

FY 2009 Non-ICASS Budget Preparation Checklist

OBO Initial Requirements

This Non-ICASS OBO Budget Checklist consists of three parts and contains key items that you must check to ensure proper preparation of the Non-ICASS OBO budget.

You must use the budget instructions provided on the ICASS website (www.icass.gov) in the "Budget" folder when preparing your Non-ICASS OBO budget. Complete PART 1 after completing the Initial Requirements.

You are required to come to the Regional Bureau Budget Workshop with PART 1 initialed by the FMO and hand them in to your Budget Checker at the beginning of the workshop. **IMPORTANT:** Do not forget to include the name of your post and FMO at the bottom of each completed checklist.

IMPORTANT: In order to check the OBO Non-ICASS Budget at the Workshop, please print the Lease Worksheet "Full Report" and attach the print-out to the checklist.

The Budget Checker should finish PART 2 and identify incomplete items in PART 3 at the workshop. The Budget Checker will give copies of PART 1, 2 and 3 to the OBO Representative once your OBO Non-ICASS budget has been checked. Post should keep the follow-up instructions on PART 3 for use after returning to post.

PART 1

PURPOSE: To review and validate post's Non-ICASS OBO Initial Requirements (IR). The initialed PART 1 will be given to your Budget Checker at the beginning of the workshop.

Checked by FMO
(Please initial each box.
If not applicable mark
"N/A")

OBO INITIAL REQUIREMENTS

OBO – LEASES MODULE

- 1 – If FY 2009 lease and M&R costs are paid in local currency, the funding request amounts (in U.S. dollars) were converted using the 10/1/08 exchange rate.
- 2 – All new and anticipated program leases have been included on the Lease Worksheet.
- 3 – The FY 2009 lease costs were updated in the Lease Funding Request column to show **full-year** request for:
 - Long-Term Residential leases
 - Long-Term Non-residential leases
 - Short Term (State-only) Residential leases
 - Short Term (State-only) Non-residential leases
- 4 – All Government-Owned (GO) Residential and Non-residential properties are included on the lease Worksheet with all applicable fields completed.
- 5 – Routine M&R costs were entered in the M & R Funding Request column for:
 - GO Residential property
 - GO Non-residential property
 - Long-Term Residential leases
 - Long-Term Non-residential leases
 - Short Term (State-only) Non-residential leases
- 6 – Each property's costs (lease and/or M & R) were allocated 100% across funding quarters.
- 7 – All residential leases are linked with an occupant if they are not vacant. For vacant residential leases, the Occupant field should indicate "Vacant".
- 8 – If the non-residential lease occupant is "Other", the occupant description was provided in the Comments column.

Post Name _____

FMO _____

9 –If routine M&R funds for STL Non-Residential property are requested, the required justification as to why the Routine M&R is not paid by the landlord is provided in the comment section. (**Note:** If there is no justification, OBO will not include the M&R funding in post’s 7901 allotment for FY 2009.)

10 - ICASS leases are not included on the Non-ICASS OBO Leases Worksheet.

OBO – MAINTENANCE WORKSHEET

11 – No data should be reported. It is blank.

OBO – FACILITY MANAGER (FM) POSITIONS WORKSHEET

12 – If the Compensation Plans module was used for salaries and benefits, confirm that the default “hours authorized” for FM positions linked to compensation plans that have more than 40 hour/per week are 40. Otherwise the salary/benefits will be overstated.

13 – If the Compensation Plan module was used, confirm that the number of “months authorized” for FM positions was not changed from 12 to 13 to account for year-end PSA bonus payments. Bonus payments should be reported using sub-object 1169 in the Benefits tab of the module.

14 – All FM positions, costs and time allocation are updated.

Post Name _____

FMO _____

PART 2

PURPOSE: PART 2 will be used by the Budget Checker at the workshop to ensure that the OBO budget was properly prepared.

OBO INITIAL REQUIREMENTS

Checked by Budget Check (Please initial each box)
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- 1 – Ensure that PART 1 has been completed and initialed by post's FMO.
- 2 – Confirm that all OBO program leases (including all new and anticipated leases) are included on the OBO Program Lease Worksheet and reflect the full-year funding request.
- 3 – Confirm that Government-owned (GO) properties are included on the OBO Program Lease Worksheet.
- 4 – Ensure that post provided justifications in the Comments column to explain increase lease costs from the prior year.
- 5 – Ensure that post provided the required justification in the Comments column if M&R funds are requested for a STL non-residential lease.

Post Name _____

FMO _____

PART 3

FOLLOW-UP ITEMS FOR ATTENDEE TO COMPLETE UPON RETURN TO POST:

Checked by
FMO
(Please initial each box)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Checked by
FMO
(Please initial each box)

- 1 – Ensure that your Non-ICASS plan is at the Initial Budget stage before submitting it to the ISC.
- 2 – After submission, confirm that post’s Non-ICASS plan has been received by checking the “ICASS Event” file in 1 business day.

Post Name _____

FMO _____