User's Guide

The Budget Manual is a general guide to budget development in the City of Portland. Although the guidelines and directions included in this manual are meant to be comprehensive, requests for new information, changes in direction, and adjustments in deadlines should be expected. In order to keep bureaus informed of any changes, the City Budget Office (CBO) uses budget memos, weekly communications, our website, and direct support to bureaus. Additional technical support for using the City's budget system can be found here.

The weekly communications and other correspondence are distributed using the City Budget Managers and Contacts distribution list in Outlook. This list is maintained primarily for use by the Budget Office, but is available for use by any City user. If you find errors or outdated information in this distribution list, please contact Alexandra Martin at 823-6925.

If you have any questions regarding this manual, please contact your assigned CBO analyst. The most current list of City Budget Office staff and assignments can be viewed on the CBO website.

What's in the Manual?

This Budget Manual is written for City of Portland staff involved in budget development: City administrators and managers who have financial and budgetary oversight responsibilities, and the bureau staff responsible for the technical preparation and development of budget documents.

For FY 2020-21, we have broken out the manual into the following sections to help you more easily find the information you need.

Section 1 – Overview: Key Information & Changes. This section provides direction on budget guidance, changes from the previous year's process, inflation assumptions, and the budget process calendar.

Section 2 - Budget Development Process: Who, What, & When. This is an overview of the City's budget process, including bureau and CBO responsibilities during each phase of the budget.

Section 3 - Technical Instructions: Building Your Budget in BFM. This provides high level instructions regarding the entries in BFM, required narratives in PatternStream, and other required submittal documents. Bureaus should also refer to the BFM uPerform website for technical BFM instructions and support. Additional details are available in the Style Guide & Glossary.

Section 4 – Program Offers: Narrative & Technical Guidance. This section outlines goals of multi-year transition to program offer budgeting, provides details about each component of the program offer, and describes how to create and complete program offer forms in BFM.

Section 5 – Performance Management: Citywide Framework & Technical Guidance. This section provides more information about the City's performance management system, including roles and responsibilities of bureaus, CBO, and Council Offices; measure types, metadata, and reporting requirements, and a brief primer for bureaus on how to develop performance measures and determine measure targets. This section includes technical instructions for how to enter performance measure values and metadata in BFM.

Section 6 – Financial Planning: Five-Year Forecasts & Fee Studies. This section describes requirements for the Five-Year Forecast and Fee Studies.

Section 7 – Budget Document Instructions: PatternStream, BFM Reports, and Other Documents. This is a full list of each component of the Requested Budget Document submission, including format, required narrative, and page limits.

Section 8 – BFM Deep Dive: Detailed Personnel Information, Reporting Glossary, & BFM Technical Checks. This section documents the interaction between SAP data and BFM personnel costs and shares the answers to FAQs. There is also a full Reporting Glossary outlining all of the reports available in BFM, what they show you, and how to use them. Lastly, there is a more detailed list of the technical checks that references the reports available in BFM to facilitate technical checks.