*** must be able to fit within the space provided; please be as descriptive as possible as this will be what imports into Innoprise
 - f. ***FY 2019-2020 Budget*** must be input in whole dollars only
 - g. ***FY 2019-2020 Estimate*** must be input in whole dollars only
 - h. ***FY 2019-2020 Carryforward*** must be input in whole dollars only
 - i. ***Comments*** are optional
 - j. If the request form is not completed correctly or entirely, it will be returned for correction and/or completion
- Helpful Tips:
 - a. Print a PDF of the Base Budget before making any changes; this allows for easy reference if mistakes occur
 - b. Enter information in the correct sequence
 - c. Budgets are forward projecting estimates and must be entered into the budget system in whole dollars
 - d. Division input is due 1/6/2020 for Base and Grants and 1/13/2020 for Capital, allow enough time for directors to review
 - e. Justifications for all budget entries are required
 - f. Retirements (Payouts) must be requested on the IFR form
 - g. Consultants are considered one-time expenditures (some exceptions exist) and must be re-budgeted on an annual basis
 - i. Detail the specific project and amount
 - ii. Enter in DIV-Base only if it is to be funded via the base budget
 - h. Verify the total of all entries tie to the targeted budget
 - i. Verify the DIV-Base budget is at or below the target budget before final deadline
 - ii. This step requires a conscious review of the totals and comparing them to target budget
 - i. Divisions are required to fill out, electronically sign and submit to the assigned accountant the "Division Checklist" on or before 01/6/2020
 - j. The narratives will be read by the City Council, City Manager and others, and should be presented in a professional manner, review for missing words, numbers and typographical errors.