

Memorandum
Office of the Administrator
County of Lexington

January 17, 2013

TO: Department Heads

FROM: Finance Department

Departmental Budget Request Due to Administration Office 2-14-2014 at 9:00AM

Subject: Submission of Department Budget Requests

Attached are the forms and instructions for how your department budget request should be submitted. These forms should be filled out along with supporting narrative justifications. The budget narrative justifications should be formatted just like the *example* attached. You should have already started preparing these documents. Please DO NOT duplex any sheets submitted, and each section (I through VI) should begin on a new page. If you have any questions about the format, please contact the Finance Department at Ext. 8105 for assistance prior to preparing these documents. Electronic files are available upon request.

Included in your package of information you will also find a comprehensive listing of operating expense codes. Please use the additional information and your best judgment in determining the proper operating expense accounts to be used in your departmental budget.

Special note for General Fund Departments:

Please submit Section I budget sheet again this year to help recap your department's revenues and expenditures. If your department receives revenues, Section I should recap the information and totals on your Section II Proposed Revenues worksheet. If your department does not receive revenues, write "Not Applicable" on the first line. **All departments will report a Total Appropriation amount on Section I.** This amount should be the same as the Total Budget Appropriation figure at the bottom of your Section III form.

Special note for Special Revenue Funds:

Special Revenue Funds are balanced based on the amount of revenue that fund is budgeted to receive. If a Special Revenue Fund looks like it will not be receiving the budgeted revenue in FY 2013-2014, please let Finance (Grants Manager) know, this way the current budget for that Fund can be adjusted to balance with the projected revenue. Ext. 8105

Special note for New Programs:

Follow the instructions in the Departmental Budget request Guidelines. New programs need to be prepared separately. If you need help contact the Finance Department before preparing the sheets in order to cover specific instructions.

ADDITIONAL INFORMATION:

Risk Management at Ext. 8225 will help you with all Insurance cost on the following types:

Building Insurance, Burglary Insurance, Vehicle Insurance, Comprehensive Insurance, Professional Liability Insurance, General Tort Liability Insurance, Surety Bonds, and all other Insurance types not listed.

For employee insurance cost, please use **\$7,800** per employee (or \$650 per month). Finance will adjust the insurance cost if needed.

The FICA employer portion is **7.65%**, SCRS employer portion is **10.90%** and the PORS employer portion is **13.41%**.

ANNUAL INFLATION (CPI) ADJUSTMENT TO COUNTY FEES (CPI – 1.46%):

All major county set fees for services shall be reviewed annually as part of the budget process to adjust for any warranted inflationary adjustment (CPI), but not in excess of market comparables. (Fees established by specific statute would not be covered by this policy.) The CPI adjustment shall be the same as that used for other budget adjustments. Both existing and proposed fee rates and annual revenue estimates shall be included as part of the departmental budget request by each respective department each budget cycle. Also, because of the intent to cover services provided by the cost to provide those services, as part of this annual review, each fee-based revenue shall be compared to its total cost (direct and indirect).

These major fees include, but are not limited to the following:

- Ambulance fees
- Building permits
- Mobile home permits
- Subdivision regulation fees
- Stormwater management fees
- Map & aerial sales
- Zoning ordinance fees
- Landscape ordinance fees
- Sign Sales

Thank you for your cooperation.