



Budget Outlook & Department Instructions

December 2023



Overview

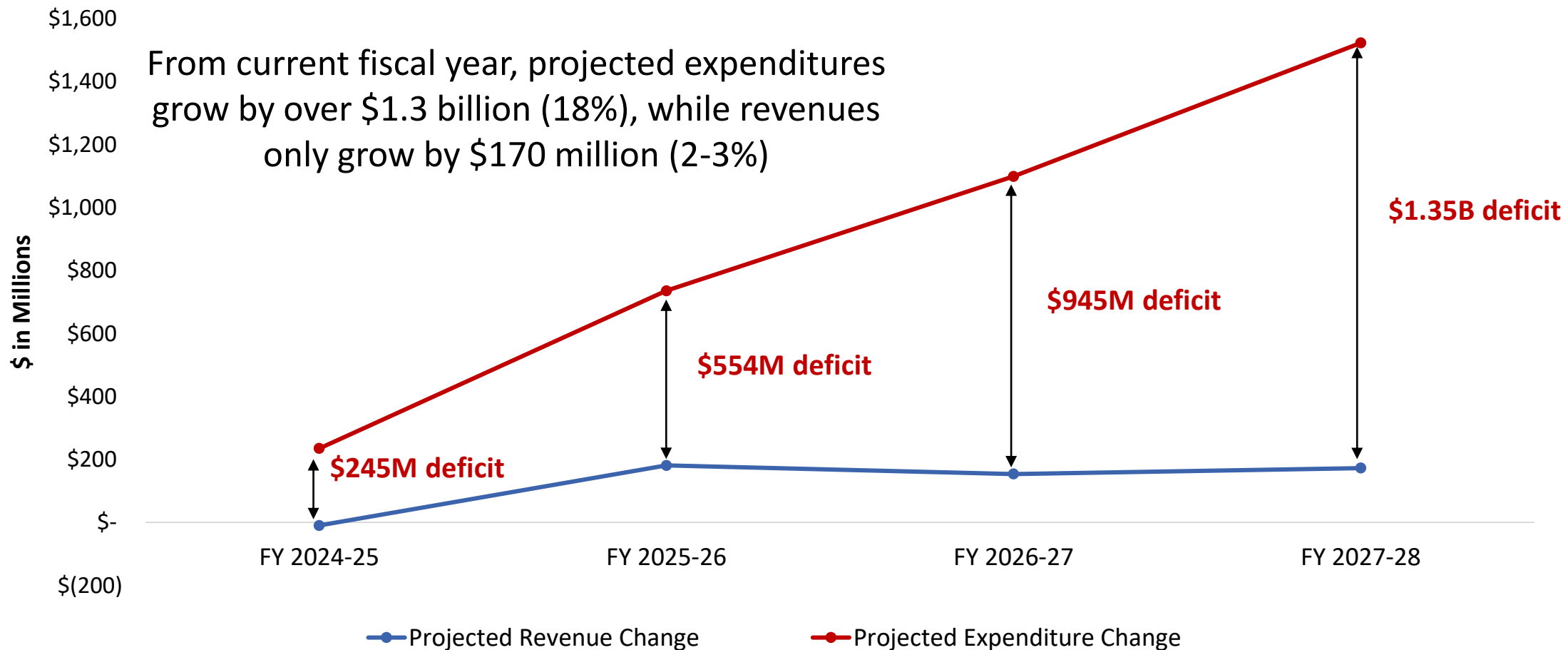
- Rate of expenditure growth far outpaces City's General Fund revenues – creating **\$245 million** deficit in FY 2023-24, **\$554 million** in FY 2025-26 and worsening deficits in coming years.
- **Mid-year budget reductions incorporated** into the forecast – departments must include in February budget submissions.
- Additional **reductions of 10% in each year** required to balance FY 24-25 & FY 25-26, plus **5% contingency** proposals.



Fiscal Outlook & Five Year Financial Plan Update



Fiscal Outlook – Deficit Grows to \$1.3 billion





What Changed Since July?

- **Further reduced revenue** expectations, particularly in transfer, hotel & sales taxes.
- Increased **health care costs**: 9% projected health rate growth in FY 24-25.
- Multi-year **inflationary growth on CBO grants** (new ordinance).
- **Use of fund balance** spread over three-year period.



Fiscal Outlook – Major Assumptions in Forecast

- **Decline or nominal growth in major tax revenues:** ongoing reductions to property tax as office market resets, slower hospitality sector rebound, transfer taxes at 2011 levels, tepid business tax growth.
- **Salary & Benefits:** CPI growth on open contracts on same schedule as Police & Fire in next two years; 7.2% rate of return on pension investments.
- **Citywide & Departmental Costs:** CPI growth on non-personnel costs, IHSS wage agreements, full funding of Ten Year Capital & ICT Plans by FY 25-26, and other updates.



Five Year Report Update – Summary

	Projection	Projection	Projection	Projection
	2024-25	2025-26	2026-27	2027-28
SOURCES Increase / (Decrease)	(9.6)	181.0	153.9	172.8
Uses				
Baselines & Reserves	(13.3)	(78.3)	(150.4)	(264.1)
Salaries & Benefits	(163.3)	(336.2)	(447.4)	(593.0)
Citywide Operating Budget Costs	(95.2)	(301.7)	(396.0)	(496.3)
Departmental Costs	36.8	(19.3)	(105.3)	(169.0)
USES Decrease / (Increase)	(235.1)	(735.5)	(1,099.1)	(1,522.5)
Projected Cumulative Projected Surplus / (Shortfall)	(244.7)	(554.5)	(945.1)	(1,349.7)
Two-Year Deficit	(799.2)			

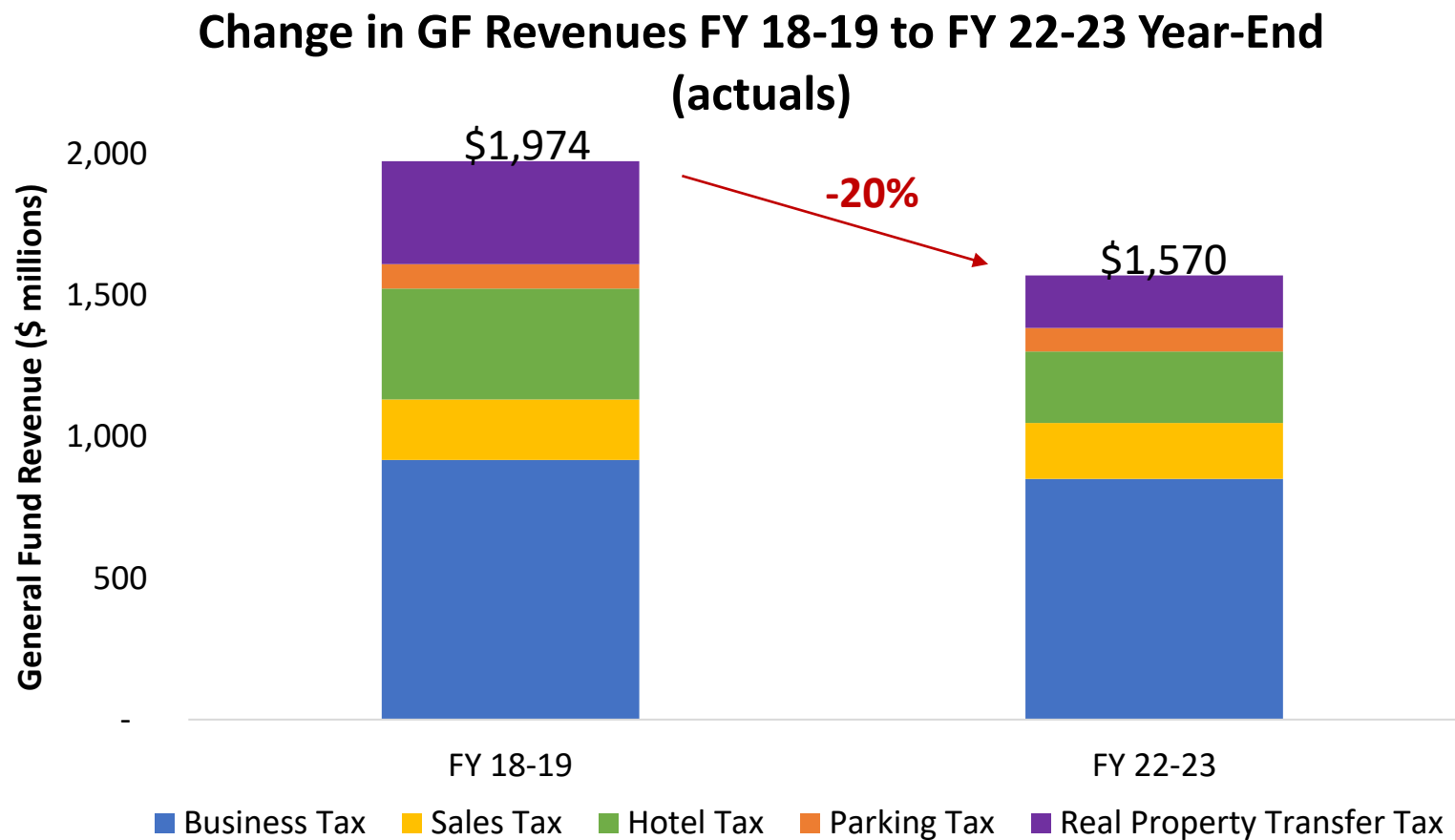


Revenue Assumptions & Trends

- **High office vacancies** negatively impact property, business, and transfer taxes.
- **Business taxes** seeing significant rates of dispute & litigation, requiring City to reserve collections for litigation risks.
- **Hospitality industry expected to recover *after* plan period**, slower than previously forecasted. The City experienced rapid “bounce back” after the pandemic, but now plateauing.
- **Local & state sales tax growth slower** than previously forecasted.
- **One-time sources** including FEMA & fund balance budgeted through FY 26-27.



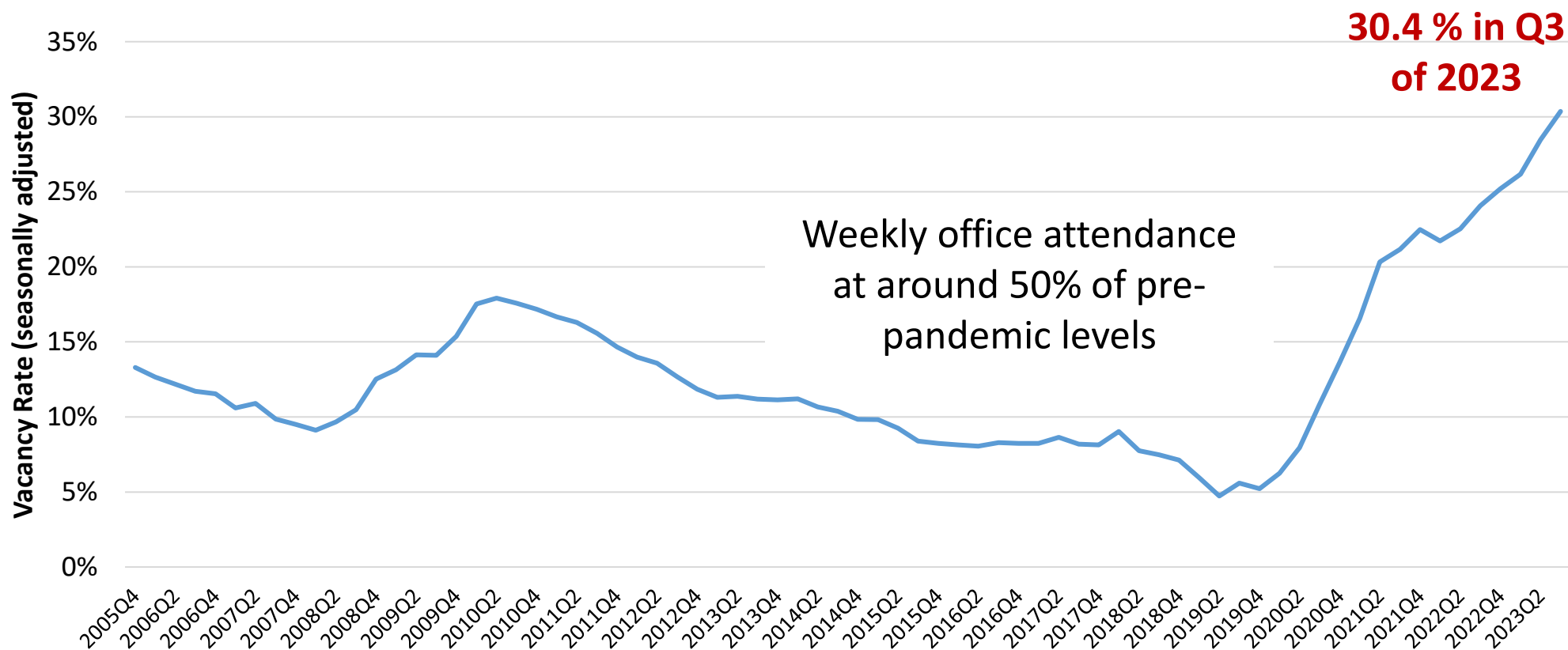
Key Revenue Sources Down by 20%





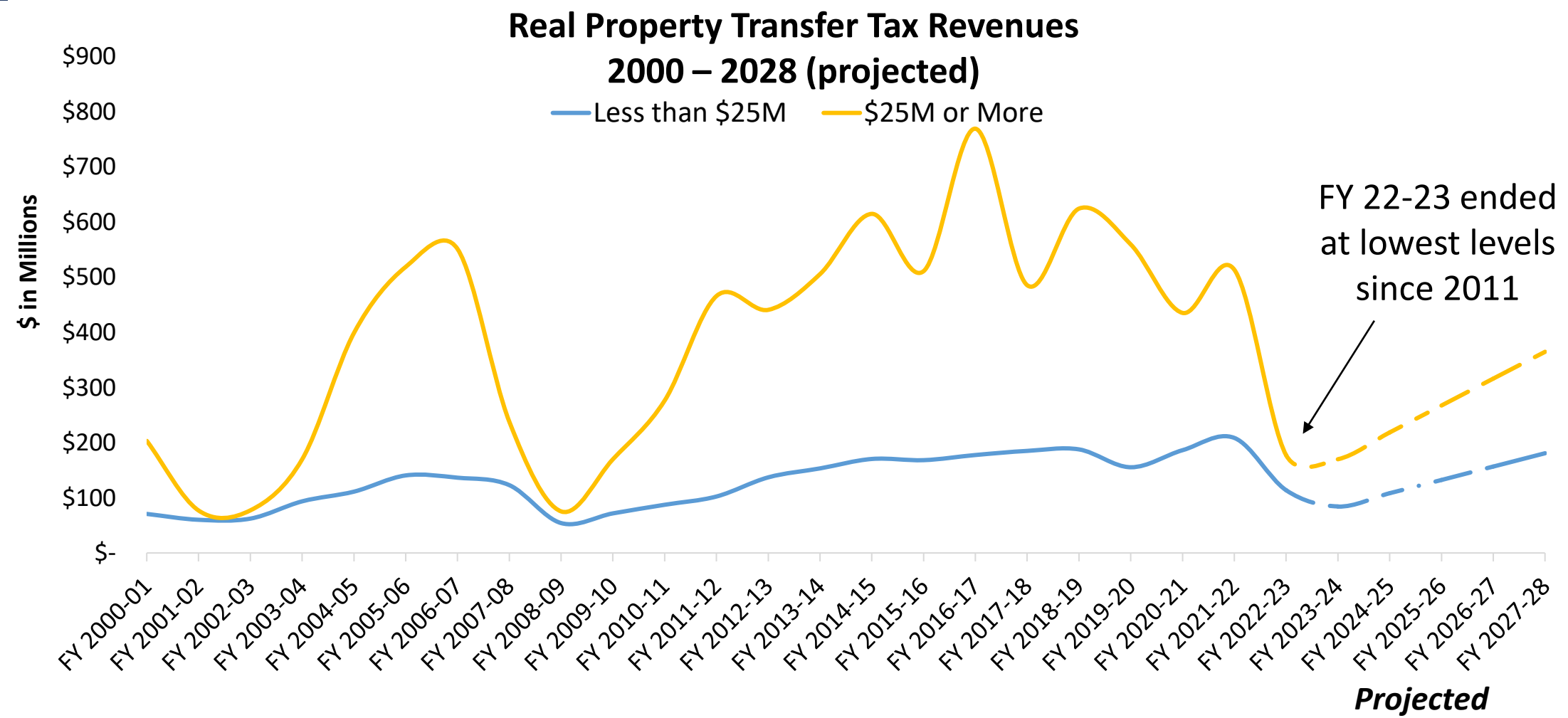
Office Vacancy Rates Still Climbing

Seasonally Adjusted Office Vacancy Rates 2005 - 2023





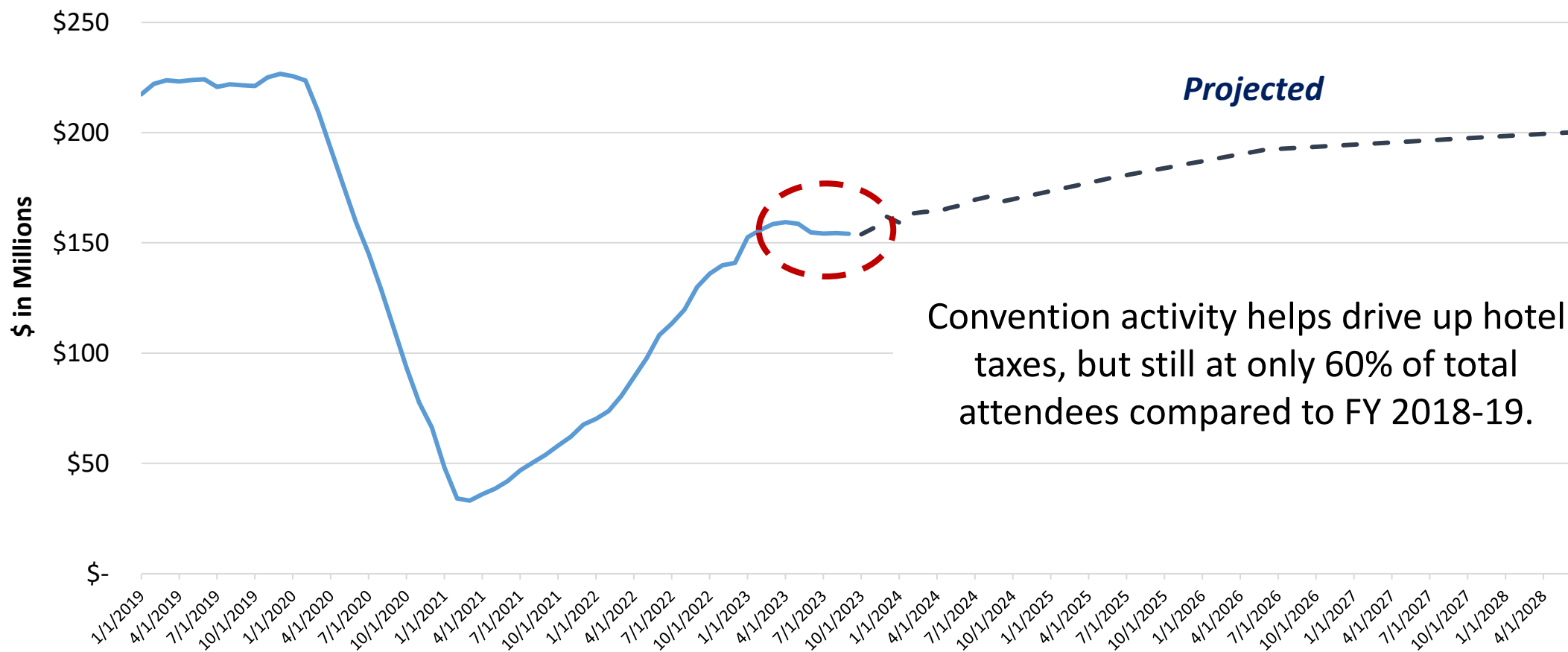
Transfer Tax Revenue at Great Recession-Era Low





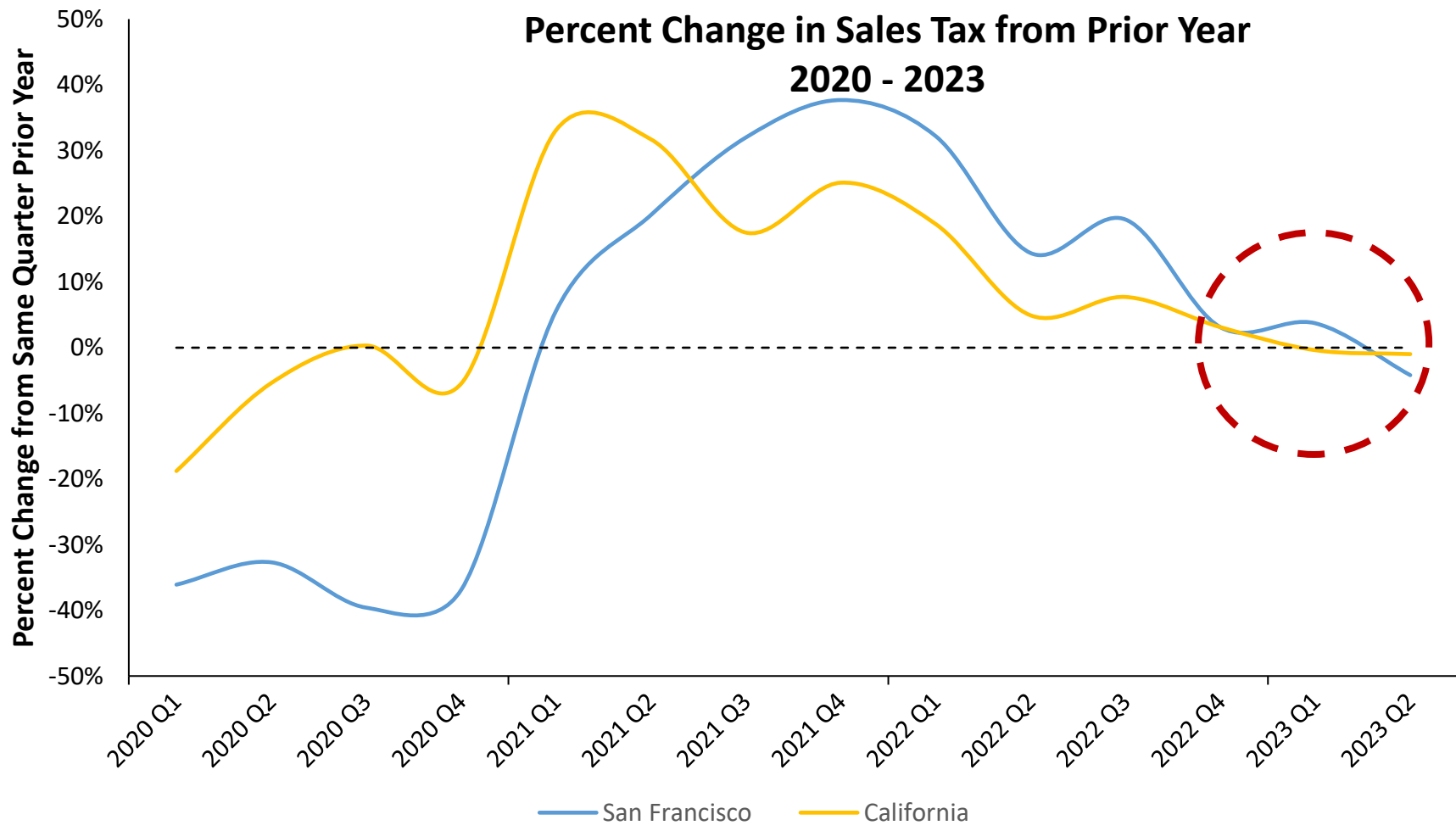
Hospitality Rebound Stalling

Revenue per Available Room – 12 month rolling average 2019 – 2028 (projected)



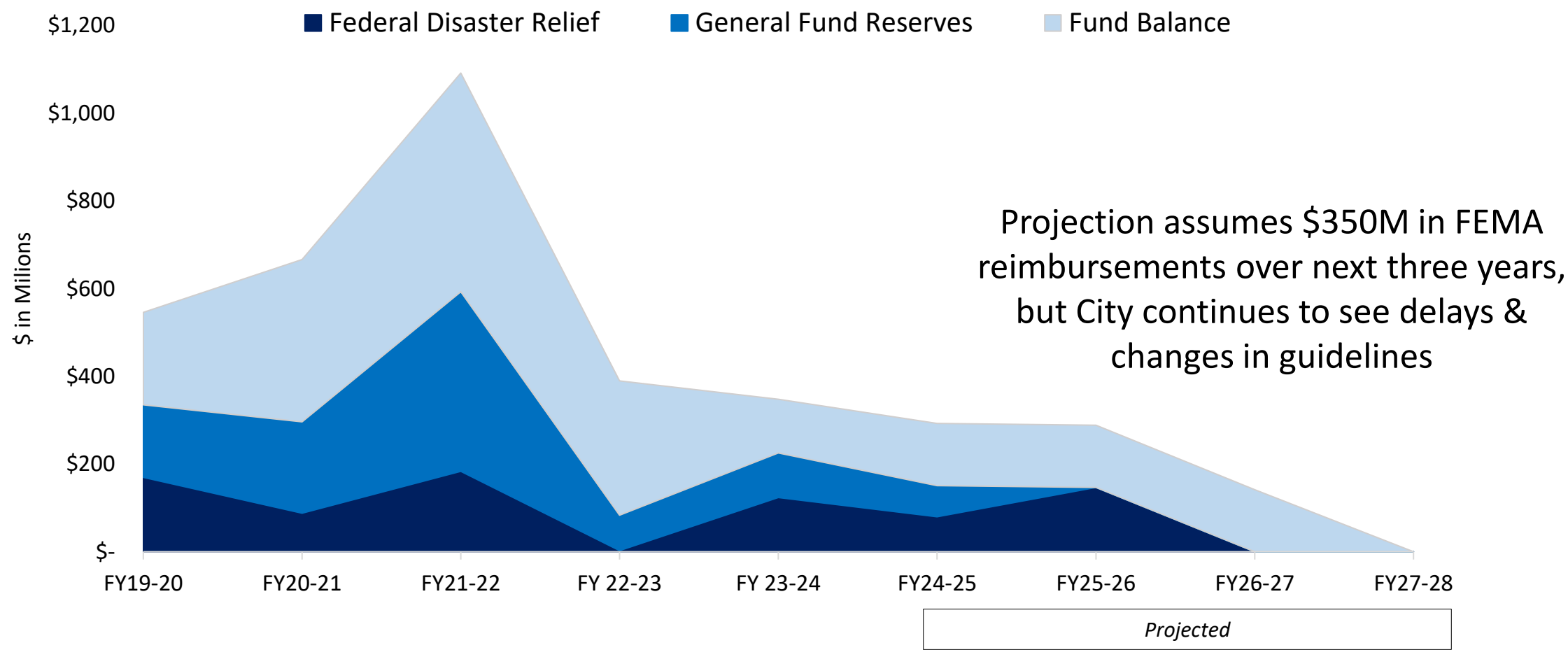


Local & State Sales Tax Slowing





Depletion of One-Time Sources





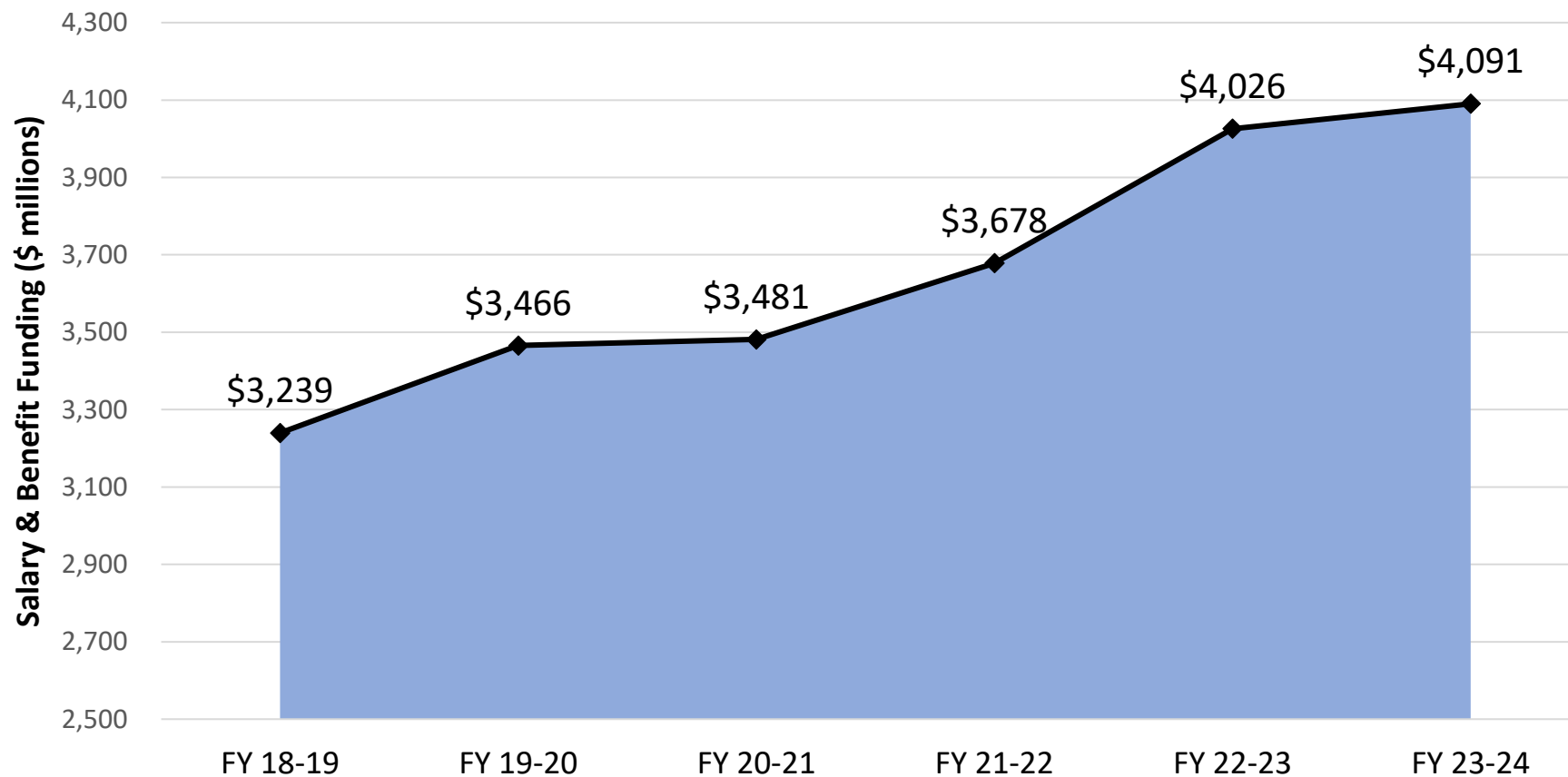
Key Expenditures

- **Salaries and benefits:** Increase by nearly \$500 million over plan period.
- **Required baselines:** Grow by around \$200 million & include newest Student Success Fund, which grows to \$35 million in FY 2024-25 and \$60 million by FY 2027-28.
- **Citywide operating costs:** Real estate, capital, debt payments, PUC rates, and implementation of multiyear inflation on all GF nonprofit grants.
- **Other major costs:** shelter costs due to expiring state grants, commitments to subsidizing housing for formerly homeless (LOSP), IHSS program growth.



Salary & Benefits – 30% Growth in 5 Years

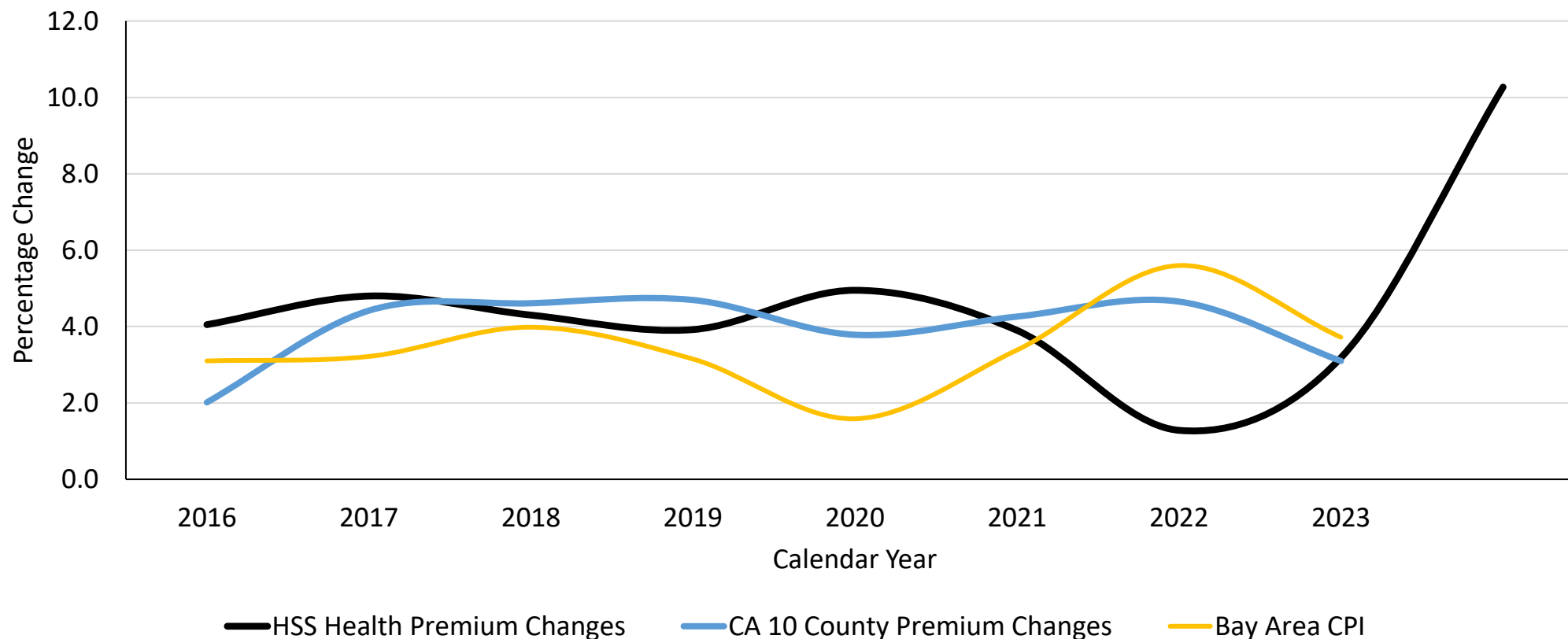
Salary & Benefit Growth Since FY 18-19 (GFS Only)





Health Care Cost Growth at 9-10%

Change in SFHSS Health Rates vs Benchmarks 2016 - 2023 (Calendar Year)





Fiscal Outlook – Risks & Uncertainties

- **Elevated interest rates** dampening business investments, real estate transactions, and borrowing costs.
- Level of **assessment appeals** and other tax refunds – current appeals volume has *tripled* from prior year.
- Significant **state budget shortfall** (\$68 billion) and threat to ERAF, grants & funding for other programs.
- **Retirement** contribution rates - year-to-date returns trending negative, could trigger higher employer contributions.



Mayor's Priorities & Department Budget Instructions



Mayor's Priorities

- Improving public safety and street conditions
- Citywide economic vitality
- Reducing homelessness and transforming mental health service delivery
- Accountability & equity in services and spending



Budget Instructions to Departments

- Reduce General Fund support: 10% in FY 24-25 and 10% in FY 25-26.
- Submit contingency proposals of ongoing 5% in each year.
- Departmental budget reductions will help address only portions of total shortfall – the Mayor’s Office will convene departments to propose further citywide solutions and strategies.



Budget Instructions to Departments

- Implement mid-year cuts that are ongoing in FY 24-25 & FY 25-26.
- Do not add new FTE. Prioritize staffing key areas related to public safety and essential operations. Eliminate remaining vacancies for savings.

Departments should only fill essential FTE in the current year and plan towards using additional vacancies for budget savings.

- Focus on core department operations & services. Eliminate costs supporting non-essential, discretionary or redundant service areas.



Budget Instructions – Reminders

- Non-General Fund departments must balance their own budgets.
- MTA, PUC, Port & Airport will introduce fixed two-year budgets on May 1.
- Additional May 1 departments: Board of Appeals, Building Inspection, Child Support Services, Environment, Law Library, Library, Rent Board, Employee Retirement System.
- Budget transparency legislation requires 1-2 public meetings before February 14.



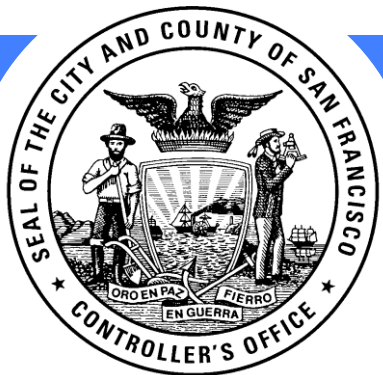
Calendar

- December 13 Mayor's Budget Outlook
- Late December Five Year Financial Plan Update (Joint Report)
- January 19 Capital and COIT budget requests due
- Early February Controller's 6-Month Report
- February 21 Budget submissions due
- March March Update to the Joint Report
- May Controller's 9-Month Report
Governors May Revise
- May 1 May 1 Department budgets introduced
- June 1 Mayor proposes a balanced budget to the Board of Supervisors
- June Budget and Appropriations Committee hearings



Thank you


FY 2024-25 & FY 2025-26 Budget Kick-off



CITY & COUNTY OF SAN FRANCISCO

Office of the Controller

December 14, 2023

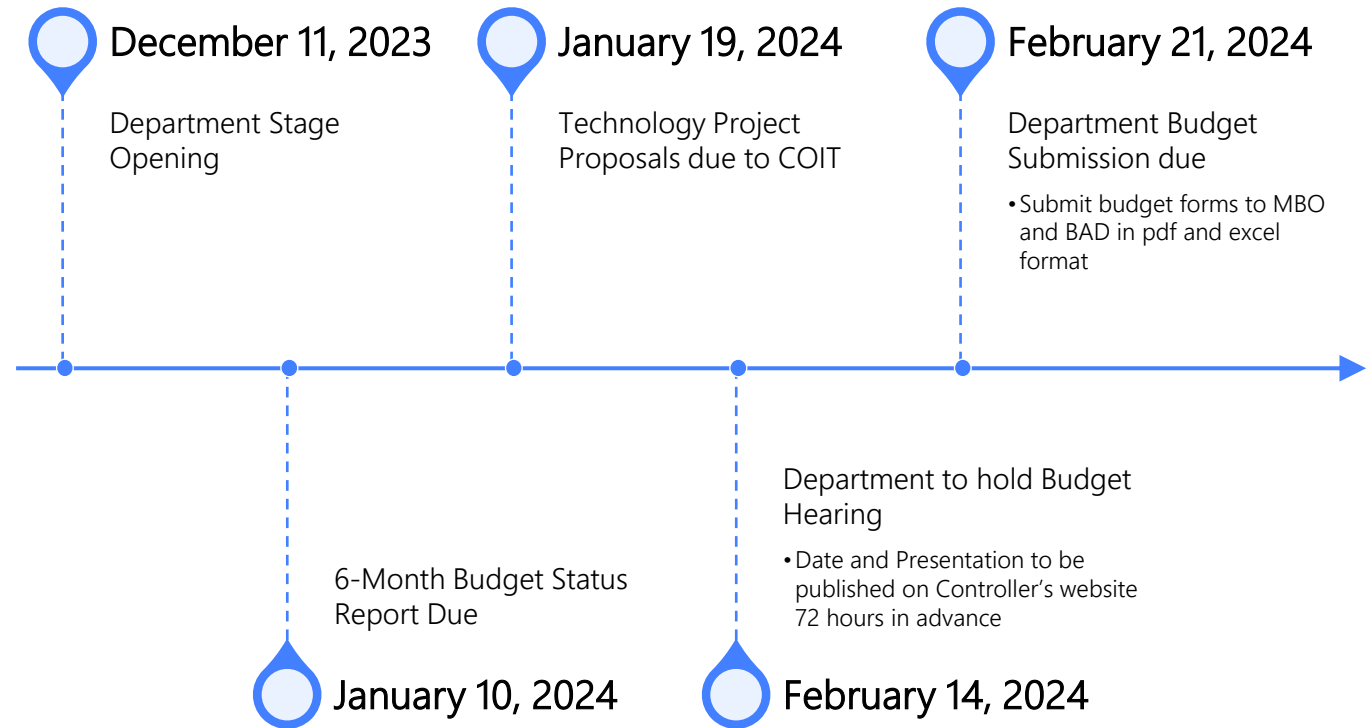


Welcome

Budget Updates & Key Reminders

Devin Macaulay
Citywide Budget Manager

Key Dates for Department Budget Stage Submission Timeline:



🔍 Enter your search term here...

[Solution home](#) / [Get Started](#) / [Systems Access Requests](#)

SF Budget Trainings & System Access Request Process

Modified on: Sat, Feb 25, 2023 6:43 PM

Purpose of this Article: This solution article provides the SF Budget role description and process of requesting system access as well as linked articles to the presentation deck from the SF Budget Live Event series.

Audience: All SF Budget Users

Author: Leilani Carandang

Version/Update Date: 4.0 / 2/25/2023

Please review the user role descriptions below before submitting the [SF Budget System Access Request \(SAR\)](#). As a reminder, all users will need to self-enroll and complete the SF Budget required training in SF Learning before submitting a SAR. Conveniently click each link below to launch the SF Budget live event training recordings held in December 2021 and 2022 directly in SF Learning.

SF Budget roles and corresponding training requirements

Role	Role Description	New Users Total number of required users including Admin for 2023 training	Training Event and system access	Supervisor & Reviewer Access	Position Access	HR (Interpreters and services personnel)	Planning	Position Entry (Job Des 1)	Position Entry (Job Des 2)	Personnel	Capital Planning Committee (CPC) Panels, C&I & S&I	Work CPC Capital Projects	Revenue	Position Entry (Job Des 3)	Capital Planning (2023/24)	Capital Budgeting (2023/24)	Other Departmental Services (S&I) Work Order (2023/24)
Department Head	Head of department. Includes access to all departmental budget and financial systems. For Department budget and capital requests.	10	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Capital Planning Committee Chair	The Chairperson will chair all CPC for making recommendations to the Board for the Capital Planning Committee. Subsequently budget and other requests of the departmental capital.	5	Required	Required	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional
Department Head	Head of department. Includes access to all departmental budget and financial systems. For Department budget and capital requests.	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Mayor's Budget Office Staff/Party	Mayor's Budget Office staff/Party. Provides access to budget and other financial systems for the Mayor's Office.	10	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Capital Planning Committee Staff	Capital Planning Committee staff. Provides access to budget and other financial systems for the Capital Planning Committee.	5	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional
Department Head	Head of department. Includes access to all departmental budget and financial systems. For Department budget and capital requests.	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional

SF Budget Access:

- Request System Access Through Ticket to SF Employee Portal Support

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000084487>

Related Articles

- [How to create a record for a Person of Interest \(POI\)](#)
- [Experienced User Budget System Refresh FY22 an...](#)
- [New User Budget System Refresh FY22 and FY23](#)
- [SF Budget Academy](#)
- [SF Budget Training Kickoff & System Overview](#)
- [SF Budget Training Capital Planning Committee \(C...](#)
- [SF Budget Training Revenue Transfers](#)
- [How to Update and Submit SF People & Pay Positi...](#)
- [How to Request Access to SF People & Pay](#)
- [Position Entry FY 2023/2024 Update](#)

SF Budget Training Resources:

- Video demonstrations and step-by-step training resources available for viewing and download

Presentation & FAQ link	SF Learning Link
Training Kickoff & System Overview	CON0BG100-120221
Expenditure and Revenue Entries	CON0BG101-121321
Position Entries	CON0BG102-121321
Inter-Departmental Services (IDS) Entries and Process	CON0BG103-121421
Reporting	CON0BG104-121421
Position Entries Deep Dive 1	CON0BG109-12152021
Position Entries Deep Dive 2	CON0BG110-121521
Equipment	CON0BG105-121621
Capital Planning Committee (CPC) Process, GFS and NGFS	CON0BG106-121621
Non CPC Capital Process	CON0BG107-121721
Revenue Transfers	CON0BG108-121721
SF Budget Training: Position Entry FY2023/24 Update	CON0BG116-121422
SF Budget Training: Capital Budgeting FY2023/24 Update	CON0BG117-121522
SF Budget Training: Inter-Departmental Services(IDS)/Work Order FY2023/24 Update	CON0BG118-121522

Base Budget Update Highlights:

- Job Class Hourly Salary Rates

- COLA Estimates
- Retirement, Health, Dental Rates
- Cost of Doing Business (CODB)

- Budgeted at Top "Regular" Step, consistent with long standing practice and published DHR rates
- Not budgeted at Top Discretionary Range "Extended" Step
- Applicable job classes and Department budgets have been adjusted
- Due to adjustment, applicable Department budgets include placeholder salary and fringe benefit values. **These values must be reallocated by Departments before 2/21/24 Budget Submission**
 - 501000-Perm Salaries-Misc-Budget
 - 519010-Fringe Adjustments-Budget



Base Budget Update Highlights:

- Job Class Hourly Salary Rates
- COLA Estimates
- Retirement, Health, Dental Rates
- Cost of Doing Business (CODB)

Pending Labor Agreement Negotiations and approval of updated Employee Organization MOU's.

- As estimate purposes only the following COLA estimates are included in the Base Budget for “open” contracts.
 - FY 2024-25: 2.65% - Starting Pay Period 15
 - FY 2025-26: 2.57% - Starting Pay Period 1



Base Budget Update Highlights:

- Job Class Hourly Salary Rates
- COLA Estimates
- Retirement, Health, Dental Rates
- Cost of Doing Business (CODB)

Subject to update in March '24 pending Labor Agreement Negotiations, approval of updated Employee Organization MOU's, and updated Enrollment Statistics.

- Retirement Employer Rates
- Health increases
- Dental decrease

Base Budget Update Highlights:

- Job Class Hourly Salary Rates
- COLA Estimates
- Retirement, Health, Dental Rates
- **Cost of Doing Business (CODB)**

- Per Ordinance #216-23 the Controller will adjust Base Budget for anticipated cost increases in agreements for nonprofit organizations (CBO)

- Using index CPI forecast rate

Low	High	Index Rate
-0.50%	0.49%	0.00%
0.50%	1.49%	1.00%
1.50%	2.49%	2.00%
2.50%	3.49%	3.00%
3.50%	4.49%	4.00%
4.50%	5.49%	5.00%
5.50%	6.49%	6.00%

- Any further adjustment to CBO budget in this budget cycle must include inflation factor with adjustment.
- In FY 2025-26 and FY 2026-27 Base Budget Cycle, only FY 2026-27 will be adjusted in Base Budget



Department Budget:

Ongoing FY24 Mid-Year Savings

- The Mayor's Budget Office has confirmed ongoing budget reduction amounts to be included in the Department Stage.
- The Controller's Office will enter this value into the Department Budget using the placeholder account:
 - 540010 Materials & Suppl-1 TimeItemsBud
- These values must be reallocated by Departments before 2/21/24 Budget Submission

Thank you!



Department Forms

December 2023



Agenda

1. Budget Forms

- Form 1A – Summary of Major Changes
- Form 1B – Department Budget Summary
- Form 1C – Contingency
- Form 2A – Revenue Report
- Form 2B – Fees & Fines
- Form 2C – Cost Recovery
- Form 3A – Expenditure Changes
- Form 3B – Position Changes
- Form 4A – Equipment Requests
- Form 4B – Fleet Requests

2. Summary of Budget Forms

Appendix – Budget Submission Report & Budget Submission Forms



Form 1A – Summary of Major Changes

What is this Form

- High level summary of major budget topics
- Summary of meeting target, positions, expenditures, revenues, legislation, Prop J, Transfer of Function, Interim Exceptions, Budget Equity



Form 1A – Summary of Major Changes

BFM Entry

- Go to BFM
- Under “Budget Forms”, click “Narrative (9200)”
- Make entry

SF BUDGET Home Budget Forms Capital

Narrative

Quick Search:
Enter search criteria here...

Expenditures (3000)
Narrative (9200)
Debt Service - Dept (3300)
Supplemental Form (3500)

Budget Form Header

Comment History Comment Submit Close

Instance ID	Form Definition	Definition Name	Name	Department
18488	9200	Narrative	AAM - Asian Art Museum	AAM

Stage Code:*
9202

Department Changes

Header

Question 1: *****What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.*****

Summary:*

Question 2: *****How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.*****

General Fund Target:*

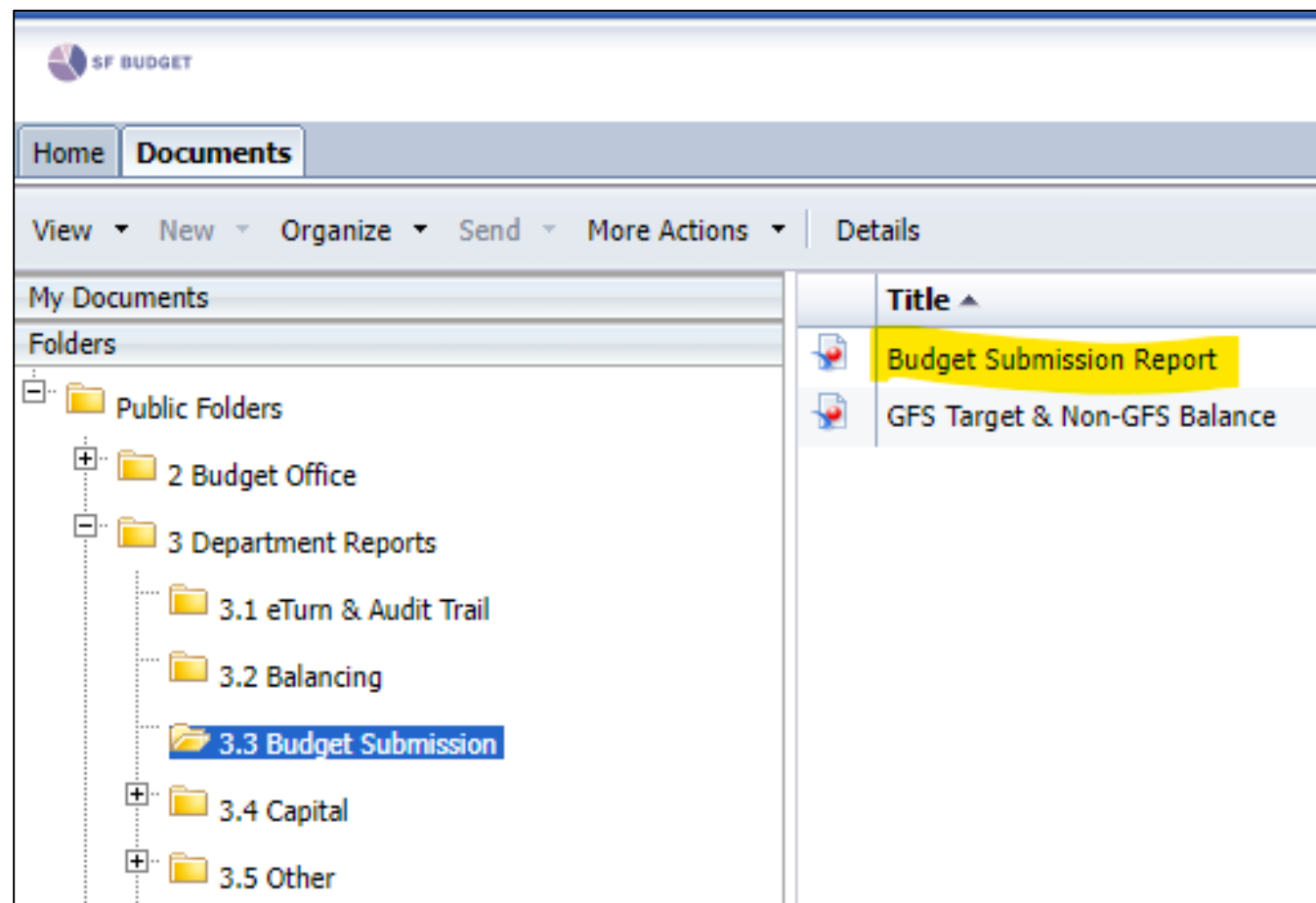
Save



Form 1A – Summary of Major Changes

BFM Report

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 1A – Summary of Major Changes

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 1A from “Budget Submission Report” into “Budget Submission Forms”

The screenshot shows the SF Budget website dashboard. The navigation bar includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. The 'Budget Instr. Forms' widget is circled in red and contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips', 'Projections Today' (showing 15 projections), 'Budget Instructions', 'ChartField Request Fo ...', and 'We want your feedback!'.



Form 1B – Department Budget Summary

What is this Form

- BY & BY+1, Base Stage vs Dept Stage comparison
- Shows whether departments met GF target
- Replaces the Budget Historical Comparison Report



Form 1B – Department Budget Summary

BUDGET FORM 1B: Department Budget Summary

DEPARTMENT: CSC Civil Service Commission

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	929658	929658	0	942440	942440	0
	MAND_FRING_BEN	336701	336701	0	339486	339486	0
	NON_PERS_SVCS	28795	28795	0	28795	28795	0
	MTL_SUPP	3055	3055	0	3055	3055	0
	SVCS_OTHER_DEPTS	239415	239415	0	239415	239415	0
EXPENDITURE		1537624	1537624	0	1553191	1553191	0
GFS	General Fund Support	1106785	1106785	0	1122352	1122352	0

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	EXP_RECOVERY	430839	430839	0	430839	430839	0
REVENUE		430839	430839	0	430839	430839	0
GFS	General Fund Support	1106785	1106785	0	1122352	1122352	0

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
0	1,106,785	1,106,785	0	0	1,122,352	1,122,352	0
			Target Met				Target Met

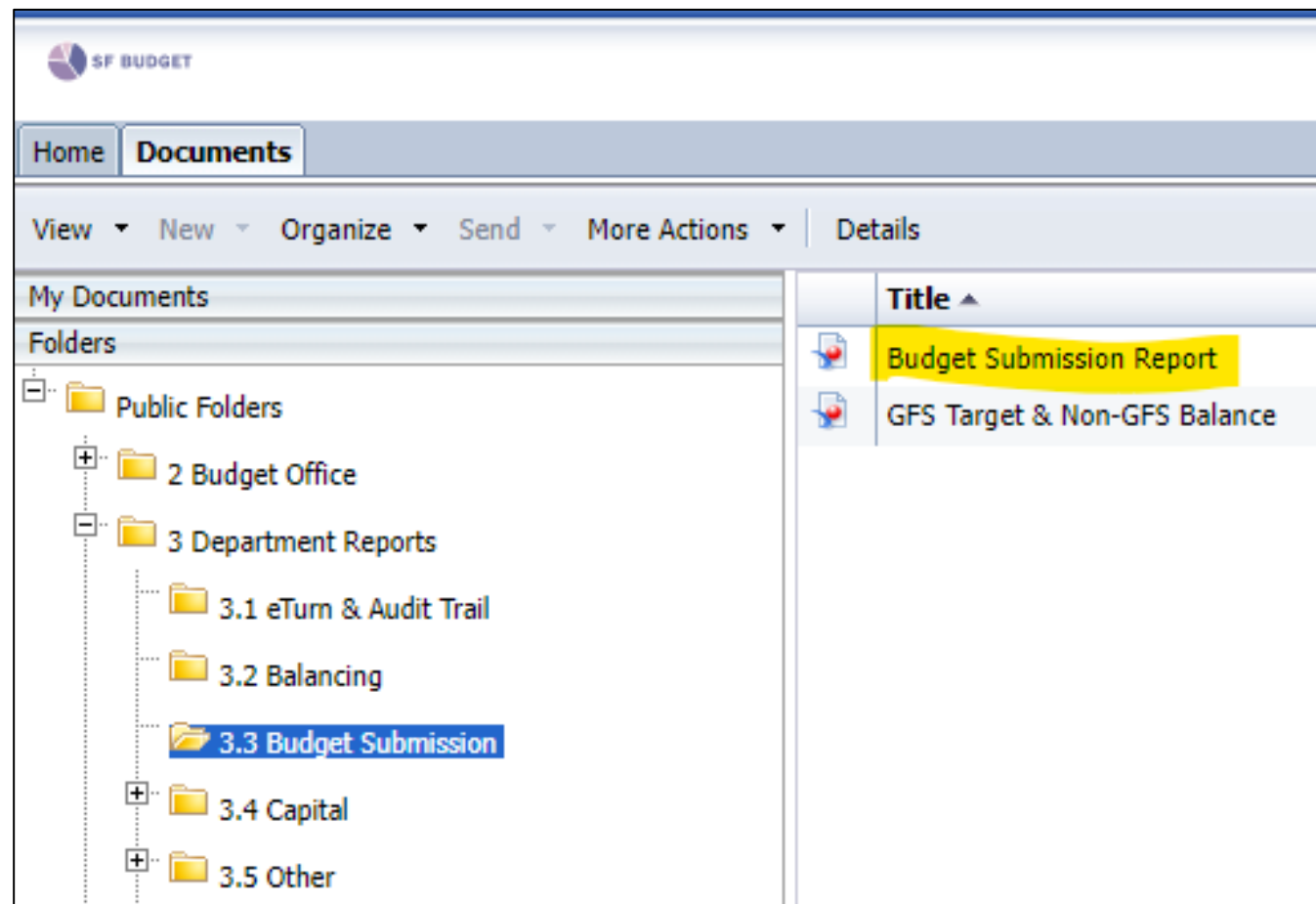
NGFS - Self Supporting



Form 1B – Department Budget Summary

BFM Submission

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 1B – Department Budget Summary

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 1B from “Budget Submission Report” into “Budget Submission Forms”

The screenshot shows the SF Budget website dashboard. The navigation bar includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. The 'Budget Instr. Forms' widget is circled in red and contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips', 'Projections Today' (showing 15 projections), 'Budget Instructions', 'ChartField Request Fo ...', and 'We want your feedback!'.



Form 1C – Contingency

What is this Form

- GF 5% Contingency proposals

BUDGET FORM 1C: Contingency		FY 2024-25 and FY 2025-26	
DEPARTMENT:		<u>DEPT NAME</u>	
General Fund departments must also propose additional ongoing contingency reductions. Departments are not expected to load the contingency target. Please describe the proposal(s) below.			
Description	FY 2024-25 \$ Savings	FY 2025-26 \$ Savings	
Total		-	-

No BFM Entry



Form 1C – Contingency

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Fill out Form 1C

The screenshot shows the SF Budget website dashboard. The navigation bar includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. The 'Budget Instr. Forms' widget is circled in red and contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips', 'Projections Today' (15), 'Budget Instructions', 'ChartField Request Fo ...', and 'We want your feedback!'.



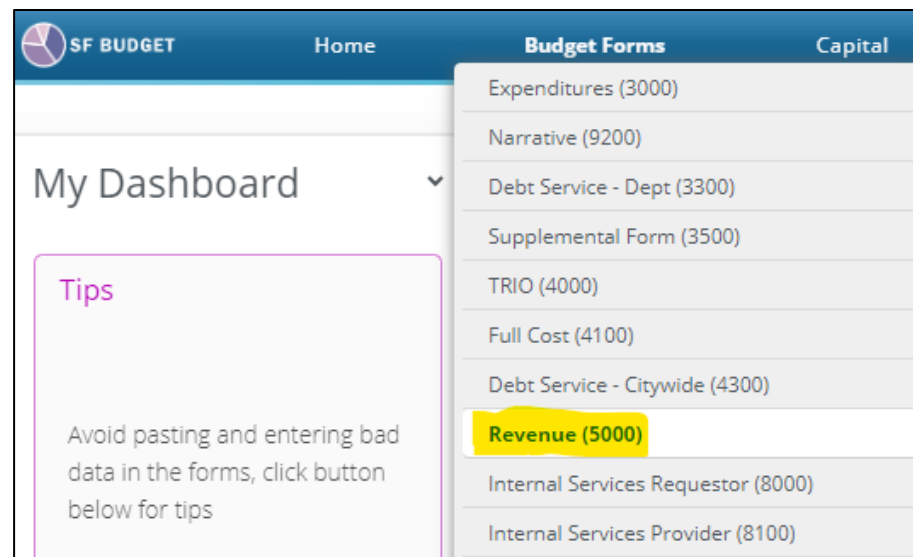
Form 2A – Revenue Report

Purpose

- List all revenue changes
- Departments explain all revenue changes

BFM Entry

- Go to BFM
- Under “Budget Forms”, click “Narrative (9200)”
- Make entry





Form 2A – Revenue Report

Key Reminder

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
16447	5000	232302 - REG Elections Services	Revenue Form by Division

Quick Search:
Enter search criteria here...

Actions:
Add New Copy

Row	Audit Trail	Dept ID	Fund	Project-Activity	Authority	Account	Agency Use	2024-25 Rollover Base On-Go	2024-25 Rollover Base One-Tim	2025-26 Total	Internal Notes*	Budget Justification*	
1	🔍	232302	10000	10026787-0001	10000	460136	0	57,881	49,618	57,881			✍
2	🔍	232302	10000	10026787-0001	10000	460149	0	40,000	0	40,000			✍
3	🔍	232302	10000	10026787-0001	10000	460199	0	1,410	0	1,410			✍
4	🔍	232302	10000	10026787-0001	10000	469999	0	0	450,000	0			✍

Records per page: 50

Records: 1 - 4 of 4 - Pages: 1

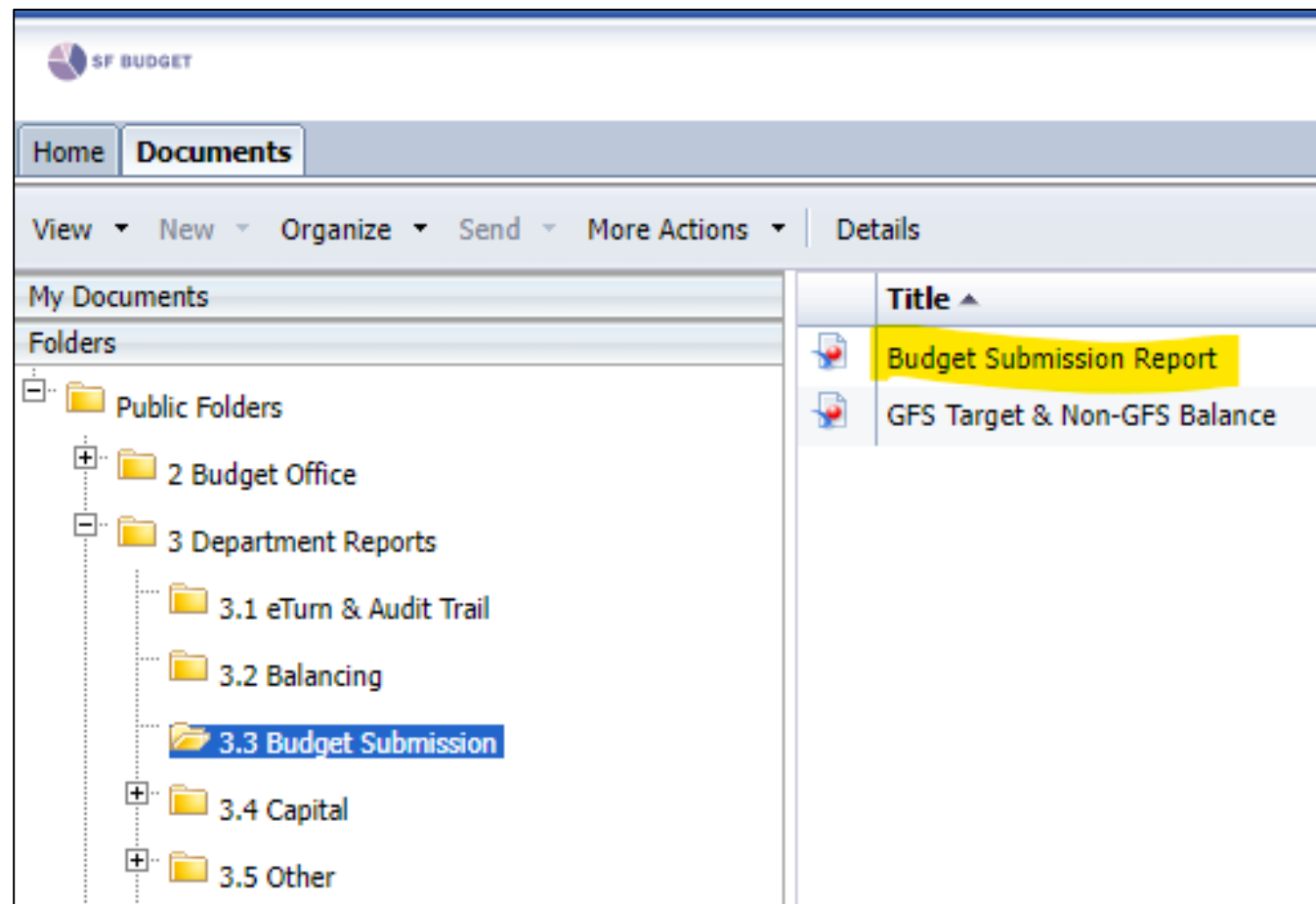
Please describe the changes as detailed as possible



Form 2A – Revenue Report

BFM Submission

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 2A – Revenue Report

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 2A from “Budget Submission Report” into Budget Submission Forms

The screenshot shows the SF Budget website dashboard. The navigation bar includes links for Home, Budget Forms, Capital, Chart of Accounts, and Links. The main content area is titled "My Dashboard" and contains several widgets. A red circle highlights the "Budget Instr. Forms" widget, which contains the text "Click here to access budget instruction forms" and a link labeled "> Budget Instruction Forms". Other widgets include "Tips" (with a link "> Tips for entering values"), "Projections Today" (showing 15 projections and a link "> View Projection History"), "Budget Instructions" (with a link "> Budget Instructions"), "ChartField Request Fo ..." (with a link "> ChartField Request Forms"), and "We want your feedback!" (with a link "> SF Budget Feedback").



Form 2B – Fees & Fines

Form 2C – Cost Recovery

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Fill out Form 2B and Form 2C

The screenshot shows the SF Budget website dashboard. The navigation bar at the top includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. A red circle highlights the 'Budget Instr. Forms' widget, which contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips' (with a link '> Tips for entering values'), 'Projections Today' (showing '15' and a link '> View Projection History'), 'Budget Instructions' (with a link '> Budget Instructions'), 'ChartField Request Fo ...' (with a link '> ChartField Request Forms'), and 'We want your feedback!' (with a link '> SF Budget Feedback').



Form 3A – Expenditure Changes

Purpose

- List all expenditure changes
- Departments explain all expenditure changes

BFM Entry

- Go to BFM
- Under “Budget Forms”, click “Expenditure (3000)”
- Click “Expenditures”
- Make entry

The screenshot shows the SF Budget system interface. At the top, there is a navigation bar with 'SF BUDGET', 'Home', 'Budget Forms', and 'Capital'. A dropdown menu is open under 'Budget Forms', showing options: 'Expenditures (3000)', 'Narrative (9200)', 'Debt Service - Dept (3300)', and 'Supplemental Form (3500)'. Below the navigation bar, the page title is 'Expenditures by Division'. There is a 'Quick Search:' section with a text input field containing 'Enter search criteria here...'. Below the search field, there is a 'Budget Form Header' section with buttons for 'Comment History', 'Comment', 'Submit', and 'Close'. A table is displayed with the following data:

Instance ID	Form Definition	Definition Name	Name	Department
16163	3000	Expenditures by Division	REG - 232302 - REG Elections Servic	232302

Below the table, there is a 'Stage Code:*' field with the value '3002'. Underneath, there is a 'Department Changes' section with a horizontal bar chart showing 'Header' and 'Expenditures' (highlighted in yellow) and 'Position'.



Form 3A – Expenditure Changes

Key Reminder

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
16163	3000	232302 - REG Elections Services	Expenditures by Division

Quick Search:
Enter search criteria here...

Actions:
Add New Copy

Please describe the changes as detailed as possible!

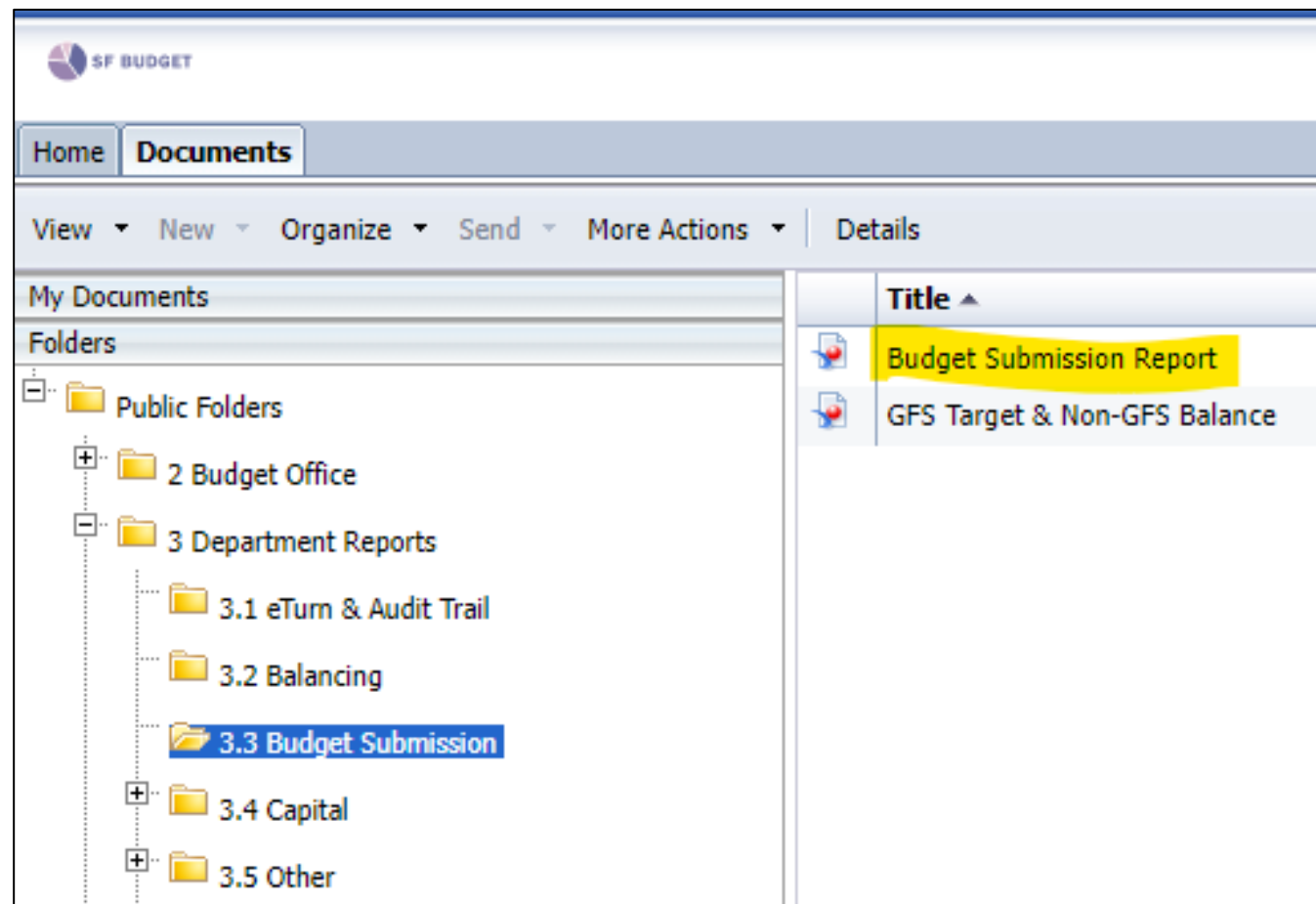
Row	Audit Trail	Dept ID	Fund	Project-Activity	Authority	Account	Agency Use	2024-25 Rollover Base On-Going	2024-25 Rollover Base One-Tim	2025-26 Total	Internal Notes*	Budget Justification*
1	🔍	232302	10000	10026787-0001	10000	522020	0	50,000	-50,000	50,000		
2	🔍	232302	10000	10026787-0001	10000	524010	0	1,200	0	1,200		
3	🔍	232302	10000	10026787-0001	10000	526610	0	1,000	0	1,000		
4	🔍	232302	10000	10026787-0001	10000	526990	0	5,850	0	5,850		



Form 3A – Expenditure Changes

BFM Submission

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 3A – Expenditure Changes

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 3A from “Budget Submission Report” into Budget Submission Forms

The screenshot shows the SF Budget website dashboard. The navigation bar at the top includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. A red circle highlights the 'Budget Instr. Forms' widget, which contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other visible widgets include 'Tips' (with a link '> Tips for entering values'), 'Projections Today' (showing '15' and a link '> View Projection History'), 'Budget Instructions' (with a link '> Budget Instructions'), 'ChartField Request Fo ...' (with a link '> ChartField Request Forms'), and 'We want your feedback!' (with a link '> SF Budget Feedback').



Form 3B – Position Changes

Purpose

- List all position changes
- Departments explain all position changes

BFM Entry

- Go to BFM
- Under “Budget Forms”, click “Expenditure (3000)”
- Click “Position”
- Make entry

The screenshot shows the SF Budget system interface. At the top, there is a navigation bar with 'SF BUDGET', 'Home', 'Budget Forms', and 'Capital'. A dropdown menu is open under 'Budget Forms', showing options: 'Expenditures (3000)', 'Narrative (9200)', 'Debt Service - Dept (3300)', and 'Supplemental Form (3500)'. Below the menu is a 'Quick Search' field with the placeholder text 'Enter search criteria here...'. The main content area displays 'Expenditures by Division' and a 'Budget Form Header' form. The form has buttons for 'Comment History', 'Comment', 'Submit', and 'Close'. Below these buttons is a table with the following data:

Instance ID	Form Definition	Definition Name	Name	Department:
16163	3000	Expenditures by Division	REG - 232302 - REG Elections Servic	232302

Below the table, there is a 'Stage Code:*' field with the value '3002' and a 'Department Changes' section. At the bottom of the form, there are three tabs: 'Header', 'Expenditures', and 'Position', with 'Position' highlighted in yellow.



Form 3B – Position Changes

Key Reminder

Edit Form Position

Page Actions:

Position	Employee Code	Last Name	First Name	Home Orgn	Job Class
00000698-1	00000698-1-N16124	SF	SF	207964	8216_C_MTA

Employee Code:*
00000698-1-N16124

Employee

Job Class:* 8216_C_MTA
Senior Parking Control Officer

Action Indicator:*

Position:* 00000698-1
SF

Bargaining Unit:* 790
790 - LOCAL 790, SEIU

Active:

Employee Status:* A - Regular

Justification:

Form ID: 16124

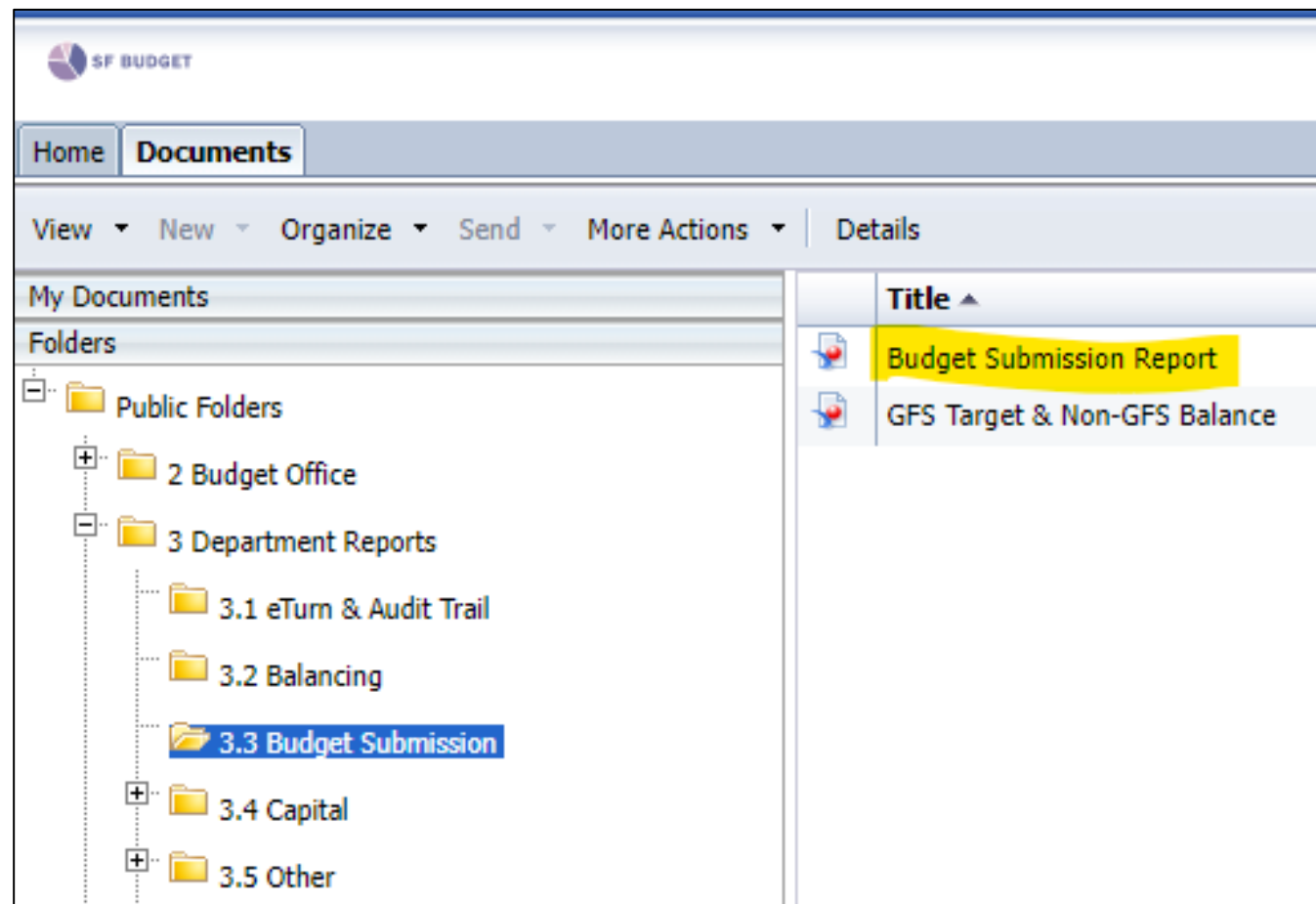
Please describe the changes as detailed as possible!



Form 3B – Position Changes

BFM Submission

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 3B – Position Changes

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 3B from “Budget Submission Report” into Budget Submission Forms

The screenshot shows the SF Budget website dashboard. The navigation bar includes links for Home, Budget Forms, Capital, Chart of Accounts, and Links. The main content area is titled "My Dashboard" and contains several widgets. A red circle highlights the "Budget Instr. Forms" widget, which contains the text "Click here to access budget instruction forms" and a link labeled "> Budget Instruction Forms". Other widgets include "Tips" (with a link "> Tips for entering values"), "Projections Today" (showing 15 projections and a link "> View Projection History"), "Budget Instructions" (with a link "> Budget Instructions"), "ChartField Request Fo ..." (with a link "> ChartField Request Forms"), and "We want your feedback!" (with a link "> SF Budget Feedback").



Form 4A – Equipment Requests

Form 4B – Fleet Requests

Purpose

- List all Equipment and Fleet requests
- Departments explain all Equipment and Fleet changes

BFM Entry

- Go to BFM
- Under “Chart of Accounts”, click “Equipment Number”
- Review/create Equipment Number

The screenshot shows the SF Budget system interface. At the top, there is a navigation bar with 'SF BUDGET', 'Home', 'Budget Forms', and 'Capital'. A dropdown menu is open under 'Budget Forms', listing 'Expenditures (3000)', 'Narrative (9200)', 'Debt Service - Dept (3300)', and 'Supplemental Form (3500)'. Below this, the page title is 'Expenditures by Division'. A 'Quick Search' box contains the text 'Enter search criteria here...'. Below the search box is a 'Budget Form Header' window. This window has buttons for 'Comment History', 'Comment', 'Submit', and 'Close'. It contains a table with the following data:

Instance ID	Form Definition	Definition Name	Name	Department
16163	3000	Expenditures by Division	REG - 232302 - REG Elections Servic	232302

Below the table, there is a 'Stage Code:*' field with the value '3002'. Underneath, there is a 'Department Changes' section with a horizontal bar chart showing 'Header' and 'Expenditures' (highlighted in yellow) and 'Position'.



Form 4A – Equipment Requests Form 4B – Fleet Requests

BFM Entry

Configure Equipment Number

- Go to BFM
- Under “Chart of Accounts”, click “Equipment Number”
- Review/create Equipment Number



Form 4A – Equipment Requests

Form 4B – Fleet Requests

BFM Entry

- Go to BFM
- Under “Budget Forms”, click “Equipment – NGFS (7000)” or “Equipment – GFS (7100)”
- Make entry

The screenshot shows the SF BUDGET system interface. At the top, there is a navigation bar with "SF BUDGET", "Home", "Budget Forms", and "Capital". Below the navigation bar, the main content area is titled "Equipment Number" and includes a "Quick Search:" input field. Underneath, there are "Actions:" buttons for "Export" and "Import". A table with two columns, "Item" and "Name", lists seven equipment items, all with the status "Not Used". To the right of the main content area, a dropdown menu is open under "Budget Forms", listing various budget categories. The categories "Equipment - NGFS (7000)" and "Equipment - GFS (7100)" are highlighted in yellow.

Item	Name
AAM25001	Not Used
AAM25002	Not Used
AAM25003	Not Used
AAM25004	Not Used
AAM25005	Not Used
AAM25006	Not Used
AAM25007	Not Used

- Expenditures (3000)
- Narrative (9200)
- Debt Service - Dept (3300)
- Supplemental Form (3500)
- TRIO (4000)
- Full Cost (4100)
- Debt Service - Citywide (4300)
- Revenue (5000)
- Internal Services Requestor (8000)
- Internal Services Provider (8100)
- Internal Services - Centrally Loaded (8200)
- Equipment - NGFS (7000)**
- Equipment - GFS (7100)**

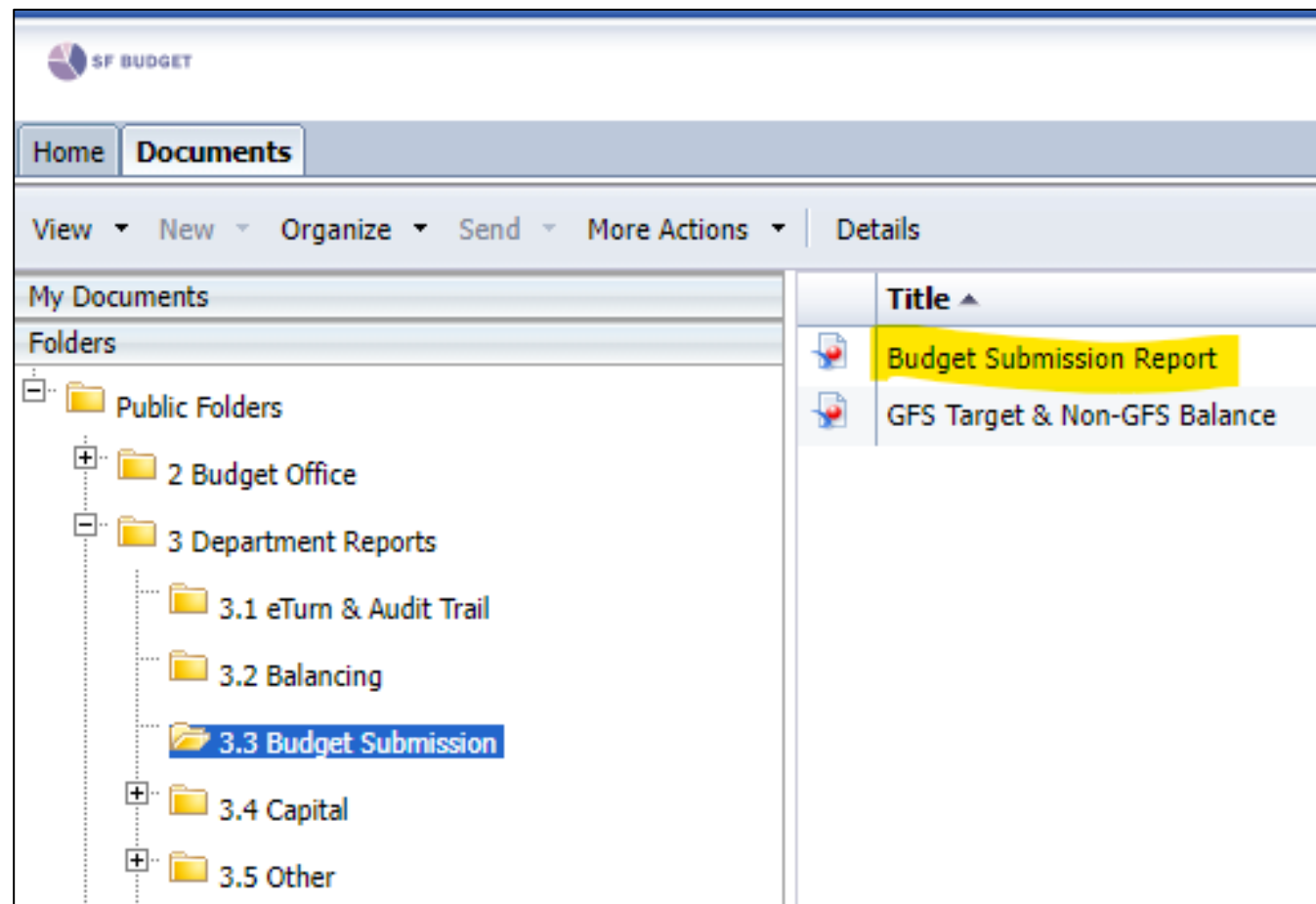


Form 4A – Equipment Requests

Form 4B – Fleet Requests

BFM Submission

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Form 4A – Equipment Requests

Form 4B – Fleet Requests

BFM Submission

- Download “Budget Instruction Forms” from BFM home page
- Copy and paste Form 4A and 4B from “Budget Submission Report” into Budget Submission Forms

The screenshot shows the SF Budget website dashboard. The navigation bar includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. A red circle highlights the 'Budget Instr. Forms' widget, which contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips for entering values', 'Projections Today' (showing 15 projections), 'Budget Instructions', 'ChartField Request Forms', and 'SF Budget Feedback'.



COIT and Capital

- Not part of 02/21/2024 Budget Submission Forms
- Deadline is 01/19/2024
- Review Budget Instructions for details on submission



Summary of Budget Forms

	Budget Entry	Budget Submission
Form 1A	BFM – Narrative (9200)	Run Budget Submission Report, copy into Budget Submission Forms
Form 1B	N/A	Run Budget Submission Report, copy into Budget Submission Forms
Form 1C	Directly in Budget Submission Forms	
Form 2A	BFM – Revenue (5000)	Run Budget Submission Report, copy into Budget Submission Forms
Form 2B	Directly in Budget Submission Forms	
Form 2C	Directly in Budget Submission Forms	
Form 3A	BFM – Expenditure (3000)	Run Budget Submission Report, copy into Budget Submission Forms
Form 3B	BFM – Expenditure (3000)	Run Budget Submission Report, copy into Budget Submission Forms
Form 4A	BFM – Equipment forms	Run Budget Submission Report, copy into Budget Submission Forms
Form 4B	BFM – Equipment forms	Run Budget Submission Report, copy into Budget Submission Forms

By 02/21/2024, submit PDF and Excel versions of Budget Submission Forms to MBO and CON-BAD



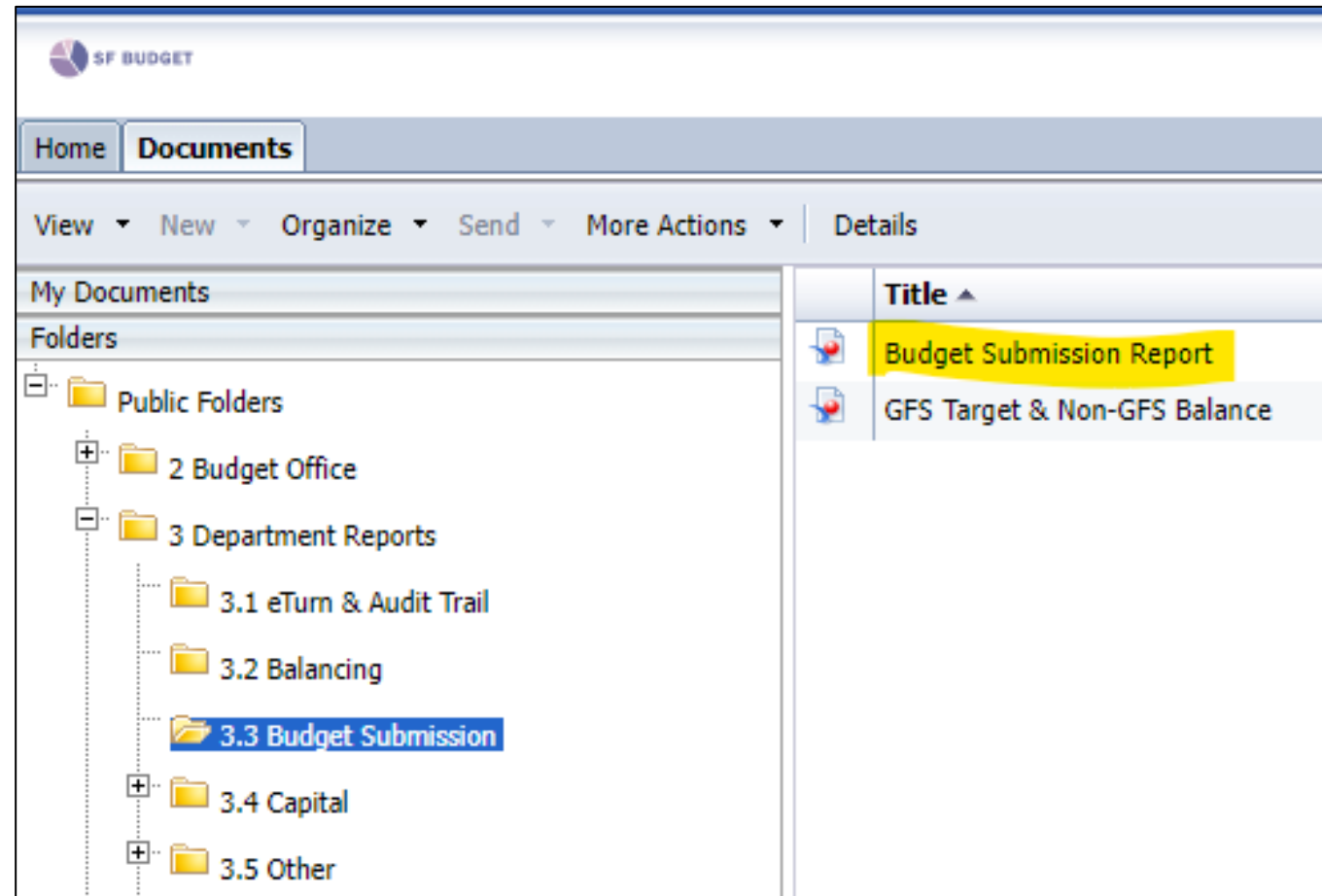
Thank you

Appendix - Budget Submission Report & Budget Submission Forms



BFM Submission Report

- Go to BFM Reports
- Click 3.3 Budget Submission
- Run “Budget Submission Report”





Appendix - Budget Submission Report & Budget Submission Forms

BFM Submission Forms

- Download “Budget Instruction Forms” from BFM home page
- Fill out Forms 1C, 2A, and 2B directly
- Copy and paste Forms 1A, 1B, 2A, 3A, 3B, 4A, and 4B from “Budget Submission Report” into “Budget Instruction Forms”

The screenshot shows the SF Budget website dashboard. The navigation bar includes 'Home', 'Budget Forms', 'Capital', 'Chart of Accounts', and 'Links'. The main content area is titled 'My Dashboard' and contains several widgets. The 'Budget Instr. Forms' widget is circled in red and contains the text 'Click here to access budget instruction forms' and a link '> Budget Instruction Forms'. Other widgets include 'Tips for entering values', 'Projections Today' (15), 'Budget Instructions', 'ChartField Request Forms', and 'SF Budget Feedback'.