



To: All Department Heads
All Primary Budget and Financial Contacts

From: Zachary Lute, Administrative Analyst

Date: January 3, 2022

Subject: FY 2021-22 Second Quarter Report Instructions

The following documents are due January 26, 2022 by 5:00 p.m.:

- Second Quarter Report (all departments)
- Position Allocation changes (Human Resources)
- Status update of funds, contingencies and reserves (Auditor-Controller)
- Status of Capital and Maintenance Projects (Public Works)

Highlights

- Second quarter report will be completed in Form 4100 – Quarterly Reports which can be found in the Budget Management tab in BFM.
- Quarterly budget information must be entered at either the three- or five-digit fund center.
- Electronic copies of the transmittal and any other pertinent information must be attached in Form 5410 – Quarterly Documents.
- The “BFM Quarterly Report User Guide” can be found here:

<https://myslo/DepartmentsNew/Administrative-Office/Forms-Documents/Budget-Instructions/BFM-User-Guides.aspx>

FY 2021-22 Second Quarter Report

The FY 2021-22 Second Quarter Financial Status Report will be prepared with the County's budgeting system, BFM.

Your transmittal memo should include:

- Overall summary status of budget at end of the quarter
- Summary of revenue status, for each object level, at the end of the quarter and variance(s) explained
- Summary of expenditure status, for each object level, at end of the quarter and object-level expenditure variance(s) explained;
- Discussion of main drivers for revenue and expenditure variance(s) including what is being done to manage the variance(s) and impact on service levels.

Variances may include typical revenue timing issues. If this is the case, be sure to identify the reason for the delay and when the revenue is expected to be realized.

An example of a well-done transmittal memo can be found on Admin's myslo page.

To prepare and submit the FY 2021-22 Second Quarter Financial Status Report, departments will use **Form 4100 – Quarterly Report** in BFM. As noted above, the information to be provided in Form 4100 is the same as in previous years, and includes:

- Current quarter year-end forecast
- An explanation for any significant variance for each object level account

Second quarter forecast data will automatically be pulled into each department's budget request to avoid the need for double entry. As a reminder, please make sure prior year actuals and second quarter year end estimates are reviewed and factored into status quo budget requests for FY 2022-23.

Please refer to the *Quarterly Report User Guide* on the Administrative Office's myslo web page for step-by-step instructions on submitting your quarterly report item. If, after reviewing the User Guide, you have any difficulties submitting the Second Quarter report, contact BFM Support at: BFM_Support@co.slo.ca.us.

The second quarter data will be available in BFM by the morning of **January 11, 2022**.

Note: the following information can either be attached in Form 5410 – Quarterly Documents or can be sent via email to the Liaison Administrative Analyst.

Public Works, Parks, Central Services, and Airports: Please coordinate and submit a status report of capital and maintenance projects using a single, consolidated spreadsheet. This status report will be included in the report submitted to the Board.

Human Resources Department: Please submit the list of Position Allocation List changes that have been made during the quarter (following the established format) as well as the vacancy, turnover, and overfill/double fill reports.

Auditor's Office: Please submit the update on status of funds, contingencies and reserves for the second quarter of FY 2021-22.

If you have any questions regarding preparation of your FY 2021-22 Second Quarter Financial Status Report, please contact your Liaison Administrative Analyst.

Thank you.

cc: Administrative Analysts