



CORPORATE POLICY:	Operating Budget		
VERSION EFFECTIVE DATE:	11/10/2022	Version:	3

POLICY STATEMENT: JEA’s annual operating budget will comply with the Jacksonville, Florida, Code of Ordinances, Part A of the Charter Laws Charter of the City of Jacksonville, Article 21 JEA (“JEA Charter”), and Chapter 92-341 of the Laws of Florida, Section 21.07. The JEA Charter, Article 21, Section 21.07(b), states that, “JEA shall prepare and submit its budget for the ensuing year to the city on or before July 1 of each year, setting forth its estimated gross revenue and other available funds, and estimated requirements for operations and maintenance expenses, capital outlay, debt service, and depreciation and reserve account.”

RESPONSIBILITY:

Operating Budgets prepares and submits JEA’s annual operating budget to the City of Jacksonville and is responsible for forecasting, reviewing, and monitoring JEA’s annual operating budget in coordination with JEA business units.

Operating Budgets responsibilities include:

- Compiling projections for annual operating budget
- Finalizing budget with the Leadership Team
- Coordinating budget submission and review with City of Jacksonville
- Ensuring budgetary requests and transfers are within the city approved budget
- Analysis, forecasting, and reporting of budget data to the organization

All JEA personnel are responsible for:

- Input of data for annual Operating & Maintenance budgets
- Justifying budget requests
- Providing projections for the annual operating budget
- Responding to requests for information and justifications from the Council Auditor
- Managing budget dollars within limits approved by the City of Jacksonville
- Arranging the appropriate approvals for budget transfers

All public communication and material of the system operating budget portfolio must be authorized by the Manager, Operating Budgets, Director, Budgets, VP Financial Services, CFO, or CEO.

By marking “read” you are confirming your understanding and commitment to follow Operating Budgets procedures as mentioned in the policy.

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PROCEDURE:

Follow Operating Budgets processes outlined on the SharePoint page: [Operating Budgets - Home](#).

Budget Presentations – Budget Process and Timeline for Budget Season, Budget Kickoff Presentation

Oracle PBCS Guides and Training – Introduction and guides to working in Oracle PBCS and for entering budgets

Budget Details – Fiscal Year line item Budget Details for each Cost Center with justification and cash flows

Budget Center – Resources to be utilized while forming budget including Actual Expenses by Month reports, Staffing Allocation reports, and Fiscal Year Capitalization Rates for Salary & Overtime by cost center and fund

Budget Training Presentations – Training guides for an introduction to Operating Budgets, including guides for Variance Reports, Funds Available Inquiry, Budget Transfers, Encumbrance Detail Reports, and Oracle Account Inquiry

Budget Reporting – Monthly Budget Variance Reports and Weekly O&M Reporting sorted by Chief for all Cost Centers and Rollups

New Cost Center Request – Request form for creation of a new Cost Center

Budget Request Form – Request form for additional budget requests

Award Procedures – Tutorial to explain the Finance review process for awards.

Expense Type Listing – Listing of expense types and expenditure types to be used for budgeting

APPROVED BY:	Joseph Orfano (Deputy Chief Financial Officer & Treasurer) (07/11/2023)
REVIEWED NO CHANGES:	
ORIGINAL EFFECTIVE DATE:	01/24/1978
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LAST REVIEW DATE:	07/11/2023
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LINKS/ATTACHMENTS:	

