

## **Introduction**

Miami-Dade County has a responsibility to appropriately plan for and strategically manage the funding of public services desired by our community. The annual budget and multi-year capital plan are essentially a plan of activities consistent with the County's Strategic Plan and the resources required to achieve those goals. A carefully crafted budget is a powerful management tool that can help:

- Prioritize programs and service levels
- Prepare for operational challenges in advance
- Provide appropriate funding to each service; excessive funding of one service limits resources for other worthy services
- Create accountability and ensure transparency of the planned use of public funds
- Establish a sound fiscal framework for proper day to day monitoring

Most importantly, the County's Proposed Budget is the document that, on an annual basis, conveys the services to be delivered to the community and the resources required to provide those services. As in the prior year, your Operating and Capital budgets will continue to be evaluated as one cohesive plan.

The FY 2014-15 Budget Submission Manual explains how to develop your department's operating and capital budgets as well as the necessary assumptions to be used.

## **Operating Budget**

In developing your FY 2014-15 Proposed Budget and Multi-Year Capital Plan you will no longer be using ABDS and RFRO to input your departmental information but rather our new Budgeting Analysis Tool (BAT) which was rolled out to the County on December 16, 2013. We are excited about BAT, as it will transform virtually every aspect of our organization's budgeting activities.

BAT, is a budget planning and development application that will serve as an all-in-one solution for forecasting, preparing, monitoring, and reporting on departmental budgets. BAT consolidates information from all County human resources and financial utilities—including FAMIS, PeopleSoft, and the system used by Public Housing and Community Development—while enabling employees involved in budget preparation to operate on a single platform.

BAT's key functions and features will help:

- Create transparency by enabling users to view division budget information prior to inputting data into the system
- Automate updates to tables of organization, manage position vacancies, automatically calculate salary and fringe costs
- Streamline the preparation of budget books, reports and committee presentations

As we usher in a new era in the County's budget development process, we will face some challenges. This is an incredible tool for all of us to use and we at OMB are committed to working with you to ensure the successful implementation of your department's FY 2014-15 Proposed Budget and Multi-Year Capital Plan.

Over the next few weeks, OMB will be holding BAT training sessions, a three-day comprehensive workshop for the identified departmental “power users” (page 30). BAT manuals will be provided at the time of training and users can also find them online at <http://www.miamidade.gov/budget/library/budget-analysis-tool.pdf>. In addition, a BAT page has been created on OMB’s departmental website, under Budget, that will provide those using the BAT system with as much support information as possible such as Frequently Asked Questions, training dates, manuals, correspondence, as well as the BAT incident support form, and contact information for assistance. <http://www.miamidade.gov/budget/bat.asp>

## **Capital Budget**

The Capital portion of the budget is also a communication tool for departments to convey their prioritized capital projects, timelines, funding sources, expenditures, and any associated operating budget impacts to: residents and visitors, elected officials, other governmental entities (including other County departments), and the bond community at large.

The Capital Projects Budget Submission Module (Appendix H) is your step-by-step resource guide on how to enter, delete, change, and retrieve information using the Capital Improvements Information System (CIIS). **Understanding how to use and enter information in CIIS is extremely important if you are tasked with developing your department’s FY 2014-15 Proposed Budget and Multi-Year Capital Plan.** In January, OMB will be holding three four-hour comprehensive training sessions on using the CIIS system as well as planning and developing your departmental FY 2014-15 Proposed Budget and Multi-Year Capital Plan (page 31).



## **Budget Submission**

All budget submissions are due on February 28, 2014. As we continue the “green” approach to the budget process, each department will confirm the completion of its FY 2014-15 budget submission by **e-mail** to the Budget Director and your OMB Budget Analyst. Departments should attach, or deliver, their functional and staffing table of organizations at the time of submission. Directions on expectations of functional and staffing table of organizations can be found on page 14 of this manual.