**PVA Annual Budget Request Instructions and Report**

**For Fiscal Year**

**7/1/2022 to 6/30/2023**

The following instructions and forms are your guide to ensure that the needs of your office are met for **FY 2022-2023**.

This **2022-2023** Annual Budget Request is similar in content to the booklets provided in the past. It should serve not only as a budget request but also as a short planning document. Therefore, it is important that you give careful consideration to your programs and expenditures for the **FY 2022-2023.** (Note: Amend your budget only if you exceed expenditures in the major account 100, 200, 300, 600 or 800.)

Please complete the **2022-2023 Annual Budget Request**, and return by **Email** to kim.holt@ky.gov **no later than June 1, 2022.**

Division of Local Support

Local Officials Compliance and Technical Support Branch

Finance and Administration Cabinet

Department of Revenue

Office of Property Valuation

*NOTES:*

1. *An (unbalanced) budget cannot be approved and will be returned for correction(s). Please cross-check Page 16 “Total Expenditures” and Page 17 ”Total PVA Local Funds Available (Receipts)”.*

**OBJECT CODES**

Please use the following object codes as you complete your Annual **2022-2023** Budget Request report.

### 100 PERSONAL SERVICES

 115 Overtime Compensation with Fringe Benefits

 132 Unemployment Compensation Insurance

 133 Educational Expenses - Educational and training expenses incurred by

the office for courses approved by the Office of Property Valuation. (i.e. tuition expenses)

 135 Bonds - PVA performance and surety bonds.

 136 Uniforms-Rental or Purchase

 138 Automobile Liability Insurance - Reimbursement of automobile liability insurance

 rider or the purchase of automobile insurance.

 142 Auditing Services

 149 Professional Contractual Services - Services of a professional appraiser or

 consultant 1099 Reportable).

199 Additional **“OX”** Deputy Expense- **“OX”** Deputy salaries paid from local funds.

***NOTE: Base Billing/Deputy Hire amount is not 199 (1) Base Billing on Page 16 does not have an Object Code.***

### 200 OTHER OPERATING EXPENSES

Rentals

 223 Rental of Equipment

 224 Copy Machine Leasing and Rental

 226 Car Leasing and Rental

 229 Rentals Not Otherwise Classified

Maintenance and Repairs

 231 Maintenance of Buildings

 232 Maintenance of Equipment

 233 Copy Machine Maintenance

 235 Maintenance of Vehicles

 236 Repairs Not Otherwise Classified

Postage and Related Services

 241 Postage and Postage Meters

 242 Freight and Other Parcel Deliveries

Miscellaneous Services

 252 Printing Paid to Vendor (i.e. Business Cards/Name Badges)

 254 Insurance Premiums (i.e. Errors & Omissions) (Not employees)

 255 Advertising

 257 Services Not Otherwise Classified

**300 COMMODITIES AND SUPPLIES**

 321 Office Supplies

 323 Janitorial and Maintenance Supplies (if not paid by fiscal court)

 330 Photographic and Related Supplies

 331 Data Processing Supplies

 333 Motor Vehicle Supplies and Parts

 339 Other Supplies/Uniforms

Commodities

 343 Motor Fuels and Lubricants

 344 License Plates

 346 Furniture, Fixtures, and Office Equipment (Unit Cost under $5,000)

 351 Books for Office Use

Travel Expenses

 361 In State Travel

362 Out of State Travel – (Expenditures for Out of State Travel requires the prior

approval of the Office of Property Valuation).

Miscellaneous Commodities

 381 Dues/Subscriptions – (Dues and subscriptions approved by the Office of Property

 Valuation).

 399 Other (i.e. water coolers)

**600 CAPITAL EXPENDITURES**

 601 Furniture, Fixtures/Office Equipment over $5,000 **(Statewide Object Code**

 **Narrative)**

 605 Motor Vehicles – (Purchase of a motor vehicle through the Finance and Administration Cabinet).

 607 Library Books (Per unit or set cost over $5,000)

 609 Other Capital Outlay

 611 Lease Purchase (Furniture, Fixtures and Equipment)

1. Personal Computer Hardware > $5,000

635 Printers & I/O Hardware > $5,000

636 Telephone System Hardware > $5,000

***Notes: In many instances, capital outlay (600 Accounts) will cost less than $5000 per unit. In those instances, the appropriate (300 or 800) account would be used. As you complete your budget request, those items costing less than $5,000 (per unit) should also be itemized under the appropriate object code.***

**Example:**  If you wished to purchase four calculators for your office at an estimated cost of $170 each, the appropriate object code to use would be 346 (Furniture, Fixtures, and Office Equipment - per unit cost less than $5,000). The key to usage of the object code is that each item is less than $5,000 on an individual basis.

**800 TELECOMMUNICATIONS/COMPUTER SERVICES**

 802 Computer Support Services, Non-Contract

 (Used for any computer support charges (by COT) that are not a part of a contractual service agreement between the PVA office and a vendor.

 809 Contracted Computer Services- Special computer services such as programming)

1. Telephone Charges-Wireless/Cell
2. Telephone Charges-Other

822 Office Software

829 Telephone System Software-Other

831 Personal Computer Hardware < $5,000

 837 Telephone System Hardware < $5,000

1. Computer Hardware Maintenance

 **FUNDING SOURCES**

Proper completion of this portion of the budget booklet is critical. Information contained herein is vital if the Office of Property Valuation is to fairly allocate the available funding to each office.

**Appropriation Funding**: **County and City**

Line (1) County Appropriated Funding:

 Enter the funding anticipated from the Fiscal Court in FY **2022-2023** on each line item

 provided.

 Statutory Appropriations Breakdown:

 (a) Statutory Contribution - KRS 132.590 (9) (11) (12)

 (b) Inspection Period Advertisement - KRS 133.045 (2)(d)

 (c) Fall Conference - KRS 131.140 (4)

 (d) Telephone Appropriations - KRS 132.410 **(only if paid by PVA)**

Line (2) City Appropriated Funding: KRS 132.285

 Complete the **FY 2022-2023** City Appropriation Worksheet (page 18). There are two steps

 involved in the completion of this portion of the budget.

* 1. Enter the city and the anticipated assessment for the **Fiscal Year 2022-2023**. The assessment figures should also include those cities utilizing the ad valorem assessments on motor vehicles **(All cities are to be billed)**.
	2. If your county contains a community using the assessment that pays your office in equal payments apportioned throughout the year (monthly, quarterly, etc.), the amounts should be listed below outlining the method of payment as well as the amount of payments.

Line 2: Enter the city receipts (including motax) anticipated in **FY 2022-2023**.

Line 3: Enter the funds derived from special districts using the tax roll.

Line 4: Enter the Total Local Funds provided in FY **2022-2023.** (Lines 1+2+3).

Line 5: Enter the amount of funding on hand **June 30, 2022** in your county and city accounts.

 Carry-Over Breakdown:

 (a) Estimated County and City on Hand as of June 30, 2022.

 (b) Estimated Miscellaneous Funds on Hand as of June 30, 2022 (not subject to

 Statutory Carry-Over limitation; printing of tax bills, fee schedule and interest

 income.)

 (c) Sub Total: Funds on Hand

 (d) Less: **2021-2022** Funds returned to County and City (only if (a) exceeds prior

 year Statutory Contribution County and City.)

 (e) Total: Carry-Over Funds on Hand

Line 6: Enter amounts for all Other Income Not Reported, this includes any CD’s,

 money markets, savings accounts and grants.

Line 7: Enter the amount of the interest income anticipated from all sources in FY **2022-2023**.

Line 8: Enter the amount of income anticipated from Fee Schedule.

Line 9: Enter income derived from the printing of tax bills.

Line 10: The sum of Lines 6, 7, 8 and 9.

Line 11: The total of lines 4, 5E, and 10 should be added together. The sum of these

 sub-totals will equal the estimated local funding the office is to receive for the

 FY **2022-2023.**

**Unbudgeted Funds**

Funds not designated in the PVA annual budget are considered unbudgeted funds. These funds are reported on the final approved budget from the Office of Property Valuation. Unbudgeted funds cannot be spent unless designated and/or reported on the PVA annual budget submitted to the Office of Property Valuation.

### Amended Budget Form

This document is required when moving funds from one series to another (from 200-Operating Expenses to 300-Commodities). The amended budget form must be submitted for approval before funds are used.

The estimates used in the budget request document should closely reflect the actual expenditures required by the office during the fiscal year. Any accounts where the actual expenditures exceed the budgeted expenditures should be amended. Also, funding accounts should be amended to reflect actual funding amounts. The budget information is not only a guide for the PVA as an office administrator, but is also used as an audit support document by the Office of the Auditor of Public Accounts.

**PERSONNEL COSTS: 100 ACCOUNT**

The 100 account is separated into the following categories:

1. Personnel Costs

 a. PVA Salary and Related Fringe Benefits

 b. Employee Salaries and Related Fringe Benefits

2. Other Personnel Costs

 a. Bonds

 b. Automobile Insurance

 c. Educational Expenses

 d. Professional Contractual Services

 e. Auditor of Public Accounts

The funds for “Personnel Costs” are derived as follows:

 a. PVA Salary and Related Fringe Benefits - Legislative Appropriations (General Funds)

 b. Employees Salaries and Related Fringe Benefits - Legislative Appropriations, Deputy Hire and

 OX Additional Billings.

(Item 1) Only personnel cost included in this budget line item is the deputy hire payment provided on Page 16 and the Additional Expense (Additional “OX” Local Deputy Hire 199 account**).**

(Item 2) Funds for "Other Personnel Costs" are to be paid exclusively from funds appropriated to the PVA office from fiscal courts and cities.

**Other Personnel Expenses: 100 Account**

This segment of the 100 account is to be used for employee related expenses not directly attributable to salaries or fringe benefits incurred as a result of the salary. These costs include:

 a) PVA bond

 b) automobile insurance

 c) educational expenses

 d) professional contractual services

a) PVA Bond - This is the amount the PVA pays for his or her performance and surety bonds.

b) Automobile Insurance - Only for those PVA offices with a motor vehicle assigned to it. Expenses incurred in this account shall be for automobile insurance.

c) Educational Expenses - Special training, seminars, IAAO, or other courses. Costs for these expenses include tuition, fees, course materials, and books for those courses approved by the Office of Property Valuation. Travel costs associated with these courses should be included under object code 361 or 362 (in state/out of state travel).

d) Professional Contractual Services- There are instances in which you may need to engage the services of certain professionals. These services most likely fall under special appraisal services, certain consultant services, or Auditor of Public Accounts Agreed upon Procedures.

Enter the amount requested for the 100 account series on the page entitled “Summary of Requested Expenditures”.

**Other Operating Services: 200 Account**

STEP 1: As you complete your budget request, place the amount you plan to spend in each account in the appropriate space. Itemize expenses when possible.

STEP 2: Obtain a subtotal for each object code by adding together the various items.

STEP 3: Add each 200 account subtotal. The total of these expenses will be the total 200 account request.

STEP 4: Enter amount for the 200 account in the appropriate space on the page entitled "Summary of Requested Expenditures."

**Commodities and Other Expenses: 300 Account**

STEP 1: As you complete your budget request, place the amount you plan to spend

 in each account in the appropriate space. Itemize expenses when possible.

STEP 2: As you complete object codes 346 and 351, enter the amount of the specific

item as a subtotal. If you desire to make purchases, for example: Three (3) secretarial chairs @ $142.00 each. Enter into the appropriate space 3 secretarial chairs $426.00. Requests for other items falling within these categories should be treated in the same manner.

STEP 3: In completing the object code 362 (out of state travel) list each planned out of state trip and the approximate cost of the trip. Enter amount of all trips on the appropriate line as a subtotal.

STEP 4: For object code 381, list individual dues and subscriptions and the amount of the same. Enter all expenses as a subtotal on the appropriate line.

STEP 5: Add subtotals together and enter into the “Grand Total” space.

STEP 6: The amount entered into the “Grand Total” space should also be entered into the appropriate space (300 account) on the page entitled “Summary of Requested Expenditures.”

**Capital Outlay: 600 Account**

**Expenditure Request**

With the passage of House Bill 719 by the 1988 Legislature, expenditures by PVA's will be governed by procurement procedures adopted by the fiscal court in your county administrative code required by KRS 68.005.

Even though you are no longer governed by the requirements of the State Model Procurement Code, the Office of Property Valuation stands ready to assist you on major capital outlay items (computers, aerial photography, map cabinets, motor vehicles, etc.) upon your written request.

Please list all capital outlay items individually on the Capital Outlay Expenditure Request forms attached (page 26**).** Several new object codes have been added to the budget document (i.e. 631, 635, and 636) to provide additional separation for items > $5,000.

**Telecommunications & Computer Services: 800 Account**

Effective July 1, 2006, the new EMARS Accounting was implemented. New object codes separated Telecommunications and Computer Services into a new Account Series, 800. The following object codes have been added to model the EMARS system:

802 Computer Support Services, Non-Contract

This category is used for any computer support charges (by COT) that are not a part of a contractual service agreement between the PVA office and a vendor.

809 IT Business Applications Services / Contracted Computer Services-Special\computer services such as programming.

814 Telephone Charges-Wireless/Cell

815 Telephone Charges-Other

822 Office Software

829 Telephone System Software-Other

831 Personal Computer Hardware < $5,000

 837 Telephone System Hardware < $5,000

851 Personal Computer Hardware Maintenance

***NOTE:*** Please verify that the 800 Account series total amount is entered on Line 10 on the “Summary of Requested Expenditures” and is included in the “Total Expenditures” for the FY **2022-2023** budget.

Please review your total budget report and make sure by cross-checking **page 16 “Total Expenditures”** to **page 17 “Total PVA Local Funds Available”** for a balanced budget document.