

## Risk Management Budget Process

For at least the past 15 years, the Risk Management Budget Process starts with gathering loss data, claims payments, premium payments, auto physical damage payments, employee counts, and property information. In addition to data, trends in premiums are discussed with brokers and followed in trade journals. Communication between Risk Managers also takes place. For premiums, the best estimate is used. But as the budgeting process takes place in December, and the renewals do not take place until June for a July 1 renewal date, it is the best prediction of premiums we can make. Also, during the year, additional premiums may be charged, for example: 200 Strawberry Hill Avenue was added to the insurance program. By the time the insurers assessed the property, I did not receive an invoice for the additional premium until today. This was not budgeted for in FY 14/15 or 15/16.

Numerous spreadsheets used to calculate the budget line items for all departments across the City. All those spreadsheets feed into one final spreadsheet that is shared with OPM, which is used to allocate the entire Risk Management budget out to the departments. An example of one spread sheet is Workers' Compensation. For this spreadsheet I request loss data from our Third Party Administrator (TPA). Also included for the Workers' Compensation Allocation are State of Connecticut Assessments, the estimated Workers' Compensation Excess Insurance premium, Third Party Administrator, and safety and loss control costs. Three years of loss data is entered onto the spreadsheet. There is a formula used to calculate the pro rata allocation to each department. This allocation is then transferred to the final spreadsheet.

Risk overhead expenses are also allocated to each department on a pro rata basis. Once all the data is entered and all the initial spreadsheets are completed, the final spreadsheet calculates what the total allocation is for each department. OPM reviews, makes any necessary adjustments, and allocates accordingly.



