

# BUDGET LETTER

<b>SUBJECT:</b> GOVERNOR'S BUDGET PREPARATION: INITIAL BASE UPLOAD TEMPLATE FOR THE FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI\$CAL)	<b>NUMBER:</b> 14-08
<b>REFERENCES:</b> BUDGET LETTERS 14-05 AND 14-07	<b>DATE ISSUED:</b> June 20, 2014
	<b>SUPERSEDES:</b>

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

FROM: DEPARTMENT OF FINANCE

## A. GENERAL

As stated in Budget Letter 14-07, subject to the Steering Committee's approval, the Financial Information System for California (FI\$Cal) plans to start deploying Wave 1 functionalities next month. All departments will be affected by the FI\$Cal project for the budget process, and Finance will issue a new series of Budget Letters (BL) providing technical instructions together with in-person training classes this summer. Wave 1 departments will also receive process-specific system training by the project in July.

This is the first BL in this new series. It provides information related to the initial base upload of data in the enacted 2014-15 budget for all departments. This data will be used as the starting point for the 2015-16 Governor's Budget for current year and budget year. Past year data will be collected at a later time and described in a subsequent BL. Each department will be required to break down current summarized budget data at more detailed levels, as required for FI\$Cal. The timeline for Wave 1 departments is fast approaching and the expected turnaround time is short. **We strongly recommend Wave 1 departments start planning for this activity by identifying the resources needed within your departments ahead of receiving the Excel template from Finance by June 27. Wave 1 departments must also attend one of the in-person sessions on Thursday, June 26 or Friday, June 27.** For non-Wave 1 departments, further assistance will be provided in July.

## B. HIGHLIGHTS

### 1. Greater Level of Detail Required

- a. Each item of appropriation must be broken down to the program, project (if applicable), and category of expenditure levels as outlined in the new chart of accounts. New program and project numbers were previously developed by Finance in consultation with individual departments. A hard copy of the new chart of account codes (AC) will be provided at the in-person sessions for Wave 1 departments. For all other departments, comprehensive crosswalks of program numbers and the new chart of accounts will be posted on Finance's website in late June.
- b. All salaries and wages AC (within the item and program) must also identify the associated full time positions.

- c. Each lowest level combination of information will require four data elements: authorized amount, expenditures, savings, and carryovers (similar to the current Schedule 10 report), as well as associated positions, if applicable. The Excel template will be pre-populated with the summary level of expenditures from Finance's legacy budget system for each item (including Budget Act and non Budget Act items). These items will match the 2014-15 amount reflected in the budget, including vetoes, if any, and will be provided to departments.

## **2. Timing**

- a. Wave 1 departments will receive the Excel template by Friday, June 27. They are due back to Finance no later than Thursday, July 3. This deadline must be strictly adhered to by Wave 1 departments.
- b. Non-Wave 1 departments will receive the Excel template in early July with a due date in late July. The exact due date will be communicated to each department via your Finance Budget Analyst.

## **3. Reconciliation**

Each department is responsible for breaking down summarized 2014-15 information into a greater level of detail. However, the total per item, per program, and the total number of positions must remain the same and tie to the enacted Budget levels. After departments have completed the required scheduling, the template must be reconciled by departmental budget and/or accounting offices to ensure each department's base amounts are reflected accurately on the template before uploading by the project to the FI\$Cal system. Finance will provide two reports to assist departments with this reconciliation:

- Statewide Percentage report which reflects each item of appropriation and the associated 2014-15 expenditure amount.
- A report showing the number of positions and associated salaries and wages.

## **C. IN PERSON SESSION**

Wave 1 departments responsible for preparation of budget documents must attend one of the in-person sessions identified below with your Finance Budget Analyst. Departments must contact and coordinate with your Finance Budget Analyst and attend together. If a department contracts with another department to prepare its budget documents, its attendance is optional. If such a department chooses to attend, it must attend with its preparer at the same session. Sessions are available on the following dates and times, and will be located at 915 L Street:

- Thursday, June 26, 10am, Cedar Room
- Friday, June 27, 10am, Redwood Room
- Friday, June 27, 1pm, Redwood Room

If you have any questions or need technical assistance, please contact your Finance Budget Analyst.

/s/ Veronica Chung-Ng

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Program Budget Manager