

DMO BUDGET FORM INSTRUCTIONS

The DMO Budget layout has changed with the move to the ServiceNow platform. We will use an Excel version of the budget that will be copied and pasted into the Budget portion of the DMO Plan Template. This is the same spreadsheet we've been using for budget increase requests. The form has a dropdown menu with the Allowable Methods. The formulas will auto-calculate and load the total and percentages.

I. ANNUAL PLAN BUDGET – APPROVED IN JUNE

- use the **'FY25 DMO Budget'** tab at the bottom of the page.
- **DMO** - Add your DMO name to the top of the form. Use Cell A1.
- **Allowable Method** – use the dropdown arrow to choose each of the 15 options being used in the budget. Choose one option per row, up to the 15 allowable.
- **Amount Budgeted** – enter the amount being budgeted for each method being used.
- **% Budgeted** – this % will be auto-calculated as the amounts are entered.
- **Amend +/-** – leave blank for now. Used when budget is amended.
- **Updated Budget** – this cell will be auto-calculated as the amounts are entered.
- **% Budgeted** - this % will be auto-calculated as the amounts are entered.
- **TOTAL BUDGET** – amounts and percentages will be auto-calculated as the amounts are entered.

	A	B	C	D	E	F
1	DMO					
2	Allowable Method	Amount Budgeted	% Budgeted	Amend +/-	Updated Budget	% Budgeted
3		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
4		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
5		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
6		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
7		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
8		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
9		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
10		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
11		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
12		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
13		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
14		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
15		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
16		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
17		\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
18						
19	TOTAL BUDGET	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
20						
21	Revenue Projection			\$0.00		
22	Funds not spent during previous fiscal year			\$0.00		
23	Rollover Funds at Commerce			\$0.00		
24	Allocated Following Audit			\$0.00		
25	Budget increase total			\$0.00		
26						

- **'Save'** a copy of the excel budget and add it to the budget section of the DMO Plan in the ServiceNow platform.

II. BUDGETING SOURCES

- At the bottom of the form enter the amount budgeted for each budgeting source being used.

Revenue Projection	\$0.00
Funds not spent during previous fiscal year	\$0.00
Rollover Funds at Commerce	\$0.00
Allocated Following Audit	\$0.00
Budget increase total	\$0.00

- Revenue Projection** – amount of projected FY revenue collections, or an anticipated increase in FY revenue collections.
- Funds not spent during previous fiscal year** – amount of anticipated current FY funds that will remain unspent through the end of the fiscal year. Use these funds for the Plan’s initial budgeting process.
- Rollover Funds at Commerce** – new revenue remaining at Commerce in excess of the amount distributed during the fiscal year.
- Allocated Following Audit** – budgeting of unallocated/unused funds from the fiscal year audit.
- Budget increase total** – sum total of budget sources used

SAMPLE OF FY25 BUDGET

	A	B	C	D	E	F
1	DMO					
2	Allowable Method	Amount Budgeted	% Budgeted	Amend +/-	Updated Budget	% Budgeted
3	Administration	\$1,000.00	3.33%	\$0.00	\$1,000.00	3.33%
4	Agency Services	\$5,000.00	16.67%	\$0.00	\$5,000.00	16.67%
5	Education/Outreach	\$1,500.00	5.00%	\$0.00	\$1,500.00	5.00%
6	Joint Ventures	\$1,200.00	4.00%	\$0.00	\$1,200.00	4.00%
7	Marketing Resources	\$4,500.00	15.00%	\$0.00	\$4,500.00	15.00%
8	Paid Media	\$8,500.00	28.33%	\$0.00	\$8,500.00	28.33%
9	Product Development	\$4,500.00	15.00%	\$0.00	\$4,500.00	15.00%
10	Research	\$2,200.00	7.33%	\$0.00	\$2,200.00	7.33%
11	Website Development (Online, Website,	\$1,600.00	5.33%	\$0.00	\$1,600.00	5.33%
12		\$0.00	0.00%	\$0.00	\$0.00	0.00%
13		\$0.00	0.00%	\$0.00	\$0.00	0.00%
14		\$0.00	0.00%	\$0.00	\$0.00	0.00%
15		\$0.00	0.00%	\$0.00	\$0.00	0.00%
16		\$0.00	0.00%	\$0.00	\$0.00	0.00%
17		\$0.00	0.00%	\$0.00	\$0.00	0.00%
18						
19	TOTAL BUDGET	\$30,000.00	100.00%	\$0.00	\$30,000.00	100.00%
20						
21	Revenue Projection			\$30,000.00		
22	Funds not spent during previous fiscal year			\$0.00		
23	Rollover Funds at Commerce			\$0.00		
24	Allocated Following Audit			\$0.00		
25	Budget increase total			\$30,000.00		
26						

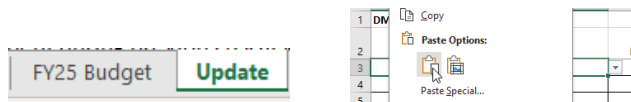
III. DMO BUDGET AMENDMENT

The DMO budgets may increase when there is an increase in projected new revenue collections, available rollover funds at the Department of Commerce, or unallocated funds from the annual audit. Budget increases must be approved by the full TAC.

When the budget is being [amended](#) use the ‘**Update**’ template.

The current budget information can be copied and pasted into the updated budget template.

1. Highlight the **Allowable Methods** and **Amount Budgeted** cells. Only highlight method names and amount budgeted. (Column A and B)
2. **Copy** the information, click on the ‘Update’ tab and **Paste** the budget information into **Cell A3**



	A	B	C	D	E	F
1	DMO					
2	Allowable Method	Amount Budgeted	% Budgeted	Amend +/-	Updated Budget	% Budgeted
3	Administration	\$1,000.00	3.33%	\$0.00	\$1,000.00	3.33%
4	Agency Services	\$5,000.00	16.67%	\$0.00	\$5,000.00	16.67%
5	Education/Outreach	\$1,500.00	5.00%	\$0.00	\$1,500.00	5.00%
6	Joint Ventures	\$1,200.00	4.00%	\$0.00	\$1,200.00	4.00%
7	Marketing Resources	\$4,500.00	15.00%	\$0.00	\$4,500.00	15.00%
8	Paid Media	\$8,500.00	28.33%	\$0.00	\$8,500.00	28.33%
9	Product Development	\$4,500.00	15.00%	\$0.00	\$4,500.00	15.00%
10	Research	\$2,200.00	7.33%	\$0.00	\$2,200.00	7.33%
11	Website Development (Online, Website,	\$1,600.00	5.33%	\$0.00	\$1,600.00	5.33%
12		\$0.00	0.00%	\$0.00	\$0.00	0.00%
13		\$0.00	0.00%	\$0.00	\$0.00	0.00%
14		\$0.00	0.00%	\$0.00	\$0.00	0.00%
15		\$0.00	0.00%	\$0.00	\$0.00	0.00%
16		\$0.00	0.00%	\$0.00	\$0.00	0.00%
17		\$0.00	0.00%	\$0.00	\$0.00	0.00%
18						
19	TOTAL BUDGET	\$30,000.00	100.00%	\$0.00	\$30,000.00	100.00%
20						
21	Revenue Projection			\$30,000.00		
22	Funds not spent during previous fiscal year			\$0.00		
23	Rollover Funds at Commerce			\$0.00		
24	Allocated Following Audit			\$0.00		
25	Budget increase total			\$30,000.00		
26						

3. Use the **'Amend +/-'** column to post the amount being increased for each line item. The **'Updated Budget'** and **'% Budgeted'** amounts will auto-fill.
4. Include the budget source(s) being used to increase the budget. The Budget source(s) options are at the bottom of the form.
5. Once Steps 1 – 4 are completed
 - a. save a copy of the excel budget for review for approval by the TAC
 - b. once TAC approved, post a copy of the updated budget into the budget section of the DMO Plan in the ServiceNow platform.

	A	B	C	D	E	F
1	DMO UPDATED BUDGET					
2	Allowable Method	Amount Budgeted	% Budgeted	Amend +/-	Updated Budget	% Budgeted
3	Administration	\$1,000.00	3.33%	\$0.00	\$1,000.00	3.03%
4	Agency Services	\$5,000.00	16.67%	\$800.00	\$5,800.00	17.58%
5	Education/Outreach	\$1,500.00	5.00%	\$0.00	\$1,500.00	4.55%
6	Joint Ventures	\$1,200.00	4.00%	\$200.00	\$1,400.00	4.24%
7	Marketing Resources	\$4,500.00	15.00%	\$0.00	\$4,500.00	13.64%
8	Paid Media	\$8,500.00	28.33%	\$600.00	\$9,100.00	27.58%
9	Product Development	\$4,500.00	15.00%	\$0.00	\$4,500.00	13.64%
10	Research	\$2,200.00	7.33%	\$150.00	\$2,350.00	7.12%
11	Website Development (Online, Website,	\$1,600.00	5.33%	\$1,250.00	\$2,850.00	8.64%
12		\$0.00	0.00%	\$0.00	\$0.00	0.00%
13		\$0.00	0.00%	\$0.00	\$0.00	0.00%
14		\$0.00	0.00%	\$0.00	\$0.00	0.00%
15		\$0.00	0.00%	\$0.00	\$0.00	0.00%
16		\$0.00	0.00%	\$0.00	\$0.00	0.00%
17		\$0.00	0.00%	\$0.00	\$0.00	0.00%
18						
19	TOTAL BUDGET	\$30,000.00	100.00%	\$3,000.00	\$33,000.00	100.00%
20						
21	Revenue Projection			\$0.00		
22	Funds not spent during previous fiscal year			\$0.00		
23	Rollover Funds at Commerce			\$0.00		
24	Allocated Following Audit			\$3,000.00		
25	Budget increase total			\$3,000.00		
26						

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FY25 Budget
Update
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