

BUDGET LETTER

NUMBER: 05-17

SUBJECT: 2006-07 EBUDGET PROCESS OVERVIEW

DATE ISSUED: July 27, 2005

REFERENCES:

SUPERSEDES: BL 04-11

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

On January 10, 2005, the Administration unveiled eBudget, an interactive web-based Governor's Budget presentation. The goal of the project was two-fold: to improve the efficiency of the budget preparation process by utilizing current technologies and to provide the general public with a Governor's Budget that is easily accessible and understandable.

In general, the eBudget website was well received by the general public. To date, the website has been accessed by over 100,000 unique visitors with over four million hits in total. Within the first 48 hours, the website was accessed by nearly 10,000 unique visitors with nearly 1.4 million hits in total.

The transition from print to web-based presentation of the Governor's Budget resulted in significant changes to the budget preparation process, as manual processes were replaced with electronic processes. Instead of making hand-written changes on 11 x 17 inch paper budget galleys, all state departments were asked to submit fiscal information electronically in an Excel spreadsheet. The budget spreadsheets will continue to be utilized for the 2006-07 budget development process.

ENHANCEMENTS

Shortly after the release of the Governor's Budget, the Department of Finance (Finance) surveyed representatives of selected state departments, the Legislature, and legislative staff including the Legislative Analyst's Office concerning the new eBudget process and website. The survey results combined with recommendations from Finance staff and the web-design consultant resulted in over 115 suggested enhancements/improvements. Over 70 of these enhancements will be implemented for 2006-07, and approximately 15 additional suggestions are still being evaluated. Due to cost, risk, and/or timing considerations, it is not possible for the remaining recommendations to be implemented for 2006-07. Most of these will, however, be considered for potential future enhancements.

Some of the major enhancements that will be implemented for 2006-07 include:

- Links to printable budget documents (including traditional budget information) will be more prominent.
- Links to Fund Condition Statements and Detail of Appropriations and Adjustments (a.k.a. Reconciliation with Appropriations) will be added.
- Capital outlay dollars will be included in totals on the agency and department pages.
- Special displays and Budget Summary figures will be available in PDF files to enhance their readability.
- Additional Budget Summary navigation features will be added.
- The need to maintain narrative information in Word documents will be eliminated.

- Subtotals for baseline and policy issues (in Detailed Budget Adjustments) will be added and the capability for Finance staff to determine the sort order will be provided.
- PBD-SBO-Chgs in Auth (Program Budget Detail-Summary by Object-Changes in Authorized Positions) tab of the spreadsheet will be split into three separate tabs to provide maximum flexibility for future changes.

Note that the eBudget website will continue to provide links to each agency secretary's website similar to last year.

TRAINING

Finance's Financial Operations Unit will provide combined training classes for departmental budget staff and Finance staff on the 2006-07 Governor's Budget preparation process. Departmental budget staff are encouraged to attend training with their respective Finance analysts. This training class will cover the following topics:

- eBudget Narrative
- Major Program/Project Changes
- Detailed Budget Adjustments
- eBudget Spreadsheets
- Schedule 10s/Automated Reconciliation with Appropriations Process
- Fund Condition Statements
- Salaries and Wages Spreadsheet Process

Due to space limitations, each department may send only one or two representatives to training. Training will be held in the Department of Finance Redwood Room on the following dates and times:

August 22	1:30 pm	-	4:30 pm	August 29	1:30 pm	-	4:30 pm
August 23	9:00 am	-	12:00 pm	August 30	1:30 pm	-	4:30 pm
August 23	1:30 pm	-	4:30 pm	September 1	9:00 am	-	12:00 pm
August 24	9:00 am	-	12:00 pm	September 1	1:30 pm	-	4:30 pm
August 25	9:00 am	-	12:00 pm	September 2	9:00 am	-	12:00 pm
August 25	1:30 pm	-	4:30 pm	September 2	1:30 pm	-	4:30 pm
August 29	9:00 am	-	12:00 pm				

Registration information for these classes will be distributed separately via email. A make-up class is also scheduled for September 21 from 9:00 am to 12:00 pm for those who are unable to attend one of the above classes.

We are looking forward to working with you on the improved process and appreciate your input. If you have any questions regarding training, please contact Financial Operations Unit at (916) 322-5540.

/s/ Stephen W. Kessler

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