



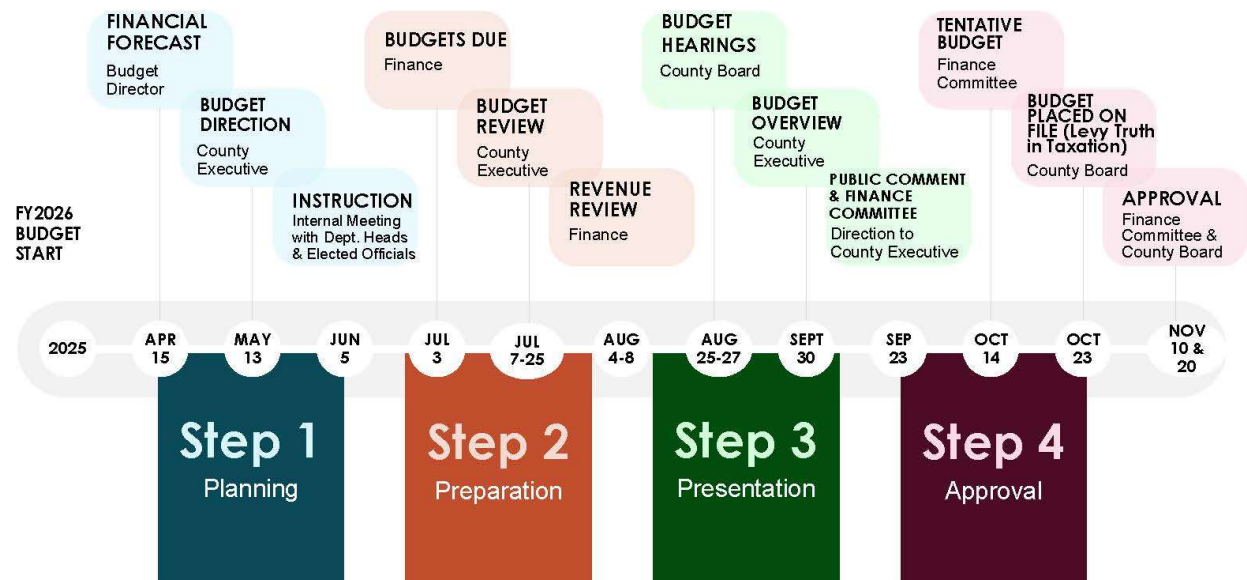
# Budget Instructions Champaign County, Illinois

## FY2026



FY2026 BUDGET PROCESS

Champaign County



IMPORTANT DATES

PADS and Munis Budget Instruction Meeting with Department Heads

June 6 from 10-11 am

Budgets Due

July 3

Internal Budget Meetings with County Executive

July 7-25

Meetings may be self-scheduled for 30-minute sessions using the Outlook Budget Calendar

Legislative Budget Hearings

August 25-27

Breaks will be implemented as necessary

**Monday, August 25**  
**6:00 p.m.**

**Special Revenue Funds**

Children's Advocacy Center  
 GIS Consortium  
 GIS Fund  
 Board of Health  
 Highway Funds  
 Animal Control Fund  
 Mental Health Board  
 Developmental Disabilities Board  
 Regional Planning Commission  
 Police Training Fund  
 Early Childhood Fund  
 Indoor Climate Resources Agency  
 Workforce Development Fund  
 USDA Economic Development Fund  
 Economic Development Fund  
 Courts Construction  
 Courthouse Museum  
 Public Safety Sales Tax Fund  
 Capital Asset Replacement Fund  
 IMRF  
 Social Security  
 Tort Immunity  
 Self-Funded Insurance  
 Nursing Home

**Tuesday, August 26**  
**6:00 p.m.**

**General/1080 Funds**

Coroner  
 Sheriff  
 Correctional Center  
 Emergency Management Agency  
 Circuit Clerk  
 Circuit Court  
 Juvenile Detention Center  
 Court Services  
 Public Defender  
 State's Attorney  
 Opioid Settlement

**Wednesday, August 27**  
**6:00 p.m.**

**General/1080 Funds**

Regional Office of Education  
 Extension Education  
 Veterans Assistance Commission  
 Planning & Zoning  
 Solid Waste Management  
 Board of Review  
 Supervisor of Assessments  
 Auditor  
 Treasurer  
 County Clerk/Recorder  
 Information Technology  
 Physical Plant  
 Administrative Services  
 County Board  
 County Plaza Debt Service  
 General County  
 American Rescue Plan Act (ARPA)



## FY2026 Budget Checklist

### R Drive:

- ☐ Review and confirm personnel spreadsheet - Deadline June 30
- ☐ Update Legislative Budget Hearing Slide(s) (please use the slide templates as provided – this is the format requested by the County Board) - Deadline August 20
- ☐ If applicable – FY26 New Budget Request Form (non-personnel) [use for General Fund]
- ☐ If applicable – FY26 New Position Request Form [use for General Fund only]
- ☐ If applicable – CARF Spreadsheet updates/corrections

### PADS:

- ☐ Enter budget narratives and performance measures – Deadline July 3

### Munis: Central Budget Entry

- ☐ Enter the FY2025 Projected Budget and FY2026 Requested Budget according to instructions. Administrative Services enters personnel appropriations based on negotiated labor contracts and the non-bargaining salary increase approved by the County Board – Deadline July 3

## Budget Contacts

**All e-mail correspondence regarding the budget should be sent to [budget@champaigncountyil.gov](mailto:budget@champaigncountyil.gov)**

Munis New Budget Line	Munis Help Desk
Munis 'Central Budget Entry' Help	Munis Help Desk
Central Budget Entry Munis Access	IT Helpdesk
R Drive Access	IT Helpdesk

\*When emailing the Munis Help Desk or IT Helpdesk for budget-related items, please also include [budget@champaigncountyil.gov](mailto:budget@champaigncountyil.gov)

## Budget Resources

<https://www.co.champaign.il.us/Internal/Formsandtoolkits.php>  
*under Accounting and Finance*

## Personnel Spreadsheet

<b>Instructions:</b>																																																																																																			
1. Please confirm the <b>Schedule of Positions</b> currently approved by the County Board and the current staffing, ranges, and wages of those positions.																																																																																																			
2. If any information is incorrect, please specify the corrections in the space designated below.																																																																																																			
3. Electronically sign, date, and save.																																																																																																			
4. Please email <a href="mailto:budget@champaigncountyil.gov">budget@champaigncountyil.gov</a> when you're done.																																																																																																			
<b>CORRECTIONS:</b>																																																																																																			
<b>APPROVED:</b>																																																																																																			
<b>DATE:</b>																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">DEPARTMENT #</th> <th style="text-align: left;">EMPLOYEE NAME</th> <th style="text-align: left;">COUNTY HIRE DATE</th> <th style="text-align: left;">UNIT</th> <th style="text-align: left;">GRADE/RANGE</th> <th style="text-align: left;">JOB TITLE</th> <th style="text-align: left;">JOB DATE</th> <th style="text-align: right;">FY24 ANNUAL HOURS</th> <th style="text-align: right;">FY24 HOURLY BUDGET ED RATE</th> <th style="text-align: right;">FY24 BUDGETED ANNUAL SALARY</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="background-color: #d9ead3;">Department Name</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500102</td> <td>Employee 1</td> <td>MM/DD/YEAR</td> <td>NB-A</td> <td>L</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 31.50</td> <td style="text-align: right;">\$61,897.50</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 2</td> <td>MM/DD/YEAR</td> <td>NB</td> <td>I</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 26.00</td> <td style="text-align: right;">\$51,090.00</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 3</td> <td>MM/DD/YEAR</td> <td>NB</td> <td>I</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 22.88</td> <td style="text-align: right;">\$44,959.20</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 4</td> <td>MM/DD/YEAR</td> <td>AF-G</td> <td>F</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 20.69</td> <td style="text-align: right;">\$40,647.20</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 5</td> <td>MM/DD/YEAR</td> <td>AF-G</td> <td>D</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 19.40</td> <td style="text-align: right;">\$38,113.14</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 6</td> <td>MM/DD/YEAR</td> <td>AF-G</td> <td>D</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 19.28</td> <td style="text-align: right;">\$37,888.34</td> </tr> <tr> <td>1080-00-0251a-01-025-000-000-0000-500103</td> <td>Employee 7</td> <td>MM/DD/YEAR</td> <td>AF-G</td> <td>D</td> <td>XXXXXXXXXXXXXXXXXXXX</td> <td>MM/DD/YEAR</td> <td style="text-align: right;">1965</td> <td style="text-align: right;">\$ 18.83</td> <td style="text-align: right;">\$37,009.60</td> </tr> </tbody> </table>										DEPARTMENT #	EMPLOYEE NAME	COUNTY HIRE DATE	UNIT	GRADE/RANGE	JOB TITLE	JOB DATE	FY24 ANNUAL HOURS	FY24 HOURLY BUDGET ED RATE	FY24 BUDGETED ANNUAL SALARY	Department Name										1080-00-0251a-01-025-000-000-0000-500102	Employee 1	MM/DD/YEAR	NB-A	L	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 31.50	\$61,897.50	1080-00-0251a-01-025-000-000-0000-500103	Employee 2	MM/DD/YEAR	NB	I	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 26.00	\$51,090.00	1080-00-0251a-01-025-000-000-0000-500103	Employee 3	MM/DD/YEAR	NB	I	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 22.88	\$44,959.20	1080-00-0251a-01-025-000-000-0000-500103	Employee 4	MM/DD/YEAR	AF-G	F	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 20.69	\$40,647.20	1080-00-0251a-01-025-000-000-0000-500103	Employee 5	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 19.40	\$38,113.14	1080-00-0251a-01-025-000-000-0000-500103	Employee 6	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 19.28	\$37,888.34	1080-00-0251a-01-025-000-000-0000-500103	Employee 7	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 18.83	\$37,009.60
DEPARTMENT #	EMPLOYEE NAME	COUNTY HIRE DATE	UNIT	GRADE/RANGE	JOB TITLE	JOB DATE	FY24 ANNUAL HOURS	FY24 HOURLY BUDGET ED RATE	FY24 BUDGETED ANNUAL SALARY																																																																																										
Department Name																																																																																																			
1080-00-0251a-01-025-000-000-0000-500102	Employee 1	MM/DD/YEAR	NB-A	L	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 31.50	\$61,897.50																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 2	MM/DD/YEAR	NB	I	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 26.00	\$51,090.00																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 3	MM/DD/YEAR	NB	I	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 22.88	\$44,959.20																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 4	MM/DD/YEAR	AF-G	F	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 20.69	\$40,647.20																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 5	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 19.40	\$38,113.14																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 6	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 19.28	\$37,888.34																																																																																										
1080-00-0251a-01-025-000-000-0000-500103	Employee 7	MM/DD/YEAR	AF-G	D	XXXXXXXXXXXXXXXXXXXX	MM/DD/YEAR	1965	\$ 18.83	\$37,009.60																																																																																										

The FY26 Personnel Staffing spreadsheet presently includes current (**FY25, January 1, 2025-December 31, 2025**) regular employee names and wages.

1. Review the portion highlighted in the red box in the screenshot above for accuracy based on **current** staffing. If you anticipate staffing changes before the end of the year that you have not communicated to Michelle, please note them in the CORRECTIONS field.
2. If the spreadsheet contains inaccurate information about your current staffing, make a note in the CORRECTIONS section. The rest of the spreadsheet is locked.
3. Once you have identified corrections or have signed off in the APPROVED and DATE boxes on the spreadsheet for the current staffing figures, send an email to [budget@champaigncountyil.gov](mailto:budget@champaigncountyil.gov) stating the spreadsheet has been completed. Spreadsheets are due by June 30.
4. Salaries for Elected Officials are effective December 1 – November 30.
5. **PLEASE NOTE:** Wages will be budgeted flat until notified otherwise. At the time these instructions are being prepared, the AFSCME and FOP contracts for FY26 has not been finalized, nor has a non-bargaining increase for FY26 been discussed. Once the board approves any increases, Administrative Services will update all personnel spreadsheets and budgets accordingly.

**Capital Asset Replacement Fund (CARF) only if applicable****The deadline to request replacement in 2025 is July 1****What is CARF?**

CARF is part of the County's multi-year plan for vehicles, computers, technology, furnishings, and office equipment. Typically, items with a value greater than \$10,000 and a useful life of more than 5 years are considered fixed assets and should be included in CARF. CARF is updated for the General Corporate Fund departments during the annual budget process. Expenditures are amortized, and reserves for replacement are estimated. If the County is unable to appropriate full funding for future reserves, this will be documented in the Capital Asset Replacement budget. A five-year forecast for capital asset management and replacement is developed and updated annually.

**What is the purpose of CARF?**

The County strives to maintain all assets at a level adequate to protect the County's capital interest and minimize future maintenance and replacement costs. CARF helps to spread out the cost of replacement, so it is essential that all appropriate items be recorded in CARF. **Please carefully review your CARF spreadsheet and identify items that may need to be removed or added.**

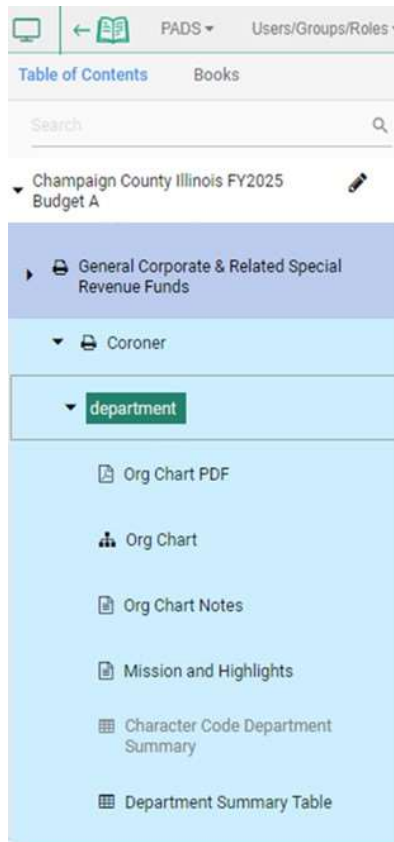
If you have not yet contacted Travis about ordering budgeted CARF items by July 1, your items will be deferred for replacement in FY2026.

1. Review each item on your spreadsheet, including replacement year, number of units, and cost per unit.
2. Pay specific attention to items scheduled for replacement in fiscal years 2026-2031.  
In the far-right column:
  - Mark "OK" if the number of units, replacement year, and cost are correct, and you plan to replace the items in the year indicated or
  - Note corrections if you no longer have an item, plan to replace it in a later year, or the number of units or replacement cost is inaccurate.
  - If you have detailed information for your items, such as brand, model number, etc., please update the information on your spreadsheet.

Dept (XX)	Purchase	Replace	# Units	Cost/ Unit	FY2025 Expenditure Budget	FY2025 Actual	Corrections or Notes
Parcel Builder Sidwell		Annual		4,000.00	4,000.00	3,892.72	
PCs	2019	2024	4	1,500.00	4,768.00	4,720.00	
Laptop	2024	2029	1	1,25.00	1,251.00	1,251.00	
PC Tablet	2015	2024	1	1,850.00	1,850.00		
PCs	2021	2026	3	1,300.00			
2-Montior PCs	2023	2028	3	1,650.00			

## PADS

If you need but do not have access to PADS,  
email Brandi Katrein at [budget@champaigncountyil.gov](mailto:budget@champaigncountyil.gov)



**Note:** Some sections may not apply to your fund/department. Leave those sections blank, and they will not print as part of your budget document.

**Org Chart** - Administration updates the org charts based on approved staffing. **Please review and contact Michelle for org chart corrections.** If you are requesting a change to your Org chart (i.e., additional position(s) or reorganization), you must make that request using the FY26 New Position Request Form.

### REVIEW AND UPDATE:

#### ● **Mission Statement and Budget Highlights**

Explain notable changes to FY2025 and FY2026 revenues and expenditures. Provide an overview of operational highlights for your department, focusing on changes impacted by either budget or other outside forces (e.g., statutory mandates, demographic changes).

- **Alignment to Strategic Plan** – No changes have been made to the plan since the FY2025 Budget. <http://www.co.champaign.il.us/CountyBoard/CountyBoard.php>. Please do not change the wording of the County Board Goals, only the narratives of how you will achieve the goals.
- **Objectives** - Review and update if necessary.
- **Performance Measures** - Update the information based on FY2024 Actual, FY2025 Projected and FY2026 Budgeted.
  - Performance measures should provide a meaningful way to assess departments' workload effectiveness and efficiency. The measures should be related to each unit's mission, goals, and objectives.
- **Fund Balances** - Fund Balances will be updated by Administrative Services. If you are aware of a fund balance change of +/-10% or more in any of the fiscal years, please provide an explanation of that change in the Fund Balance narrative section.

## Budget Instructions

<b>Always use Chrome for Munis!</b>
-------------------------------------

1. Budgets are entered in Central Budget Entry.
2. Budget in WHOLE DOLLARS.
3. Munis Central Budget Entry instructions are provided at the end of this document and posted on the website under Forms/Accounting and Finance/Budget Instructions.

### Revenue

- Enter projected revenues for FY2025 and FY2026 based on expectations. Do not just copy the original budget.
- Preliminary property tax levy estimates are 2.9% over the FY2025 extension. This % will be updated in August. For reference, last year the tax levy had a 5.2% increase.
- Please review the County's Financial Policies <https://www.co.champaign.il.us/Policies/financialpolicies.pdf> and the 2026-2030 Financial Forecast <https://www.champaigncountyil.gov/CountyBoard/FinancialForecast.php> for more information.

### Expenditures

- Salary Administration will enter salary expenditures based on the information on your Department Personnel Spreadsheet(s).
- Enter projected expenditures for FY2025 based on expectations. Do not just copy the original budget.
- Please review the County's Financial Policies <https://www.co.champaign.il.us/Policies/financialpolicies.pdf> and the 2026-2030 Financial Forecast <https://www.champaigncountyil.gov/CountyBoard/FinancialForecast.php> for more information.

### Special Revenue Funds

---

- Your budget must be balanced (unless you are drawing on fund balance for capital costs or one-time expenses).
-

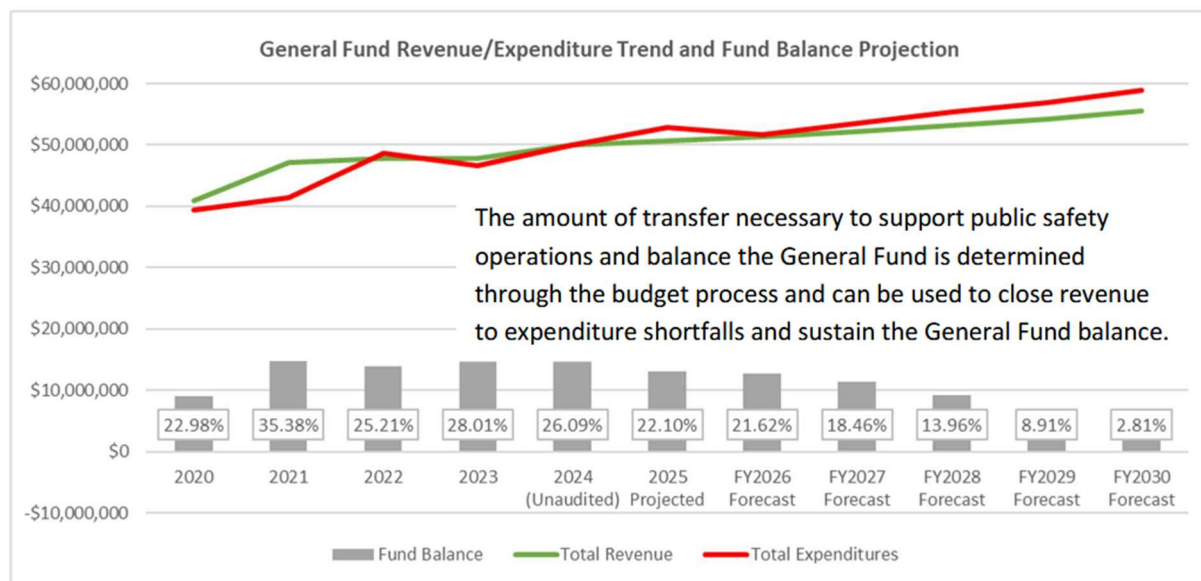


## The County Board's Direction for General Fund departments:

Flat, flat, flat. The Public Safety Sales Tax increase did not pass in November. The County is looking at significant revenue issues in the coming years, APRA spending is wrapping up, and the General Fund balance is dropping

- Any and all increase requests should be documented on a FY26 New Budget Request Form and/or FY26 New Position Request Form. Use a separate form for each item. Do not build the requests into your budget.
- One-time appropriation allowed in FY2025 will be removed from the FY2026 budget.

How bad is it? Review the [Financial Forecast](#).



**County policy is to maintain a minimum unrestricted General Fund budgetary fund balance percentage of 16.7%, although based on the County's financial advisor's recommendation and the GFOA fund balance worksheet, there is a goal of maintaining 25%, which could be made into policy in the future.**

FY26 New Budget (non-personnel) Request Form

NEW BUDGET REQUEST (non-personnel)/JUSTIFICATION  
CHAMPAIGN COUNTY BUDGET FY2026  
(use a separate form for each budget)

Fund \_\_\_\_\_ Department \_\_\_\_\_

Submitted by \_\_\_\_\_

Indicate the nature, frequency, and priority of your request. All 3 drop-downs need to be

Choose 1 - New/Existing                      Choose 1 - FY26/Recurring                      Priority/Rank

Describe your request, including the rationale for the request.

What alternatives or strategies have been considered?

If funding is not available in the current budget year, provide your input on deferring the request to the next budget year. What impact would deferring have on your operations? Identify the risks of deferring, if any.

Cost	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Total \_\_\_\_\_ 0

Recurring Cost – If there are ongoing annual costs enter the estimated total \_\_\_\_\_

FY26 New Position Request Form pg 1

NEW POSITION REQUEST/JUSTIFICATION  
CHAMPAIGN COUNTY BUDGET FY2026  
(use a separate form for each budget)

Fund	_____	Department	_____
Submitted by	_____		
Position Title	_____	Position Grade	
Position Status	Choose 1	FT/PT/Temp	Choose 1
Estimated Cost (annual)			
Wages			
FICA/SS (7.65%)			
IMRF (3.55%)			
IMRF SLEP (19.63%)			
Workers Compensation (table on p 2)			
Health Insurance (+ Admin Fee) FY26 est.		14,100	
Life Insurance		31	
EAP		24	
Unemployment Insurance		361	
Total		<u>14,516</u>	

Justification for the Position

Department objectives addressed by addition of this Position

## FY26 New Position Request Form pg 2

### NEW POSITION REQUEST/JUSTIFICATION CHAMPAIGN COUNTY BUDGET FY2026

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)?

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim? Identify the risks of deferring, if any.

WORKERS COMP	Rate	Code	Description	Rate	Code	Description
	6.39	5403	Carpentry-Commercial	0.44	8810.1	Clerical/Professional/Office
(CY premiums)	8.13	5437	Carpentry-Cabinet/Interior	0.44	8810.2	Election Workers
Billed monthly	8.67	5506	Highway Maintenance	0.44	8810.3	Board Members
	1.55	5606	Contractor-Supervisor	0.11	8820	Attorney Depts- All EE & Clerical
	16.23	5645	Carpentry-Resident. Const.	4.07	8831	Animal Control
As of 1/1/25:	0.70	7610	Radio or TV Broadcasting	0.63	8832	Coroner Dept.
per \$100/payroll	5.87	7720.1	Probation/Juv Detention	1.50	8868	Teachers/College/Professional
	5.87	7720.2	Deputies/Corr Offcrs/Ct Sec	0.74	8869	Child Day Care - Professionals
	5.87	7720.3	Civil Defense/EMA	12.03	9015	Maintenance
	1.28	8017	Store Retail	1.13	9082	Restaurant NOC
	5.17	8380	Auto Repair	6.42	9102	Parks
	0.63	8601	Architect/Engineer	2.43	9410	Highway Engineers

Worker's Comp Cost = (Salary/100)\*Rate

## CHAMPAIGN COUNTY FRINGE BENEFIT COSTS

	FY2025		FY2026 (Preliminary)	
	EMPLOYER	EMPLOYEE	EMPLOYER	EMPLOYEE
<b>FICA</b>	7.65%	7.65%	7.65%	7.65%
<b>IMRF</b>	<u>3.28%</u>	<u>4.50%</u>	<u>3.55%</u>	<u>4.50%</u>
Billed monthly				
Regular Rate	10.93%	12.15%	11.20%	12.15%
<b>FICA WAGE BASE</b>	OASDI (6.2%) HI (1.45%)	\$176,100 No limit	OASDI (6.2%) HI (1.45%)	\$181,200 No limit
<b>FICA SLEP</b>	7.65%	7.65%	7.65%	7.65%
<b>IMRF SLEP</b>	<u>21.58%</u>	<u>7.50%</u>	<u>19.63%</u>	<u>7.50%</u>
Deputies only Rate	29.23%	15.15%	27.28%	15.15%
<b>UNEMPLOYMENT</b>	Effective 1/1/2025		1/1/2026	
Billed Quarterly	2.60% of first \$13,909 paid/employee (\$361.64/employee maximum)		2.60% of first \$13,909 paid/employee (\$361.64/employee maximum)	
<b>HEALTH INS</b>	Policy 1/1/25 - 12/31/25		Policy 1/1/26 - 12/31/26	
Billed monthly	<i>PPO Plan - 4-tier structure</i>		<i>PPO Plan - 4-tier structure</i>	
	Total Single Premium - \$1,158/mo BlueCross BlueShield		PROJECTED Total Single Premium - \$1,158/mo BlueCross BlueShield	
<b>Administrative Fee</b>	\$11.73 month/EE enrolled		\$11.73 month/EE enrolled	
Billed with Insurance				
<b>EAP</b>	1/1/25 - 12/31/25		PROJECTED 1/1/26 - 12/31/26	
Billed monthly	\$1.98/month/employee (\$24/yr)		\$1.98/month/employee (\$24/yr)	
<b>LIFE INS</b>	1/1/25 - 12/31/25		1/1/26 - 12/31/26	
Billed monthly	\$2.60/month/employee (\$31.20/yr) (incl \$20,000 AD&D coverage)		\$2.60/month/employee (\$31.20/yr) (incl \$20,000 AD&D coverage)	

<b>WORKERS COMP</b>	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
	6.39	5403	Carpentry-Commercial	0.44	8810.1	Clerical/Professional/Office
(CY premiums)	8.13	5437	Carpentry-Cabinet/Interior	0.44	8810.2	Election Workers
Billed monthly	8.67	5506	Highway Maintenance	0.44	8810.3	Board Members
	1.55	5606	Contractor-Supervisor	0.11	8820	Attorney Depts- All EE & Clerical
	16.23	5645	Carpentry-Resident. Const.	4.07	8831	Animal Control
As of 1/1/25:	0.70	7610	Radio or TV Broadcasting	0.63	8832	Coroner Dept.
per \$100/payroll	5.87	7720.1	Probation/Juv Detention	1.50	8868	Teachers/College/Professional
	5.87	7720.2	Deputies/Corr Offcrrs/Ct Sec	0.74	8869	Child Day Care - Professionals
	5.87	7720.3	Civil Defense/EMA	12.03	9015	Maintenance
	1.28	8017	Store Retail	1.13	9082	Restaurant NOC
	5.17	8380	Auto Repair	6.42	9102	Parks
	0.63	8601	Architect/Engineer	2.43	9410	Highway Engineers



## Munis Central Budget Entry and Budget Reports

For Munis Budget Help, email [munis-help@champaigncountyil.gov](mailto:munis-help@champaigncountyil.gov) and  
[budget@champaigncountyil.gov](mailto:budget@champaigncountyil.gov)

### Open Central Budget Entry

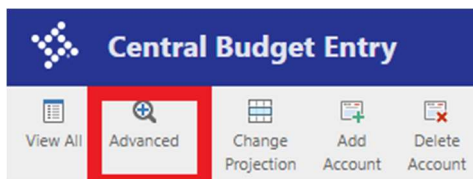
- 1.) Financials
- 2) Budget Processing
  - Central Budget Entry

### Choose your Projection



Use this Projection for General Fund Budgets (NO increases) → 20261 – FY2026 General Fund - Flat  
 Use this Projection for Special Revenue Fund Budgets → 20262 – FY2026 Special Revenue Funds

### Use Advanced to narrow down the Fund/Department



**Note for Special Revenue Funds:**  
 You can tell if your budget is balanced  
 by leaving Account Type blank.  
 Revenues (-) and Expenditures will  
 calculate against each other.

#### Projection Accounts

Define the working findset by entering projection related information in the fields that apply.

Org <input type="text"/>	Fund <input type="text"/>	PL Project <input type="text"/>
Object <input type="text"/>	CAFR Func <input type="text"/>	Phase <input type="text"/>
GL Project <input type="text"/>	Comptroller <input type="text"/>	Task <input type="text"/>
Character Code <input type="text"/>	Cty Function <input type="text"/>	Sub-Task <input type="text"/>
Rollup Code <input type="text"/>	Department <input type="text"/>	Source <input type="text"/>
Account Type <input type="text"/>	Division <input type="text"/>	Detail <input type="text"/>
Account Status <input type="text"/>	Future Use <input type="text"/>	Type <input type="text"/>
	Interfund <input type="text"/>	

Ok Reset Close

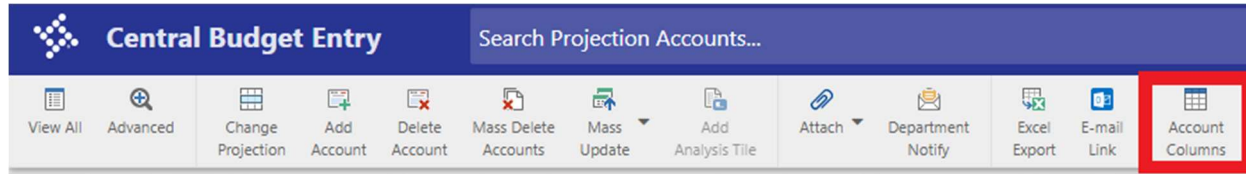
**Revenues and Expenses can also be separated using Account Type**

**Select Account Columns (once you set this, it will default to your chosen setting)**

Central Budget Entry only includes 2 years of historical data.

Historical TB Activity w Object Code is available under  
Forms/Accounting and Finance

<https://www.co.champaign.il.us/Internal/Formsandtoolkits.php>

**Select:**

- ✓ Account Type
- ✓ Account Description
- ✓ 2026 Department Budget
- ✓ 2025 Projected Actuals
- ✓ 2025 Revised Budget
- ✓ 2025 Actual
- ✓ 2024 Actuals
- ✓ 2023 Actuals

**Rearrange Columns by clicking on the Header and Dragging (your settings will be saved)**

2026 Department	2025 Projected	2025 Revised	2025 Actuals	2024 Actuals	2023 Actuals
-----------------	----------------	--------------	--------------	--------------	--------------

**Budgeting \*\*\*BUDGET IN WHOLE DOLLARS\*\*\***

1. Enter 2026 Projected (based on current knowledge of revenue and expenditure).
  - Revenues will default to (-).
2. Enter 2026 Budget
  - For General Fund
    - Budget is prepopulated based on the Original FY2025 Budget.
    - Follow Budget Instructions given at the 6/5 Department Head meeting.
    - Requests for increases must be submitted on the Forms provided.
3. Save Changes (bottom right-hand corner).

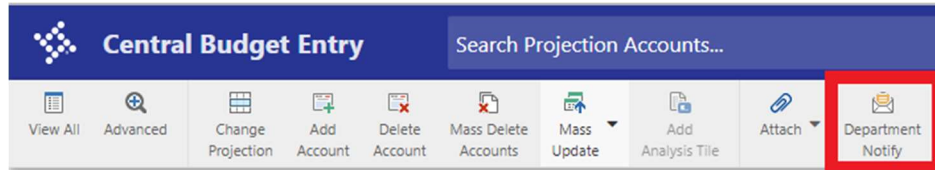
**TIPS:**

1. An Excel Export tile is in the banner if you want to export data to a spreadsheet.
2. Clicking on an account string 'Description' takes you to Account Central, where you can review account details.

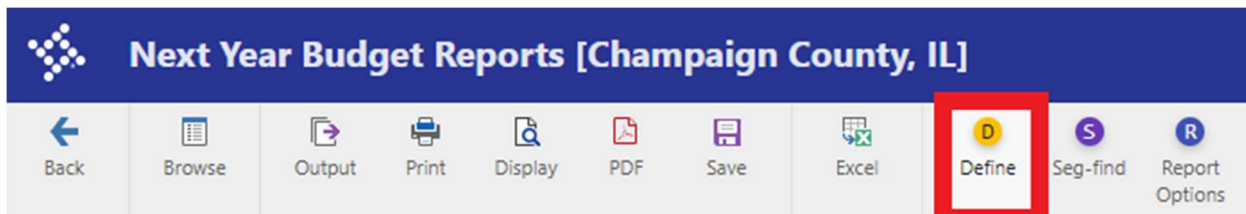
**Double-check your budgets!**

- ✓ Make sure you have entered Revenue and Expenditure for ALL Budgets for both FY2025 Projected and FY2026 Budget.
- ✓ For Special Revenue Funds FY2026 Budgets must be balanced. (The total in the black banner will be \$0.00 or a negative number if your budget is balanced unless you are drawing on fund balance for capital costs).
- ✓ For General Fund Budgets, you must follow the Budget Guidelines given on 6/5.

**When ALL budgets are done, use Department Notify (Select your department and click OK)**

**Budget Reports**

- 1.) Financials
- 2) Budget Processing
- 3.) Next Year Budget Reports

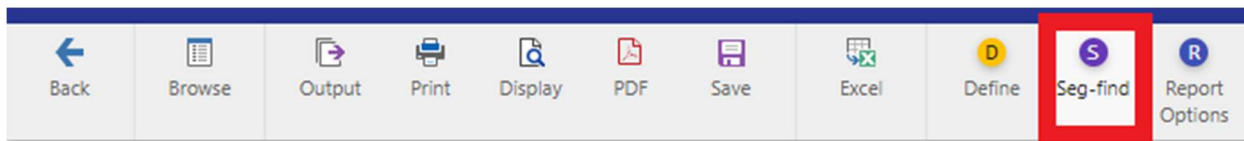


Choose Projection and Accept (twice)



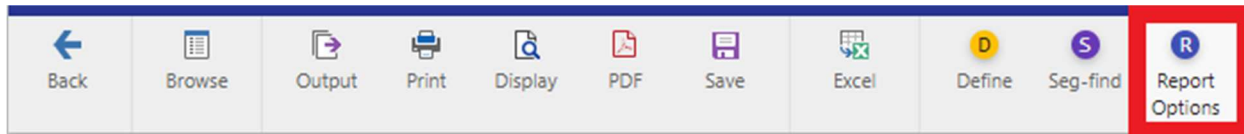
Choose Segment Find and Accept

- You can narrow your report by Fund/Department/Revenue/Expense/Account Status



## Choose Report Options

- You can customize your report
- Use tiles to export to Excel, print, or generate a pdf
- Settings for the sample report on the following page are included after the report



Champaign County, IL									
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS									
PROJECTION: 20251 FY2025 General Fund - Flat							FOR PERIOD 99		
ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	PCT
VETERANS ASSISTNC COMMSN			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Department	CHANGE
K	MISC REVENUE								
10000107	400901	GIFTS AND	5,500.00	.00	.00	200.00	.00	.00	.0%
	TOTAL MISC REVENUE		5,500.00	.00	.00	200.00	.00	.00	.0%
O	PERSONNEL								
10000147	500103	REGULAR FU	55,088.54	86,991.00	86,991.00	25,347.05	86,991.00	86,991.00	.0%
10000147	500301	SSEMPLOYR	.00	6,655.00	6,655.00	1,688.56	6,655.00	6,655.00	.0%
10000147	500302	IMPREMPR	.00	2,358.00	2,358.00	548.68	2,358.00	2,358.00	.0%
10000147	500304	WCINS	.00	383.00	383.00	.00	383.00	383.00	.0%
10000147	500305	UNEMPINS	.00	552.00	552.00	.00	552.00	552.00	.0%
10000147	500306	EE HEALTH	.00	12,866.00	12,866.00	.00	12,866.00	12,866.00	.0%
10000147	500314	EE LIFE IN	.00	62.00	62.00	.00	62.00	62.00	.0%
	TOTAL PERSONNEL		55,088.54	109,867.00	109,867.00	27,584.29	109,867.00	109,867.00	.0%
Q	COMMODITIES								
10000147	501001	STAT&PRNT	79.99	.00	60.00	59.99	.00	.00	.0%
10000147	501002	OFFFICSUPP	.00	.00	341.00	35.64	.00	.00	.0%
10000147	501012	UNIFORM/CLO	196.00	.00	.00	.00	.00	.00	.0%
10000147	501017	EQUPLESS5	1,641.36	.00	.00	.00	.00	.00	.0%
10000147	501019	OPERSUPP	.00	.00	429.47	428.79	.00	.00	.0%
	TOTAL COMMODITIES		1,917.35	.00	830.47	524.42	.00	.00	-100.0%
S	SERVICES								
10000147	502003	TRAVEL	1,061.72	500.00	500.00	.00	500.00	500.00	.0%
10000147	502004	CONF&TRAIN	650.00	800.00	800.00	400.00	800.00	800.00	.0%
10000147	502021	DUESLICMBR	250.00	350.00	350.00	250.00	350.00	350.00	.0%
10000147	502039	CLIENT RHS	40,552.00	60,000.00	59,000.00	25,195.00	59,000.00	60,000.00	1.7%
10000147	502047	SOLICSAAS	898.00	449.00	449.00	.00	449.00	449.00	.0%
10000147	502048	PHONEINTRN	26.15	1,000.00	1,000.00	105.10	1,000.00	1,000.00	.0%
10000147	502049	CLIENT UMS	41,690.00	60,000.00	59,169.53	10,844.74	60,000.00	60,000.00	1.4%
10000147	502051	CLIENT OTH	.00	.00	1,000.00	856.75	.00	.00	.0%
	TOTAL SERVICES		85,127.87	123,099.00	122,268.53	37,651.59	122,099.00	123,099.00	.7%
	TOTAL VETERANS ASSISTNC COMM		147,633.76	232,966.00	232,966.00	65,960.30	231,966.00	232,966.00	.0%
	TOTAL REVENUE		5,500.00	.00	.00	200.00	.00	.00	.0%
	TOTAL EXPENSE		142,133.76	232,966.00	232,966.00	65,760.30	231,966.00	232,966.00	.0%
	GRAND TOTAL		147,633.76	232,966.00	232,966.00	65,960.30	231,966.00	232,966.00	.0%
** END OF REPORT - Generated by Sheila A. Jackman **									

Settings for previous report:

NY Budget Report Options

Back

Accept

Cancel

Report

Type

1 - NEXT YEAR/ CURRENT YEAR BUDGET ANALYSIS

Budget level

1 - Department

Percent change calculation method.

1 - (LEVEL - CURR BUD) / CURR BUD

Print first or second year of budget requests

First

Second

Sequences

Field #	Total	Page Break
1 5 - Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 10 - Character	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Additional options

99

Period number \*

☐

Print revenue as credit

☐

Include cfwd in rev bud

☐

Include cfwd in actuals

☐

Totals only

☐

Include segment code

☒

Include report grand totals by account type

☐

Print full GL account

☐

Double space

☒

Suppress zero bdgt accts

☐

Print as worksheet

P

Print pct or comment

☐

Print text

☐

Amounts/totals exceed 999 million dollars

☐

Print five budget levels

Multiyear view

☐

Print report options