

BACK TO BUDGET BASICS



Presenters:

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Facilitator:

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BACK TO BUDGET BASICS

Overview



⌘ SURVEY RESULTS

⌘ “How to be a Budget Analyst”

☑ BASIC KNOWLEDGE BUDGET PROCESS

☑ BUDGETING SKILLS

⌘ GUEST SPEAKER –

RANDY HARRINGTON

ASSISTANT DIRECTOR, BUDGET & EVALUATION

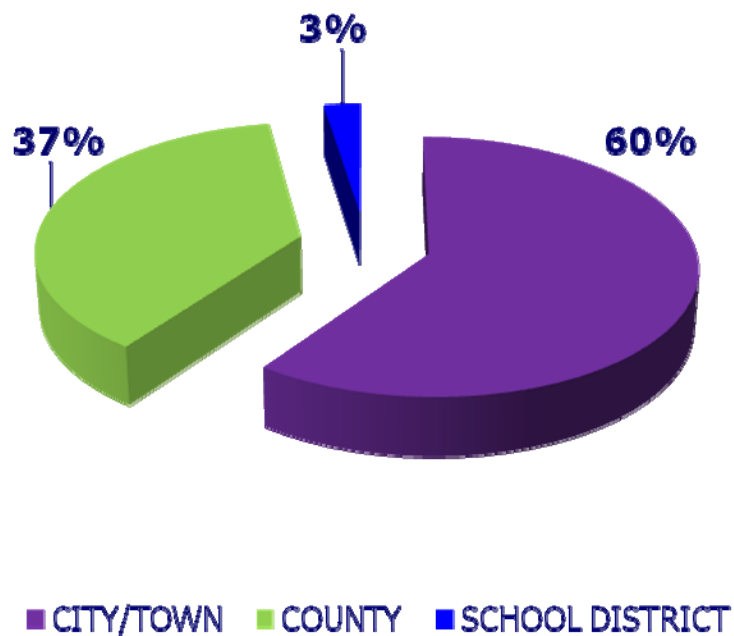
CITY OF CHARLOTTE

⌘ QUESTIONS & ANSWERS

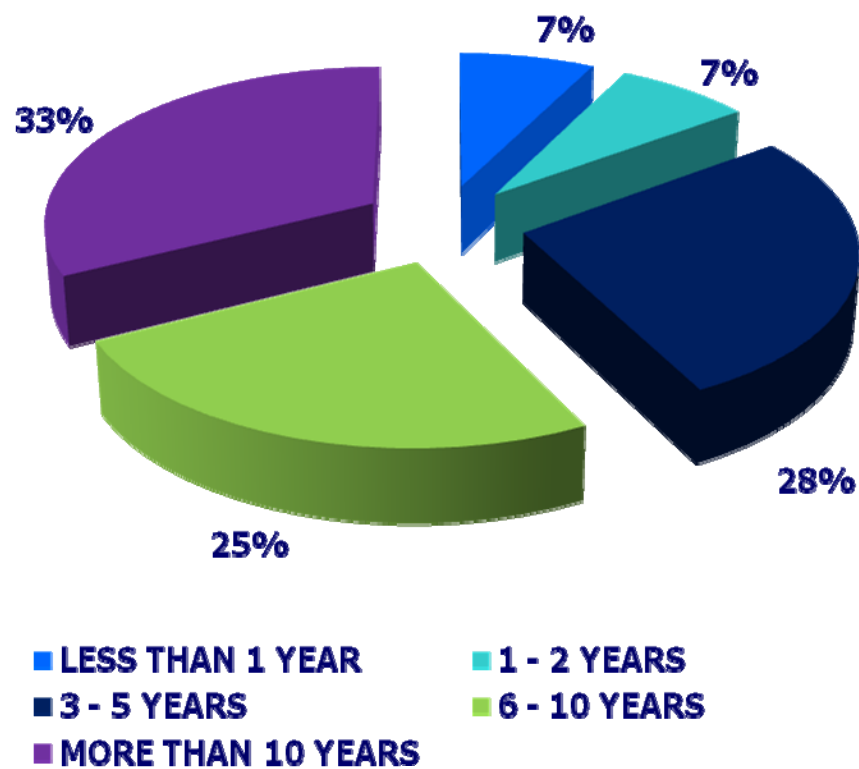
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Survey Demographics

TYPE OF LOCAL GOVERNMENT



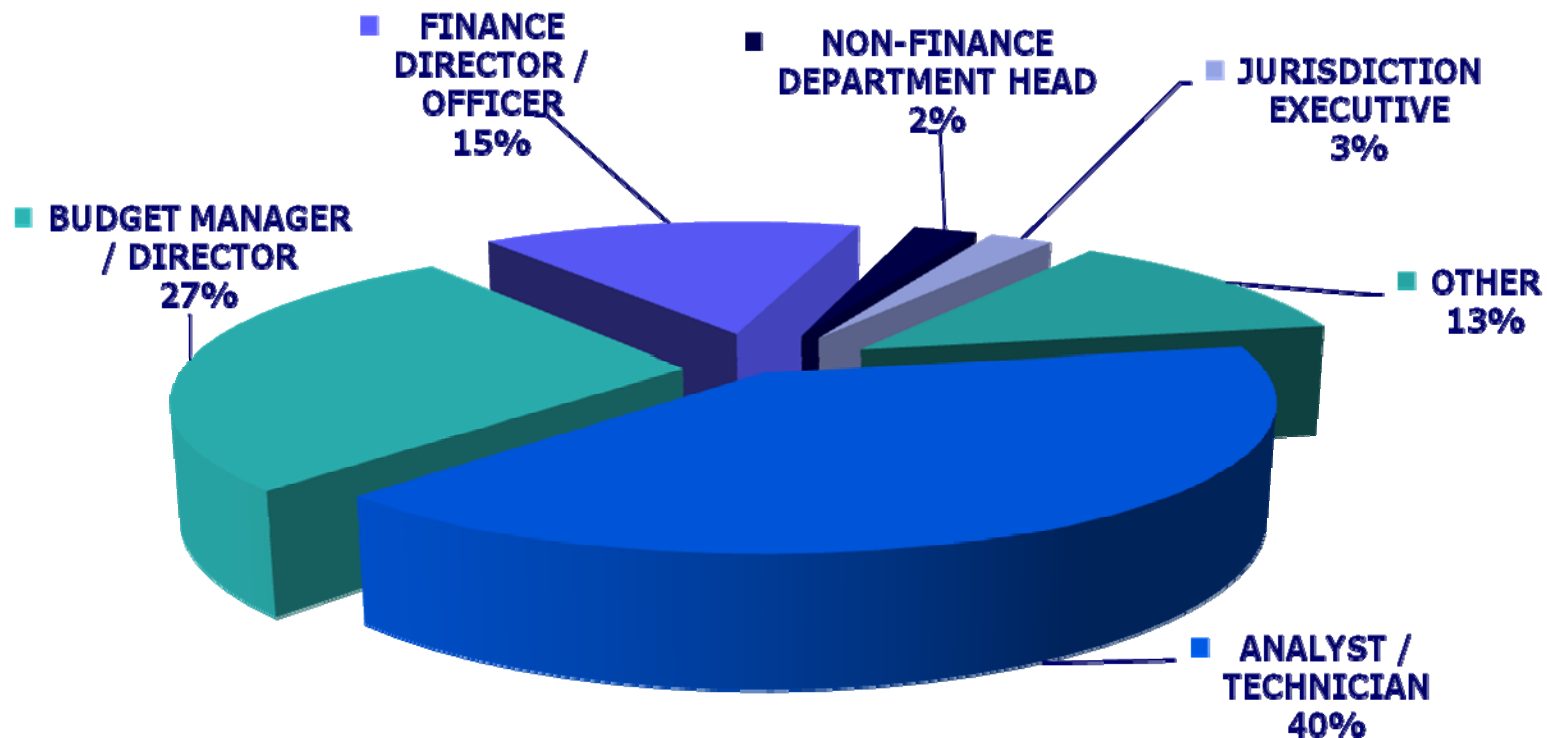
JOB EXPERIENCE



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Survey Demographics

JOB DESCRIPTION



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Survey top priorities



⌘ SPREADSHEET PROFICIENCY

⌘ GOVERNMENTAL BUDGETING CONCEPTS

⌘ LOCAL GOV'T STRUCTURE & ADMIN.

⌘ ANALYTICAL SKILLS

⌘ COMMUNICATION SKILLS

⌘ ACCOUNTING SKILLS

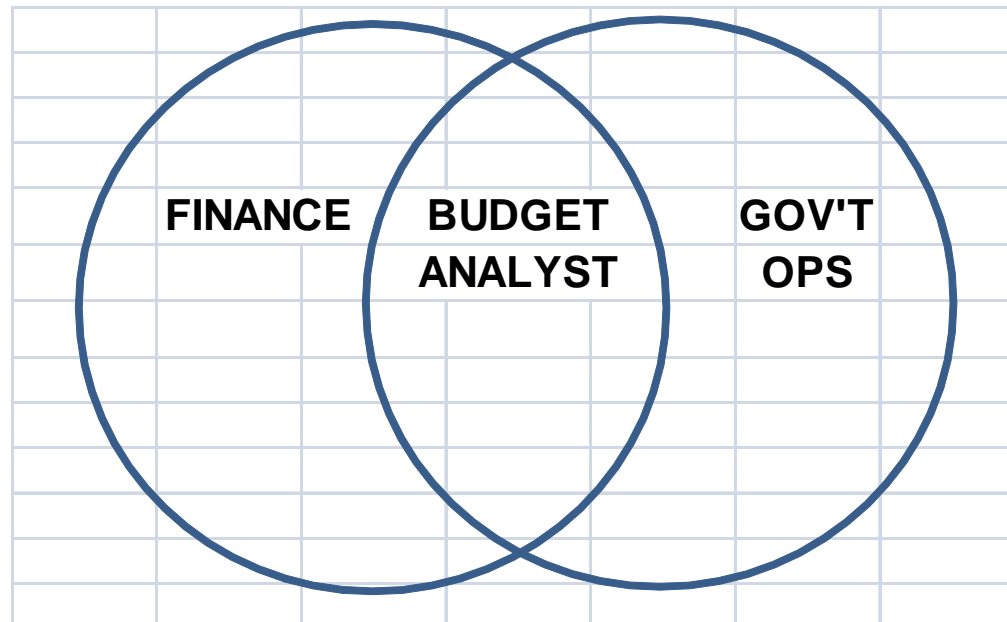
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A PIRATES' GUIDE TO BEING A BUDGET ANALYST

BACK TO BUDGET BASICS

- ⌘ BUDGETING IS AN ART NOT A SCIENCE
- ⌘ KNOWLEDGE IS POWER
- ⌘ EXPERIENCE IS KEY



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County & Municipal Overview

REVENUES

	COUNTY	MUNICIPAL
PROPERTY TAX	38%	19%
SALESTAX	14%	8%
INTERGOVERNMENTAL	17%	10%
SALES & SERVICES	9%	7%
UTILITY	0%	33%
DEBT PROCEEDS	13%	14%
OTHER TAXES & REVENUES	9%	9%

EXPENSES

	COUNTY	MUNICIPAL
EDUCATION	32%	0%
HUMAN SERVICES	24%	0%
PUBLIC SAFETY	15%	19%
TRANSPORTATION	0%	11%
GEN. GOVERNMENT	8%	9%
DEBT SERVICE	9%	10%
OTHER	12%	16%
UTILITY	0%	35%

JACK VOGT, UNC-SOG, LOCAL GOV'T IN U.S. & N.C.

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NORTH CAROLINA GENERAL STATUTE 159 CHAPTER 3 – LOCAL GOVERNMENT BUDGET & FISCAL CONTROL ACT

- ⌘ Legal calendar
- ⌘ Balanced
- ⌘ What moneys need be accounted for
- ⌘ Public disclosure process
- ⌘ Amending the budget
- ⌘ Budget officer

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Key Players:



- ⌘ CITIZENS
- ⌘ GOVERNING BOARD
- ⌘ COUNTY or CITY MANAGER
- ⌘ BUDGET & FINANCE STAFF
- ⌘ DEPARTMENT HEADS

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Budget request categories:



- ⌘ Personal services (salaries, wages, benefits, etc.)
- ⌘ Operating expenditures (supplies, maintenance & repair, travel & training, uniform rental, telephone & utilities, information technology, fleet, contracted services, etc.)
- ⌘ Capital outlay represents major, periodic expenditures for local government, including equipment, rolling stock, and infrastructure.

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Types of budgeting



- ⌘ Line-item budgeting is a technique in which line items or expenditure objects are the main focus of preparation, deliberation, and control.
- ⌘ (Programmatic is where lines items are organized by service or program.)
- ⌘ Performance budgeting is a budget preparation and adoption process that emphasizes performance measurement, allowing allocation decisions to be made in part on the efficiency and effectiveness of service delivery.

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⌘ RECOMMENDED BUDGET PRACTICES

- ☑ BUDGET MANUAL
- ☑ REVENUE MANUAL
- ☑ FINANCIAL POLICIES
- ☑ CAPITAL IMPROVEMENT PROGRAM
- ☑ ORGANIZATIONAL GOALS
- ☑ STRATEGIC PLAN
- ☑ FINANCIAL FORECASTING
- ☑ FINANCIAL CONDITION ANALYSIS
- ☑ PERFORMANCE MEASUREMENT

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⌘ BUDGETING & FINANCIAL PLANNING, PART 1

- ☑ LOCAL GOV'T BUDGET & FISCAL CONTROL ACT
- ☑ REVENUE-NEUTRAL TAX RATE
- ☑ LOCAL GOVERNMENT REVENUES
- ☑ FUND BALANCE
- ☑ FINANCIAL FORECASTING
- ☑ FINANCIAL CONDITION ANALYSIS
- ☑ RESOURCE ALLOCATION
- ☑ BUDGETING FOR SCHOOLS & HUMAN SVCS. (CO.)
- ☑ BUDGETING FOR ENTERPRISES (MUNICIPALITIES)

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ATTRIBUTES

- ⌘ CURIOUS
- ⌘ SKEPTICAL
- ⌘ TENACIOUS, PERSISTENT
- ⌘ OPEN-MINDED
- ⌘ INITIATIVE, SELF-MOTIVATED
- ⌘ CREDIBLE, TRUSTED
- ⌘ PATIENT
- ⌘ DIPLOMATIC, RESPECTFUL

SKILLS

- ⌘ COMMUNICATION
 - ☑ WRITTEN
 - ☑ CONVERSATIONAL
 - ☑ PRESENTATION
- ⌘ INTERPERSONAL
- ⌘ ANALYTICAL
- ⌘ ACCOUNTING
 - ☑ CHART OF ACCOUNTS, FUND
 - ☑ PROCESS, IMPLEMENTATION
- ⌘ TECHNICAL
 - ☑ EXCEL
 - ☑ POWERPOINT
- ⌘ TIME MANAGEMENT

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⌘ COMMUNICATION

☑ WRITTEN

☑ 5 WHYS, BULLET POINTS, TEXTING

☑ SPEAKING

☑ THINK ABOUT WHAT YOU'RE GOING TO SAY

☑ PRESENTATION

☑ PRACTICE

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⌘ INTERPERSONAL SKILLS

☑ TACT, DIPLOMACY, NEGOTIATION

☑ TRUST

☑ LISTENING, RESPECT

☑ OPEN-MINDED

☑ FACILITATE MEETINGS

☒ AGENDAS

☒ TIME-MANAGEMENT

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⌘ ACCOUNTING

CHART OF ACCOUNTS

REVENUES & EXPENSES RECORDED

PROCESS

HOW WILL IT BE IMPLEMENTED

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⌘ FUND ACCOUNTING

☑ 3 CATEGORIES:

- ☑ GOVERNMENTAL, PROPRIETY, & FIDUCIARY

☑ GOVERNMENTAL:

- ☑ GENERAL, SPECIAL REVENUE, DEBT SERVICE, CAPITAL PROJECT, PERMANENT

☑ PROPRIETARY:

- ☑ ENTERPRISE & INTERNAL SERVICE

☑ FIDUCIARY:

- ☑ TRUST & AGENCY

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⌘ TECHNOLOGY

☑ DATABASE

☑ EXCEL

☑ POWERPOINT

BACK TO BUDGET BASICS



⌘ ANALYTICAL

☑ RESEARCH SKILLS

- ☒ HAVE TO KNOW WHERE TO FIND THE ANSWER

☑ DRILL DOWN INTO NUMBERS

- ☒ FIVE WHYS

☑ PERSPECTIVE

- ☒ SHORT-TERM vs. STRATEGIC
- ☒ REVENUES & EXPENSES
- ☒ WHO ARE THE STAKEHOLDERS

☑ PERFORMANCE MEASUREMENT

- ☒ EVALUATE PROGRAMS, SERVICES, MEASURES

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RESOURCES:

- ⌘ AMMONS – TOOLS FOR DECISION MAKING
- ⌘ GFOA - PUTTING RECOMMENDED BUDGET PRACTICES INTO ACTION
- ⌘ VOGT – CAP. BUDGETING & FINANCE GUIDE
- ⌘ GFOA MAGAZINE
- ⌘ ICMA MAGAZINE
- ⌘ GOVERNING MAGAZINE
- ⌘ LISTSERV
- ⌘ EACH OTHER – NETWORK!

- ⌘ UNC-SOG:
 - ☑ INTRO. GOV'T ACCT.
 - ☑ INTRO. TO LOCAL GOV'T FINANCE
 - ☑ BUDGETING & FIN. PLANNING
 - ☑ BEST PRACTICES
- ⌘ GFOA:
 - ☑ BUDGETING FOR BUDGET ANALYSTS
 - ☑ BUDGET ANALYST TRAINING ACADEMY
 - ☑ BEST PRACTICES
 - ☑ EFFECTIVE BUDGET PRESENTATION