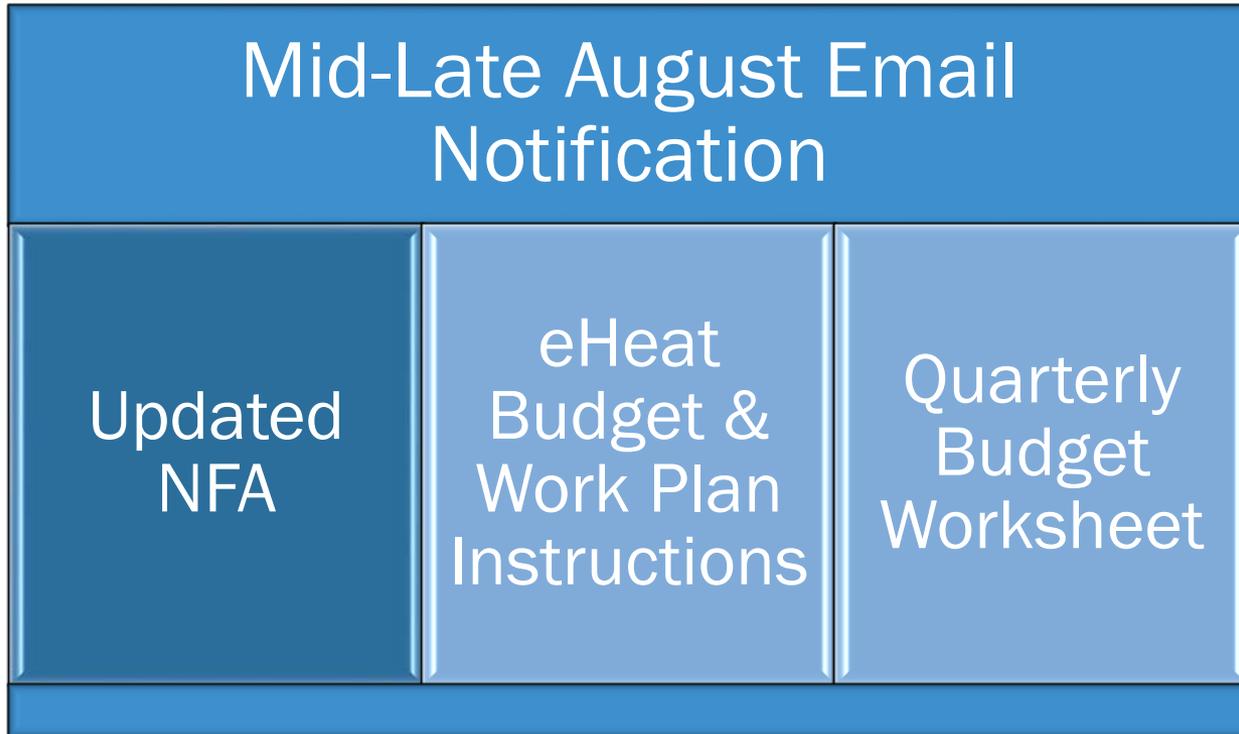




Program Year 2014 Budgets

Jana Pearson & Jodi Bellefeuille

Timeline



Budgets due two weeks after notification

eHeat Budget Tips

- Program and Fiscal Staff should work together on the eHeat budget
- Take your program goals, previous year's expenses and production plans into consideration
- Budgeted WAP units should match or exceed the minimum required units according to your allocation

eHeat Budget Follow-Up

- Commerce will review the budget and send either notice of approval or notice that modifications are required.
- Budget Revisions are required if funds are moved between broad subcategories (Admin, T&TA, Program)

Budget & Production Worksheets

Quarterly Budget Worksheet

- Filled out at the beginning of each Program Year
- Does not need to be resubmitted every quarter
- Categories match eHeat

- Filled out at the beginning of each Program Year
- Goals divided by quarters and months

Quarterly Budget & Production Schedule Goals

- Programmatic and production planning
- Strategic tool to track actual costs vs. budgeted costs, adjust spending plan as needed
- Align WA data with general ledger and eHeat
- Coordinate communication between program and fiscal staff
- Overview of all funds

Quarterly Budget Worksheet

- Must be prepared by both fiscal and program staff
- Previous years' spending should be considered when preparing
- Total of each subcategory should match total in eHeat
- EAPWX A2105/CO includes a line for anticipated carryover

Production Schedule Worksheet

- Must be prepared by both fiscal and program staff
- Previous years' production numbers should be considered when preparing
- Unit goals are divided by months
- Calculate projected units using a realistic per unit cost for each fund
- Unduplicated unit count for estimated number of units between all funds

Production Scheduling PY13

DOE CARRYOVER Program Year 2013	
Quarterly Budget Worksheets	Completion Count (WA)
278 Units	703 Units

Service Provider Review

- Fiscal and Program staff should meet regularly to compare work plan to actuals and to review financial data
- WA data and fiscal data should be reviewed and compared regularly
- Service Providers should contact Commerce immediately with any major concerns about meeting budget and production goals

Quarterly Budget & Production Schedule Follow-Up

- Commerce monitors will use worksheets as a tool for desk monitoring, comparing to eHeat and WA at least quarterly
- If concerns or major deviations exist, a monitor will contact the Service Provider to discuss or request an updated work plan
- Insufficient work plans may result in additional monitoring

Quarterly Budget Follow-Up

- Quarterly budgets and work plan will be discussed during monitoring visits
- Financial statements may be requested and reviewed by Commerce
- Obligated funds and projections may be requested

Evaluation

- The new budget and production planning model will be evaluated throughout PY14
- Service Providers can share feedback and suggestions with Commerce monitors

Questions?

Jana Pearson
Accounting Officer Sr.
651-539-1524

Jodi Bellefeuille
Weatherization Monitor
651-539-1845

Weatherization.commerce@state.mn.us