

Creating the County Budget

Business Case: How do I create the Annual County Budget in SUPER?

Overview: The SUPER Unit Operations - Fiscal module provides for the creation, management, approval and printing of county budgets. The module pulls the county portion of the salary for the previous year from IRIS and calculates benefits. Actions made by county directors may include adding vacant positions, changing previous year's salary, adding salary improvements, reallocation, operating allocations, determining county paid percentage, and changing some benefits like retirement plan, insurance and thrift savings plan percentage.

Note: Before getting started be sure that SUPER is an allowed site for pop-ups.

Click **Operation**. Notice the box for **Unit**. Select **OK** for your unit. Select **Fiscal** from the menu. Click your county's name to get a list of budgets by year. Click the link for the appropriate budget, as in Proposed Budget 2010 ver. 1 (Figure 1).



Figure 1. Links to County Budgets

Step One – Salary Tab

On the Salary tab (Figure 2), check to make sure all employees paid any percentage by county funds are listed on the salary tab including TSU and 100% County Paid personnel. If anyone is missing add them via the Edit button on the Salary tab.

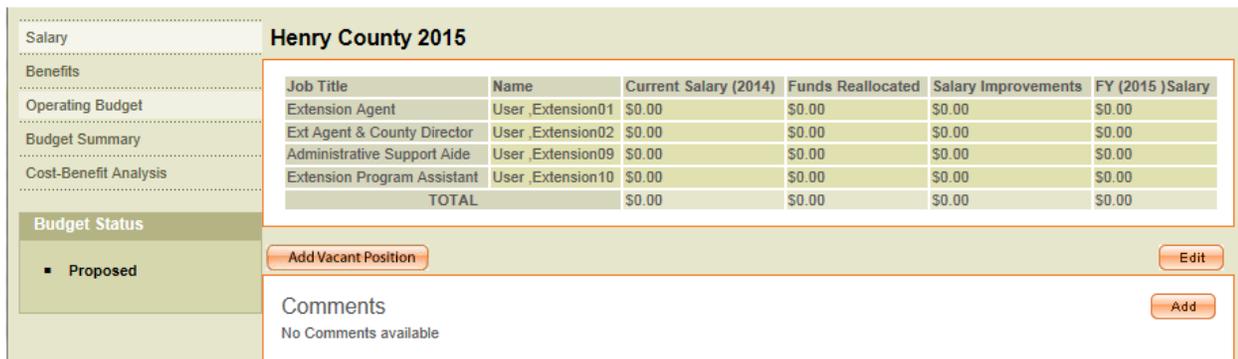


Figure 2. Salary Tab

Click the **Edit** button to view the Salary Edit window (Figure 3). The Salary Edit window is where people can be added/removed from the budget, the Current Year Salary updated and the amount for Funds Reallocated and Salary Improvements set.

Check/uncheck the Include in Budget check box to add or remove someone on the budget.

Check the Current Salary against what is shown in IRIS and update as needed. Enter the applicable amounts in the funds re-allocated and salary adjustment columns. Click **Save** when done.

Henry County

Job Title	Include in Budget	Name	Current Year Salary (2014)	Funds Reallocated	Salary Improvements	2015 FY (2015)Salary
Extension Agent	<input checked="" type="checkbox"/>	User , Extension01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Administrative Support Aide	<input checked="" type="checkbox"/>	User , Extension09	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Extension Program Assistant	<input checked="" type="checkbox"/>	User , Extension10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL			\$9547.00	\$0.00	\$0.00	\$9547.00

Save Cancel

Figure 3: Salary Edit Window

Click the **Add Vacant Position** button to add a vacant position to the budget (figure 4). Choose the Position Name and Retirement Plan from the drop down menus. Click Save. Enter the entire county-portion of the salary for the position on the Edit Salary window.

Add Vacancy

PositionName Extension Agent

RetirementPlan TCRS

Save Cancel

Figure 4: Add Vacancy Window

Step Two – Benefits Tab

Benefits are calculated based on the salary for the coming year from the salary tab (Figure 5). Remember that the insurance, workers' compensation, unemployment insurance, 401K, and longevity will appear for 100% county-paid and county shared benefits employees but not for other personnel.

Henry County 2015		Name	FYSalary	CSRS	Medicare	Fers	thrift %	S.S.	ORP	Tcrs	Jcrs	Workers' Compensation	Unemployment insurance	Long (yea
Operating Budget		User_Extension01	\$12,345.00	--	\$179.00	\$1,469.06	5.0000 %	\$617.25	\$765.39	--	--	--	--	--
Budget Summary		User_Extension02	\$15,678.00	--	\$227.33	--	-- %	--	\$972.04	--	--	--	--	--
Cost-Benefit Analysis		User_Extension09	\$19,876.00	--	\$288.20	--	-- %	--	\$1,232.31	--	\$2,987.36	--	--	--
		User_Extension10	\$6,789.00	--	\$98.44	--	-- %	--	\$420.92	--	\$1,020.39	--	\$13.58	\$56.21
		TOTAL	\$54,688.00	\$0.00	\$792.97	\$1,469.06	1.1287%	\$617.25	\$3,390.66	\$0.00	\$4,007.75	\$0.00	\$13.58	\$56.21

Figure 5: Benefits Tab

Click the **Name** or the **Edit** button to bring up the Edit Benefits window (Figure 6). From here you can access personnel using the drop down to select the employee or by using the Previous and Next buttons. Check the box next to County Shared Benefits for County Paid and County Shared Benefits personnel. When the box is checked the county benefits will appear. Choose the Retirement Plan in the dropdown menu. When chosen the amounts for Social Security, Medicare, Workers' Compensation and Unemployment Insurance will be automatically filled in based upon the current year's percentages. Unless the county pays Workers' Compensation and Unemployment Insurance at a different rate, it will be unnecessary to change these values. Enter the Longevity, 401K and Insurance amounts as appropriate. For employees with FERS retirement, a box to enter Thrift will appear. Thrift will default to 5% but if necessary update Thrift to match the percentage in IRIS. Click **Save** when complete.

Edit Benefit

Select Employee	User , Extension10	
County Shared Benefits	<input checked="" type="checkbox"/>	
Retirement Plan	TCRS Hybrid (9.00%)	\$900.00
Salary	\$10000.00	
SS (6.20%)	\$ 620.00	
Medicare (1.45%)	\$ 145.00	
Workers' Compensation	\$ 20.00	
Unemployment Insurance	\$ 57.95	
Longevity	\$ 0.00	
401K	\$ 0.00	
Insurance	\$ 0.00	
Total	\$ 11742.95	

< Previous
Next >
Save
Cancel
Close

Figure 6: Edit Benefit Window

Step Three – Operating Budget

Click the **Edit** button to begin working on operating expenditures. Notice that these fall in two categories, those allocated to UT and those NOT allocated to UT. Enter the expenditures as appropriate and click **Save** when complete.

Commitment Item Name	Operating Expenditures Allocated to UT	Operating Expenditures NOT Allocated to UT	TOTAL
Non-Wage Payments	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00	\$ 0.00
Motor Vehicle Operations	\$ 0.00	\$ 0.00	\$ 0.00
Media Processing	\$ 0.00	\$ 0.00	\$ 0.00
Utilities and Fuel	\$ 0.00	\$ 0.00	\$ 0.00
Communication	\$ 0.00	\$ 0.00	\$ 0.00

Figure 7: Edit Expenditures Window

You may add 1-3 custom expenditures by clicking the orange **Add Custom Expenditure** button (Figure 8).

Create Custom Expenditure

Expenditure Name	<input style="width: 90%;" type="text"/>
O.E. Allocated to UT	\$ <input style="width: 80%;" type="text" value="0.00"/>
O.E. Not Allocated to UT	\$ <input style="width: 80%;" type="text" value="0.00"/>

Figure 8. Custom Expenditure Window

Step Four – Budget Summary

Notice that the salary, benefits and operating expenditures shown on this tab are summarized from the previous tabs.

UNIVERSITY OF TENNESSEE
 CERTIFICATION OF COUNTY APPROPRIATION OF FUNDS
 FOR THE SUPPORT OF UT EXTENSION WORK

This is to certify that **Henry County** has appropriated the sum of **\$0.00** effective **July 01 , 2015** for the support of UT Extension work. The annual salaries shown below are to be distributed in twelve equal monthly installments.

University of Tennessee		
Salaries		
Name	Position	Annual Salary
User , Extension02	Ext Agent & County Director	\$20,000.00
User , Extension14	Extension Area Specialist	\$9,000.00
Total Salaries		\$29,000.00
Benefits		
Benefit Name		Benefit Value
Social Security		\$1,798.00
Medicare		\$420.50
TCRS		\$4,437.00
Worker's Compensation		\$72.50
Unemployment Insurance		\$101.16
401K		\$600.00
Total Benefits		\$7,429.16

Tennessee State University		
Salaries		
Name	Position	Annual Salary
User , Extension01	Extension Agent	\$15,000.00
User , Extension09	Administrative Support Aide	\$12,000.00
Total Salaries		\$27,000.00
Benefits		
Benefit Name		Benefit Value
Social Security		\$1,860.00
Medicare		\$435.00
FERS		\$2,376.00
TCRS Hybrid		\$1,064.40
THRIFT		\$900.00
Worker's Compensation		\$67.50
Unemployment Insurance		\$101.16
401K		\$600.00
Insurance		\$12,500.00
Longevity		\$3,000.00
Total Benefits		\$19,904.06

Operating Expenditures		
Name	Allocated To UT	Not Allocated To UT
Sub-Total	\$0.00	\$0.00
Total Operating Expenditures		\$0.00

Summary	
Total Benefits	\$27,333.22
Total Salaries	\$56,000.00
Total Operating Expenditures	\$0.00
<hr/>	
Total County Appropriations	\$83,333.22

County Mayor/Executive _____
 Date _____
 Salaries for all positions both filled and vacant, should be shown/ADM.F-2

Financial Office _____
 Date _____

Figure 9: Budget Summary

Step Five – Engage Workflow

Click **Submit** to engage the workflow, shown in Figure 10.



Figure 10. Budget Workflow

Step Six – Print Approved Budget

When the budget is approved by the Dean of UT Extension, the county director will see the orange print button on the budget summary. Once the budget is approved by your county commission, print the budget, obtain signatures and submit the original and one copy to your regional office. If your county government changes the budget during the year, just make the applicable changes in SUPER and submit the budget again.

Summary: Only one County Budget may be created per year. Questions about navigating and troubleshooting the software should be directed to your regional IT personnel. All other questions should be directed to your regional bookkeeper and/or regional director.

Updated: John J. Toman, August 4, 2015
Updated: John J. Toman, March 13, 2015
Updated: John J. Toman, February 19, 2015
Updated: John J. Toman, March 2, 2014
Created: Joseph L. Donaldson, May 14, 2008