NEW BERN

NORTH CAROLINA

Fiscal Year 2019-20 BUDGET SPREADSHEET INSTRUCTIONS

General Requirements:

- SAVE ALL COPIES TO THE SHAREPOINT SITE. Do not resave to your 'my documents' or any other folder.

- MORE DETAIL...On your detail tabs, please include further detail about the breakdown of the amount you are requesting. Instead of grouping costs together, list them separately. You can add more lines per account number if needed.

- Please call IT at ext. 2780 or enter a ticket through Service Desk on your desktop with any questions related to the access or use of SharePoint.

The Budget spreadsheet you receive contains the following information:

1 The Budget spreadsheet includes several formulas and links to other pages to prevent keying of the same information in multiple areas and reduce the potential for errors and omissions. While many of the cells containing these links and formulas have been locked, there may be some that have been overlooked so please **DO NOT** delete, remove or otherwise overwrite any cell containing a formula.

2 Department Revenue Pages – When you initially open this page it will look like the page you have always received. Revenue pages work exactly as in prior years. No changes have been made. For those that have revenues, amounts should be entered for estimated FY19 and requested FY20.

3 Pre-populated accounts – Several accounts have pre-populated amounts, including IT Restricted, Salaries, Benefits, Public Works Restricted, etc. These are inputted through summary sheets by Finance. Requests for positions (new and otherwise), public works improvements, etc are not currently included in your sheets but will be part of the submission to the Executive Budget Committee. Please see comment #9.

4 Department Expense Pages – DO NOT ENTER AMOUNTS FOR DEPARTMENT REQUESTED DIRECTLY INTO THE EXPENSE STATEMENT (These pages are locked). The Supplemental Sheets for Dues & Subscriptions, Training & Travel, and the Line Item Detail Sheets are to be used to enter requests for the coming year. Prior year information, excluding dollar amounts, have been included for your convenience so please update accordingly.

5 Estimated Entire Year FY2018-19 – Please enter your best estimate for the current year in the appropriate column on the Account Detail Page. The Current Year to Date information is as of December 31, 2018, and provides six months of actual data for your use in estimating your Revenue

and Expenses for the entire Fiscal Year 2019. Some of these estimates have been calculated and entered for you.

6   The Current Year-to-Date column includes expenses through December 31, 2018, which is the basis of your estimates for the full fiscal year 2018-19.   A general composite rate was used for health insurance for vacant positions while NCCI rates were utilized for Workers Comp.

7   If you need a new account, contact JR (2710).

8   Departments are asked to use cell comments to advise us and remind themselves of any required or helpful information regarding the cell's content. On the "Review" tab, set the comments to show all comments.

9   Printed packages of your Requested Budget should contain: Department Highlights, Department Expense Report, Department Revenue Report (if applicable), Position Summary, Dues and Subscriptions form, Travel and Training Form, and the Expense Line Item Detail form. **Once all budget requests are received and entered, you will be provide a PDF copy of your budget that mirrors what the Executive Budget Committee will have in their books.**