Capital Budget Input Process

```
                    ( START )
                        |
                        v
      1  +-------------------------+
         | COUNTY COUNCIL          |
         | APPROVES                |
         | CAPITAL BUDGET          |
         +-------------------------+
                        |
                        v
      2  +-------------------------+
         | CAPITAL BUDGET          |
         | TEAM CREATES            |
         | PDF'S                   |
         +-------------------------+
                        |
                        v
      3  +-------------------------+      4    +-------------------------+
         | FISCAL TEAM             | -------->  | BUDGET                  |
         | LEADER SETS UP          |            | CATEGORY                |
         | NEW AWARDS &            |            | INFORMATION             |
         | PROJECTS                |            | REQUESTED               |
         +-------------------------+            +-------------------------+
                        |                                    |
                        v                                    |
      5  +-------------------------+                         |
         | BUDGET TEAM             |                         |
         | LEADER INPUTS           |                         |
         | AWARD                   |                         |
         | INSTALLMENTS TO         |                         |
         | FMS                     |                         |
         +-------------------------+                         |
                        |                                    |
                        v                                    |
      6  +-------------------------+                         |
         | FISCAL TEAM             |                         |
         | LEADER CREATES          |                         |
         | SPREADSHEET             |                         |
         | WITH CIP                |                         |
         | INFORMATION             |                         |
         +-------------------------+                         |
                        |                                    |
                        v                                    v
      7  +-------------------+   8   +-------------------+
         | SPREADSHEET IS    |------>| FISCAL TEAM       |
         | BALANCED WITH     |       | LEADER FUNDS      |
         | FUNDING           |       | PROJECTS AND      |
         | RESOLUTIONS       |       | CREATES           |
         +-------------------+       | BUDGETS           |
```

END

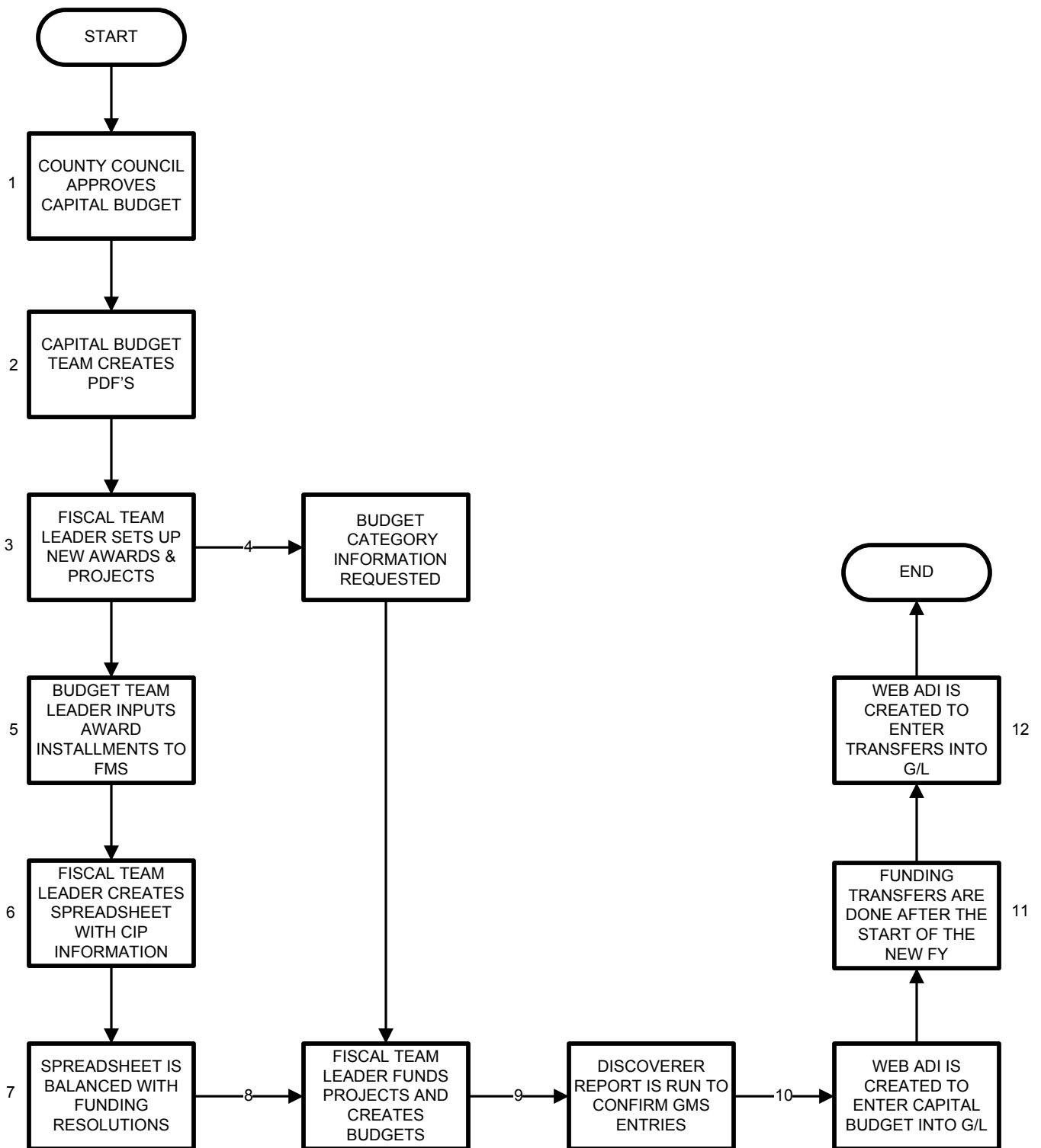| Step	Box
9	DISCOVERER REPORT IS RUN TO CONFIRM GMS ENTRIES
10	WEB ADI IS CREATED TO ENTER CAPITAL BUDGET INTO G/L
11	FUNDING TRANSFERS ARE DONE AFTER THE START OF THE NEW FY
12	WEB ADI IS CREATED TO ENTER TRANSFERS INTO G/L

CAPITAL IMPROVEMENTS PROGRAM BUDGET INPUT

1. The capital budget is usually approved by County Council each year at the end of May. A signed copy of the budget resolution is available from the website.

    http://www.montgomerycountymd.gov/csltmpl.asp?url=/content/council/leg/res/2009.asp

2. Capital Budget Team Leader creates Project Description Forms (PDF's) to be bound in the published six-year Master Plan. PDF's for sub-projects are not printed in the Master Plan and should be kept for back-up.

3. Fiscal Team Leader sets up new projects and awards with dates in the new fiscal year in FMS. (See FMS Grants Management Instruction book for directions.)

4. Inquiries are sent to the following account owners regarding the desired category budgets for the appropriation:

    1) Energy Management Team
    2) Maintenance Contract Office for Fire Code Safety, PLAR, Restroom Assessments, Roof Replacements
    3) Indoor Air Quality Team
    4) School Security Team
    5) OCTO
    6) Asbestos Abatement Team

5. The Budget Team Leader enters the award installments into FMS.

6. The Fiscal Team Leader creates and populates a spreadsheet showing the projects receiving appropriations for the fiscal year with the following information:

    1) Project Name on the PDF and sub-projects where applicable (total of sub-projects must equal amount shown on main PDF)
    2) FMS Award Number – there may be more than one award number depending on the funding sources shown on the PDF.
    3) Total appropriation shown on the PDF
    4) Breakdown of appropriation by category based on need identified by project owners that equals the total appropriation.

7. Balance spreadsheet totals with the approved Capital Budget appropriations shown on the funding resolution and the State of Maryland Board of Public Works Funding Approval. The Master Plan, when printed in July, will have a complete funding source breakdown which should be verified.

    Note: The various types of local revenue are not differentiated in GMS.

8. Project funding and award budgets are entered from information on spreadsheet into the Grants Management System in FMS.

9. Run a Discoverer report to confirm that the total entered into FMS equals the funding resolution. GMS: Award Installment by Start Date

10. Create a web ADI for FMS input the general ledger according to directions in GMS Instructions book.

11. For projects where the funding source is being changed without increasing the appropriation these steps must be followed:

   1) Do an installment for the new award.
   2) Fund the appropriate project.
   3) Create or amend the Award Budget.
   4) Move expenses from the award being reduced into the new award using a miscellaneous transaction.
   5) Update GMS balances.
   6) Reduce the award budget for the award being reduced.
   7) Enter a negative installment in the award where the funds were previously budgeted.
   8) Do a negative project funding transaction.

   This funding source transfer process may not be done until after the start of the new fiscal year since the expenses must remain where they were funded in the old fiscal year.

12. Create a web ADI to record the transfer in the G/L if this process is not done with the overall budget ADI.