

# COUNCIL OF THE DISTRICT OF COLUMBIA

## Office of the Budget Director



**Jennifer Budoff**  
Budget Director

### Fiscal Year 2013 Budget Submission Questions

1. In **Attachment I** provide the Agency's budget worksheets for FY11, FY12 and FY13.
  - a. Your submission must match the FY 2013 Proposed Budget and Financial Plan for your Agency.
  - b. Your submission must be in Excel. **Do not submit a PDF document.**
  - c. Create a new tab in the workbook for each program. **Do not create a new workbook for each program.**
  - d. Please include your Agency Code in the filename (e.g., Attachment I\_FY13\_ABO.xls)
  - e. You may add additional lines to the sheets but **do not** change any other formatting including fonts, font size and formulas.
  
2. In **Attachment II** provide a spending plan for each Agency **program** for FY12 and FY13 including all personal and non-personal services.
  - a. Your submission must match the FY 2013 Proposed Budget and Financial Plan for your Agency.
  - b. Your submission must be in Excel. **Do not submit a PDF document.**
  - c. Create a new tab in the workbook for each program. **Do not create a new workbook for each program.**
  - d. Please include your Agency Code in the filename (e.g., Attachment II\_FY13\_ABO.xls)
  - e. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
  
3. Please provide a position listing for your agency by program, which includes the following information:
  - a. Position title
  - b. Position status (vacant, filled, proposed/to be eliminated)
  - c. Salary and fringe (actual salary for filled positions)
  - d. Status (continuing/term/temporary/contract)

- e. The total FTEs must match the FTEs for your Agency in the FY 2013 Proposed Budget and Financial Plan

You may submit an Excel version of the Schedule A. **Do not submit a PDF document.**

4. In **Attachment III** list all contracts to be entered into in FY 2013 and any contracts that began in a prior fiscal year and will continue into FY13.
  - a. The total of this attachment must match the total of your FY13 budget for CSG 41-Contractual Services in the FY 2013 Proposed Budget and Financial Plan for your Agency.
  - b. If the contract has multiple option years, indicate what option year is FY13.
  - c. Your submission must be in Excel. **Do not submit a PDF document.**
  - d. Please include your Agency Code in the filename (e.g., Attachment III\_FY13\_ABO.xls)
  - e. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
5. In **Attachment IV** list all Intra-Districts for your Agency for FY 13. The list must include the sending and receiving agencies and the service to be provided with the funds.
  - a. In section A, list all intra-districts you are receiving from other agencies.
  - b. The total in section A must be the same as Attachment I **and** the FY 2013 Proposed Budget and Financial Plan for your Agency.
  - c. In section B, list all funds your agency is sending to other agencies. Also, you must identify where those funds are in your agency budget.
  - d. Your submission must be in Excel. **Do not submit a PDF document.**
  - e. Please include your Agency Code in the filename (e.g., Attachment IV\_FY13\_ABO.xls)
  - f. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
6. In **Attachment V** list all Federal grants and Federal payments and the service provided by each grant/payment.
  - a. The total of this list must match Attachment I **and** the FY 2013 Proposed Budget and Financial Plan for your Agency.
  - b. Your submission must be in Excel. **Do not submit a PDF document.**
  - c. Please include your Agency Code in the filename (e.g., Attachment V\_FY13\_ABO.xls)
  - d. You may add additional lines to the sheet but **do not** change any other formatting including fonts, font size and formulas.
7. All submissions must be sent electronically to: Office of the Budget Director, Attention: Angela Joyner ([ajoyner@dccouncil.us](mailto:ajoyner@dccouncil.us)). You may send via e-mail or deliver a flash drive. **CDs and hard copies will not be accepted.** Also, you **must** send a copy to the Council Committee that has oversight of your Agency (see the committee assignments spreadsheet for names and email addresses).