

BOARD OF COMMISSIONERS

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ADMINISTRATOR

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CLERK

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TO: General Fund Elected Officials and Department Heads
FROM: Board of Allen County Commissioners
DATE: August 16, 2011
RE: 2012 Budgeting Process

August brings with it the start of the County’s budgeting process. Along with the national, state, and local economies not improving we continue to be challenged with additional expenses related to the Federal Health Care Reform Act, diminished interest income, and now defined Local Government Funding reductions in 2012 and thereafter. We also need to continue to plan for an extra pay day in 2014 amounting to roughly \$550,000.

Therefore, at this time it appears inevitable that reductions will be necessary and you should begin preparing now. We will inform you how much of a reduction is necessary to your budget once the final budget requests are submitted and processed. Although we can’t determine now how much of a reduction would be needed to pass a balanced budget for 2012, we are listening to those of you who requested budget hearings in order to get your input.

For the 2012 budgeting process, we ask that you submit your budget request for calendar year 2012 according to the printout layout found in the MUNIS budgeting system which lists all expense accounts in your department as well as the history of each account. Instructions on how to print those forms out are attached. Additional information required is outlined below:

For salaries, a listing of all current employees only, position title, their hourly rate, number of hours worked per year, and the resulting calculation of their annual salary and then a total for all employees as shown below:

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Annual Hours</u>	<u>Annual Wages</u>
Jane Doe	Acct. Clerk	\$ 12.00	2,080	\$ 24,960.00
Tom Jones	Janitor	\$ 10.00	1,040	\$ 10,400.00
TOTAL				<u>\$ 35,360.00</u>

A calculation for PERS should be 14% of your total wages anticipated for December 2011 plus the your total wages anticipated for January through November 2012. The calculation for Medicare should be 1.45% of your total annual wages (January through December 2012).

For all non-salary expense line items, provide specific and detailed justification for amounts requested in a narrative format.

For all expense line items, salary and non-salary, provide a detailed explanation for any differences between your requested amount and the prior years' budgeted/actual amount.

The same requirements apply for your anticipated 2013 budget apply and are due to us at the same time you submit your 2012 budget request. The only difference is that your 2013 budget will not be entered into MUNIS. Again, if there are any fluctuations from your 2012 budget request, provide detailed explanations.

You will need to input your requested budget amounts for 2012 into the MUNIS system according to the attached instructions from the Auditor's Office and can begin doing so on Monday, August 22nd. Submit a printed copy of what you have inputted into MUNIS as well as all requested narratives to our office. Once we receive those you will receive a call to schedule a meeting to discuss your request.

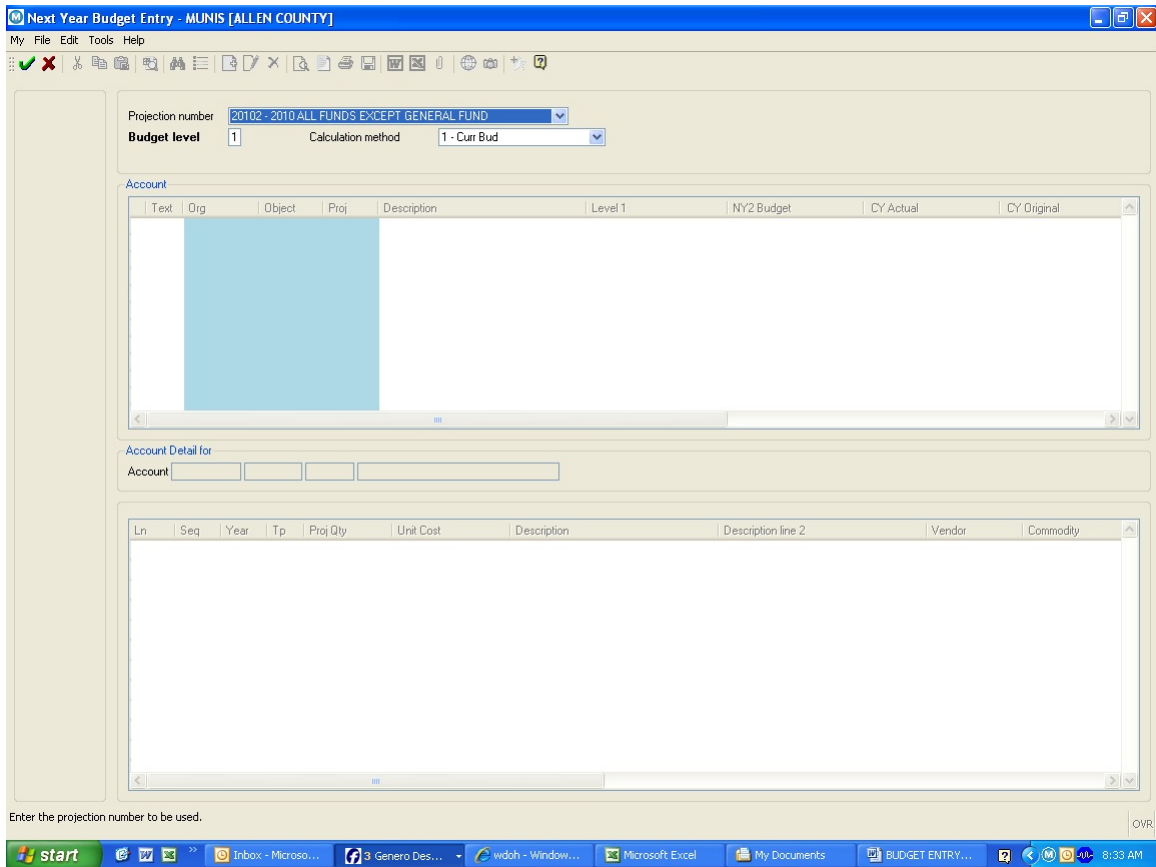
Please provide the information requested above to our office no later than September 23, 2011. Should you have any questions, please call Becky Saine at 419-223-8503.

Thank you for your cooperation and continued patience during these difficult times.

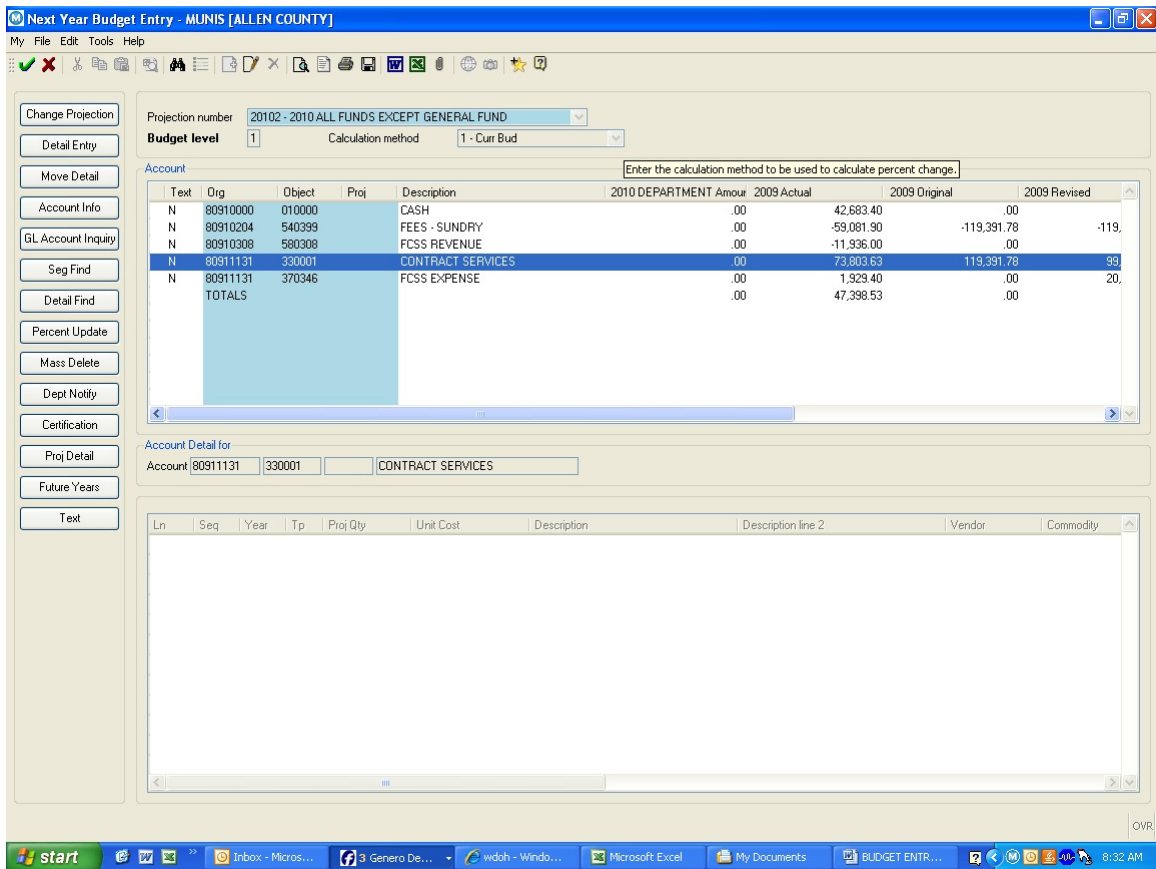
Auditor's Instructions to Print Budget Worksheets for 2012

BUDGET ENTRY

1. Click on Allen County Dept Menu
2. Next click on P. Next Year Budget Year
3. Pick Projection Number from Drop Down -should be 20122 – 2012 All Funds Except General Fund or 20121 General Fund.



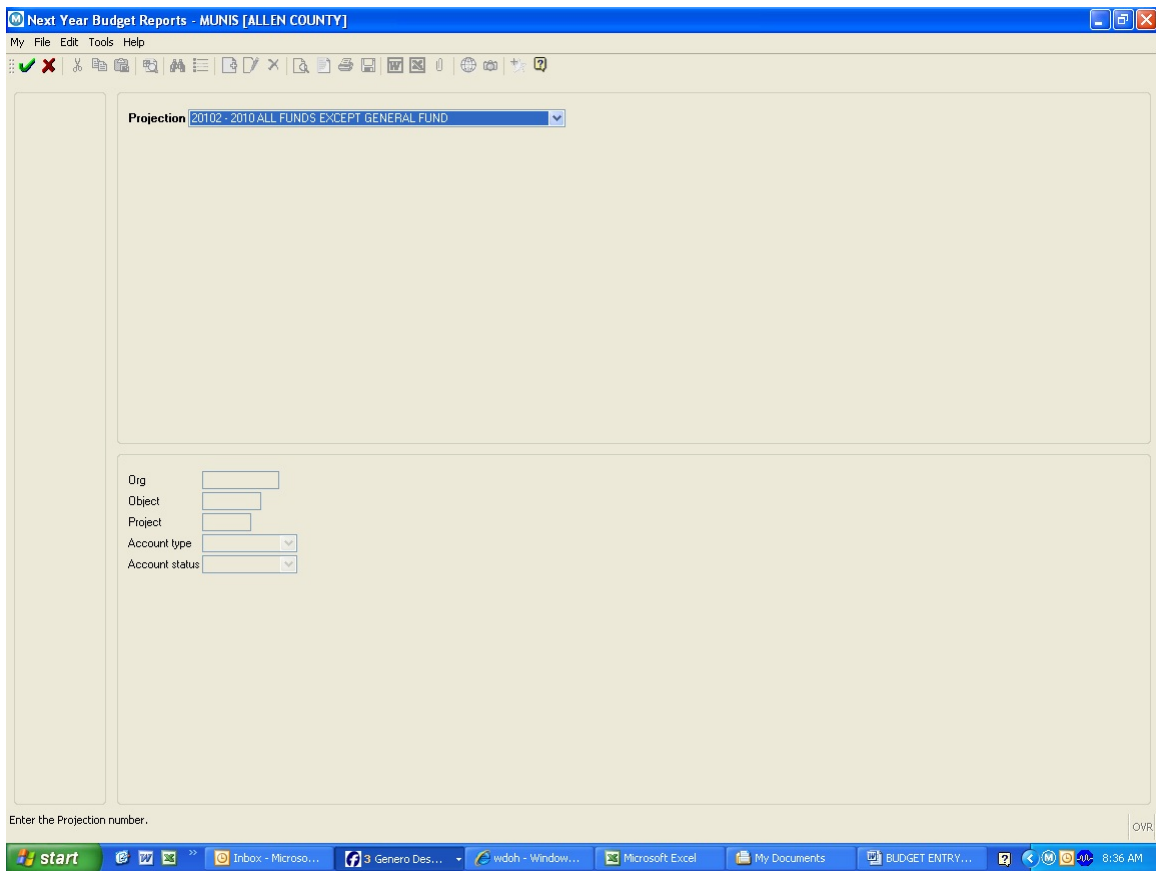
4. Click on Green Check Mark
5. Click on Segment Find
6. Type in Fund the Fund Number you wish to enter for and Click on Green Check Mark



7. Click on Update (pencil/paper) type amounts into 2012 Department Amount (Use arrow keys to move up and down between rows)
8. After done entering click on OK (green check mark).
9. To Start next Fund Click on Seg Find Button on left hand side and type in next fund number.

To print reports when finished entering

1. Go to Allen County Department Menu
2. Click on Q. Next Year Budget Reports
3. Click on Define
4. In Projection Box Select either 20122 – 2012 All Funds Except General Fund or 20121 General Fund



5. Click on Green Check Mark
6. Click on Seg Find and then Green Check Mark
7. Enter Fund Number or Department and Account Type
8. Click on Report Options and Define Report Options you want
9. Click on Green Check Mark
10. Click on File Output select printer and click OK