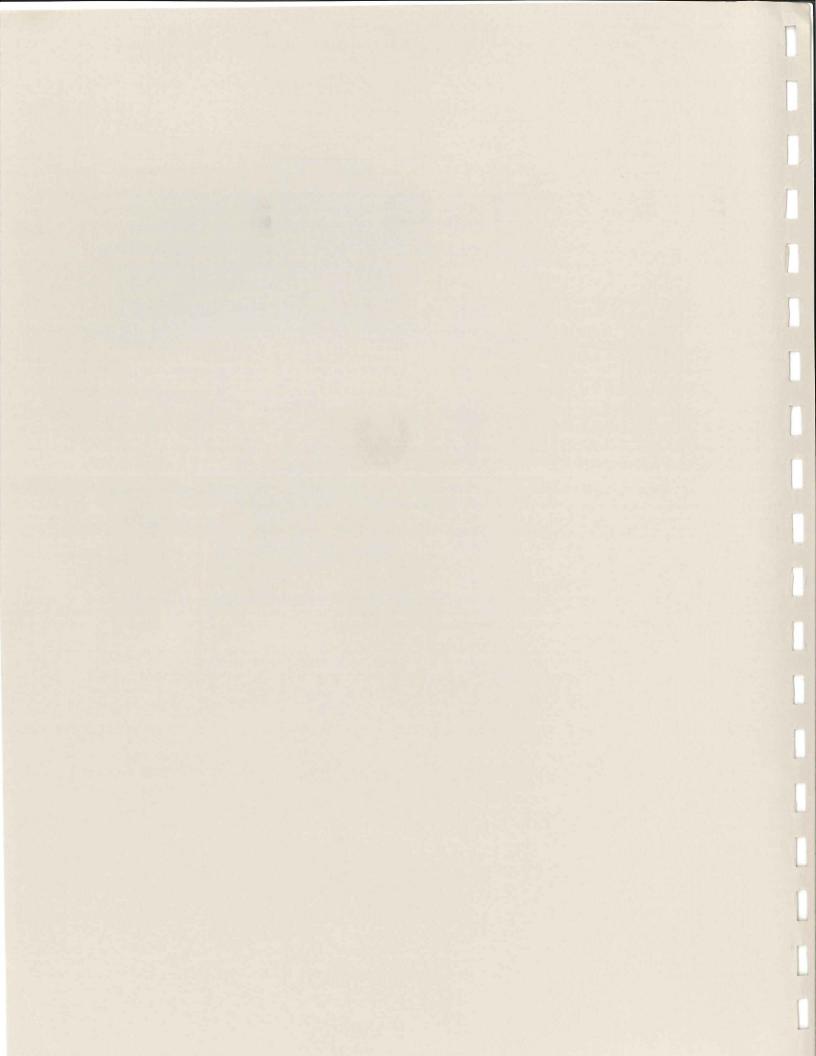
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STATE OF IOWA

BUDGET PROCEDURES MANUAL

1985-1987 **BIENNIUM**

OFFICE OF STATE COMPTROLLER



Office of the State Comptroller

State Capitol Des Moines, Iowa 50319

TERRY E. BRANSTAD GOVERNOR WILLIAM KRAHL STATE COMPTROLLER

This manual will assist the departments in meeting the requirements of Chapter 8.23, Code 1983. It includes samples of the standard budget request forms, which will be used to prepare the estimates for FY 85 and the budget request for FY 86 and FY 87. Also included are procedures and instructions to be followed during the budget preparation process which indicate supporting data and explanations to be submitted. It is important that you read the procedures and instructions and follow them carefully.

If there are any questions concerning the budget preparation process, please feel free to contact your budget analyst located in this office. The budget staff is available to assist departments in completing the forms and to consult them regarding policies and procedures.

B U D G E T D I V I S I O N

Section INTRODUCTION	Instruction No. 001.10	Page No. 1 of 3	Effective/Revision Dat 4/30/84	te
TABLE OF CONTENTS - Depa	artment Budget P	reparation	Approval James Chalstron	n
TABLE OF CONTENTS - Departme	ent Budget Prepa	ration	001	1.10
GLOSSARY			101	1.00
POLICIES General				
General Biennial B	Budget Preparatio	on	. 261	1.00
PROCEDURES General				
General Comments How to Prepare the	e Budget Request			1.00
Operations Narrative				
Budget Unit's Program Descr	Mission Statemen S Stated Goals ription — Decisio		366	5.00 6.00 7.00
Computation of	of FY 85 Estimate of FY 86 and FY 9 of Base Budget S: kages	87 Bases	371 Payout 371	0.00 1.00 1.01 6.00
Other - Budget Unit/Fur Current Appropriat	nd tion			
	tion Requested opropriation Requ Requested	uested	384 384	4.11 4.12 4.20 7.00
TABLES	and a second		500	2 (1
SB Table VIA — Type Cod SB Table VI B — Revenue SB Table VI C — Expendi SB Table VIII — Special SB Table X — Decision I	e Classes iture Classes l Class Codes - 1		502 502 ervices 502	2.61 2.62 2.63 2.81 3.00
SB Table XIV — Appropri SB Table XV — Budget Ur		des		3.40 3.50

B U D G E T D I V I S I O N

Section INTRODUCTION	Instruction No. 001.10	Page No. 2 of 3	Effective/Revisior 4/30/84	n Date
TABLE OF CONTENTS			Approval James Chalst	rom
TECHNICAL INSTRUCTIONS			7)	
SB Form - 11 Department	's Mission State	ement		521.00
SB Form - 12 Budget Uni				522.00
SB Form - 13 Part 1 Pro				523.10
SB Form - 13 Part 2 Dec			on	523.20
SB Form - 14 Budget Uni		ion		524.00
SB Form 30 - Self-Suppo				539.00
SB Schedule 4 Part 1 Na				544.10
SB Schedule 4 Part 1A I SB Schedule 4 Part 2 Fi				544.11 544.21
SB Schedule 4 Part 2 Fi			to)	544.22
SB Schedule 4 Part 4 Ut			Le)	544.40
SB Schedule 5 Cost Cent				545.20
SB Schedule 5 Cost Cent			re/Delete)	545.30
SB Schedule 5 Base Comp		CIOII (OIIGII)	ge, Beleec,	545.50
SB Schedule 6 Base Budg		- Preprinte	ed	546.00
SB Schedule 8 Base Budo				548.00
SB Schedule 10 Position	Cost Allocation	n Schedule	- Preprinted	550.00
APPENDIX Budget Preparation Budget Pricing Inf Printing Office Equipm Vehicle Rates	ment			931.00 932.00
Rental F				933.10
Deprecia				933.20
Energy Costs				934.00
How to Calculate t	the Cost of a New	w Position		940.00
Sample Documents				
Forms				
	Department's Mis			971.00
	Budget Unit's St			972.00
SB Form - 13	Subunit Descript	tion and De	ecision Package	
	Description			973.00
SB Form - 14	Budget Unit/Fund		ion	974.00
SB Form - 30	serr-supporting	Programs		979.00
SB Form - 30 Schedules				
SB Form — 30 Schedules SB Schedule -	- 4 Part 1 Decis	sion Packag		984.10
SB Form - 30 Schedules SB Schedule - SB Schedule -	- 4 Part 1 Decis - 4 Part 1A Decis Measures	sion Packac sion Packac		979.00 984.10 984.11

BUDGET DIVISION

Section INTRODUCTION	Instruction No. 001.10	Page No. 3 of 3	Effective/Revision 4/30/84	Date
TABLE OF CONTENTS			Approval James Chalis	trom
APPENDIX (continued)	A Doub A Dogi	rian Daelras		
SB Schedule	 4 Part 4 Decis Supplement 	sion Packac	ge Utilities	984.40
SB Schedule -	- 5 Computation			
	Part I - Financ			
	Federal Funds -			985.10
SB Schedule -	- 5 Base Computat			
			k Update Schedule	985.11
SB Schedule -	- 5 Base Budget (Utilities and N			985.50

BUDGET DIVISION

Section INTRODUCTION	Instruction No. 101.00	Page No. 1 of 5	Effective/Revision Date 4/26/84
GLOSSARY			Approval January Chalitron
			0

Account Type - A two digit field used with reference to the types in the Accounting System. (see SB Table VI-A)

Adj. Budget - The appropriated budget for FY 85 as adjusted to reflect the current operations of a department.

Agency - An operating entity within state government created by statute or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. See Department.

Agency Code - A three digit code used to identify Agencies. See Department Code.

Appropriation - A three digit code used to identify specific authorizations to spend granted by the General Assembly.

Base Budget - The minimum level of operation for each year of the biennium, calculated by applying a predetermined percent to the ADJ. BUDGET (90 percent for FY 86 and FY 87).

Budget Chart - Consists of three parts:

- 1. BBUF To display all Budget Units/Funds in an Agency
- 2. BCAT To display/update Budget Unit/Fund description, including list of organizations in the BU/Fund
- 3. BORG To display/update organization descriptions

Budget Document - The printed budget books that are distributed upon release of the Governor's budget.

<u>Budget Unit</u> - A predetermined grouping of one or more organizations, identified by a unique code that indicates an individual entity. There may be one or more Budget Units within an Agency. Generally equals each appropriation made by the General Assembly.

Section INTRODUCTION	Instruction No. 101.00	Page No. 2 of 5	Effective/Revision Date 4/26/84
GLOSSARY			Approval Lames Chalitrom

Capital Outlay - An appropriation for long-term additions to or betterment of state property, i.e. land, buildings or equipment regardless of funding sources.

<u>Catalog</u> - A five digit number used to identify the various federal funds in the <u>Budget System</u>. (Is identical to the <u>Federal Catalog Number</u>)

 $\underline{\text{Class}}$ - A five digit field used to identify personnel positions, i.e. 00025 to a Secretary I.

Current Biennium - The two year period for which the budget is being prepared (1985-87).

<u>Decision Package</u> - A document that identifies and describes a discrete activity, function or operation in a definitive manner for management evaluation and comparison with other activities.

Decision Package Grouping Classification - A field to describe decision packages with similar purposes.

Decision Package Description (BDES) - A brief description of each Decision Package.

Department - An operating entity within State Government created by statute or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. See Agency.

Department Code - A three digit code used to identify Departments. See Agency Code.

FFY - Federal Fiscal Year.

Field - A group of one or more characters.

Section INTRODUCTION	Instruction No. 101.00	Page No. 3 of 5	Effective/Revision Date 4/26/84
GLOSSARY			Approval Janes Chalstrom

<u>Financial Data</u> - The amounts in <u>whole dollars</u> showing Resources and Disposition of Resources in the various columns in the budget file.

FTE or Full Time Equivalent - One person working full time for one year. Can also be computed as various other combinations, such as two persons working full time for six months, etc. Also signifies 2080 hours worked within one year. Data entered in the Budget System by Class.

<u>Fund</u> - An independent fiscal entity which is segregated for the purpose of carrying on specific activities or objectives in accordance with special regulations, restrictions, or limitations.

<u>Fund Type</u> - A one letter code that enables the aggregation of funds for the production of reports.

<u>Level</u> - The location of an organization in the budget hierarchy.

Object Category - A combination of similar object classes used for reporting in the Budget Document.

Object Class - A three digit number used to identify disbursements for the budget system.

Operations - An appropriation to fund the performance of the normal functions of a Department or Division.

Organization - A responsibility center within the management structure of an agency.

Personal Services Detail - The FTE's and dollar cost of the salary portion of the Financial Data within the Budget System.

Personal Services Special Class Code - Class codes assigned to types of salary expenditures for budget purposes. (See SB Table VIII.)

BUDGET DIVISION

Section INTRODUCTION	Instruction No. 101.00	Page No. 4 of 5	Effective/Revision Date 4/26/84
GLOSSARY			Approval Chalitrom
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Previous Biennium - The two year period for which a budget has been prepared and funds appropriated (1983-85).

Priority Ranks - The method by which Decision Packages are ranked and/or classified.

Decision Package Grouping Classification - A two character alpha field used to group similar Decision Packages. (See SB Table X.)

- DW Department Wide A four digit number that allows up to 9,999 Decision Packages to be ranked within a Department. Might not be used by some Departments.
- #1 Budget Unit A four digit number that allows up to 9,999 Decision Packages to be ranked within a Budget Unit.
- #2 Level 2 A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 2 organization.
- #3 Level 3 A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 3 organization.
- #4 Level 4 A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 4 organization.
- #5 Level 5 A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 5 organization.
- OP A two digit number that is part of the Decision Package location identification that allows up to 99 Decision Packages to be ranked within the organization at the Level of entry.

<u>Program ID</u> - Four character field that identifies each program in budget system, e.g., BCAT, BMOV, etc.

Request Line - The topline of all screens where the four (4) letter Program Identification and the FY, Fund, Agency, Appropriation identification is entered.

Revenue Category - A combination of similar Revenue Classes used for reporting in the Budget Document.

Revenue Class - A three digit number used to identify receipts for the budget system.

Section INTRODUCTION	Instruction No. 101.00	Page No. 5 of 5	Effective/Revision Date 4/26/84
GLOSSARY			Approval James Chalstrom

<u>Special Department Code</u> - A three digit number assigned to each Department/Agency so that all accounts within the Department/Agency will be grouped together within the Budget System.

<u>Subunit</u> - A lower level of a Budget Unit, usually Level 2, which is important enough to be identified and described separately.

BUDGET DIVISION

Section Policies	Instruction No. 261.00	Page No. 1 of 3	Effective/Revision Date 4/26/84
Subject General Biennial Budget Preparation			James Chalitrom

In accordance with 8.23 of the Code, all departments shall transmit to the State Comptroller on or before September 1, 1984, estimates of their expenditure requirements including every proposed expenditure for each fiscal year of the 1985-87 biennium.

Budgets will be submitted utilizing a Modified Base Budget concept.

I. Base Budget Policies:

A "Base Budget" shall be established for each year of 1985-87 biennium. Departments may establish these on a department wide basis for the operating budget. The completed base budget shall meet the following tests:

A. Fiscal Year 1986

- 1. The expenditure level shall not exceed 90 percent of the 1985 fiscal year disposition of resources adjusted for unusual and one time expenditures made within the year, and
- 2. The appropriation supporting those expenditures shall not exceed 90 percent of the 1985 fiscal year appropriation.

B. Fiscal Year 1987

- 1. The fiscal year 1986 base may be increased by 2.5 percent of the non-salary items (excluding rent, fuel and utilities which are addressed in III and IV) to reflect adjustments for price increases.
- C. Exceptions to the 90 Percent Base Budget level (both years)
 - 1. Standing appropriations will compute the "Base" as the current statutory requirements.
 - 2. Capitals will not have a base budget.
 - 3. Federal block grants having a pass through requirement not subject to state match will be allowed to exclude that portion from the 90 percent computation.
 - 4. Budgets funded 100 percent by federal categorical grants or contract agreements should reflect the best federal grant or contract information available.
 - 5. All other funds and accounts not budgeted by the General Assembly should reflect projected activity.

BUDGET DIVISION

Section Policies	Instruction No. 261.00	Page No. 2 of 3	Effective/Revision Date 4/26/84
Subject General Biennial Budget Preparation			Hoproval Labshorn
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II. Federal Funds

Federal funds will be budgeted by federal catalog number to show which federal fiscal years' funds apply to each of the state fiscal years.

III. Fuel and Utility Schedules

- A. Fuel and Utility schedules are required.
- B. Fuel and utility unit usage should be the same for FY 87 as FY 86, adjusted for:
 - 1. New buildings opened
 - 2. Buildings closed

Cost-Effectiveness.

- 3. Energy conservation measures implemented
- C. Departments should use the best estimate available for fuel and utility rate. If the department does not have a reliable estimate, then the guidelines furnished by the Energy Policy Council should be used. These can be found in the Appendix. Those departments that do not use the Energy Policy guidelines should be able to sub- stantiate the figures they do use.

IV. Rent

- A. All rent for space under General Services control will be included in General Services' budget. However, rent applicable to non-general fund activities should be budgeted for reimbursement to the general fund.
- B. Rent may be adjusted in the FY 87 Base to reflect the anticipated rate increase applicable to the 1985-87 biennium renewals.

V. General

- A. Departments will not ask for pay plan adjustments. This will be handled by the Governor in cooperation with the Merit Employment Department and through the Collective Bargaining Process.
- B. General Services guidelines for equipment, printing, rent and vehicle costs will be used in preparing the biennial budget request.
- C. All Departments that bill for services should complete SB Form 30.
- D. All Requests will be reviewed taking into consideration the recommendations of the Governor's Task Force on Efficiencies and

Section Policies	Instruction No. 261.00	Page No. 3 of 3	Effective/Revision Date 4/26/84
Subject General Biennial Budget Preparation			Approval James Chalstrom

E. Provisions should be made to cover the audit costs incurred resulting from the federal requirement of the "Single Audit Concept." This cost is to be funded 100 percent from the applicable federal funding.

Section PROCEDURES	Instruction No. 361.00	Page No. 1 of 1	Effective/Revision Date 4/26/84
Subject General Comments			Approval Simer harstrom

There are separate sections of data that need to be included in the Budget Request for FY 1985-87 biennium. They are:

- I. Budget Units
- II. Funds

The Budget Units are subdivided into several categories. See SB Table XV - Budget Unit Categories.

The Operations Budget Request will make up the largest portion of the total request documents. This includes the narrative for the Department as well as for all of the Budget Units and Subunits. All of the personal services and financial data for the operation of the Department is included in the Operations Budget Request.

The Budget request for the other Budget Units will be listed by the categories shown on SB Table XV - Budget Unit Categories.

The estimate of activity for FY 1985-87 biennium in all funds must also be submitted. There is no narrative but financial data and personal services data, where applicable, must be submitted.

The computer system is available to assist in the preparation of the budget requests. As various portions of the request are completed, the data should be entered into the computer. As the various stages of budget preparation progress, printouts of the data will be made available to you to aid in the decision making process of your budget preparation. The actual working details can be obtained from the budget analyst assigned to your department.

All Departments utilizing the computer system to assist in developing their budget request should contact their budget analyst to schedule input to and output from the computer.

BUDGET DIVISION

Section PROCEDURES	Instruction No. 362.00	Page No. 1 of 2	Effective/Revision Date 4/26/84
Subject How to Prepare the Budge	et Request		Approval James Chalstrom

GENERAL

The preparation of the Budget Unit requests, and the financial data for the Funds can be prepared simultaneously.

The Department's Mission Statement, Budget Unit's Stated Goals and the Subunit Descriptions should all be submitted to the Comptroller's Office as soon as possible, but in no case later than August 1, 1984.

The following time table should be followed:

1. FY 1985 Estimate

July 1, 1984

2. FY 1986/87 Base Budgets

July 15, 1984

3. Decision Packages

August 15, 1984

The statutory deadline for the submission of the budget request is September 1, 1984. This will not be specifically mentioned in each section of this procedure but does apply to the entire budget request.

PROCEDURES

I. Operations

- A. Prepare the Department's Mission Statement. See Procedure 365.00.
- B. Prepare the Budget Unit's Stated Goals for each Budget Unit within the Department. See Procedure 366.00
- C. Prepare the Subunit Descriptions for all of the Subunits within each of the Budget Units. See Procedure 367.00.
- D. Prepare the FY 1984/85 Estimate for all of the Organizations within each Subunit. See Procedure 370.00.
- E. Prepare the FY 1986 and FY 1987 Base Budgets for all organizations within each Subunit. See Procedure 371.00.

Section PROCEDURES	Instruction No. Page No. 2 of 2		Effective/Revision Date 4/26/84		
Subject How to Prepare the Budget Request			Approval James Chalatron		

- F. Prepare whatever Decision Packages are desired. See Procedure 376.00.
- G. Prepare Decision Package Description for each Decision Package. See Procedure 367.00.
- H. The Departments that are utilizing the computer system in the budget preparation process will be receiving computer printouts to assist management in the decision making process. As changes are made in the data, repeat whichever of the above steps are necessary.
- I. Submit completed SB Schedule 10 to your Budget Analyst.
- II. Other Prepare the Other Budget Unit requests. See Procedures 384.11, 384.12 and 384.20.
- III. Prepare the Estimates for the Budget/Funds. See Procedure 387.00.
- IV. When ALL of the previous procedures have been completed, notify your budget analyst.
- V. The Comptroller's Office will return to the Department a computer printout which will be the Department's official budget request for the biennium.
- VI. The Department Head will sign the request and return two copies to the Comptroller's Office.

Section PROCEDURES	Instruction No. 365.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Department's Mission Statement			James Chalstrom

GENERAL

Each Department must submit a Mission Statement on SB Form 11.

- I. Follow Technical Instruction 521.00 to prepare the document.
- II. Submit according to time schedule in Procedure 362.00.

BUDGET DIVISION

Section PROCEDURES	Instruction No. 366.00	Page No. 1 of 1	Effective/Revision Date 4/26/84
Subject Budget Unit's Stated Goals			James Chalstrom

GENERAL

The Departments will receive a computer printout of the Stated Goals for each of the Budget Units included in the budget process two years ago.

- I. Review the computer printout for any changes either in Budget Units or in in the narrative itself.
- II. If there have been any changes in the Budget Units or any changes are desired for the next biennium, contact your budget analyst.
- III. For the Budget Units that remain the same, make the desired corrections in the narrative on the computer printout.
 - IV. If the corrections are of such magnitude that it is impractical to make changes on the printout, complete SB Form 12. See Technical Instructions 522.00 for appropriate action.
 - V. Submit according to time schedule in Procedure 362.00.

BUDGET DIVISION

Section	Instruction No. 367.00	Page No.	Effective/Revision Date
PROCEDURES		1 of 1	4/27/84
	Subject Subunit Descriptions Decision Package Descriptions		

GENERAL

This document (SB Form 13) has multipurpose usage:

- 1. Part 1 is used to enter the Subunit Description into the computer.
- 2. Part 2 is used to enter the brief description of each Decision Package within each Subunit into the computer.
- 3. The entire document is used as a summary sheet for all of the Decision Packages within each Subunit.

The Departments will receive a computer printout of the Subunit Descriptions for each of the Subunits that were included in the budget process two years ago.

- I. Subunit Description
 - A. Review the computer printout for any changes either in the Subunits being used or in the narrative itself.
 - B. If there have been any changes in the Subunits or any changes are desired for the next biennium, contact your budget analyst.
 - C. For the Subunits that remain the same, make the desired changes or corrections in the narrative on the computer printout.
 - D. If the corrections are of such magnitude that it is impractical to make the changes on the printout, complete SB Form 13 Part 1. See Technical Instructions 523.10 for appropriate instructions.
 - E. Submit according to time schedule in Procedure 362.00.
- II. Summary Sheet for Decision Packages. See Technical Instruction 523.10 for appropriate instruction.
 - A. Complete the Subunit Description in Part 1 SB Form 13. Use the same description that was submitted earlier for the subunit. This does involve duplicating the Subunit Description once. Under the previous procedures this same subunit description was entered on each Decision Package which required many more duplications of the subunit description.
- III. Decision Package Description (BDES). See Technical Instruction 523.20 for appropriate instruction.

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BUDGET DIVISION

Section PROCEDURES	Instruction No. 370.00	Page No. 1 of 1	Effective/Revision Date 4/26/84
Subject Preparation of FY 85 Estimate			Approval James Chalstrom

GENERAL

The Departments will receive a computer printout of SB Schedule 6 for each organization to which funds were appropriated previously or actual activity has occurred.

The Departments will also receive a computer printout of SB Schedule 10 Position Cost Allocation Schedule for each organization having personal services.

SB Schedule 6 will have the Personal Services moved to Estimated FY 85 Adj. Budget (column 4). There will be no entries moved for Resources or for Support items in the Disposition of Resources.

- I. If there are any proposed changes in organizations, contact your budget analyst.
- II. Complete the individual line items to reflect how the Department anticipates it will actually spend the funds budgeted for FY 85. See Technical Instructions 545.20, 545.30, 546.00 and 550.00 for appropriate instructions.
- III. When finished with the adjustments, each organization should be in balance and the total resources for the Department should be no greater than the total amounts appropriated by the General Assembly for FY 85.
- IV. Submit according to time schedule in Procedure 362.00.

Section PROCEDURES	Instruction No. 371.00	Page No. 1 of 1	Effective/Revision Date 4/26/84
			Approval Lames Chalitrom
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GENERAL

The Departments will receive a computer printout of SB Schedule 6 for each organization to which funds were appropriated previously. A Base Budget shall be established for each year of the 1985-87 biennium.

The Departments will also receive a computer printout of SB Schedule 10 Position Cost Allocation Schedule for each organization having personal services.

SB Schedule 6 will have the Personal Services moved to the Base Budget FY 86 (column 5) and Base Budget FY 87 (column 6). There will be no entries moved for Resources or for Support items in the Disposition of Resources.

See Policy 261.00, General Biennial Budget Preparation for polices to be followed.

- I. If there have been any changes in organizations, or any change is desired for the next biennium, contact your budget analyst.
- II. Complete the individual line items to reflect how the Department anticipates it will establish the 90 percent Base Budgets for FY 86 and FY 87. See Technical Instructions 545.20, 545.30 and 545.40 for appropriate action.
- III. When completed, each organization should be in balance. The total expenditures for the Department should not exceed 90 percent of the estimated expenditures for FY 84/85 for the entire Department, but may vary between organizations.
- IV. Prepare a SB Schedule 4 Part 1 Narrative for each Base Budget calculated. See Technical Instruction 544.10 for appropriate action.
 - V. Submit according to time schedule in Procedure 362.00.

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Section PROCEDURE	CEAN TO SERVICE STATE OF THE S	Instruction 371.01	No.	Page No. 1 of 1	Effective/Revision Date 4/25/84
	mputation of FY ck Leave Pay Ou		Base	e Budgets	poproval James Chalstrom

GENERAL

The amount of anticipated Sick Leave Pay Out for the 1985-87 biennium should be included in the Base Budget Computations.

- I. The amount of the estimated Sick Leave Pay Out should be entered using the Personal Services portion of SB Schedule 6.
- II. Class Code 99052 Sick Leave Pay Out (SB Table VIII) should be used to enter the correct amount.
- III. See Technical Instructions 545.20, 545.30, 546.00 and 550.00 for appropriate action.

Section	Instruction No. 376.00	Page No.	Effective/Revision Date
PROCEDURES		1 of 1	4/27/84
Subject Decision Packages			Approval James Chalitrom

GENERAL

A separate set of SB Schedule 4 should be prepared for each Decision Package for which funding is requested.

Each Decision Package will consist of the following:

- 1. SB Schedule 4 Part 1 Narrative
- 2. SB Schedule 4 Part 2 Financial Data
- 3. SB Schedule 4 Part 4 Utilities Supplement (when applicable)

If there are any questions concerning the number and makeup of any proposed Decision Packages, contact your budget analyst.

- I. Prepare SB Schedule 4 Part 1 Narrative. See Technical Instruction 544.10 for appropriate action.
- II. Prepare SB Schedule 4 Part 4 Utilities Supplement (when applicable). See Technical Instruction 544.40 for appropriate action.
- III. Prepare SB Schedule 4 Part 2 Financial Data. See Technical Instructions 544.21 and 544.22 for appropriate action.
- IV. Follow the above steps for each Decision Package to be prepared.
- V. Submit according to time schedule in Procedure 362.00.

BUDGET DIVISION

Section Instruction No. Instru		Page No. 1 of 1	Effective/Revision Date 4/25/84	
Subject Other - Current Appropriation No Appropriation Requested			Approval Chalstrom	

GENERAL

The estimated financial activity for the 1985-87 biennium must be submitted as well as the estimated activity for FY 85.

SB Schedules 6, 7, 8 and 10 are being distributed for Budget Unit/Fund currently in the accounting system.

A copy of the Other description that is currently in the system is also being distributed.

- I. Review the narrative and make any desired changes on the computer printout If the changes are excessive, submit on SB Form 14. See Technical Instructions 524.00 for appropriate instruction.
- II. Complete the estimated activity for FY 85. SB Schedules 6, 8 and 10 will be used to enter the data. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. The estimate for the first year of the 1985-87 biennium will be entered in column 5 on SB Schedule 6, 8 and 10 headed FY 86 Base Budget. The total activity for the year is being treated by the system as the base budget for the first year of the biennium. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- IV. The estimate for the second year of the 1985-1987 biennium will be entered in column 6 on SB Schedules 6, 8 and 10 headed FY 1987 Base Budget. The total activity for the year is being treated by the system as the Base Budget for the second year of the biennium. See Technical Instructions 545.20. 545.30, 548.00 and 550.00 for appropriate action.

BUDGET DIVISION

Section PROCEDURES		Instruction No. Page No. 384.12 1 of 1		Effective/Revision Date 4/26/84
Subject	Other - Current Ap Continuing Appropr	ppropriation - With riation Requested		Approval Sames Chalstrom

GENERAL

The estimated financial activity for the FY 85 must be submitted.

SB Schedules 6, 7, 8 and 10 are being distributed for each Budget Unit/Fund currently in the accounting system.

A copy of the Other description that is currently in the system is also being distributed.

The modified base budget procedures will be followed for all Other requests that are continuation of existing appropriations. The Base Budget for FY 86 and FY 87 must be submitted on SB schedule 6. The balance of the request will be prepared as Decision Packages on SB Schedule 4.

- I. Review the narrative and make the desired changes on the computer printout If the changes are excessive, submit on SB Form 14. See Technical Instructions 524.00 for appropriate action.
- II. Complete the estimated activity for FY 85. SB Schedules 6, 8 and 10 will be used to enter the data. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. The Base Budget for FY 86 and Fy 87 will be calculated next. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- IV. The next step is to prepare the Decision Packages which will make up the balance of the budget request. See Technical Instructions 544.10, 544.21 and 544.22 for appropriate action.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section PROCEDURES	Instruction No. 384.20	Page No. 1 of 1	Effective/Revision Date 4/26/84
Subject Other Request for New Appropriations			James Chalstrom

GENERAL

Since this is a request for an entirely new appropriation, there will be no preprinted forms to be used.

Prepare the three Decision Packages for each new appropriation requested.

- I. Contact your budget analyst for the assignment of a budget Unit/Fund number for the new number and copies of the forms and schedules to be used.
- II. Complete SB Form 14. See Technical Instructions 524.00 for appropriate action.
- III. Prepare SB Schedule 4 Part 1 and Part 2 for each of the three levels requested. See Technical Instructions 544.10 and 544.21 through 544.23 for appropriate action.
- IV. Rank the three Decision Packages in priority order. See Technical Instructions 544.21 through 544.23 for appropriate action.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section	Instruction No. 387.00	Page No.	Effective/Revision Date
PROCEDURES		1 of 1	4/27/84
Subject Funds			Approval James Chalstrom

GENERAL

The estimated financial activity for FY 85 and the 1985-87 biennium in all funds must be submitted during the budget process. The 90 percent base budget process is not used for these funds. SB Schedules 6, 7, 8, and 10 are being distributed for each fund that is currently in the accounting system. This allows us to incorporate ALL positions in the budget process.

- I. The first step is to complete the estimated activity for FY 85. SB Schedules 6 and 8 will be used to enter the data for all funds. If personal services are involved, SB Schedule 10 must also be used. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- II. The estimate for the first year of the 1985-87 biennium will be entered in in column 5 on SB Schedules 6, 8 and SB Schedule 10 headed FY 1986 Base Budget. The total activity for the year is being treated by the system as the base budget for the first year of the biennium. Again see Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. The estimate for the second year of the 1985-1987 biennium will be entered in column 6 on SB Schedules 6, 8 and 10 headed FY 1987 Base Budget. The total activity for the year is being treated by the system as the base budget for the second year of the biennium. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate instructions.
- IV. If there are funds for which you do not receive preprinted SB Schedules 6, 8 and SB Schedule 10, contact your budget analyst.

BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.61	Page No. 1 of 1	Effective/Revision Date 2/26/84
Subject SB Table VI-A Acc	ount Type		Approval Chalstrom

Description	Account Type
Balance Brought Forward	01
Appropriation	05
Cash Receipts	20
Transfers In:	
Intra Fund	21
Inter Fund	22
Appropriation	23
Authorized by General Assembly	24
Cash Disbursements	66
Transfers Out:	
Intra Fund	71
Inter Fund	72
Appropriation	73
Authorized by General Assembly	74
Appropriation	92
Reversions	93
Balance Forward	94

BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.62	Page No. 1 of 2	Effective/Revision Date 4/27/84
Subject SB Table VI-B Rev	renue Classes		Approval James Chalstrom
Taves			

Taxes

101 - Beer Tax

102 - Cigarette Tax

103 - Tobacco Products Tax

104 - Equipment Car Tax

105 - Franchise Tax - Financial Institutions

106 - Income Tax - Corporation

107 - Income Tax Individual

108 - Inheritance Tax

109 - Moneys & Credits - Credit Union

110 - Insurance Premium Tax

111 - Sales Tax

112 - Liquor Tax

113 - Use Tax

114 - Fuel Taxes

115 - Other Taxes

Receipts from Other Entities

201 - Federal Support

202 - Local Governments

203 - Other States

204 - Intra-State Receipts

Interest, Dividends, Bonds & Loans

301 - Interest

302 - Dividends

303 - Bonds and Loans

04 - Fees, Licenses & Permits

401 - Fees, Licenses & Permits

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section	Instruction No. 502.62	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS		2 of 2	4/27/84
Subject SB Table VI-B Rev	venue Classes		Approval Chalitrom

Refunds & Reimbursements

501 - Refunds and Reimbursements

Sales, Rents & Service

601 - Sale of Real Estate

602 - Sale of Equipment & Salvage

603 - Rents & Leases

604 - Agricultural Sales

605 - Liquor 606 - Other Sales and Services

Miscellaneous

701 - Unearned Receipts

702 - Promotional Checkoffs

703 - Income Tax Checkoffs

704 - Other

Centralized Payroll

801 - Payroll Deductions

BUDGET DIVISION

				
Section TECHNICAL INSTRUCTIONS	Instruction No. 502.63		Page No. 1 of 2	Effective/Revision Date 4/27/84
Subject SB Table VI-C Ex	penditure	Classes	3	Approval ames Chalstrom
	CLASS			0
01 - Personal Services	101	Persona	al Service	s
02 - Travel & Subsistence	201	Travel	& Subsist	ence
03 - Supplies & Materials 04 - Contractual Services	302 303 304 305 306 307 308 309 310 311 312	Facilit Equipme Prof. 8 Highway Housing Agricul Other S Printin Drugs 8 Food Uniform	ent Mainten Scientifi Maintenary & Subsist Ltural, Con Supplies ng & Bindin & Biologica ns & Relate	als
	403 1 404 1 405 1 406 0 407 1 408 2	Utiliti Insurar Profess Outside Intra-s Adverti	.es ace & Debt	cientific Services sfers plicity
05 - Equipment & Repairs	E01 ()ffice	Eguipana	
. 501 502	503 1 504 5 505 1 506 1 507 0 508 1	Pranspo Housing Visual Large T Profess Communi Depreci	Aid Equipa bools - Equipa sional & Se cation Equ	tence Equipment ment lipment sientific Equipment

BUDGET DIVISION

L				4
Section Ir TECHNICAL INSTRUCTIONS	nstruct 502.		Page No. 2 of 2	Effective/Revision Date 4/27/84
Subject SB Table VI-C Exper	nditure	Classes	5	Approval Chalstrom
	CLAS	S	(
06 - Claims & Miscellaneous	601 602 603 604 605 606 607 608 609 610 611 612 613 614 615	Inventous Security Appropriate Interest	ory ties riation Cl ld Income nsurance P Insurance Credit Un lity Premi ontributio Contributial Retirem Officer Re	Taxes remiums Premiums ion, Deferred Compensation ums ns ons ent Contributions
07 - Licenses, Permits, Refund	701 702 703	License Fees Refunds Refunds	es 5 — Income 5 — Sales 5 — Other	
08 - State Aid & Credits	801 802 803 804 805 806 807	Agricu Health Employ	edits O Individu Itural Aid Aids & Re ment Benef	imbursements
09 - Plant Improvements & Addi	itions 901	Capita	ls	

O F F I C E O F S T A T E C O M P T R O L L E R B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. Page No. 1 of 1		Effective/Revision Date 8/4/82	
Subject SB Table VIII Special Class Code	es Personal Serv	ices	Approval James Chalstrom	

CLASS CODE	TITLE
99005	Fac. & Instr. Officials Salaries
99010	Prof. & Sci. Salaries
99015	General Service Staff Salaries
99020	Extra Help
99025	Overtime
99030	Stand By
99035	Call Back
99040	Longevity
99050	Resident Labor
99052	Sick Leave Pay Out
99080	Salary Adjustment - 1st year
99081	Salary Adjustment - 2nd year
99090	Vacancy Factor

O F F I C E O F S T A T E C O M P T R O L L E R B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 503.00	Page No. 1 of 1	Effective/Revision Date 4/26/84
Subject SB Table X Decis Classification	ion Package Group	oing	Approval James Chalstrom

GROUPING CLASSIFICATION

Replacement of Federal Funds	(A)
Return to current level of service	В
New program	С
Expansion of current program (program improvement)	D
Specific one-time need	E
Capital improvements	F
Change in funding source	G
Self-supporting	Н
Maintenance and equipment replacement	I
Program population increase	J
Opening new facilities	K
Reduction of current program (program contraction)	\mathbf{L}
New legislation enacted	M

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 503.40	Page No. 1 of 1	Effective/Revision Date 4/26/84	
Subject SB Table XIV - App Cod	propriation Action des	on	Approval Chalstrom	
		(

Action Code	Description
A	Add - To add a new appropriation
Е	Estimated Revisions (Standing Unlimited) - To record the adjustments to standing unlimited appropriations
J	Salary Adjustment - To record the salary adjustments
L	Supplemental/Legislature Reductions - To record action taken by the General Assembly to adjust existing appropriations, either up or down
X	

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OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 503.50	Page No. 1 of 1	Effective/Revision Date 4/46/84	
Subject SB Table XV - Budg	get Unit Categori	les	Approval James Chalstrom	

BUDGET UNIT CATEGORIES

Operations - Operating budgets for all Departments in all three branches of government and Budget Units that do not fit in

any category below.

Assistance Payments - All appropriations that provide for direct or indirect

payment of assistance to individuals, partnerships or

corporations.

Local Tax Credits

and Program Aids - All appropriations that provide for direct payment to

political subdivisions of the State including the Area

Schools.

Tax or Fee Refunds - All appropriations that refund taxes or fees.

Retirement Program

Supplements -

All appropriations that provide supplemental funding to

State Retirement Systems.

Capital -

All Capital Appropriations regardless of funding sources.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
521.00
Page No.
1 of 1
Effective/Revision Date
4/26/84
Approval
Ames Chalstrom

DOCUMENT TITLE: Department's Mission Statement

DOCUMENT NO: SB Form 11

NO. OF SETS SUBMITTED: one per department NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all Departments. Also the narrative can be entered directly into the computer from this form. The data is placed on this form by the Departments.

- I. Coding For Comptroller's Use Only
- II. Department Name In this space the name of the Department as it appears in the formal alphabetical listing in the budget docment. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Department Head, Title Enter the name of the Department Head and appropriate title.
- IV. Statutory Authority Enter the Appropriate Chapters of the Code of Iowa under which the Department gains its authority.
- V. Department's Mission Statement Enter the Mission Statement for the Department. Include the purpose for the existence of the Department, who does the Department serve and what are the services.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
522.00

Page No.
1 of 1

Effective/Revision Date
4/26/84

Approval

Ames Chalstrom

DOCUMENT TITLE: Budget Unit's Stated Goals

DOCUMENT NO: SB Form 12

NO. OF SETS SUBMITTED: one per Budget unit NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narratives of the Budget Unit's Goals submitted by all Departments. Also the narrative can be entered directly into the computer from this form. The data is placed on this form by the Departments.

- I. Coding For Comptroller's Use Only
- II. Department Name In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Budget Unit Enter the name of the Budget Unit for which the form is being prepared.
 - IV. Operations Analysis If only one set of SB Form 12 is being prepared for the Department, the name of the Department is entered in this space. If a set of SB Form 12 is being prepared for each Budget Unit of a Department, enter the name of the Budget Unit for which it is being prepared.
 - V. Budget Unit's Stated Goals Enter the goals of the Budget Unit for which the form is prepared. The goals are not limited to any specific time period.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
523.10
Page No.
1 of 1
Effective/Revision Date
4/26/84
Approval
James Chalstrom
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DOCUMENT TITLE: Subunit Descriptions & Decision Package Identification

DOCUMENT NO: SB Form 13 - Part I

NO. OF SETS SUBMITTED: one per subunit

NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative of the Subunit Descriptions submitted by all Departments. Also the narrative can be entered directly into the computer from this form.

The data is placed on this form by the Departments.

- I. Coding For Comptroller's Use Only
- II. Department Name In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Budget Unit Enter the name of the Budget Unit for which the form is being prepared.
- IV. Subunit Enter the name of the Subunit for which the form is being prepared.
- V. Subunit Description Enter a brief description of the Subunit.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
523.20

Page No.
1 of 2

Effective/Revision Date
4/26/84

Approval

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DOCUMENT TITLE: Decision Package Description (BDES)

DOCUMENT NO: SB Form 13 - Part II

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a brief description of each Decision Package submitted to be printed on SB Schedule - 1 Ranking Schedules.

GENERAL:

A description that is appropriate for a Decision Package at the Organization level may not properly describe the combined Decision Packages at the Subunit/Budget Unit level. A more inclusive description can be entered at the Subunit/Budget Unit level. The BDES need be entered only once at the Subunit/Budget Unit level on the first Organization in the Subunit/Budget Unit.

INSTRUCTIONS:

I. Organization Level

- A. Budget Unit Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- B. Organization Enter the four (4) digit number of the Organization for which the Decision Package is being submitted.
- C. ORGN Priority Enter the two (2) digit number that is the Organization Priority Ranking for the Decision Package.
- D. Brief Description Enter a brief description of each Decision Package not to exceed three (3) lines of not more than fifty (50) characters per line.
- E. To change the description, enter the new description on the form. The new data will replace the existing data in the computer.

II. Subunit Level

- A. Enter "Subunit" next to Brief Description.
- B. Budget Unit Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- C. Organization Enter the four (4) digit number of the first Organization of the Organizations being combined within the Subunit.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
523.20
Page No.
2 of 2
Effective/Revision Date
4/26/84
Approval
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DOCUMENT TITLE: Decision Package Description (BDES)

DOCUMENT NO: SB Form 13 - Part II

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: three (3)

PURPOSE:

INSTRUCTIONS: (continued)

- D. ORGN Priority Enter the two (2) digit number that is the Organization Priority ranking for the Decision Package.
- E. Brief Description Enter a brief description of the combined Decision Packages, not to exceed three (3) lines of not more than fifty (50) characters per line.
- F. To change the description, enter a new description on the form. The new data will replace the existing data.
- G. To delete the combined description, enter DELETE in the first spaces of the description and it will be deleted.

III. Budget Unit Level

- A. Enter "Budget Unit" next to Brief Description.
- B. Budget Unit Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- C. Organization Enter the four (4) digit number of the first Organization of the Organizations being combined within the Budget Unit.
- D. ORGN Priority Enter the two (2) digit number that is the Organization Priority ranking for the Decision Package.
- E. Brief Description Enter a brief description of the combined Decision Packages, not to exceed three (3) lines of not more than fifty (50) characters per line.
- F. To change the description, enter a new description on the form. The new data will replace the existing data.
- G. To delete the combined description, enter DELETE in the first spaces of the description and it will be deleted.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
524.00
Page No.
1 of 1
Effective/Revision Date
4/26/84
Approval
James Chalstrom
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DOCUMENT TITLE: Budget Unit/Fund Description

DOCUMENT NO: SB Form 14

NO. OF SETS SUBMITTED: one per BU/Fund

NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all departments. The narrative can be entered directly into the computer from this form. The data is placed on this form by the department.

GENERAL INSTRUCTIONS:

I. This document will be used for all Budget Unit categories except operations, (see SB Table XV), and any funds for which descriptions are desired to be displayed in the Budget Document. If you have any questions, contact your Budget Analyst.

- I. Coding For Comptroller's Use Only
- II. Department Name In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Budget Unit/Fund Name Enter the name of the Budget Unit/Fund for which the form is being prepared.
- IV. Budget Unit Category If the description is for a Budget Unit, enter the proper category as shown on SB Table XV Budget Unit Category. If for a Fund, leave blank.
- V. BU/Fund Description Enter the Description of the Budget Unit/Fund that is designed to print in the Budget Document.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
539.00

Page No.
1 of 1

Effective/Revision Date
4/30/84

Approval

Ames Chalstrom

DOCUMENT TITLE: Self-supporting Programs

DOCUMENT NO: SB Form 30

NO. OF SETS SUBMITTED: one per program

NO. OF COPIES PER SET: two (2)

PURPOSE: To provide a comparison of receipts collected with the actual or estimated cost of the program.

- I. Department Name In this space, enter the name of the department as it appears in the formal alphabetical listing in the budget document. Thus the Board of Accountancy will be entered as: "Accountancy, Board of".
- II. Self-supporting Program Enter the name of the self-supporting program as appropriate.
- III. Enter actual receipts collected or estimated receipts in the appropriate fiscal year. This amount should total receipts collected less refunds. Please attach supporting schedule of number and types of fees, licenses, etc. used to arrive at total receipts.
- IV. Enter direct expenditures. This would be amount actually spent, estimated or requested.
 - V. Enter indirect expenditures. See your budget analyst for rates.

 NOTE: Self-supporting programs which are no longer paying rent directly should add this cost to their indirect costs.
- VI. Add direct and indirect costs together to obtain the total cost of program.
- VII. Subtract total costs from total receipts to determine receipts over (under) costs difference.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.10

Page No.

1 of 3

Effective/Revision Date

3/26/84

Approval

ames Chalstrom

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To allow the Department to submit pertinent data concerning each Decision Package which will permit the reviewing authority to make a rational decision whether to approve, disapprove, or modify the Decision Package

GENERAL INSTRUCTIONS:

- I. SB Schedule 4 Part 1 should be completed in the following sequence:
 - A. Information upper left
 - B. Section I Brief Description of Decision Package
 - C. Section II Objectives to be accomplished if this package is approved.
 - D. Section III What are the consequences of not approving this package?
 - E. Section IV Alternative ways of performing the function, activity or operation described in this Decision Package.
 - F. Section V The Cumulative Funding total including this Decision Package is:
 - G. Section VI Is this function, operation or activity currently being done?
 - H. Section VII The Cumulative Service Level Total including this Decision Package is:
- II. Complete each item on the Decision Package Narrative SB Schedule 4 Part 1. All data should be typed for better legibility.
- III. Complete one set of Decision Package Narrative SB Schedule 4 Part 1 for the BASE of each organization. The BASE is the minimum level for which the same supporting data should be submitted as for each Decision Package.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.10

Page No.
2 of 3

Effective/Revision Date
3/26/84

Approval

Tames Chalstrom

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

- I. The data in the upper left portion of SB Schedule 4 Part 1 is used to relate SB Schedule Parts one (1) and two (2) of the same Decision Package. The data in the box must be completed.
 - A. Department Enter the name of the Department submitting the data.
 - B. Budget Unit Enter the name of the Budget Unit submitting the data.
 - C. Subunit Name Enter the name of the Subunit for which the data is being submitted.
 - D. Organization Name Enter the name of the organization for which the data is being submitted.
 - E. Budget Unit No. Enter the eleven (11) digit number of the Budget Unit.
 - F. Organization No. Enter the four (4) digit number of the organization on which the data is to be entered.
 - G. Organization Priority Enter the two (2) digit priority rank of the Decision Package within the organization.
 - H. BU Priority Enter the four (4) digit priority rank of the Decision Package within the Budget Unit.
- II. Section I Enter in this space a brief description of the Decision Package. The description can be the same as submitted on SB Form 13 Part II.
- III. Section II Enter in this section the objectives to be accomplished if this package is approved.
 - IV. Section III Enter in this section the consequences of not approving this package.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.10

Page No.
3 of 3

Effective/Revision Date
3/26/84

Approval

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

- V. Section IV Enter in this section the alternative ways of performing the function, activity or operation described in this Decision Package.
- VI. Section V Check the box in this section that indicates where this Decision Package places the cumulative level of funding.
- VII. Section VI Check the box that indicates whether this function, operation or activity is currently being done.
- VIII. Section VII Check the box in this section that indicates where this Decision Package place the cumulative level of service.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.11
Page No.
1 of 2
Effective/Revision Date
4/30/84
Approval
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DOCUMENT TITLE: Decision Package - Performance Measures

DOCUMENT NO: SB Schedule 4 Part 1-A

NO. OF SETS SUBMITTED: each budget unit NO. OF COPIES PER SET: two (2)

PURPOSE: To allow the Department to submit Performance Measures by Budget Unit for the Organizations immediately below the Budget Unit (Level #1).

GENERAL INSTRUCTIONS:

- I. Submit only three (3) performance measures for each level #1 organization within the Budget Unit. If there are no organizations below the Budget Unit, submit the performance measures for the Budget Unit.
- SB Schedule 4 Part I-A should be completed in the following sequence:
 - A. Information upper left
 - B. The name of each Level #1 organization and the three performance measures for that organization.
- All data should be typed for better legibility III.
- If you have more than three Decision Packages for any organization, prepare your own form in the exact same format listing performance measures for ALL decision packages. Check with your Budget Analyst.

INSTRUCTIONS:

- The data in the upper left portion of SB Schedule Part I-A is used to identify the Budget Unit for which the data is being submitted.
 - Department Enter the name of the Department submitting the data.
 - Budget Unit Enter the name of the Budget Unit for which the data is being submitted.
 - Budget Unit No. Enter the eleven (11) digit Budget Unit number.
- II. Complete a section for each Level #1 organization within the Budget Unit.
 - * Enter the name of the Level #1 organization for which the performance measures are being submitted.
 - Performance Measures B.
 - ** Enter on each line the description of the performance measure in the first column.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	
544.11	
Page No.	
2 of 2	
Effective/Revision	Date
4/30/84	
Approval	
James Chaliting	nn)

DOCUMENT TITLE: Decision Package - Performance Measures

DOCUMENT NO: SB Schedule 4 Part 1-A

NO. OF SETS SUBMITTED: each budget unit

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS:

- 2. 1984 Actual Enter the total units being measured for this Performance Measure for this organization during FY 84.
- 3. 1985 Budget Enter the total units being measured for this Performance Measure for this organization included in the Budget for FY 85.
- 4. 1986 Request Base Enter the units being measured for this performance measure for the base budget for this organization in the FY 86 budget request.
- 5. 1986 Request Priority #1 Enter the units being measured for this performance measure for priority #1 for this organization in the FY 86 budget request.
- 6. 1986 Request Priority #2 Enter the units being measured for this performance measure for priority #2 for this organization in the FY 86 budget request.
- 7. 1986 Request Priority #3 Enter the units being measured for this performance measure for priority #3 for this organization in the FY 86 budget request.
- 8. 1986 Request Total Enter the total of the units shown for the Base, Priority #1, Priority #2 and Priority #3 for this performance measure for this organization in the FY 86 budget request.
- 9. Complete steps 4 through 8 for the FY 87 budget request.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No. 544.21
Page No.
1 of 6
Effective/Revision Date
3/26/84
Approval
James Chalsfrom

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To add financial and personal services data relating to the Department's request for current biennium.

GENERAL INSTRUCTIONS:

- I. SB Schedule 4 Part 2 is divided into five sections for data entry. They are:
 - A. Coding Information
 - B. Financial Data BFIN
 - C. Federal Funds BFED
 - D. Personal Services BPER
 - E. Priority Ranks BPTY
- II. SB Schedule 4 Part 2 should be completed in the following sequence:
 - A. Coding Upper left
 - B. Information Upper right
 - C. Federal Funds- BFED
 - D. Personal Services-BPER
 - E. Financial Data (Resources and Disposition of Resources) BFIN
 - F. Priority Ranks-BPTY
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 4 Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. FTE The limit in this field is six digits, four to the left of the decimal and two to the right i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.21

Page No.
2 of 6

Effective/Revision Date
4/26/84

Approval

James Chalstrom

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

GENERAL INSTRUCTIONS: (Continued)

- B. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4 Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. CATALOG The limit in this field is five digits.
 - B. FFY The limit in this field is two digits.
 - C. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.

INSTRUCTIONS:

I. Coding

- A. FY Enter the two (2) digit fiscal year
- B. FUND Enter the three (3) digit Fund number
- C. AGENCY Enter the three (3) digit Agency number
- D. APPROPRIATION Enter the three (3) digit Appropriation number
- E. ORGN Enter the four (4) digit Organization number

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

3 of 6

Effective/Revision Date

3/26/84

Approval

Approval

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

- II. Form Identification (Upper Right Corner)
 - A. DEPT. NAME Enter the name of Department.
 - B. BUDGET UNIT Enter the name of Budget Unit.
 - C. SUBUNIT Enter the name of the subunit.
 - D. ORGANIZATION Enter the name of Organization.

III. Personal Services

- A. CLASS TITLE Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS Enter the five (5) digit Class Code of the position being entered.
- C. FTE Enter the number of FTE for each class for the first year of the biennium.
- D. AMOUNT Enter in whole dollars the amount for each class for the first year of the biennium.
- E. FTE Enter the number of FTE for each class for the second year of the biennium.
- F. AMOUNT Enter in whole dollars the amount for each class for the second year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.21

Page No.
4 of 6

Effective/Revision Date
3/26/84

Approval

Ames Chalstrom

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

IV. Federal Funds

- A. CATALOG Enter the five (5) digit catalog number of the Federal Grant under which Federal Funds are being received.
- B. FFY Enter the Federal Fiscal Year from which the Federal Funds are being received.
- C. AMOUNT Enter the amount of Federal Funds to be received during the first year of the biennium.
- D. AMOUNT Enter the amount of Federal Funds to be received druing the second year of the biennium.

V. Financial Data

A. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)

B. Acct:

- 1. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
- 2. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
- 3. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
- 4. If ACCI TYPE is 66, key in the three (3) digit object class number.
- 5. If ACCT TYPE is anything else, leave blank.

C. Ref:

- 1. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
- 2. If ACCT TYPE is 21, 22, or 23, key in the four (4) digit organization number from which the transfer is being made.
- 3. If ACCT TYPE is anything else, leave blank.
- D. Financial Data Columns Key in the amounts you desire to add

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.21

Page No.
5 of 6

Effective/Revision Date
3/26/84

Approval

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DOCUMENT TITLE: Decision Package - Part 2 - Add/

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- VI. Priority Ranks (When Column DP is Used)
 - A. GROUP Enter the proper Group for this Decision Package from the SB Table X Group.
 - B. FY 86
 - 1. Dept Enter the Four (4) digit number that is the Department Wide priority ranking for this Decision Package for the first year of the biennium.
 - 2. BU Enter the four digit (4) number that is the Budget Unit priority ranking for this Decision Package for the first year of the biennium.
 - 3. #1 Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for the first year of the biennium.
 - 4. #2 Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for the first year of the biennium.
 - 5. #3 Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for the first year of the biennium.
 - 6. #4 Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for the first year of the biennium.
 - 7. #5 Enter the four (4) digit number that is the Level 5 priority ranking for this Decision Package for the first year of the biennium.

C. FY 87

1. Dept - Enter the four (4) digit number that is the Department Wide priority ranking for this Decision Package for the second year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

6 of 6

Effective/Revision Date

3/26/84

Approval

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

- 2. BU Enter the four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the second year of the biennium.
- 3. #1 Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for the second year of the biennium.
- 4. #2 Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for the second year of the biennium.
- 5. #3 Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for the second year of the biennium.
- 6. #4 Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for the second year of the biennium.
- 7. #5 Enter the four (4) digit number the Level 5 priority ranking for this Decision Package for the second year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	
544.22	
Page No.	
1 of 6	
Effective/Revision	Date
4/20/84	
Approval	
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DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To change financial and personal services data relating to the Department's request for current biennium.

GENERAL INSTRUCTIONS:

- I. SB Schedule 4 Part 2 is divided into five sections for data entry. They are:
 - A. Coding Information
 - B. Financial Data BFIN
 - C. Federal Funds BFED
 - D. Personal Services BPER
 - E. Priority Ranks BPTY
- II. SB Schedule 4CC Part Part 2 should be completed in the following sequence:
 - A. Coding Upper left
 - B. Information Upper right
 - C. Federal Funds BFED
 - D. Personal Services BPER
 - E. Financial Data (Resources and Disposition of Resources) BFIN
 - F. Priority Ranks BPTY
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 4 Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. FTE The limit in this field is six digits, four to the left of the decimal and two to the right i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22

Page No.
2 of 6

Effective/Revision Date
4/26/84

Approval

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DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

GENERAL INSTRUCTIONS: (Continued)

- B. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4 Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. CATALOG The limit in this field is five digits.
 - B. FFY The limit in this field is two digits.
 - C. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- V. Entries need be made only for the items being changed.
- VI. When all Financial, Personal Services and Federal Funds data has been deleted for a Decision Package, the priorities will be deleted by Data Processing when they purge the files at irregular intervals. Because of this, you do NOT delete priorities.
- VII. The system will generate offsetting entries for the following:
 - A. Appropriations 05 (Fund from which appropriated)
 - B. Intra and Inter Fund Transfers 21 and 22 (Agency and Organization from which transferred.)
 - Transfers approved by General Assembly 24 (Agency and Organization from which transferred)
- VIII. The system will NOT generate offsetting entries for the following which must be done manually.
 - A. Appropriations Transfer 23

INSTRUCTIONS:

- I. Coding
 - A. FY Enter the two (2) digit fiscal year
 - B. FUND Enter the three (3) digit Fund number

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22

Page No.
3 of 6

Effective/Revision Date
4/20/84

Approval

James Chalstrom

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- C. AGENCY Enter the three (3) digit Agency number
- D. APPROPRIATION Enter the three (3) digit Appropriation number
- E. ORGN Enter the four (4) digit Organization number
- II. Form Identification (Upper Right Corner)
 - A. DEPT. NAME Enter the name of Department.
 - B. BUDGET UNIT Enter the name of Budget Unit.
 - C. SUBUNIT Enter the name of the Subunit
 - D. ORGANIZATION Enter the name of Organization.

III. Personal Services (BPER)

- A. CLASS TITLE Enter the name of the CLASS being changed or deleted. This is for information only and is not entered into the computer from this schedule.
- B. CLASS Enter the five (5) digit Class Code of the position being changed or deleted.

C. TO CHANGE:

- 1. FTE Enter the correct number of FTE for each CLASS to be changed for FY 86 and/or FY 87.
- 2. AMOUNT Enter the whole dollars the correct amount for each CLASS to be changed for FY 86 and/or FY 87.

D. TO DELETE:

- 1. FTE Enter zero for each CLASS being deleted for FY 86 and/or FY 87.
- 2. AMOUNT Enter zero for each CLASS being deleted for FY 86 and/or FY 87.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22
Page No.
4 of 6
Effective/Revision Date
4/20/84
Approval

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DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

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PURPOSE:

INSTRUCTIONS: (Continued)

IV. Federal Funds - (BFED)

- A. CATALOG Enter the five (5) digit catalog number of the Federal Grant under which Federal Funds being changed are being received.
- B. FFY Enter the Federal Fiscal Year from which the Federal Funds being changed are being received.
- C. TO CHANGE Enter in whole dollars the correct amount of Federal Funds to be received in FY 86 and/or FY 87 for each catalog number.
- D. TO DELETE Enter zeros in the amount columns for each catalog to be deleted for FY 86 and/or FY 87.

V. Financial Data - (BFIN)

- A. ACCT TYPE Enter the two (2) digit account type (See SB Table VI-A)
- B. TO CHANGE Enter in whole dollars the correct amount for each Acct Type to be changed for FY 86 and/or FY 87.
- C. TO DELETE Enter zeros for each Acct Type to be deleted for FY 86 and/or FY 87.

VI. Priority Ranks (When Column DP is Used - BPTY)

- A. GROUP Enter the proper Group for this Decision Package from the SB Table X Group.
- B. FY 86 (Make entry only if Priority Ranks are being changed)
 - 1. DEPT Enter the new four (4) digit number that is the Department Wide priority ranking for this Decision Package for the first year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22

Page No.
5 of 6

Effective/Revision Date
4/20/84

Approval

Approval

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- 2. BU Enter the new four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the first year of the biennium.
- #1 Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for the first year of the biennium.
- 4. #2 Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for the first year of the biennium.
- 5. #3- Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for the first year of the biennium.
- 6. #4 Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for the first year of the biennium.
- 7. #5 Enter the four (4) digit number that is the Level 5 priority ranking for this Decision Package for the first year of the biennium.
- C. FY 87 (Make entry only if Priority Ranks are being changed)
 - 1. DEPT Enter the new four (4) digit number that is the Department Wide priority ranking for this Decision Package for the second year of the biennium.
 - 2. BU Enter the new four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the second year of the biennium.
 - 3. #1 Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for the second year of the biennium.
 - 4. #2 Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for the second year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22

Page No.
6 of 6

Effective/Revision Date
4/20/84

Approval

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- 5. #3 Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for the second year of the biennium.
- 6. #4 Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for the second year of the biennium.
- 7. #5 Enter the four (4) digit number that is the Level 5 priority ranking for this Decision Package for the second year of the biennium.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.40
Page No.
1 of 3
Effective/Revision Date
3/26/84
Approval

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To provide supporting data for the cost of utilities and motor fuel

GENERAL INSTRUCTIONS:

- I. SB Schedule 4 Part 4 Utilities and Motor Fuel Supplement is divided into three parts:
 - A. Coding
 - B. Section A Utilities
 - C. Section B Motor Fuel
- II. SB Schedule 4 Part 4 should be completed in the following sequence:
 - A. Coding in the upper left corner
 - B. Section A Utilities
 - C. Section B Motor Fuels
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation so the total will tie in to an amount on the SB Schedule 4 Part 2.
- IV. It is not necessary to prepare a separate SB Schedule 4 Part 4 for each organization. All of the information for a Budget Unit may be entered in one organization within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 4 -Part 4 must be prepared for each Budget Unit expending funds for utilities or motor fuels.

INSTRUCTIONS:

- I. Form Identification (Upper Left Corner)
 - A. Department Enter the name of the Department.
 - B. Budget Unit Enter the name of the Budget Unit.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.40

Page No.
2 of 3

Effective/Revision Date
3/26/84

Approval
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DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- C. Subunit Name Enter the name of the Subunit.
- D. Organization Name Enter the name of the Organization for which the data is being submitted.
- E. Budget Unit No. Enter the eleven (11) digit number of the Budget Unit.
- F. Organization No. Enter the four (4) digit number of the Organization on which the data is to be entered.
- G. Organization Priority Enter the two (2) digit priority rank of the Decision Package within the Organization.
- H. BU Priority Enter the four (4) digit priority rank of the Decision Package within the Budget Unit.

II. Section A - Utilities

A. Units

- 1. FY 86 Units Requested Enter in thousands the number of BTU's requested on this Decision Package for the year for each type of fuel listed. For electricity, use kilowatt hour.
- 2. FY 87 Units Requested Enter in thousands the number of BTU's requested for the year for each type of fuel listed. For electricity, use kilowatt hours.

B. Price

- 1. FY 86 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each utility used. This should be the same as included in the base for the year as shown on SB Schedule 5 Part 4.
- 2. FY 87 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each utility used. This should be the same as included in the base for the year as shown on SB Schedule 5 Part 4.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No. 544.40 Page No. 3 of 3 Effective/Revision Date 3/26/84 Approval ames

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

C. Total Cost

- 1. Fy 86 Request Enter the total amount for each utility requested on this Decision Package for the year.
- 2. FY 87 Request Enter the total amount for each utility requested on this Decision Package for the year.

Section B - Motor Fuels

Units A.

- 1. FY 86 Units Requested Enter in thousands the number of units requested for this Decision Package for the year for each type of motor fuel listed.
- 2. FY 87 Units Requested Enter in thousands the number of units requested for this Decision Package for the year for each type of motor fuel listed.

Price В.

- FY 86 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each motor fuel used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.
- FY 87 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each motor fuel used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.

Total Cost

- 1. FY 86 Request Enter the total amount for each type of motor fuel requested on this Decision Package for the year.
- 2. FY 87 Request Enter the total amount for each type of motor fuel requested on this Decision Package for the year.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

1 of 5

Effective/Revision Date
4/2/84

Approval

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DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

PURPOSE: To add Federal Funds, Personal Services and Financial data to three Base Budget columns in the Budget System which are:

BB-4 ADJ. BUDGET - FY 85 BB-5 BASE BUDGET - FY 86 BB-6 BASE BUDGET - FY 87

GENERAL INSTRUCTIONS:

- I. SB Schedule 5 is divided into four sections. They are:
 - A. Coding Information
 - B. Part I Financial Data (BFIN)
 - C. Part II Federal Funds (BFED)
 - D. Part III Personal Services (BPER)
- II. SB Schedule 5 should be completed in the following sequence:
 - A. Coding Information
 - B. Information Upper Right
 - C. Part II Federal Funds (BFED)
 - D. Part III Personal Services (BPER)
 - E. Part I Financial Data (BFIN)
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5. The total will be carried forward by the computer to the Financial Data portion.
 - A. FTE The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.20
Page No.
2 of 5
Effective/Revision Date
4/27/84
Approval
Approval
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DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

GENERAL INSTRUCTIONS (continued)

- B. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. Catalog The limit in this field is five digits.
 - B. FFY The limit in this field is two digits.
 - C. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
 - V. The system will generate offsetting entries for the following:
 - A. Appropriations 05 (Fund from which appropriated)
 - B. Intra and Inter Funds transfers 21 and 22 (Agency & Organization from which transferred)
 - C. Transfers approved by the General Assembly 24 (Agency and Organization from which transferred)
- VI. The system will NOT generate offsetting entries for the following which must be done manually:
 - A. Appropriations Transfers 23

INSTRUCTIONS:

I. Coding

- A. FY Enter the two (2) digit fiscal year.
- B. FUND Enter the three (3) digit fund number.
- C. AGENCY Enter the three (3) digit Agency number.
- D. APPR Enter the three (3) digit Appropriation number.
- E. ORGN Enter the four (4) digit Organization number.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.20

Page No.
3 of 5

Effective/Revision Date
4/2/84

Approval

Cames Chalstrom

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

INSTRUCTIONS:

- II. Form Identification (Upper Right Corner)
 - A. DEPT. NAME Enter the name of Department.
 - B. BUDGET UNIT Enter the name of the Budget Unit.
 - C. SUBUNIT Enter the name of the Subunit.
 - D. ORGANIZATION Enter the name of the Organization.

III. Part II - Federal Funds (BFED)

- A. Description Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. Catalog Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- C. FFY Enter the two (2) digit Federal Fiscal Year form which the Federal Funds are being received.
- D. ADJ. BUDGET FY 85 BB-4 Enter the amount of Federal Funds estimated to be received during FY 85 for each catalog number and FFY.
- E. BASE BUDGET FY 86 BB-5 Enter the amount of Federal Funds estimated to be included in the Base for FY 86 for each catalog and FFY.
- F. BASE BUDGET FY 87 BB-6 Enter the amount of Federal Funds estimated to be included in the Base for FY 87 for each catalog and FFY.

IV. Part III - Personal Services (BPER)

- A. Class Title Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS Enter the five (5) digit Class Code for the position being added.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.20

Page No.
4 of 5

Effective/Revision Date
4/2/84

Approval

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DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

- C. FTE BB-4 Enter the total FTE for each CLASS to be funded during FY 85.
- D. AMOUNT BB-4 Enter in whole dollars the cost of the FTE for the CLASS.
- E. FTE BB-5 Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 86.
- F. AMOUNT BB-5 Enter in whole dollars the cost of the FTE BB-5 for the CLASS.
- G. FTE BB-6 Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 87.
- H. AMOUNT BB-6 Enter in whole dollars the cost of the FTE BB-6 for the CLASS.

V. Part I - Financial Data (BFIN)

A. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)

B. Acct:

- 1. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
- 2. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
- 3. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
- 4. If ACCT TYPE is 66, key in the three (3) digit object class number.
- 5. If ACCT TYPE is anything else, leave blank.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

5 of 5

Effective/Revision Date

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Approval

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DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

C. Ref:

- 1. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
- 2. If ACCT TYPE is 21, 22, 23 or 24, key in the four (4) digit organization number from which the transfer is being made.
- 3. If ACCT TYPE is anything else, leave blank.
- D. ADJ. BUDGET FY 85 BB-4 Enter in whole dollars the correct adjusted BUDGET for FY 85 as determined by the Departments for each line of data.
- E. BASE BUDGET FY 86 BB-5 Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 86 for each line of data.
- F. BASE BUDGET FY 87 BB-6 Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 87 for each line of data.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.30

Page No.
1 of 4

Effective/Revision Date
4/20/84

Approval

Cames Chalstrom

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

PURPOSE: To change Federal Funds, Personal Services and Financial data in the three Base Budget columns in the Budget System which are:

BB-4 ADJ. BUDGET - FY 85 BB-5 BASE BUDGET - FY 86 BB-6 BASE BUDGET - FY 87

GENERAL INSTRUCTIONS:

- I. SB Schedule 5 is divided into three sections for data entry. They are:
 - A. Coding Information
 - B. Part I Financial Data (BFIN)
 - C. Part II Federal Funds (BFED)
 - D. Part III Personal Services (BPER)
- II. SB Schedule 5 should be completed in the following sequence:
 - A. Coding Information
 - B. Information Upper Right
 - C. Part II Federal Funds (BFED)
 - D. Part III Personal Services (BPER)
 - E. Part I Financial Data (BFIN)
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5. The total will be brought forward by the computer to the Financial Data portion.
 - A. FTE The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	
545.30	
Page No.	
2 of 4	
Effective/Revision	Date
4/26/84	
Approval	
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DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

GENERAL INSTRUCTIONS: (continued)

- B. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. Catalog The limit in this field is five digits.
 - B. FFY The limit in this field is two digits.
 - C. AMOUNT There are eleven (11) characters available in this field with a limit of 99,999,999.
- V. The system will generate offsetting entries for the following:
 - A. Appropriations 05 (Fund from which appropriated)
 - B. Intra and Inter Fund Transfers 21 and 22 (Agency and Organization from which transferred.)
 - C. Transfers approved by General Assembly 24 (Agency and Organization from which transferred)
- VIII. The system will NOT generate offsetting entries for the following which must be done manually.
 - A. Appropriations Transfer 23

INSTRUCTIONS:

- I. Coding
 - A. FY Enter the two (2) digit fiscal year
 - B. FUND Enter the three (3) digit Fund number
 - C. AGENCY Enter the three (3) digit Agency number
 - D. APPROPRIATION Enter the three (3) digit Appropriation number
 - E. ORGN Enter the four (4) digit Organization number

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.30

Page No.
3 of 4

Effective/Revision Date
4/20/84

Approval

Approval

Approval

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

- II. Form Identification (Upper Right Corner)
 - A. DEPT. NAME Enter the name of the Department.
 - B. BUDGET UNIT Enter the name of the Budget Unit.
 - C. SUBUNIT Enter the name of the Subunit.
 - D. ORGANIZATION Enter the name of the Organization.
 - III. Part II Federal Funds (BFED)
 - A. Description Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
 - B. Catalog Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
 - C. FFY Enter the two (2) digit Federal Fiscal Year from which the Federal Funds are being received.
 - D. TO CHANGE Enter in whole dollars the correct amount of Federal Funds for each catalog number to be received in FY 86 and/or FY 87.
 - E. TO DELETE Enter zeros in the amount columns for each catalog to be deleted for FY 86 and/or FY 87.
- IV. Part III Personal Services (BPER)
 - A. Class Title Enter the name of the class being used. This is for information only and is not entered into the computer from this
 - B. CLASS Enter the five (5) digit Class Code of the position being changed/deleted.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.30

Page No.
4 of 4

Effective/Revision Date
4/20/84

Approval

Approval

DOCUMENT TITLE: Budget Base Computation - Change Deleted

DOCUMENT NO: SB Schedule 5

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

C. TO CHANGE:

- 1. FTE Enter the correct number of FTE for each CLASS to be changed for FY 86 and/or FY 87.
- 2. AMOUNT Enter the whole dollars the correct amount for each CLASS to be changed for FY 86 and/or FY 87.

D. TO DELETE:

- 1. FTE Enter zero for each CLASS being deleted for FY 86 and/or FY 87.
- 2. AMOUNT Enter zero for each CLASS being deleted for FY 86 and/or FY 87.

V. Part I - Financial Data (BFIN)

- A. ACCT TYPE Enter the two (2) digit account type (See SB Table VI-A)
- B. TO CHANGE Enter in whole dollars the correct amount for each Acct Type to be changed for FY 86 and/or FY 87.
- C. TO DELETE Enter zeros for each Acct Type to be deleted for FY 86 and/or FY 87.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

1 of 5

Effective/Revision Date

3/26/84

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Approval

Approval

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To provide supporting data for the cost of utilities and motor fuel

GENERAL INSTRUCTIONS:

- I. SB Schedule 5 Part 4 Utilities and Motor Fuel Supplement is divided into three parts:
 - A. Coding
 - B. Section A Utilities
 - C. Section B Motor Fuel
- II. SB Schedule 5 Part 4 should be completed in the following sequence:
 - A. Coding in the upper left corner
 - B. Section A Utilities
 - C. Section B Motor Fuels
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation so the total will tie in to an amount on the SB Schedule 5.
- IV. It is not necessary to prepare a separate SB Schedule 5 Part 4 for each organization. All of the information for a Budget Unit may be entered in one organization within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 5 Part 4 must be prepared for each Budget Unit expending funds for utilities or motor fuels.

INSTRUCTIONS:

- I. Form Identification (Upper Left Corner)
 - A. Department Enter the name of the Department.
 - B. Budget Unit Enter the name of the Budget Unit.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.50

Page No.
2 of 5

Effective/Revision Date
3/26/84

Approval

Approval

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- C. Subunit Enter the name of the Subunit.
- D. Budget Unit No. Enter the eleven (11) digit Budget Unit number.

II. Section A - Utilities

A. Units

- 1. FY 84 Actual Units Consumed Enter in thousands the actual number of BTU's consumed during the year for each type of fuel listed. For electricity, use kilowatt hour.
- 2. FY 85 Budgeted Units Enter in thousands the number of BTU's budgeted for the year for each type of fuel listed. For electricity, use kilowatt hour.
- 3. FY 85 Estimated Units Consumed Enter in thousands the number of BTU's estimated to be consumed during the year for each type of fuel listed. For electricity, use kilowatt hour.
- 4. FY 86 Units Requested Enter in thousands the number of BTU's included in the Base for the year for each type of fuel listed. for electricity, use kilowatt hour.
- 5. FY 87 Units Requested Enter in thousands the number of BTU's included in the Base for the year for each type of fuel listed. For electricity, use kilowatt hour.

B. Price

- 1. FY 84 Actual Average Unit Price Enter the actual average unit price paid during the year for utility used.
- 2. FY 85 Budgeted Average Unit Price Enter the budgeted unit price for the year for each utility used.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
545.50

Page No.
3 of 5

Effective/Revision Date
3/26/84

Approval

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- 3. FY 85 Estimated Average Unit Price Enter the estimated average unit price to be paid during the year for each utility used.
- 4. FY 86 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each utility used.
- 5. FY 87 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each utility used.

C. Total Cost

- 1. FY 84 Actual Expenditures Enter the actual amount spent during the year for each utility used. Estimate the total cost based on the total currently available.
- 2. FY 85 Budget Enter the total amount for each utility used that was included in the budget for the year.
- 3. FY 85 Estimated Expenditures Enter the total amount for each utility used that you currently estimate will be spent during the year.
- 4. FY 86 Request Enter the total amount for each utility used that you included in the Base for the year.
- 5. FY 87 Request Enter the total amount for each utility used that you included in the Base for the year.

III. Section B - Motor Fuel

A. Units

1. FY 84 Actual Units Consumed - Enter in thousands the actual number of units consumed during the year for each type of motor fuel listed.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

4 of 5

Effective/Revision Date

3/26/84

Approval

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

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PURPOSE:

INSTRUCTIONS: (Continued)

- 2. FY 85 Budgeted Units Consumed Enter in thousands the number of units budgeted for the year for each type of motor fuel listed.
- 3. FY 85 Estimated Units Consumed Enter in thousands the number of units estimated to be consumed during the year for each type of motor fuel listed.
- 4. FY 86 Units Requested Enter in thousands the number of units requested in the Base for the year for each type of motor fuel listed.
- 5. FY 87 Units Requested Enter in thousands the number of units requested in the Base for the year for each type of motor fuel listed.

B. Price

- 1. FY 84 Actual Average Unit Price Enter the actual average unit price paid during the year for each motor fuel used.
- 2. FY 85 Budgeted Average Unit Price Enter the budgeted unit price for the year for each motor fuel used.
- 3. FY 85 Estimated Average Unit Price Enter the estimated average unit price to be paid during the year for each type of motor fuel used.
- 4. FY 86 Requested Average Unit Price Enter the requested average unit price to be paid during the year for each motor fuel used.
- 5. FY 87 Requested Average Unit Price Enter the requested unit price to be paid during the year for each motor fuel used.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

5 of 5

Effective/Revision Date

3/26/84

Approval

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DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

C. Total Cost

- 1. FY 84 Actual Expenditures Enter the actual amount spent during the year for each type of motor fuel used. Estimate the total cost based on the total currently available.
- 2. FY 85 Budget Enter the total amount for each type of motor fuel that was included in the budget for the year.
- 3. FY 85 Estimated Expenditures Enter the total amount for each type of motor fuel that you currently estimate will be spent during the year.
- 4. FY 86 Request Enter the total amount for each type of motor fuel that you are requesting in the Base for the year.
- 5. FY 87 Enter the total amount for each type of motor fuel that you are requesting in the Base for the year.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
546.00

Page No.

1 of 2

Effective/Revision Date
4/24/84

Approval

Chalstrom

DOCUMENT TITLE: Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 6

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

PURPOSE: To enter the Financial Data prepared by the Departments for the second year of the biennium and the Base Budgets for the Budget Request.

GENERAL INSTRUCTIONS:

- I. SB Schedule 6 will have the following data preprinted:
 - A. BB 1 Actual financial data for FY 84
 - B. BB 2 Budgeted financial data for FY 84
 - C. BB 3 Budgeted financial data for FY 85
 - D. BB 4 Personal services, total only, for positions budgeted for FY 85 based on a current projection
 - E. BB 5 Personal services, total only, for FY 86, based on a current projection of same positions budgeted for FY 85
 - F. BB 6 Personal services, total only, for FY 86, based on a current projection of same positions budgeted for FY 85
- II. The supporting personal services detail by class and position are shown on SB Schedule 10 (preprinted).
- III. The supporting Federal Funds detail by FFY and catalog number are shown on SB Schedule 8 (preprinted).
- IV. SB Schedule 5 Part I Financial Data, may be used to update:
 - A. BB 4 Revised Estimate for FY 85
 - B. BB 5 Base Budget for FY 86
 - C. BB 6 Base Budget for FY 87

(See Instructions 545.20 and/or 545.30)

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
546.00

Page No.
2 of 2

Effective/Revision Date
4/24/84

Approval

DOCUMENT TITLE: Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 6

NO. OF SETS SUBMITTED: one per Organization NO. OF COPIES PER SET: one (1)

INSTRUCTIONS:

I. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)

II. Acct:

- A. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
- B. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
- C. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
- D. If ACCI TYPE is 66, key in the three (3) digit object class number.
- E. If ACCT TYPE is anything else, leave blank.

III. Ref:

- A. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
- B. If ACCT TYPE is 21, 22, 23 or 24, key in the four (4) digit organization number from which the transfer is being made.
- C. If ACCT TYPE is anything else, leave blank.
- IV. ADJ. BUDGET FY 85 BB-4 Enter in whole dollars the correct adjusted BUDGET for FY 85 as determined by the Departments for each line of data.
- V. BASE BUDGET FY 86 BB-5 Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 86 for each line of data.
- VI. BASE BUDGET FY 87 BB-6 Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 87 for each line of data.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
548.00
Page No.
1 of 1
Effective/Revision Date
4/24/84
Approval
James Chalstrom
Johnes C-received III

DOCUMENT TITLE: Budget Base - Federal Funds - Preprinted

DOCUMENT NO: SB Schedule 8

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To enter the Federal Funds data prepared by the Departments for the second year of the biennium and the Base Budgets for the Budget Request.

GENERAL INSTRUCTIONS:

- I. SB Schedule 8 will have the following data preprinted:
 - A. BB 1 Actual Federal Funds data for FY 84
 - B. BB 2 Budgeted Federal Funds data for FY 84
 - C. BB 3 Budgeted Federal Funds data for FY 85
- II. The totals have been carried forward to the same columns on SB Schedule 6.
- III. SB Schedule 5 Part II, Federal Funds, may be used to update the detail data for:
 - A. BB 4 Revised Estimate for FY 85
 - B. BB 5 Base Budget for FY 86
 - C. BB 6 Base Budget for FY 87

INSTRUCTIONS:

- I. Description Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- II. Catalog Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- III. FFY Enter the two (2) digit Federal Fiscal Year form which the Federal Funds are being received.
- IV. ADJ. BUDGET FY 85 BB-4 Enter the amount of Federal Funds estimated to be received during FY 85 for each catalog number and FFY.
 - V. BASE BUDGET FY 86 BB-5 Enter the amount of Federal Funds estimated to be included in the Base for FY 86 for each catalog and FFY.
- VI. BASE BUDGET FY 87 BB-6 Enter the amount of Federal Funds estimated to be included in the Base for FY 87 for each catalog and FFY.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
550.00
Page No.
1 of 2
Effective/Revision Date
4/24/84
Approval
James Cha Citnom

DOCUMENT TITLE: Position Cost Allocation Schedule Preprinted

DOCUMENT NO: SB Schedule 10

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To adjust by position the Personal Services Detail on the Budget T.O.

To list the positions the Departments will fund during the second year of the biennium for which funds have been appropriated. To list the positions the Departments will fund in the Base Budget for each year of the biennium.

GENERAL INSTRUCTIONS:

- I. SB Schedule 10 will be preprinted by the computer for each Budget Unit after the payroll projections are run, and will include data in some fields. These fields will be mentioned at the appropriate time.
- II. The names in the upper left of SB Schedule 10 will be preprinted.
- III. The name of each Organization will be preprinted on the document. Within each Organization, the information will be divided into two groups. They are:
 - A. Positions included in the spending plan by the department.
 - B. Positions not included in the spending plan by the department.

The positions in Group A will be listed first and totaled and then the positions in Group B will be listed and totaled. There will be a total for the Budget Unit. The following information will appear in both Groups A and B.

- A. Class Name: The name of each class of positions on the Budget T.O. for each Organization.
- B. Employee Name: The last name of each employee in the class as of the date of the projection will print. If the position is vacant, the word "vacant" will appear. If the position is permanent part time or exempt part time, the letter PT will appear in front of the name.
- C. Class Total: The total FTE's and dollars for all positions in each class.
- D. Organization Total: The total FTE's and dollar for all classes in the Organization.

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
550.00

Page No.
2 of 2

Effective/Revision Date
4/24/84

Approval

James Chalstrom

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 10

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

GENERAL INSTRUCTIONS: (continued)

- IV. PROJ. POS. This field will be preprinted and show the number of positions being projected. The number will not be greater than one (1) because each position is listed separately, but could be less than one (1) if the position is split between more than one cost center or if the positions is part-time.
- V. FY 85 PROJECTED COST This field will be preprinted showing the total projected cost of each position for FY 85. The cost includes fringe benefits as well as the base salary.
- VI. FY 86 PROJECTED COST This field will be preprinted showing the total projected cost of each position for FY 86. The cost includes fringe benefits as well as the base salary.
- VII. FY 87 PROJECTED COST This field will be preprinted showing the total projected cost of each position for FY 87. The cost includes fringe benefits as well as the base salary.

INSTRUCTIONS:

- I. Class Title Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- II. CLASS Enter the five (5) digit Class Code for the position being added.
- III. FTE BB-4 Enter the total FTE for each CLASS to be funded during FY 85.
 - IV. AMOUNT BB-4 Enter in whole dollars the cost of the FTE for the CLASS.
 - V. FTE BB-5 Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 86.
 - VI. AMOUNT BB-5 Enter in whole dollars the cost of the FTE BB-5 for the CLASS.
 - VII. FTE BB-6 Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 87.
- VIII. AMOUNT BB-6 Enter in whole dollars the cost of the FTE BB-6 for the CLASS.

Section APPENDIX	Instruction No. 931.00	Page No. 1 of 1	Effective/Revision Date 4/20/84
Subject Budget Pricing Informat	ion - Printing		Approval James Chalstrom

- I. PAPER: There was a 6 to 8 percent increase of paper cost the first of 1984 which will probably hold for the rest of the year. There will probably be another 6% increase in 1985 if the usage of paper continues to grow.
- II. STOCK COMPUTER PAPERS: There was a 7% increase in this item the first of 1984, which will probably hold for the rest of the year. 1985 could produce another increase from 4 to 6 percent, depending on the future growth of the economy.
- III. BUSINESS MACHINE CARDS: There was a 50% increase in this item this year. This large increase was because we had not had an increase for almost 3 years and the decrease in use of this item. The price should remain fairly stable for the next year.
- IV. PRINTING OF CUSTOM BUSINESS FORMS: Competition still tends to hold down increases except for increases created by high cost of paper. Some items may not increase while others may go as high as a 6% increase. An average increase of 4% per year would be realistic.
- V. <u>CONVENTIONAL PRINTING</u>: Competition still leaves us with a buyers market. Increase will not be much more than 4% per year. Paper increases will be the main cause.
- VI. COPIERS: Increase for copier costs will be approximately 3%.

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BUDGET DIVISION

Section APPENDIX	Instruction No. 932.00	Page No. 1 of 2	Effective/Revision Date 4/6/84
Subject Budget Pricing Informati	on - Office Equi	ipment	Approval James Chalistron
OFFICE EQUIPMENT PRICE LIST		6	
DESKS			COST
Metal Executive, 60" x w/center drawer Metal Steno, 60" x 30"	-		\$422.95
w/37 1/2" x 19" typing Wood Modern Style Execu Wood Modern Style Steno	unit tive, 72" x 36"	, pc	628.10 497.00
w/42" x 18" return	7 00 X 30		498.00
CONFERENCE TABLES			
60" x 30" Metal Frame 72" x 36" Metal Frame			291.20 303.30
CHAIRS			
Executive Type, Swivel upholstered Steno Type, metal base, Metal Side Chairs, w/ar Metal Side Chairs w/o a Wood Base Executive Cha One-Piece Plastic Seat	upholstered ms, upholstered rms, upholstered ir, upholstered	l hi—back	275.00 133.70 66.55 47.70 323.20 22.95
FILES - FULL SUSPENSION	(LETTER)		
Two Drawer, Lateral 30" Four Drawer Five Drawer	wide w/lock		187.55 307.45 369.05
FILES - FULL SUSPENSION	(LEGAL)		
Two Drawer, Lateral 30" Four Drawer Five Drawer	wide w/lock		187.55 307.45 369.05
BOOKCASE			
36" wide x 42" high, 2	shelves		124.90

BUDGET DIVISION

Section APPENDIX	Instruction No. 932.00	Page No. 2 of 2	Effective/Revision Date 4/6/84
Subject Budget Pricing Informati	ion – Office Equ	ipment	Approval Chalstrom
COAT RACKS	6	(COST
16 Unit			\$140.00
DICTATING & TRANSCRIPT	ION EQUIPMENT		
Tape Dictating Unit (Ca Tape Transcription Unit			479.00 479.00
CALCULATORS & ADDING MA	ACHINES		
Electronic Calculator,		41. 1	17.95
Electronic Calculator, Display Type Printing Tape Type	резк туре, мелю	CY;	74.63 100.88
TYPEWRITERS (WITHOUT TE	RADES)		
Selectric, Ball Type 13 Standard Type Bar Elect			696.00 Not Available on Contract
Correcting Selectric, E w/dual pitch	Ball Type 13.5"		798.00

The above prices are current as of 1st quarter, 1984. If prices are needed on equipment not listed, contact the Central Purchasing Division of the Department of General Services.

These prices do not include the .012 administrative charge made by General Services.

BUDGET DIVISION

Section APPENDIX	Instruction No. 933.10	Page No. 1 of 1	Effective/Revision Date 4/20/84
	nformation Rental Rates		Approval Lakstrom

Effective July 1, 1984, rental rates for Vehicle Dispatcher Division Pool Vehicles will be as follows:

Mini Compact (sedans)	- 13¢ per mile or minimum of \$6.50 per day
Sub Compact (sedans & wagons)	- 14¢ per mile or minimum of \$7.00 per day
Compact (sedans, wagons & pickups)	- 15¢ per mile or minimum of \$7.50 per day
Mid Size (sedans & wagons) Large Size (Diesel sedans & wagons)	- 16¢ per mile or minimum of \$8.00 per day
Large Size (Gas sedans, wagons & pickups)	- 17¢ per mile or minimum of \$8.50 per day
Vans (12 passenger)	- 25¢ per mile or minimum of \$12.50 per day
Vans (15 passenger)	- 27¢ per mile or minimum of \$13.50 per day

The minimum charge is applicable only if the vehicle is not driven an average of 50 miles per day. For example, if a sub compact car is rented for ten days and not driven an average of 50 miles per day (50 x 10 x 14c = \$70.00) = same cost as driving 500 miles x 14c = \$70.00.

The minimum daily charge is necessary to expedite the return of pool vehicles not being properly utilized.

Section APPENDIX	Instruction No. 933.20	Page No. 1 of 3	Effective/Revision Date 4/20/84
Subject Budget Pricing I Vehicle Rates -			James Chalistrom

VEHICLE DISPATCHER DEPRECIATION RATES
ESTIMATED DEPRECIATION CHARGES FOR FISCAL YEAR 1985, 1986 AND 1987
BASED UPON 90,000 AVERAGE VEHICLE MILEAGE

			CAL 1985 TIMATED DEPRECIATION		CAL 1986 TIMATED DEPRECIATION		CAL 1987 TIMATED DEPRECIATION
Α.	VEHICLE COST & DEPRECIATION						
	Compacts	7,174	5,280	7,891	5,940	8,680	6,600
	Per Month- 66 Months		80		90		100 &
	Depreciation Rate Per Mile		.0586		.0660		.0733
	Mid Size Sedan	8,427	6,600	9,270	7,260	10,197	7,920
	Per Month- 66 Months		100		110		120
	Depreciation Rate Per Mile		.7333		.0806		.0880
	Mid Size 2-Seat Wagon	8,825	6,930	9,708	7,920	10,679	8,910
	Per Month-		105		120		135
	Depreciation Rate Per Mile		.0770		.0880		.0990
	Large Size Sedan	9,933	7,920	10,926	8,910	12,019	9,900
	Per Month- 66 Months		120		135		150
	Depreciation Rate Per Mile		.0880		.0990		.1100
	Large Size 2-Seat Wagon	10,337	8,580	11,371	9,570	12,508	10,560
	Per Month 66 Months		130		145		160
	Depreciation- Rate Per Mile		.0953		.1063		.1173

O F F I C E O F S T A T E C O M P T R O L L E R B U D G E T D I V I S I O N

Section Instruction No. Page No. Effective/Revision Date 933.20 2 of 3 4/20/84
Subject Budget Pricing Information Vehicle Rates - Depreciation Approval Communication

		CAL 1983 TIMATED DEPRECIATION		CAL 1984 TIMATED DEPRECIATION		CAL 1985 TIMATED DEPRECIATION
Large Size 2-Seat Wagon (Diesel)	10,992	9,240	12,091	10,230	13,300	11,220
Per Month- 66 Months Depreciation-		140		155		170
Rate Per Mile		.1026		.1136		.1247
Large Size 3-Seat Wagon Per Month-	10,450	8,850	11,495	9,900	12,645	10,890
66 Months Depreciation-		130		150		165
Rate Per Mile		.0953		.1100		.1210
Large Size Wagon 3-Seat (Diesel) Per Month-	11,109	9,240	12,228	10,230	13,451	11,550
66 Months Depreciation		140		155		175
Rate Per Mile		. 1026		.1136		.1283
Large Size Enforcement Per Month-	10,844	8,910	11,928	9,900	13,121	10,890
66 Months Depreciation		135		150		165
Rate Per Mile		.0990		.1100		.1121
Large Size Enforcement Per Month-	11,427	9,540	12,570	10,620	13,827	11,700
36 Months Depreciation-		265		295		325
Rate Per Mile		.1060		.1180		.1300
Large Size Extra Per Month-	11,349	9,570	12,484	10,560	13,732	11,550
66 Months Depreciation-		145		160		175
Rate Per Mile		.1063		.1173		.1283

BUDGET DIVISION

Section APPENDIX	Instruction No. 933.20	Page No. 3 of 3	Effective/Revision Date 4/30/82
Subject Budget Pricing In Vehicle Rates - 1			Approval James Chalistrom

B. DEPRECIATION COST PER MILE

	FISCAL YEAR 1985	FISCAL YEAR 1986	FISCAL YEAR 1987
	ESTIMATED	ESTIMATED	ESTIMATED
	DEPRECIATION	DEPRECIATION	DEPRECIATION
Compact	.0586	.0660	.0733
Mid-Size Sedan	.0733	.0806	.0880
Mid-Size 2-Seat Wagon	.0770	.0880	.0990
Large Size Sedan Large Size 2-Seat Wag Large Size 2-Seat Wag		.0990 .1063	.1100 .1173
(Diesel) Large Size 3—Seat Wag Large Size 3—Seat Wag		.1136 .1100	.1247 .1210
(Diesel)		.1136	.1283
Large Size Enforcemen		.1100	.1121
Large Size Enforcemen		.1180	.1300
Large Size Extra		.1173	.1283
C. INSURANCES RATES PER VEHICLE			
Year	144.00	144.00	144.00
Month		12.00	12.00

D. VANS AND TRUCKS

RECOMMENDED DEPRECIATION PER MONTH

		7,000 8,000															\$			66	months)
•		9,000															80.00 95.00	(11	11	11)
9,001		10,000	-	-	-		-	-	-	-	-	-	-	-	-	-	100.00	(Base	d upon	72	months)
10,001	-	11,000	-	_	-	-	-	-	1010	-	-	-	******	-	-	-	110.00	("	11		11)
11,001	-	12,000	-	-	-	_	-	-	-	-	-	-	_	_	-	-	120.00	("	00	11	99)
12,001	_	13,000	-	-	_	_	-	-	-	_	-	_	-	-	-	-	130.00	("		99	11)
13,001	-	15,000	-	_	-	-	-	-	-	-	****	-	_	****	-	-	130.00	(Base	upon	84	months)
15,001	_	17,000	-	_	-	****	-	-	-	_	-	-	_	-	_	_	155.00	("	- 11	11	11)
17,001	-	20,000	*	-	_	-	-	-	-	-	-	-	-	-	-	-	175.00	("	11	11	11)
20,001	-	25,000	_	_	_	-	-	-	-	-		_	-	-	-	-	200.00	("	11	**	**)
25,001	_	30,000	***************************************	-	_	-	-	-	-	-	-	*****	_	_	-	-	235.00	("	11	10	11)
30,001	_	35,000	-	_	_	-	_	-	-	-	-	-	_	_	_	-	275.00	("	9.0	89	11)
35,001	-	40,000	-	_	-	-	_	-	-	-	***	-	-	-	-	-	310.00	("	11		11)
40,001	-	45,000	-	_	-	-	-	-	-	-	_	_	-	-	-	_	350.00	("	11	11	11)
45,001	-	50,000	-	-	-	-	_	-	-	-	-	-	-	-	-	****	400.00	("	11	11	11)

BUDGET DIVISION

<u></u>				
Section Appendix	Instruction No. 934.00	Page No. 1 of 1		Revision Date 20/84
Subject Budget Pricing Informati	ion – Energy Cost	cs*	Approval ames	Chalstrom
UTILITIES	F	<u>785</u>	FY86	<u>FY87</u>
Electricity, Cents per kwh	7.	.80	8.58	9.44
Natural gas, \$ per million BTU	4.	.65	4.72	4.95
Liquid Propane, \$ per million BTU	7.	.52	8.27	9.00
Fuel Oil #2, \$ per million BTU	7.	60	8.10	8.68
Coal - Average estima Prices per million B1 Heat Content**	TU's	.80	2.07	2.38
MOTOR FUELS				
Gasoline, Regular, Leaded Cents per gallon	,	98	1.06	1.16
Gasoline, Gasahol Cents per gallon	1.	04	1.12	1.22
Gasoline, Unleaded Cents per gallon	1.	05	1.13	1.22
Diesel, (on road) Cents per gallon	1.	00	1.07	1.15

^{*}Electricity prices are for commercial users, natural gas prices are for firm users, and gasoline prices are for large volume contractual purchases. Gasoline prices do not include excise taxes of 13¢ state and 9¢ federal. Diesel prices do not include excise taxes of 15 1/2¢ state and 9¢ federal. Sales tax is not included. All prices are estimates as of 4/16/84.

^{**}This average is based upon prices for washed Iowa coal. However, these figures are comparable for non-Iowa coal.

BUDGET DIVISION

Section Appendix	Instruction No. 940.00	Page No. 1 of 2	Effective/Revision Date 4/28/84
Subject How to Calculate the Cos	st of a New Posi	tion	Approval

- I. Calculation of base pay for a new employee.
 - A. Using the appropriate pay plan, multiply the first step of the correct pay grade by the appropriate number of pay periods for that step. This should not exceed 26 pay periods.
 - B. Repeat this procedure for subsequent steps of the pay grade until 26 pay periods have been accumulated. The sum of this calculation is the base pay.

NOTE: Educational differential, lead workers pay, maintenance pay, and shift differential, if any, should be added to this amount.

- II. Calculation of the state's share of Social Security Tax (FICA).
 - A. Multiply the base pay by the appropriate rate from Instruction II-B. These rates are for the calendar year, therefore, it will be necessary to determine the portion of salary earned in each calendar year.
 - B. Rates:
 - 1. 1984 7.0 % of the base wages up to \$37,800
 - 2. 1985 7.05% of the base wages up to \$39,300
 - 3. 1986 7.15% of the base wages up to \$42,000*
 - 4. 1987 7.15% of the base wages up to \$45,000*
 - * Estimated
- III. Calculation of employees share of Iowa Public Employees Retirement System (IPERS) contributions.
 - A. Multiply the base pay by the appropriate rate from Instruction III-B. These rates are for the calendar year, therefore, it will be necessary to determine the portion of salary earned in each calendar year.
 - B. Rates:
 - 1. 1984 5.75% of the base wages up to \$21,000
 - 2. 1985 5.75% of the base wages up to \$21,000
 - 3. 1986 5.75% of the base wages up to \$22,000
 - 4. 1987 5.75% of the base wages up to \$23,000
 - 5. 1988 5.75% of the base wages up to \$24,000

BUDGET DIVISION

Section Appendix	Instruction No. 940.00	Page No. 2 of 2	Effective/Revision Date 4/28/84
Subject How to Calculate the Co	st of a New Posi	tion	Approval Lames Chalstrom

- IV. Calculation of Health Insurance.
 - A. Multiply \$120.64 by the number of months position is projected (i.e. for entire fiscal year 12 x \$120.64 = \$1,447.68)
- V. Calculation of Life Insurance
 - A. Multiply the monthly rate of \$3.50 by the number of months the position is projected.
- VI. Calculation of Disability Insurance.
 - A. Multiply .0085 by the base wages up to a maximum of \$40,000.
- VII. Calculation of Judicial Retirement.
 - A. Employers share of Judicial retirement is calculated by multiplying the base wages by 3%.
- VIII. Calculation of Peace Officers Retirement.
 - A. Multiply base wages and longevity, if applicable, by 16%.
 - IX. Calculation of Longevity Pay.
 - A. If longevity is applicable, the following annual amounts should be added to the base wages.

After 4 years of service - \$300.00 After 9 years of service - \$600.00 After 14 years of service - \$900.00 After 19 years of service - \$1,200.00

- X. Total Employer Cost
 - A. Total employer cost is the sum of the amounts calculated in I through IX.

Se	ection Appendix	No. 971.00	Page No. 1 of 1	Effective/Revision Date 4/30/84	
S	ubject SB Form 11 Department's	Mission Statemen	nt	Approval James Chalstrom	
		,	6		•
FOR	R DATA PROCESSING USE ONLY	BUDGE [*] 1985-1	TATE COMPTROLI T WORKSHEETS 987 BIENNIUM S MISSION STATE		B FORM
0	Pepartment Name				
	Pepartment Head, Title				
5	tatutory Authority - Chapter			Co	ode 1983
D	repartment's Mission Statement:				

Section Appendix	No. 972.00	Page No. 1 of 1	Effective/Revision 4/30/84	Date
Subject SB Form 12 Budget Unit	t's Stated Goals		Approval James Chalis	trom
		6		
FOR DATA PROCESSING USE ONLY	BUD (STATE COMPTROLLI SET WORKSMEETS 5-1987 BIENNIUM JNIT'S STATED GOAL		SB FORM
DepartmentBudget Unit				
Operations Analysis	(Budget Unit or Department)			
Budget Unit's Stated Goals:	(Subget Sim of Supermon)			

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O F F I C E O F S T A T E C O M P T R O L L E R B U D G E T D I V I S I O N

Section Append	lix	No. 973.00	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject	SB Form 13 Progr Decision Package			Approval Chalstrom
		,	/	

FOR DATA PROCESSING USE ONLY	OFFICE	OFFICE OF STATE COMPTROLLER						
		IDGET W 1985-1987 IS & DEC	BIENNI	UM				
Department	Part II	Decision Package Description						
Budget UnitSubunit Name	Budget Unit	ORGN	ORGN Priority		Brief Description			
Part I Subunit Description:				1				
Subuliit Description.				2				
* * * .				3				
	Budget Unit	ORGN	ORGN Priority		Brief Description			
* *		,		1				
~				2				
				3				
	Budget Unit	ORGN	ORGN Priority		Brief Description			
*				1	3:			
				2				
				3				
	Budget Unit	ORGN	ORGN Priority		Brief Description			
	-			1				
				2				
				3	4			
. P.	Budget Unit	ORGN	ORGN Priority	П	Brief Description			
				1	N N			
*	-			2				
				3				

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Section Appendix	No. 974.00	Page No. 1 of 1	Effective/Revision Date 4/30/84	
Subject SB Form 14 Budget Unit/Fund	Description		Approval James Chaletron	1
		6		
FOR DATA PROCESSING USE ONLY	BUD 198	STATE COMPTRO GET WORKSHEET: 5-1987 BIENNIUM NIT/FUND DESCRI	S	SB FORM 1
DepartmentBudget Unit				
BU/Fund Name		BU	/Category	

Section	No.	Page No.	Effective/Revision Date 4/30/84
Appendix	979.00	1 of 1	
Subject SB Form 30	Self-Supporting Prog	rams	Approval James Chalstrom

SB Form 30

OFFICE OF STATE COMPTROLLER

BUDGET WORKSHEETS 1985-87 BIENNIUM SELF-SUPPORTING UNITS

Department	 	
Self-Supporting Unit	 	

	Actual	Actual	Estimated	Departmen	t Request
	FY 1983	FY 1984	FY 1985	FY 1986	FY 1987
Revenues:					
Total Revenues					
Expenditures:					
Direct					
Indirect - Central Services					
Department Services					
Other					
Total Cost of Program					
Receipts Over (Under) Costs					

BUDGET DIVISION

		-		
Section Appendix	No. 984.10	Page No. 1 of 1	Effective/Revision 4/30/84	n Date
Subject SB Schedule 4 E Decision Packag			Approval comes Cho	Colim
	*			
Department	BUDG 1985 DECISION	STATE COMPTRO BET WORKSHEETS - 1987 BIENNIUM PACKAGE-NARRA		SB Schedule 4 Part 1 (Decision Package Narrative)
I. Brief Description of Decision Package		III. W	hat are the consequences of not	approving this package?
II. Objectives to be accomplished if this par	ckage is approved.	IV. Alter	rnative ways of performing the fu ation described in this Decision f	nction, activity or Package.
V. The Cumulative Funding Total Including this Decision Package is: Below Current Level Equal to Current Level Greater than Current Level	VI. Is this function, o currently being do		Including thi ☐ Below (☐ Equal to	utive Service Level Total s Decision Package is: Current Level o Current Level than Current Level

Section Append	lix	No. 984.11	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject	SB Schedule 4 Par Performance Meas		Package	Approval James Chalstrom
		,		

OFFICE OF STATE COMPTROLLER

SB Schedule 4 Part 1A (Decision Package -Performance Measures)

Department	
Budget Unit	
Budget Unit No	

BUDGET WORKSHEETS
1985-1987 BIENNIUM
DECISION PACKAGE - PERFORMANCE MEASURES

* Name	1984	1985		. 1	986 Reque	st			19	87 Reque	st	
** Performance Measures	Actual	Budget	Base	Priority #1	Priority #2	Priority #3	Total	Base	Priority #1	Priority #2	Priority #3	Total
tr												
	1											
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tr tr												
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n n												
救救												
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h th							-					

BUDGET DIVISION

Section Append	ix	No. 984.21	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject	SB Schedule 4 Par Financial Data -			Approval James Chaldron
		· a		

OFFICE OF STATE COMPTROLLER DECISION PACKAGE (PART 2) FINANCIAL DETAIL

Total Salaries

Priority Ranks
(BPTY)

Group

SB Schedule 4 Part 2	
Dept. Name	
Budget Unit	
Subunit	
Organization	

#4

#3

#2

FY Fund Ag	jency	APPR	ORGN		
NANCIAL DATA (BFIN)	Acct. Type	Acct.	Ref.	FY '86 DP-1	FY '87 DP-2
Resources:					
* Total Resources					
Disposition of Resources Salaries					
	+				
		Navi I	Nanco de		
Total Disp. of Resources					

	C	Organizati	on		
FEDERAL FUNDS	(BFED)	FY	86 DP-1	FY	87 DP-2
Catalog	FFY	A	mount	A	mount
Total Federal Funds			00.00.4		87 DP-2
Class Title	Class	FTE	86 DP-1 Amount	FTE	Amount

BU

Dept.

FY 87

BUDGET DIVISION

Section Append		No. 984.40	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject	SB Schedule 4 Par Utilities Suppler		ckage	Approval James Chalstrom

SB Schedule 4 Part-4 (Decision Package -Utilities and Motor Fuel Supplement)

OFFICE OF STATE COMPTROLLER

BUDGET WORKSHEETS
1985 - 1987 BIENNIUM
DECISION PACKAGE-UTILITIES AND MOTOR FUEL SUPPLEMENT

Department	
Budget Unit	
Subunit Name	
Organization Name	
Budget Unit No	
Organization No	Organization
	Priority

Utilities	UN	ITS	PRI	CE	TOTAL	COST
Section A ESCRIPTION	FY 86 Units Requested	FY 87 Units Requested	FY 86 Requested Average Unit Price	FY 87 Requested Average Unit Price	FY 86 Request	FY 87 Reques
Electricity						
Natural Gas						
L. P. Gas						
Fuel Oil						
Coal						
Other						
Other						

Motor Fuel	UN	ITS	PRI	CE	TOTAL	COST
Section B DESCRIPTION	FY 86 Units Requested	FY 87 Units Requested	FY 86 Requested Average Unit Price	FY 87 Requested Average Unit Price	FY 86 Request	FY 87 Request
Regular						
Premium						
Unleaded						
Diesel #1						
Diesel #2	E-VANDJATE	or new Market State Stat	Versional			
Other		1				
Other						
otal Budget (FY 86 & 87) (Carry Forward to SB Schedule 4-Part 2) To appropriate expenditure allocation						

O F F I C E O F S T A T E C O M P T R O L L E R B U D G E T D I V I S I O N

Section Appendix	No.	985.10		age No. I of 1	Effective/Revision D 4/30/84	ate
Subject SB Schedule 5 B Part I Fin. Data & Part	ase Com II Fed	outation . Funds-	Blank (Jpdate	Approval James Chalstr	Jom
				6		*
	055		- 0011070	21.50		SB Scheo
FY Fund Agency APPR		FICE OF STATE			Dept. Name Budget Unit Subunit Organization	
Part I - Financial Detail (BFIN)	Acct.	Acct.	Ref.	FY '85 Adj. Budget E	FY '86 BB-4 Base Budget BB-5	FY '87 Base Budget BB-6
Resources:	Туре		() () () () ()			•
Total Resources		and some	4 200			
Disposition of Resources:						

art II Federal Funds Detail (BF	ED)		FY '85	FY '86	FY '87
Description	Catalog	FFY	Adj. Budget BB-4	Base Budget BB-5	Base Budget BB-6
	10				
Total Federal Funds					

Total Disposition of Resources

•		

Section Appendix	No. 985.11	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject SB Schedule 5 Base Part III Personal Services			Approval Lames Chalitram

SB Schedule 5 - Part III

OFFICE OF STATE COMPTROLLER

COST CENTER - BASE BUDGET COMPUTATION Personal Services Detail

Dept. Name	
Budget Unit	
Subunit	
Organization	

FY	Fund	Agency	APPR	ORGN

Part III

Part III	3	_		r		1	
		FY '85 FY '86		FY '87			
Porsonal Camilana Datall (DDED)	01.100	Adj. Bu	idget BB-4	Base Budget BB-5		Base Budget BB-6	
Personal Services Detail (BPER)	CLASS	FTE	Amount	FTE	Amount	FTE	Amount
Class Name							, illount
		1					
						1 1	
		1					
	,						

Section Appendix	No. 985.50	Page No. 1 of 1	Effective/Revision Date 4/30/84
Subject SB Schedule 5 Base Computation - Utilities		pplement	Approval Chalistrom
		(

Department	
Budget Unit	
Subunit Name	
Budget Unit No	

OFFICE OF STATE COMPTROLLER

Schedule 5 Part IV Base Budget Utilities and Motor Fuel Supplement

BUDGET WORKSHEETS 1985 - 1987 BIENNIUM BASE BUDGET UTILITIES & MOTOR FUEL SUPPLEMENT

Utilities			UNITS					PRICE					TOTAL	COST	
Section A	FY 84 Actual Units Consumed	FY 85 Budgeted Units Consumed	FY 85 Estimated Units Consumed	FY 86 Base Budget Units Requested	FY 87 Base Budget Units Requested	FY 84 Actual Average Unit	FY 85 Budgeted Average Unit	FY 85 Estimated Average Unit	FY 86 Requested Average Unit	FY 87 Requested Average Unit	FY 84 Actual Expend	FY 85 Budget	FY 85 Estimated Expend	FY 86 Base Budget Request	FY 87 Base Budget Request
DESCRIPTION				755		Price	Price	Price	Price	Price	-				
Electricity										2					
Natural Gas															
LP Gas															
Fuel Oil															
Coal	- Variation Prop		V. F. M. W.		D	TWO COMMENTS OF THE PARTY OF TH									
Other		100						A Part of			4				
Other		1 . A				3									
TOTAL BASE	BUDGET (F	Y 86 & 87) (C	Carry Forwar	d to SB Schedu	ule 5 - Part 1)	Го арргорг	iate expend	iture alloca	tion						
Motor Fuel Section B															
Regular															
Premium															
Unleaded															
Diesel #1															
Diesel #2															
Other															
Other															
TOTAL BASE	BUDGET (F	Y 86 & 87) (C	Carry Forward	d to SB Schedu	ile 5 - Part 1)	o appropr	iate expend	iture alloca	tion						

