

## Budgeting

### Overview

#### Why we have budgets

- ∅ As stewards of public funds, it is important that we are honest and transparent with the money we are given. Budgets help us accomplish both of these goals.
  - Budgets help each organization stay within their appropriated fund allotment and helps prevent frivolous spending.
  - Budgets also create ownership and accountability for those using the allotted funds.

#### Where your budgets come from

- ∅ The funds used to pay your paychecks, along with all projects and purchases we make, come from the public (everyday people like you and me) through federal and state taxes.
  - Taxes are collected by the state, and a portion (decided by state legislature and the governor) is given to UDOT.
  - UDOT then determines how much to allocate to each region based on past performance as well as upcoming needs for the year.
  - Each region then allocates funds similarly to their respective units.

#### How funds are allocated and used in the region

- ∅ Region Four takes a look at the past three years of performance per unit. They then allocate your budget to reflect the averages and most recent performance to create your budget.
  - Look for efficiencies in everything you do
    - ✓ Excess funds will allow you to do additional efficiencies or other projects
- ∅ All funds in excess of those budgets go into regional funds.
  - These funds are used to accommodate the needs of the region as opposed to just the individual sheds. Examples include:
    - ✓ Preservation program (chip seals and asphalt betterments) is budgeted in consultation with the Asset Management group.
    - ✓ Any remaining snow budget allocations will be reallocated in April for priority projects (less labor).
    - ✓ These funds are also used for emergencies that may happen throughout the year in the region.
  - DE's, along with Area Supervisors, work together to create a list of the top priorities in the region to allocated funding to throughout the fiscal year.
    - ✓ Make sure you get your top priorities to your Area Supervisor so they will be considered in the area priority lists.
    - ✓ Make sure to list any efficiencies you've accomplished
      - Any money saved should be directed back to your shed to use for additional efficiencies or projects.



- Lands and Buildings will be budgeted each year based off requests from the sheds and consultation with Areas Supervisors on priorities.
  - ✓ Lands and Buildings purchases of \$500 or more need to go through the region Lands and Buildings budget
  - ✓ Your shed's Lands and Building budget is for small routine maintenance

## Ownership and Accountability

### Ownership of your budget

- ∅ Your budget is your responsibility, and as such will be part of your annual reviews.
  - Your budget is also included in your Area Supervisors and DE's budget. This means they have a vested interest in your success.
  - You are responsible to know how to properly code budget expenditures and know what is charged to your unit and why.
    - ✓ The Maintenance Analyst can be used as a resource in understanding your budget and for coding, however the end responsibility and decision rests on you and your supervisor.
  - If you need to move money between budget groups within your shed, work with the Maintenance Analyst to move the money in the system.
    - ✓ Areas supervisors will review with you how you are allocating your funds in your regularly held budget meetings
  - Coding should be for the location that expended the funds
    - ✓ If the expenditure is for a project that is out of the ordinary for your three year budget, work with your Area Supervisor, whom will in turn work with the Maintenance Analyst to have the budget funds for the project moved to your unit.
    - ✓ This allows for the greatest transparency and accountability of expended funds.
  - Only you, your supervisor, and your DE should authorizing charges to your unit.
- ∅ Projects assigned to you from the region funds
  - When the top priorities are selected by the region leadership, they will notify you what your projects are, if any, and what your budget is for that project.
    - ✓ Work with the Maintenance Analyst for betterment numbers, function numbers, and coding.
  - It is your responsibility to work with the vendors and know real time where you stand on your budget.
  - Notify your Area Supervisor of the projected dollar amount you will be over or under and they will likewise relay that information to the DE's and Maintenance Analyst.
    - ✓ If the project will be completed under-budget, the DE's will be able to use the extra money to accomplish more projects in the region.
    - ✓ If you will be over-budget, a budget increase will need to be approved by the DE's before you continue.
    - ✓ This type of project ownership will allow the region leaders to make quicker decisions on projects and budget allotments, especially at the end of the fiscal year.



- Ø Efficiencies
  - As a responsible steward of the public's funds, it is important to constantly look for ways to do things more efficiently to reduce the amount of money spent on projects, without diminishing quality of work.
  - As you find new, better, more efficient ways to accomplish the tasks at hand, more money will be available for you for other projects.
  - Work with your supervisor to receive region and state recognition for all efficiencies created.
- Ø Lands and Buildings
  - You are responsible for Lands and Buildings covered in your three year average.
    - ✓ These funds are used for typical maintenance of your shed
  - Remodels, upgrades, replacements, and other similar projects over \$500 are covered by the region Lands and Buildings budget.
- Ø Unit 4411
  - Unit 4411 is used to house regional budget monies for region projects that affect multiple areas.
  - Area Supervisors, Area Engineers, and District Engineers are the approving authority for goods or services charged to unit 4411.

