



DUNN COUNTY

**2010
BUDGET
GUIDELINES**

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DUNN COUNTY
2010 Budget Goal

To create a balanced budget which provides for the implementation of the mandates of the County and the policy expectations of the Board of Supervisors while meeting the requirements of law established by the State of Wisconsin in Wis. Stat. 66.0602

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2010 Summary of Key Dates for Department Heads

Below is an overall summary of what will be expected of you as a department head in the 2010 budget process.

1. **April 10, 2009** - Distribution of budget packet in interoffice mail
 - **June 1, 2009** – All MIS Information Technology Request Forms must be returned to the Information Technology (IT) Division
 - **June 1, 2009**– All new position requests due to Human Resource Manager at the Administrative Coordinator's office.

The Executive Committee will not support a budget which allows for the creation of new positions in any department unless those positions are either funded through a source of revenue other than the property tax levy or evidence has been presented that the cost of a newly created position is offset by the ability to eliminate an equal or greater expense in some other part of the budget.

2. **May 12, 2009 thru June 25, 2009** - Departments prepare budgets adhering to budget guidelines. Revenue and expenditures justifications are both required in an excel format.
3. **June 17, 2009 thru June 24, 2009** – A brief meeting will be scheduled for each department head to meet with Budget & Accounting Manager at the Administrative Coordinator's Office. The purpose of this meeting will be two-fold:
 - To discuss progress of department budget
 - To address any problems or concerns encountered in preparation of budget
4. **June 26, 2009 -1:00 PM** – Deadline for submission of the 2010 budget document. Paper copies of department narrative, organization chart, revised organization chart requesting new positions, salary schedule, revenue justification, revenue worksheet, expenditure justification, expenditure worksheet, new position request(s), and the capital projects form need to be turned into the Administrative Coordinators Office by 1:00 pm. Please put a cover sheet with your departments name on top of all the documents. The reports should be printed from your Dunn County Information Budget folder so the correct path is printed on the documents.
5. **Subsequent to June 26, 2009** – Be prepared to present and justify your budget request through the traditional standing committee review process.

Thank you for your cooperation! If you, at any time, have any questions concerning the 2010 budget process/preparation, feel free to contact the Budget & Accounting Manager at the Administrative Coordinator's Office.

2010 BUDGET SCHEDULE

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2010 BUDGET SUBMISSION

The deadline for submission of the 2010 budget documents is 1:00 pm Friday, June 26, 2009 at the Administrative Coordinators Office.

Save the documents in your budget folder and then print the files from there- this way the path on the document will show the file path of v:/budget/your department folder/2010 your dept/file name.

If your justifications has more than one tab – print out as a workbook so the pages will be x of x instead of each tab starting over with page one.

Please **do not staple** any of the reports as these reports will be used as originals for the budget book.

Budget submission includes **final** paper copies of the following documents. Feel free to use this document as a check list in preparing for budget submission.

- Cover sheet with your department name
- Department narrative
- Organizational chart(s) – both current and proposed if applicable
- Salary schedule
- Revenue justification
- Expenditure justification
- New position request(s)
- Capital Projects Plan form – need two copies
- Final printed copy of revenue worksheet - **initial and date to approve** submitted numbers
- Final printed copy of expenditure worksheet – **initial and date to approve** submitted numbers

All 2010 budget files in your department folder should be final. Please be sure you have only the final file for each budget document that is being submitted in your 2010 department budget folder and one final copy of your IT capital expenditure requests.

The 2010 department budget folders will then be copied after 1:00 pm on Friday, June 26, 2009 as the final documents to be submitted to the standing committees. No changes should be made to your submitted budget documents after 1:00 pm on Friday, June 26, 2009. Please note – if changes are made they will not be reflected in the information presented to the standing committees. No changes to the proposed budget line items in the DataNOW accounting should be made after 1:00 pm on June 26, 2009.

Any updates to your justifications as a result of the changes made by the standing committee or the executive committee will need to be saved with a new date at the end of the file name to the date of the change as noted in the network/file instructions. Your original justifications should not be changed.

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NETWORK/FILE INSTRUCTIONS

The 2010 budget information is saved on the network. If you need assistance in using the network, contact the IT division.

The 2010 budget folder has been saved in your department folder under Dunn County Information/Budget/Department.

You can access the “**Dunn County Information**” folder either by double clicking the icon located on your desktop or by inputting the address <http://iis> in your Internet browser (Internet Explorer).

1. Select “**Dunn County Information**” Folder
2. Double click on the “**Budget**” folder
3. Double click on your “**Department ##**” folder

02	County Board – CBD	36	Sheriff – SHF
04	Commissions and Committee – COM	38	Emergency Communications E-911 – EMC
06	Circuit Court Judges – JDO	40	Veteran Service - VET
08	Circuit Court Clerk – COC	44	Extension - UWE
11	Medical Examiner – MED	48	Grants/Outside Agencies - OSA
12	Emergency Management – EMM	50	Office on Aging - AGE
14	District Attorney – DAO	52	Health - DOH
16	Corporation Counsel – COR	53	Home Care - HCO
18	Child Support Agency – CSA	56	Human Services - HSA
20	Administrative Coordinator – ACO	58	Health Care Center - HCC
22	County Clerk – CCO	60	Highway - HWY
26	Treasurer – TRS	68	Environmental Services – ENS
30	Facilities – FAC	78	Fair Board - FDB
32	Register of Deeds – ROD	90	CDBG/RLF - CDBG

4. Open the file you want to retrieve or create a new excel file. Your 2009 files are in the 2009 budget folder. You can pull up your 2009 file and save it into your 2010 budget file. Be sure to pull up the latest version of your 2009 files. You can tell this by the date at the end of the file name. If you use your 2009 file be sure to change the headers to 2010 in your new file.
5. Budget revenue and expenditure justifications are required. Justifications are to be done in excel.

6. To save the file:

Select File

Select Save As

Select 2010 budget folder

Save the file with the following file name (put a space between items in the file name)

2010 filename DDD YMMDD

File name is **RevJust** for revenue justification

File name is **ExpJust** for the expenditure justification

File name is **CapPlan** for the capital projects plan

File name is **NewPosReq Name of Position** for new position requests

File name is **ITRF Type of Request** (i.e. computer)

The **DDD** stands for the **three digit alpha code** for your department. Please see the chart on the previous page for your code.

The **YMMDD** stands for **year, month, date** the file is saved for the final budget document – for example 090626 for final budget done June 26, 2009

Future changes to these files will then be saved with a new date at the end of the file name as budget changes are made at the standing and executive committee(s) level.

The **salary and fringe worksheet** will be saved as **2010 SalFr DDD YMMDD**.

The **organizational chart** will be saved as **2010 OrgChart DDD YMMDD**.

The proposed organizational chart will be saved as 2010 OrgChart Proposed DDD YMMDD.

(This is only done if you have changes proposed to your organizational chart).

DEPARTMENT NARRATIVE

Each department shall include a **one page operational justification** for the proposed budget. This justification should include a summary statement of what the department does and describe any proposed changes in operation, included in the budget. If new programs or services will be provided, they should be described and their funding source identified. If programs or services are to be deleted a reason should be provided. The intent of this requirement is to provide the County board members or other reviewer with a summary statement describing what the department does and what will be changing if the budget is adopted as proposed by the department.

The narrative needs to be written in Microsoft Word with a one inch left margin and confined to a single page portrait layout. Save the file as **2010 DeptNarrative DDD 0906XX**. DDD is the three letter department code. XX is the date the final document was prepared.

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REVENUES

Fund Balance Applied

Except in the case of those departments noted below, requests for fund balance applied are to be used only to offset expenditures that were previously budgeted for and not completed. **The individual reason and amount for the fund balance applied needs to be detailed.** The presumption is, and needs to be documented, that funds have already been deposited and reside in the balance for the specific purpose for which they are being sought.

In the expenditure justification the expenses that are using fund balance applied should have a detailed line, in bold print, to show that fund balance is being using for the expense.

Fund balance applied should not be used in place of a request for the carry forward of program revenue. Please refer to the applying of revenue to expenditure explanation. Carry forward of program income will need to be determined at the end of the year, when carry forward requests are presented to standing committees.

If you have a budgeted project and do not know if it will be completed, do not include the fund balance applied or the expense in the proposed 2010 budget. At the end of the year you can do a carry forward request to add the project to the 2010 budget.

Highway, Health Care Center, Solid Waste Division of Environmental Services and the Sheriff's Department for the Jail Assessment Fund may request the use of fund balance applied as necessary as long as there is a fund balance to apply.

Applying Revenues to Expenditures/Order of Expenditure

This is a reminder that revenues will be applied to expenditures in the following order:

1. Grant Revenues and required matching funds are used first;
2. Program revenue is the next source of revenue to be applied;
3. Last to be applied are non program County revenues including property tax dollars

Revenue Justification Sheet

Each department needs to do a revenue justification. Justify each revenue account by detailing how this revenue is received, i.e. fees or fines, providing service, grants, federal monies, etc. **Include information reflecting why revenue has been increased/decreased for the 2010 budget.** Detailed explanations will aid the Administrative Coordinator and County Board members in understanding the revenue projections. Revenue justifications will be a **very important** part of the 2010 budget. **All monies received should be treated as revenues with the exception of refunds, overpayments or duplicate payments which would then be a credit to an expenditure account.** All revenues should be a part of this revenue justification.

If you are requesting a new position(s), within the detail of your revenue justification the additional revenue (if any) for this new position(s) needs to be clearly identified in each line item.

Property Taxes

For departments that are in their own fund and therefore show property tax revenue in their budget, when entering your revenues do not enter the property tax levy. Show the property taxes in your justification but put in a subtotal before property taxes and then put in the property tax and a final total. Your total revenue should equal your total expenditures. When you compare your justification to the data entry, your revenue total should equal the subtotal before property taxes. See the 2010 RevJust example in the forms folder.

Grants

Your budget can include projected grant revenues. In the revenue description, - in bold - **explain what the grant is for and where the expenditures are in the budget that will be covered by the grant.** Include in the information the percentage of the expenditures that the grant will reimburse. In your expenditures – in bold – put a line that tells how much of the expenditure is tied to the grant. If you do not receive the grant, you will not be able to incur the expenditures that are related to the grant.

Footer

Be sure your justification has as a footer:

- Left side – the path and file name
- On the right side – first line date and time and the second line the page numbers X of X
- The font size should be 08

To add a footer – select File – Page Set Up – Header/Footer – Custom Footer – Click in Left Section – Click the folder button – will put “&[Path]&[File]” Click in the Right Section – click on the calendar and the clock – will put “&[Date]&[Time]” add a space before the second & sign. Put your cursor after the] on time and return to the next line. On the next line – click on the # button and then type a space, the word “of” and another space, then click on the button that has the two plus signs. The line will read “&[Page] of &[Pages]

Highlight the area and click on the A button for the font. Choose Arial – regular – 08. Do this for both the right and left sections.

If you need help on adding the footer please call the IT help desk or the Budget and Accounting Manager.

Save your 2010 revenue justification as **2010 RevJust DDD 0906XX** in your 2010 budget folder – XX is the date of the final document preparation). The document needs to be an excel document.

2010 Revenue Budget Worksheet – GLR400

A worksheet will be available to you from the Budget & Accounting Manager by May 16, 2009. This work paper is to assist you in projecting your 2010 budget. You can run your own prior to this date.

The data entry for department budgets will be completed by each individual department. When entering revenue numbers, be sure to put the number in as a negative. If your budget has property taxes, do not enter the amount in DataNOW, property tax dollars are entered later.

The data entry for department budgets will be completed by each individual department. Budget entry instructions are the basically the same as last year and individuals can contact the IT Help Desk for assistance as needed. **The difference is that when running the DataNOW reports you may be asked – “Use GL TIndex – answer NO and the normal screen will appear.** The instructions are located at <http://iis>. In the “How To” Section, select “Data Now Budget and Reports” then select “Budget Entry Instructions.”

The totals on your revenue justification sheet and your final revenue worksheet should agree. The only exception is if you have property tax revenue your worksheet will equal the total of your revenue before property tax. Please verify that these documents agree and then sign and date the final revenue worksheet to approve your department budget. You total should be a negative number on your DataNOW revenue worksheet.

Use spell check to find any errors before you submit your final reports.

If you have questions on your worksheets, please contact the Budget & Accounting Manager in the Administrative Coordinator’s Office.

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EXPENDITURES

New Programs

Department Heads that are adding a new program to their department should contact the Budget & Accounting Manager to discuss their department's chart of accounts and line items.

Program Expenditures and Revenue

Expenditure budgets that are broken down into different programs or divisions should reflect the actual cost of the program or division. Some of the program/division budgets are not showing all expenditures. They are just reflecting the funding available for the program. Remaining expenditures are shown in a different program budget. For example, insurance premiums are shown in the Risk Management Budget while the Risk Manager's salary and benefit costs are in a centralized salary account.

In preparing the 2010 budget, the program expenditures budgets should be developed to include all of the program costs of the program or the division.

Expenditure Justification Sheet

The expenditure justification should describe and **support** your requested budget dollars by line item in detail.

If you are requesting a new position(s), within the detail of your expenditure justification the additional expenditure for this new position(s) needs to be clearly identified in each line item in bold print.

Grants

Your budget can include projected grant expenditures. In the description, explain what the grant is for and where the offsetting revenue is in the budget for the expenditure that will be covered by the grant. Include in the information the percentage of the expenditures that the grant will reimburse. **In your expenditures – in bold – put a line that tells how much of the expenditure is tied to the grant.** If you do not receive the grant, you will not be able to incur the expenditures that are related to the grant.

Footer

Be sure your justification has as a footer:

- Left side – the path and file name
- On the right side – first line date and time and the second line the page numbers X of X
- The font size should be 08

To add a footer – select File – Page Set Up – Header/Footer – Custom Footer – Click in Left Section – Click the folder button – will put “[Path]&[File]” Click in the Right Section – click on the calendar and the clock – will put “[Date]&[Time]” add a space before the second & sign. Put your cursor after the] on time and return to the next line. On the next line – click on the # button and then type a space, the word “of” and another space, then click on the button that has the two plus signs. The line will read “[Page] of [Pages]

Highlight the area and click on the A button for the font. Choose Arial – regular – 08. Do this for both the right and left sections.

If you need help on adding the footer please call the IT help desk or the Budget and Accounting Manager.

Save your 2010 expenditure justification as **2010 ExpJust DDD 0906XX** in your 2010 budget folder (XX being the date of the final document preparation). The document needs to be an excel file.

2010 Expenditure Budget Worksheet - GLR500

A worksheet will be available to you from the Budget & Accounting Manager by May 16, 2009. This work paper is to assist you in projecting your 2010 budget. You can run your own report prior to this date.

The data entry for department budgets will be completed by each individual department.

Budget entry instructions are the basically the same as last year and individuals can contact the IT Help Desk for assistance as needed. **The difference is that when running the DataNOW reports you may be asked – “Use GL TIndex – answer NO and the normal screen will appear.** The instructions are located at <http://iis>. In the “How To” Section, select “Data Now Budget and Reports” then select “Budget Entry Instructions.”

The totals on your expenditure justification sheet and your final expenditure worksheet should agree. Please verify that these documents agree and then sign and date the final expenditure worksheet to approve your department budget.

Use spell check to find any errors before you submit your final reports.

If you have questions on your worksheet, please contact the Budget & Accounting Manager in the Administrative Coordinator’s Office.

Categories Within The Expenditure Budget

Please note – any expenditure item that is centrally budgeted that could be applied to a grant should be budgeted in your department budget unless thru the cost allocation plan the expenditure is charged to the grant. It was not intended that moving the expenditure for telephone, postage, use of the county car, etc. to a central budget would result in using tax dollars instead of grant dollars. Please contact the Budget & Accounting Manager if your department can maximize the collection of revenue if the expenditure was charged to your budget.

Health Care Center, Highway, and Solid Waste should have these charges including property and liability insurances charged directly to their budgets. No expenditures for these departments should be charged centrally.

002 – Wages and 004 – Fringe Benefits

The 2010 worksheet will be in your 2010 budget folder and is “read only.” This worksheet is saved with the name: **2010 Salfr DDD 0906XX**. If you are **requesting additional personnel, please contact the Human Resource Manager** in the Administrative Coordinator’s Office. If you are proposing to make any changes to your salary accounts such as shift differential, overtime, on-call pay, etc., please notify Human Resource Manager by e-mail so these adjustments can be incorporated in your 2010 salary/fringe worksheet. The salary/fringe worksheets will be accessible no later than **June 1, 2009**.

Do not make changes to the organizational charts or salary/fringe worksheets. If you have changes, e-mail them to the Human Resource Manager so she can make the changes.

Summary of New Positions

The Executive Committee will not support a budget which allows for the creation of new positions in any department unless those positions are either funded through a source of revenue other than the property tax levy or evidence has been presented that the cost of a newly created position is offset by the ability to eliminate an equal or greater expense in some other part of the budget.

Under the criteria established in the previous paragraph, new position requests will need to be completed and returned to the Human Resource Manager by **June 1, 2009**. This form should be completed for full time, part-time, and limited term positions. The Human Resource Manager will incorporate the new position salary/fringe benefits costs in your 2010 salary/fringe benefit worksheet. Please save the request in your 2010 budget folder as **2010 NewPosReq DDD Name of Position XXXXXX**. The new position request form is named “2010 NewPosReq”.

Other expenditures and/or revenues related to the new position need to be separately identified within your justifications. For example, if you are purchasing a \$500 desk, document in your expenditure justification that this expenditure (include the cost) is for your new position

006 - Telephone

2250 – Telephone

Regular telephone service cost will continue to be centrally budgeted in 2010. Telephone hardware or new services should be budgeted using the IT Telecommunications ITRF form.

Human Services, Health Care Center, Highway, and Division of Solid Waste/Recycling will need to have a telephone budget and an interdepartmental journal entry will be used to charge the expense.

2251 – Cell Phone

Cellular phone bills will be budgeted in department's budgets in 2010.

Note: Bills will continue to be processed by the Department of Administration. Contact the Risk Management and Purchasing Manager for all changes/additions/deletions to equipment and/or cellular plans. Any changes made to a cellular phone shall affect the contract and pricing for the entire group.

008 – General Office

3100 - Office Supplies – Please use the Corporate Express E-Way to determine costs.

This line item 3100 Office Supplies will include any expenditure for office stationery & forms, computer supplies.

3110 - Postage – Mail service charges will continue to be budgeted in the Department of Administration, Central Services Division except for the Health Care Center, Highway, and Human Services Departments. Departments with other postage needs, i.e. bulk mailings, stamps or other charges will need to budget separately within the user Departments' budget. Postage will continue to be centrally budgeted in 2010.

012 – Conferences

3370- Conferences - Each conference should be identified and itemized. Costs should include registrations, meals, lodging, travel, etc. A summary should also be provided as to the number of staff that will be attending conferences in 2010 - for example – DHS Cost Training Seminar 5 employees \$300, DHS Mastering Word Workshop 6 employees \$600.

038 – Operating Expenses

3240 - Membership Dues - Each request for membership dues should be identified and itemized. The County will continue to scrutinize department membership dues.

3390 – Program Related Travel - This line item includes employee mileage, rental car expense, and other travel expenditures. The use of the county vehicle will continue to be budgeted centrally. If the omission of this cost has an adverse effect on your departments ability to maximize collection of revenue, i.e. grants, contact the Budget & Accounting Manager in the Administrative Coordinator's office. The mileage rate should be budgeted at **\$0.55** per mile. The actual rate will be based on Federal guidelines as of January 1, 2010. All departments should use a county fleet vehicle when available.

CAPITAL PURCHASES – XXX-XX-57501-83XX-04X

The following descriptions and objects (type) are used for capital expenditures and capital projects with the 57501 account number:

Office Equipment (8310) – Typewriters, calculators, etc

Machinery & Equipment (8320) - Weapons, leather holsters, etc.

Furniture & Furnishings (8330) - Desks, chairs, bookcases, tables, desk lamps, etc.

Building & Improvements (8340) – Buildings, property, additions, etc.

Licensed Vehicles (8350) – Cars, Vans, Trucks, etc.

Information Technology (IT) Equipment (8390) - computer equipment, printers, computer software, TV/VCR's, video & camera equipment, projectors, etc.

Two different categories are used to classify the capital purchases – 040 (Capital Expenditures) and 042 (Capital Purchases).

040 – Capital Expenditures

These are items that are not required to be included in the “Fixed Asset Inventory” and have a cost less than \$5,000.

As an example, if you purchase a desk that is less than \$5,000 – the account number would be XXX-XX-57501-8330-040. The first XXX is the fund and the second XX is your department number.

An example using an actual fund and department – the administrative coordinator department purchases a file cabinet. If the file cabinet is less than \$5,000 – the account number would be 100-20-57501-8330-040. The 100 is the fund and the 20 is the department number.

Departments with several divisions within their department– Dept 20 – administrative coordinator, Dept 36 – sheriff, jail, etc or Dept 68 for fund 100 – surveyor, land assessment etc. need to show their capital expenditures together as one total for each type of capital expenditures. Within the justification for each type each division should be separated. You should be able to use the format used for your 2009 budget. If you have questions contact Budget & Accounting Manager at the Administrative Coordinator's Office.

You do not need to fill out a separate form for these expenditures; you only need to detail the information in your expenditure justification.

042 – Capital Assets

These items will have a cost of \$5,000 or more or are specifically required to be included in the “Fixed Asset Inventory”. This includes TV/VCR's, video & camera equipment, projectors, tape recorders (not hand held), firearms, and tazers even if the cost is less than \$5,000. Computer equipment, printers, and computer software will be extracted by IT from the ITRF Request form.

As an example if you purchase a desk that is \$5,000 or more – the account number would be XXX-XX-57501-8330-042. The first XXX is the fund and the second XX is your department number.

An example using an actual fund and department – the administrative coordinator department purchases a file cabinet. If the file cabinet is \$5,000 or more – the account number would be 100-20-57501-8330-042. The 100 is the fund and the 20 is the department number.

Departments with several divisions within their department– Dept 20 – administrative coordinator, Dept 36 – sheriff, jail, etc or Dept 68 for fund 100 – surveyor, land assessment etc. need to show their capital projects together as one total for each type of capital project.. Within the justification for each type each division should be separated. Departments should be able to use the format used for their prior year’s budget. If you have questions contact Budget & Accounting Manager at the Administrative Coordinator’s Office.

Any safety or ergonomic related equipment and/or furniture should be justified in detail.

Capital Projects Planning

The capital project plan form needs to be filled out for all items with costs in excess of \$5,000 in the current budget and the next four years. This information will be used to project future capital projects and possible borrowings. The form is named “2010 CapitalPlan”.

INFORMATION TECHNOLOGY REQUESTS

All departmental information technology needs must be submitted to and approved by the IT Division using the "Information Technology Request Forms" contained in the [Dunn County Information/MIS Forms/Information Technology Request folder](#). Save your final requests in your department budget folder.

Copiers are not considered IT equipment and do not need IT approval unless they are multi-function units that would need to be connected to the Dunn County network. Examples are copiers that also have fax, scanning, or printing capabilities. If a copier has any of those additional capabilities, an Information Technology Request Form needs to be completed.

IT requests are budgeted in the IT capital assets budget EXCEPT FOR the following proprietary fund departments:

- Dept 58 (Health Care Center)
- Dept 60 (Highway)
- Dept 68 fund 254 (Solid Waste)

For these departments, the IT division will determine the cost associated with each request and notify them by **June 16, 2009**. **It is the responsibility of the department to enter this information in their department expenditure justifications and budget.**

IT will be responsible to include these costs in the capital projects plan form.

Information Technology Request Forms

Information Technology Request Forms (ITRF) are used to request new information technology items such as hardware or software during budget and non-budget times. During budget time, the ITRF request forms will be reviewed by the IT division, the department's standing committee, the Committee on Administration, the Executive Committee and possibly the full County Board. Therefore, when writing the justification and impact sections, please realize that they are being written to convince the appropriate Administration and Board of Supervisor members of the department's need for this technology.

There are separate ITRF forms for:

- Computer Request
- Peripheral Request
- Printer Request
- Software Request
- Telecommunications Request

Following are the related instructions for completing each of the five ITRF's forms.

Please complete and e-mail each ITRF form to mis@co.dunn.wi.us. The IT division must receive all signed ITRF forms by the close of business on **Monday, June 1, 2009**. ITRF Forms received after June 1, 2009 will not be considered or will be forwarded to next year's budget.

Computer Request

The Computer Request Form ITRF is used to request the purchase of a desktop, laptop, PDA, or other types of computers.

Example: Requesting a workstation for a new employee or mobile or field unit.

- **Department Name:** Select the name of your department.
- **Computer Type:** Select the type of computer you require from the following options;
 - **Desktop**
 - **Laptop**
 - **PDA**
 - **Other:** If Other is selected, describe the item in the **Justification for Request** section
- **Justification for Request:** Provide a quantitative and qualitative justification, as well as specific examples of how the requested item will be used to better service the public, increase productivity of employee's, reduce cost of operations, or other means to justify the information technology purchase.
- **Impact on Departmental Operations:** Provide a quantitative and qualitative description, as well as specific examples of the impact on departmental operations if the request were denied.
- **Department Head or Authorized Individual Signature/Date:** The signature of the department head or authorized individual and the date of request.
- **Computer User List:** The User List is used to identify the employees within your department that will be authorized to use the ITRF requested item.

Peripheral Request

The Peripheral Request Form ITRF is used to request the purchase of other hardware peripherals that are not computer or printer requests.

Example: Digital camera, GPS unit, scanner, or other devices.

- **Department Name:** Select the name of your department.
- **Type of Peripheral:** Enter the type of peripheral you require.
- **Justification for Request:** Provide a quantitative and qualitative justification, as well as specific examples of how the requested item will be used to better service the public, increase productivity of employee's, reduce cost of operations, or other means to justify the information technology purchase.
- **Impact on Departmental Operations:** Provide a quantitative and qualitative description, as well as specific examples of the impact on departmental operations if the request were denied.
- **Department Head or Authorized Individual Signature/Date:** The signature of the department head or authorized individual and the date of request.
- **Peripheral User List:** The User List is used to identify the employees within your department that will be authorized to use the ITRF requested item.

Printer Request

The Printer Request Form ITRF is used to request the purchase of an additional printer.

Example: High volume of printing is impacting the productivity of other employees within the department.

- **Department Name:** Select the name of your department.
- **Printer Type:** Select the type of printer you require from the following options;
 - **Laser Printer**
 - **Color Printer**
 - **Other:** If Other is selected, describe the item in the **Justification for Request** section.
- **Justification for Request:** Provide a quantitative and qualitative justification, as well as specific examples of how the requested item will be used to better service the public, increase productivity of employee's, reduce cost of operations, or other means to justify the information technology purchase.
- **Impact on Departmental Operations:** Provide a quantitative and qualitative description, as well as specific examples of the impact on departmental operations if the request were denied.
- **Department Head or Authorized Individual Signature/Date:** The signature of the department head or authorized individual and the date of request.
- **Printer User List:** The User List is used to identify the employees within your department that will be authorized to use the ITRF requested item.

Software Request

The Software Request Form ITRF is used to request the purchase of a piece of software.

Example: Software to provide better service to your customers, increased productivity, or reduced cost of operations. Additional licenses for existing software are requested by completing the appropriate user form (either User Account Change Form or New User Account Request).

- **Department Name:** Select the name of your department.
- If software has been identified to meet these needs, list the software name and version;
 - **Software Name:** Enter the vendor's name and software's name.
 - **Software Version:** Enter the software's version number.
- **Functional Description:** Provide a functional description of what the software does.
- **Justification for Request:** Provide a quantitative and qualitative justification, as well as specific examples of how the requested item will be used to better service the public, increase productivity of employee's, reduce cost of operations, or other means to justify the information technology purchase.
- **Impact on Departmental Operations:** Provide a quantitative and qualitative description, as well as specific examples of the impact on departmental operations if the request were denied.
- **Department Head or Authorized Individual Signature/Date:** The signature of the department head or authorized individual and the date of request.
- **Software User List:** The User List is used to identify the employees within your department that will be authorized to use the ITRF requested item.

Telecommunication Request

The Telecommunication Request Form ITRF is used to request the purchase of telephone equipment. Example: New telephone line, voice mail services, or telephone set.

- **Department Name:** Select the name of your department.
- **Telecommunication Type:** Select the telecommunication type you require from the list of available items on the form.
- **Justification for Request:** Provide a quantitative and qualitative justification, as well as specific examples of how the requested item will be used to better service the public, increase productivity of employee's, reduce cost of operations, or other means to justify the information technology purchase.
- **Department Head or Authorized Individual Signature/Date:** The signature of the department head or authorized individual and the date of request.
- **Telecommunication User List:** The User List is used to identify the employees within your department that will be authorized to use the ITRF requested item.

Computer operating supplies - Individual departments are responsible for budgeting for their own computer paper, printer cartridges, etc.

ITRF's for the procurements for items needed outside of the annual budgeting process due to special and unforeseen circumstances, the cost of which does not exceed \$1,000, may be approved by the IT Director. ITRF's for the procurements for items needed outside of the annual budgeting process due to special and unforeseen circumstances, the cost of which is \$1,000 or more, need to be reviewed by the IT Director, approved by the standing committee for the department submitting the ITRF and approved by the Committee on Administration.

2010 FORMS LISTING

<u>Description</u>	<u>File Name</u>
Budget	Expense Justification Revenue Justification
Capital Projects Plan	2010 ExpJust 2010 Revjust
Budget Guidelines	2010 CapitalPlan
New Position Request	2010 BudGuide
Information Technology Request Forms	2010 NewPosReq
	Computer Request Peripheral Request Printer Request Software Request Telecommunications Request

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APPENDIX

Personnel Requisition Form

Capital Projects Plan

MIS Information Technology Request Form – Computer

MIS Information Technology Request Form – Peripheral

MIS Information Technology Request Form – Printer

MIS Information Technology Request Form – Software

MIS Information Technology Request Form – Telecommunication

ACCOUNT NUMBER

There have been questions on the account number; therefore I am including this as a reference.

111-22-33333-5555-4444-666666

The first set of numbers (1) is for the fund – for example 100 is the General Fund

The second set of numbers (2) is for the department – for example 36 is the Sheriff

The third set of numbers (3) is for the account –

- 1XXXX – is for assets
- 2XXXX – is for liabilities
- 3XXXX – is for fund balance or equity accounts
- 4XXXX – is for revenues
- 5XXXX – is for expenditures

The fourth set of numbers (5) is the object – for example 2900 is contracted services

The fifth set of numbers (4) is the category – for example 002 is wages

The sixth set of numbers are only used by Highway– this is a project number

For journal entries – this is how you adjust the accounts.

To increase an asset account you debit the account

To increase a liability you credit the account

To increase an equity account you credit the account

To increase a revenue account you credit the account

To increase an expense account you debit the account

For the budget process – when you enter the budget amounts

- **Revenues are entered with a negative**
- **Expenditures are entered as a positive**

If you have any questions, please call the Budget and Accounting Manager.

