

Department Budget Submission Checklist

Department Name:

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed GF target reductions**
 - Department Budget Summary:** Completed "Form 1B: Department Budget Summary."
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Deappropriations from prior years' budget** – Indicate if these are included in your submitted budget and please explain in the expenditure changes form "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request."
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effect of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing & new P
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balance Report from BFM Reporting.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Org charts also reflect any proposed position changes.
- New Legislation:**
 - Accept & Expend (A&E) legislation for new grants included in the department budget submission
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation is in progress currently. A description of the proposed changes is included in "Summary of Major Changes" table.
- Other Requests:** Submitted requests for the following items:

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are included in my department's budget submission or have been submitted through the proper online forms.

Full Name:

Signature:

**BUDGET FORM 1A: Summary of Major Changes
FY 2026-27 and FY 2027-28**

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

BUDGET FORM 1A: Summary of Major Changes

FY 2026-27 and FY 2027-28

DEPARTMENT: SCI

	Major Changes	Department Response to Major Changes
Budget Instructions	Did the department follow the Mayor's Budget Instructions? (Yes/No)	Yes, target met
Summary	What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. In addition, submit a 1-2 page memo inclusive of all program areas with major changes. The memo should address: 1) all programs being wound down (and the timeline) 2) all new programs being stood up (including those stood up in the current fiscal year being annualized in the budget) 3) any programs being sustained but with changes to service levels due to funding changes	No proposed material changes with fiscal impact. The California Academy of Sciences (the Academy) faces an expanding operating budget at the Steinhart Aquarium, now over \$15 million, and is committed to sustaining critical operations within the City's longstanding funding framework during a challenging fiscal period for many city entities. In the new fiscal year, the Academy will continue its commitment to serving the community by executing on its mission to regenerate the natural world through science, learning, and collaboration. As the only place in the world with a planetarium, rainforest, aquarium, and natural history museum under one living roof, the Academy inspires over 1 million visitors of all ages each year. With 60,000+ live animals, 800+ species, and 45 million scientific specimens, the Academy serves not only as a major San Francisco tourist attraction, but a world-class research and educational facility for understanding our natural environment.
Fund Balance	For each fund that includes fund balance as a system-loaded revenue source (i.e. showing up in the budget submission), describe the following: 1) What is the total fund balance amount as of December 31, 2025? 2) What is the projected total fund balance that will remain at the end of the current fiscal year? 3) In the department's submission, how much fund balance is proposed for use in the budget fiscal years? 4) What is the proposed use of budgeted fund balance each fiscal year? Is the proposed use a one-time or ongoing cost? 5) If any fund balance will be left unused, please explain how much and why. 6) Of all revenue sources supporting the fund, what percentage is fund balance?	Not applicable
Source Type	What programs is the department proposing to fund with one-time sources? If the programs are proposed to continue after the exhaustion of one-time sources explain how the department will fund them.	Not applicable
Investments	Is the department proposing any upfront cost / investments in this budget that will save money over time? Describe how the spending reductions will be realized and on what timeline. (ex: new vehicle purchase that saves money on maintenance or fuel annually, paying for itself by FY29)	Not applicable
General Fund Target	If the department met the General Fund reduction target assigned in the Mayor's Budget Instructions, what are the ongoing changes made to achieve it? What are the high-level programmatic, operational, or staffing impacts of the proposed reductions? Is the department proposing any increases in revenues to meet target? For Non-General Fund Supported departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	The Academy appreciates the absence of assigned reduction targets, which provides flexibility as we navigate a challenging operating environment. Similar to many other arts and cultural institutions in San Francisco, the Academy faces a significant loss in earned revenue due to decreased attendance and a resulting budget deficit. Ongoing headwinds, including reduced tourism, a declining number of families in the Bay Area, and a broader market decline in museum visitation, are expected to continue impacting attendance in the
Positions	What position changes is the department proposing? How do the changes map to programs the department proposes to sustain or modify? For any changes to internal operations/indirect services, explain how they relate to core service delivery. How does the department plan to utilize or eliminate any vacant positions in their budget? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, or changes in status, and provide details in form 3B.	No changes. The Academy's Building Engineers of Local 39 are a vital part of museum operations. In addition to their responsibilities for maintaining a highly customized and complex facility, they play an essential role in supporting the care of live animals as well as the preservation of the Academy's 46
Expenditures	What major spending changes is the department proposing? How has the department evaluated grant allocations, non-personnel expenditures and contractual services for cost-effectiveness and efficiency? Please provide information about any changes that affect core services and functions. Highlight any changes related to major initiatives as noted in the Summary section and provide details in Form 3A.	No Changes
Discretionary Workorders	What changes to discretionary workorders is the department proposing? What effect will those changes have on the department's programs and core service delivery?	None
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	Not applicable
External Policy Revenue Impacts	What impact / significant changes in programming does the department project due to revenue shocks from the state or federal government? How are these reflected in your submission?	The Academy has several grants with the Federal government and we anticipate a cut or loss of opportunity to reapply in the near term. The loss of these funding streams is represented in the current budget deficit.
Revenue Increase Index	Did the Department increase fees or other revenues above Controller's provided CPI index? If so, please explain what is driving the increase.	Not applicable
Legislation	Please itemize any legislation required for budget submission, including: A&Es / recurring grants, fee schedules, etc.	Not applicable
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	Not applicable
Substitutions	Is the department requesting any substitutions of positions? How many substitution requests are for filled positions?	Not applicable
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not applicable
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason is the request being made?	Not applicable
Budget Equity	Do any changes to the department's budget described above impact the department's ability to implement its racial equity plan? If so please explain.	No

BUDGET FORM 1B: Department Budget Summary

FY 2026-27 and FY 2027-28

DEPARTMENT: SCI Academy Of Sciences

GFS Details

Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base
EXPENDITURE	SALARIES	2,011,626	2,011,626	0	2,141,650	2,141,650	0
	MAND_FRING_BEN	784,303	784,303	0	861,045	861,045	0
	NON_PERS_SVCS	1,140,081	1,140,081	0	1,140,081	1,140,081	0
	CAP_OUTLAY	1,240,582	1,240,582	0	0	0	0
	SVCS_OTHER_DEPTS	3,576,194	3,576,194	0	3,576,194	3,576,194	0
EXPENDITURE		8,752,786	8,752,786	0	7,718,970	7,718,970	0
GFS	General Fund Support	8,752,786	8,752,786	0	7,718,970	7,718,970	0

GFS Target Status

FY 2026-27 Reduction Targets	FY 2026-27 Baseline Target	FY 2026-27 Dept Submission	FY 2026-27 Amt Over (Under) Target	FY 2027-28 Reduction Targets	FY 2027-28 Baseline Target	FY 2027-28 Dept Submission	FY 2027-28 Amt Over (Under) Target
0	8,752,786	8,752,786	0	0	7,718,970	7,718,970	0
			Target Met				Target Met

NGFS - Self Supporting

BUDGET FORM: Organizational Chart
FY 2026-27 and FY 2027-28

***Please insert an organizational chart**

