



# 2018 BUDGET BULLETIN

*Department of Budget & Management*

## ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

**Subject: Data Entry Process**

**Date Issued: June 6, 2017**

**Number: 2018-2**

The data entry request process for the 2018 budget will begin tomorrow June 07, 2017. The database will close on Friday, June 16 at 5:00 pm.

When you log in into BAP, you will find the actual operating expenditures for the past two years (2015 & 2016) to assist you in the preparation of your department's new budget. In addition, our department has prepared an estimated budget based on historical expenditures and entered a recommended amount under the 2018 Budget Request column. You will have the option to reallocate the funding during the data entry process as you deem necessary, however, as per the budget development criteria, the 2018 budget should be at the same operating level as the one adopted for 2017. If your department needs to request additional funding, the budget issues option will be open. Keep in mind that under budget issues you should only enter the extra amount that you will need in the selected object of expense. For example, if you have \$200.00 budgeted for Bottled Water and you are projecting an expense of \$600.00, under budget issues you should enter \$400.00, which is equivalent to the additional amount needed. Salary related object codes will continue to be administered by DBM.

The instructions for BAP are posted on the County's Web site under the Department of Budget & Management to assist you logging in and while entering your requests.

If your department is experiencing issues that are impeding the budget request data entry, please contact our department and we will provide assistance for this process. Thank you for your continuous cooperation.