To: Elected Officials and Department Heads

From: Randy Vineyard, Director of Accounts & Budgets

Date: February 1, 2021

RE: Budget Process 2021-22

Attached you will find the budget packet containing the following information for the 2021-22 Budget Process.

- The Budget Calendar, as presented by the Mayor, recommended by the Budget Committee, and approved by the County Commission at the December, 2020 regular meeting. This is a detailed calendar stating when the Budget Committee meets, including the *2 full-day workshops* we'll be having this year. This is when the individual departments will present their budgets. Times slots and locations to be announced later.
- The payroll taxes and benefits rate chart and budget amendment guidelines.

Guidelines:

- *Actual-based* budget, total tax rate of $2.47 (General Fund $0.88, Schools $0.98, Debt Service $0.44, Education Capital Projects $0.14, Gen. Admin. Capital $0.03))
- **The accounting office will hold an informational meeting regarding the FY 21-22 Budget Process on January 28th via Zoom at 9 AM and 2 PM.** Please inform Laura Fields (lfields@blounttn.org) as to which meeting you will attend.

Munis will be available to enter FY21-22 operating budget requests on February 1st and will be closed to requests on February 19th.

An "ADDITIONAL REQUEST" form is only required if you are asking for additional employees or an increase in operating expenses from last fiscal year. DO NOT ASSUME YOUR ADDITIONAL REQUESTS ARE APPROVED. FOLLOW THE BUDGET APPROVAL PROCESS AND CHECK FOR VERIFICATION!

As mentioned above, you will be presenting your budgets to the Budget Committee at one of the two Budget Workshops as outlined in the calendar.

Payroll taxes & benefits rate chart – The chart will be updated for any changes that are voted on and will be sent to you via email. These changes will also be reflected in the budget documents to be sent out on February 1st.

Budget Amendment Guidelines – The guidelines are to be used when submitting all transfers or increases/decreases during the fiscal year.

Chart of Accounts – Use this chart to determine appropriate budget line item numbers and proper line descriptions. The chart of accounts is updated annually by the state, so please be sure to use the most recent version provided on the Accounting website. The descriptions for each line item are set by the state and cannot be changed.

Blount County Government

2021-22 Budget Manual

Blount County Payroll Taxes & Benefits Rates for FY 2021-22

Rates referenced are the most recent rates made available as of January 1, 2021. <mark>Rates are subject to change. If so, all accounts will have to compensate for any changes within their own line items.</mark>

Tax / Benefit	Line #	Specific Guidelines	Rate
Social Security	201	FOR ALL EMPLOYEES Calculate: Annual Salary up to $142,800 per employee x Rate	6.2%
State Retirement	204	FOR FULL-TIME EMPLOYEES ONLY Calculate: Annual Salary x Rate All General County & Highway (Excluding Sheriff's Public Safety Officers) Classified School Employees (Includes non-classified Federal Projects & Cafeteria Employees) Fund 128 Drug Court Employees Sheriff's Public Safety Officers ONLY – Retirement Bridge Plan (General County Rate + 3.5%) Professional School Teachers in GPSF 141 and Certified Federal Projects Teachers (Hybrid = 4.00%) Public Library	 6.94% 10.44% 10.30% 5.37%

Employee Life Insurance	206	FOR FULL-TIME EMPLOYEES ONLY
		Per full-time employee per $1,000 of annual salary per month.
		
		Minimum Employer Liability is $10,000 Annual Salary
		Maximum Employer Liability is $50,000 Annual Salary
		    Calculate: Annual Salary up to $50,000 per employee divided by
		    1,000 x Rate x 12 months
		(benefit rounded to next higher $1000)
			
			$0.099

Employee Health Insurance	207	FOR FULL-TIME EMPLOYEES ONLY · Employee Only · Employee + Spouse · Employee + Child(ren) · Family *This is employer cost regardless of Plan chosen; Employee cost varies per Plan	 $575 $1325 $1325 $1325
TeleMed	207	FOR FULL-TIME EMPLOYEES ONLY Monthly Yearly	 $5 $60
Employee Dental Insurance	208	FOR FULL-TIME EMPLOYEES ONLY Monthly Yearly	 $22.11 $265.32
Unemployment	210	FOR ALL EMPLOYEES Rates are applied to all employees up to $7,000 annually. Excludes Schools, Federal Projects, Board Members, and Elected Officials General County Highway Cafeteria – (changed to reimbursement method)	 0.30% 0.30% 0.00%
Employer Medicare	212	FOR ALL EMPLOYEES Withheld on all wages earned Calculate: Annual Salary x Rate	1.45%

Tax / Benefit	Line #	Specific Guidelines			Rate
Workers Comp	513	FOR ALL FUNDS/EMPLOYEES			
		General County		$37,092 ($123/Employee)	
		Public Library		$6,123	
		Sheriff's Dept.		$415,065	
		Highway Dept.		$111,555	
		Schools		$435,165	
General Liability Insurance	506	FOR ALL FUNDS			
		General Fund	101-52220-550600	$671,054	
		Library	115-56500-550600	$35,640	
		Highway Dept.	131-61000-550600	$190,887	
		G.P. Schools	141-72310-550600	$409,865	

Budget Amendment Guidelines

(Revised February 11, 2013)

Blount County operates under the State of Tennessee County Budgeting Law of 1957, TCA 5-12-101 et seq. in accordance with the provisions put in place by Blount County's internal controls and the Local Option Budgeting Law of 1993 under the TCA 5-12-201 et seq.

The signature of the County Mayor on transfers is a required internal control set forth by the Director of Accounts and Budgets as part of Blount County's continued commitment to accountability and transparency.

The following summarizes the guidelines on budget amendments and the TCA codes they are based on:

Requires both Budget Committee AND Commission approval:

Increases/Decreases TCA 5-12-212

Transfers between different account numbers (major category) TCA 5-12-213 (a)(3)

Requires Department Manager's AND County Mayor's signature (or School Board approval) only, with a copy to the Budget Committee:

All transfers involving salary and/or benefit lines TCA 5-12-213 (a)(1)

All transfers between budget lines 300-799 in the same account Number TCA 5-12-213 (a)(1)(2)